

Code of Student Conduct & Policy Guide



2019-2020



Leading our Students to Success

201 West Burleigh Boulevard

Tavares, FL 32778-2496

352-253-6500

352-253-6503 (fax)

www.lake.k12.fl.us

Superintendent

Diane S. Kornegay, M.Ed.

School Board Members

District 1: Bill Mathias

District 2: Kristi Burns, Ph.D.

District 3: Marc Dodd

District 4: Sandy Gamble

District 5: Stephanie Luke

Mission

The mission of Lake County Schools is to provide every student with individual opportunities to excel.

Vision

A dynamic, progressive, and collaborative learning community embracing change and diversity where every student will graduate with the skills needed to succeed in post-secondary education and the work place.

Strategic Priorities 2016-2018

Focus Area 1.0: Student Achievement

Focus Area 2.0: Investment in People

Focus Area 3.0: Excellence in Business and Innovation

Focus Area 4.0: Culture, Climate, and Community

District Accredited through the Southern Association of Colleges and Schools under the parent organization of AdvancED Council on Accreditation and School Improvement.



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August 2019

Dear Students and Parents:

Ensuring the safety of every student is a top priority in Lake County and our district is doing everything we can to keep our campuses secure and protect our students. We all have a role to play in this effort. That's why it's important that all parents and students understand the expectations for student conduct. Well-informed parents become a helpful resource, reinforcing our efforts toward making our schools great places to learn and work. Similarly, when students understand their rights and responsibilities at school, they are more likely to follow the rules and respect the process.

The *Code of Student Conduct and Policy Guide* defines the rules of conduct and the behavioral expectations for students. The Code of Student Conduct also establishes the consequences for violations of the rules and describes the procedures for processing disciplinary violations. Included within is information specific to such things as attendance, bullying and harassment and dress code. Read to learn about the SpeakOut Hotline (1-800-423-8477), which allows students, parents or community members to call anonymously and report concerns.

The Lake County School Board approves the Code of Student Conduct and Policy Guide annually as information is added and updated. I urge parents and students to read it together and refer to it throughout the year as questions arise. Doing so will help ensure a positive school experience for every student, every day.

Thank you for partnering with us, and I look forward to a safe and successful school year!

Sincerely,

Diane Kornegay, M.Ed.
Superintendent

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Code of Student Conduct Department Directory

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- MTSS (Multi-Tiered System of Support)
- Problem Solving Team (PST)
- Restorative Practices

Athletic Director & Human Resources

- Academic Eligibility Requirements for Participation in Extracurricular Activities (Athletics)

Choice, Charter, & Community Education

- Educational Choice Transfer
- Home Education

Code of Student Conduct Committee

- Reviewed and made recommendations on entire Code of Student Conduct

College and Career Readiness

- School Counseling Programs

Communications

- Staying Informed about Lake County Schools

Employee Relations

- Nondiscrimination Notification and Contact Information

Exceptional Student Education

- ESE: Suspensions & Expulsions

Human Resources

- Extracurricular Activities

Human Resources & Teaching, Learning & Leadership

- Notification of Compliance
- Student Grievance Procedures

Information and Instructional Technology

- District Student E-Mail Account for Academic Purposes
- Student Acceptable Use Policy
- Bring Your Own Device (BYOD) Program

Lake County Virtual

- Attendance for Lake County Virtual

Operations and Facilities

- Introduction to Emergency Response and Crisis Management
- National Incident Management System
- Parent-Child Reunification
- Family Preparedness Plan
- Campus Security Measures
- Law Enforcement
- SpeakOut Hotline

Prevention Programs & Alternative Education

- Daily Conduct Code
- Student Rights
- Student Responsibilities
- Family Responsibilities
- Student and Parent Rights
- Know the Law
- Supervision of Students
- Parking
- Bullying or Harassment
- Dating Violence and Abuse
- Dress Code Policy
- Gang-Related Activity
- Cell Phones and/or any Electronic Communications Device
- Behaviors, Corrective Strategies, and Disciplinary Interventions
- Behaviors that May Result in Criminal Penalties
- Threats of Violence
- Levels I, II, III, IV, and Zero Tolerance with Definitions
- Due Process for Suspensions
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Risk Management

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- Notification of Risk

Student Services

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- FERPA (Family Educational Rights and Privacy Act)
- Access to Student Records by Parents
- Access to Students
- Subpoenas for Student Records
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- Section 504: Suspensions and Expulsions
- Administration of Prescription Medication Consent Form
- Administration of Non-Prescription Medication Consent Form

Teaching, Learning & Leadership

- Civility Policy

Transportation

- Bus Conduct Rules

Code of Student Conduct & Policy Guide Revision Committee

Rachel Adams, Program Specialist, Region 3
Pam Beeler, Program Specialist, Prevention Program & Alternative Education
Rhonda Boykin, Assistant Principal, Lake Minneola High
Kristi Burns, School Board Member
Porshialee Byfield, Coordinator, Prevention Program & Alternative Education
Kyle Bracewell, Assistant Principal, Mt. Dora High
Frances Celis, Director, College and Career Readiness
Sebrina Dillon-Banks, Coordinator, Prevention Program & Alternative Education
Herman Durias, Assistant Principal, Eustis Middle
Patricia Franklin, Teacher, Pine Ridge Elementary
Heather Hamilton, Manager, Information & Operations Services, IT
Monica Hite, Administrative Coordinator, Student Services
Don Hogan, District Athletic Director
Kimberly Lambert, DJJ, Juvenile Probation Officer Supervisor
Kristine Landry, Director, Student Services

Barbara Longo, Principal, Oak Park Middle
Melissa Lyford, Administrative Coordinator, ESE
Joseph Mabry, Assistant Principal, Tavares Elementary
Delrita Meisner, Be Free Lake
David Meyers, Supervisor, Employee Relations
Janis Modeste, Program Specialist, ESE
Lueverne Montez, Instructional Dean, Beverly Shores Elementary
Nichole Moses, Assistant Principal, East Ridge Middle
Sherri Owens, Communications Officer
Jimmer Roy, District Safety and Security Specialist
Reshonda Scott, Instructional Dean, Triangle Elementary
Julie Staton, MTSS Manager, Academic Services & Intervention
Ryan Strem, Assistant Principal, Umatilla High
Kristy Zamora, Assistant Principal, Tavares Middle



Code of Student Conduct and Policy Guide

2019 – 2020

Grades Pre-K-12

lake.k12.fl.us

Introduction

Welcome to Lake County Schools! We are proud of the positive learning environment and general tone of good discipline that exists in Lake County Schools. This has been achieved largely through the cooperative effort among students, school personnel, and parents to establish an orderly and purposeful educational atmosphere.

The Code of Student Conduct is published to communicate the expectations of the School Board of Lake County for students' behavior in pre-kindergarten through grade 12, including Lake County Virtual, high school students attending either the Lake Technical Center or a college dual-enrollment program and to summarize the policies of the School Board of Lake County related to the management of student conduct. Accordingly, this handbook:

1. defines the **responsibilities** and **rights** of students;
2. defines the **rules of conduct** and the **behavioral expectations** for students;
3. establishes the **consequences for violations** of the rules of conduct; and
4. describes the **procedures for processing disciplinary violations**.

The Code of Student Conduct is published once a year and may not contain subsequent changes in policy or procedure. When a policy or procedure is revised, the change will be communicated through school newsletters or other means of communication, at which time the published revision shall replace previous information. For the most current policy or procedure information, visit the Lake County Schools' website at www.lake.k12.fl.us.

Definitions:

1. The term "parent" wherever used in this document shall include a student's parent or parents, legal guardian, legal custodian, or adult recognized by the student's school as acting "in loco parentis."
2. The term "Superintendent" shall include the Superintendent's designees including executive directors, principals, assistant principals, and/or deans as is appropriate within the context of the provision.

Scope of Authority

Section 1006.07, Florida Statutes, requires that a Code of Student Conduct is distributed to all teachers, school personnel, students, and parents. This Code is used to govern conduct and discipline in the Lake County Schools. Each student must obey district rules while on school grounds; while being transported to or from school at public expense; during a reasonable time before and after the student is on the premises for attendance at school or for authorized participation in a school-sponsored activity, and only when on the premises; and during school-sponsored events, field trips, athletic functions, and similar activities. During such times, all students are subject to the immediate control and direction of teachers, staff members, or bus drivers to whom such responsibility has been assigned by the principal. [SBP: 5.30 & Section 1003.31, Florida Statutes] Student disciplinary infractions and the interventions are divided into four levels. Each level represents progressively more serious infractions, and interventions become progressively more severe.

The Code also applies to students who commit felonies or delinquent acts which would be felonies if committed by an adult, off School Board owned property or whose off-campus conduct may have a detrimental effect on the orderly operation of a school, or jeopardize the health, safety, or welfare of students and staff members of a school. Furthermore, students may be subject to school disciplinary sanctions when they commit acts away and apart from school that can be shown to pose a threat or danger to the safety of other students, staff, School Board members, or school property, or will prevent the orderly delivery of the instructional program, or present danger to the student who committed the infraction.

The School Board of Lake County approved the Code of Student Conduct and Policy Guide to help students, parents and school personnel understand the guidelines for maintaining a safe and orderly learning environment. The Code of Student Conduct and Policy Guide was developed by district staff, school-based administrators, teachers and parents and is reviewed on a yearly basis. This Code applies to all Lake County Schools' students in pre-kindergarten through grade 12, including Lake County Virtual, high school students attending either the Lake Technical Center or a college dual-enrollment program. The Code has been developed for the purpose of informing students and parents of policies and procedures for students enrolled in Lake County Schools. We feel confident that it will assist in making school days pleasant and productive. It is the responsibility of each student and parent to read, understand, and abide by this Code of Student Conduct & Policy Guide. All policies listed in this Code are subject to change due to School Board action. Students will be notified when such changes occur. The changes will be posted on the district web site at lake.k12.fl.us. Policies referenced in this Code can be further researched at lake.k12.fl.us. Some schools may have additional school-based rules to ensure a safe learning environment.

Students should be advised that violations of the Code of Student Conduct and Policy Guide may also be violations of Florida law. Thus, students may be subject to school facilitated discipline as well as discipline imposed by local law enforcement authorities. School Resource Deputies/Officers and other law enforcement authorities have the power to conduct investigations independent of those conducted by school personnel for the same incident. Furthermore, the sanctions imposed by the school district for misconduct are separate and distinct from the consequences that may be imposed following the arrest and prosecution of a student for a violation of law originating from the same incident. Please keep in mind that failure of one entity to act does not prevent the other from taking appropriate actions consistent with this Code of Student Conduct or with Florida law.

NOTE: It is beyond the scope of this handbook to identify all potentially relevant state laws, rules, or regulations and School Board of Lake County policies that may apply to a specific disciplinary case. Therefore, this publication of the Code of Student Conduct & Policy Guide is not an exhaustive representation of every possible example of inappropriate behavior for which a student may receive a disciplinary consequence.

Lake County Schools Important Information

[School Board Meetings](#)

www.lake.k12.fl.us/school-board/board-meetings



[Student Calendar](#)

www.lake.k12.fl.us/calendar/student-calendar



[Grading Calendar](#)

www.lake.k12.fl.us/calendar



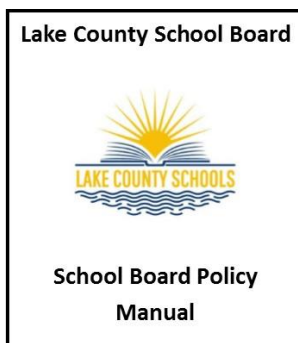
[Testing Calendar](#)

www.lake.k12.fl.us/departments/teachinglearningandleadership/curriculum-instruction-and-assessment/evaluation-and-accountability/testing



[School Board Policy](#)

www.lake.k12.fl.us/school-board/board-policies



[Florida Statutes](#)

www.leg.state.fl.us/statutes



RESPONSIBILITY

Doing your best and
taking ownership for
your words and
actions.

“There are three responsibilities – responsibility for self and social responsibility toward others and the community.”

~ Amatai Etzeioni



Section I

Student Rights and Responsibilities

DAILY CONDUCT CODE - [Section 1003.31(4) (a-g), Florida Statutes]

By enrolling in a School Board of Lake County, school, each student agrees to conduct himself/herself according to the Statute's Daily Conduct Code which requires that students:

1. be respectful at all times and obedient unless asked to do wrong;
2. not hurt another person with my words or my acts, because it is wrong to hurt others;
3. tell the truth, because it is wrong to tell a lie;
4. not steal, because it is wrong to take someone else's property;
5. respect my body, and not take drugs;
6. show strength and courage, and not do something wrong, just because others are doing it; and
7. pledge to be nonviolent and to respect my teachers and fellow classmates.

STUDENT RIGHTS

Students attending Lake County Schools have the right to a free and appropriate education, which includes the right to equal educational opportunities without regard to race, national origin, sex, disability, or marital status. Students are also vested with other fundamental rights. Among these is the right to:

1. be informed of the rules of the Code of Conduct;
2. a positive, safe and orderly environment in which to learn;
3. know about and use school guidance services;
4. be treated with dignity and respect;
5. reasonable and fair treatment;
6. be protected by laws prohibiting the release of personally identifiable information, other than directory information, to any unauthorized party without the consent of parents/guardians, or students 18 years of age or older
7. free transportation as allowable by law;
8. be notified of failure or the potential for failure as outlined in the progress-reporting schedule;
9. assemble in a non-disruptive manner;
10. free speech, oral and written;
11. possess, post, and distribute any forms of literature that are not inherently disruptive to the school program including, but not limited to, newspapers, magazines, leaflets, and pamphlets; and
12. have the right and equal opportunity to participate in school activities and programs.

RESPONSIBILITY MAKES A DIFFERENCE

Becoming a responsible adult begins with becoming a responsible student!

STUDENT RESPONSIBILITIES

Students have the responsibility to:

1. adhere to the guidelines set forth in the school handbook and this code;
2. attend all classes daily and be punctual;
3. come to class with all necessary materials and be prepared to learn;
4. take advantage of learning opportunities;
5. use guidance services for educational and personal improvement;
6. treat other people and property with respect;
7. report hazardous or dangerous situations to an adult in authority;
8. immediately report threats to do harm to an adult in authority;
9. immediately report illegal activities to appropriate authorities;
10. refrain from bringing inappropriate or contraband items to school;
11. abide by all bus safety rules and procedures;
12. follow the classroom rules and to complete all classroom assignments, homework, and projects/reports as outlined by their current classroom teacher;
13. refrain from profane or inflammatory statements;
14. conduct themselves in a safe and responsible manner;
15. present a clean and neat appearance;
16. take responsibility for his/her own work and actions;
17. share with their parents/guardians grades and progress reports received relative to their progress in each class
18. plan, gain approval for, and conduct assemblies consistent with educational objectives;
19. express and publicize their opinions and ideas in such a manner so as not to offend, slander or libel others, and to avoid disrupting the orderly process of the school;
20. use only those bulletin boards or wall areas designated for use by students and student organizations, and must also accept responsibility for the effect that the posting publication or distribution of this literature might have on the normal activities of the school;
21. refrain from publishing libelous and obscene materials, to seek full information on the topics about which they write, and observe the normal rules for responsible journalism under the guidance of the faculty advisor;
22. understand that principals may suppress or recall literature which they consider primarily commercial in nature or material which could endanger the orderly operation of the school; and
23. choose their activities and programs and comply with the policies or rules associated with such programs.

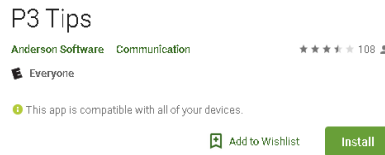
Failure to comply with these responsibilities could result in disciplinary action.

ANONYMOUS REPORTING TOOLS

Speakout Hotline – The “SpeakOut” program provides a monitored 24-hour hotline that allows students, parents, or community members to call anonymously and report concerns regarding drugs, weapons, violence, abuse, suicide, bullying/harassment, or other problems. It has contributed to the district’s ability to be proactive in responding to various situations before they escalate to the crisis level. **Speak-Out Hotline 1-800-423-8477**. You may also download the P3 Tips app on android or iPhone devices to report.

FortifyFL – Fortify FL is a suspicious activity reporting tool that allows you to instantly relay information to appropriate law enforcement agencies and school officials.

Students who report any of the above listed activities/information to the appropriate authorities may have their names held in confidence and the School District agrees not to release the student’s name to any other student.



FAMILY RESPONSIBILITIES

By enrolling a child in a School Board of Lake County, school, each parent/guardian is encouraged to support the school with the following:

1. reviewing the contents of the Code of Student Conduct and Policy Guide with their child;
2. ensuring their child lives in the assigned school zone;
3. ensuring the daily attendance of their child and promptly report and explain any absences or tardiness from school;
4. providing their child with the resources needed to complete class work;
5. assisting their child in being healthy, neat, and clean;
6. bringing to the attention of the school authorities any problem or condition which affects their child or other children of the school;
7. ensuring their child does not bring inappropriate (Section IV) or contraband (Sections VIII and X, Level II) items to school;
8. discussing report card and work assignments with their child;
9. ensuring that the school has up-to-date home, work, and emergency telephone numbers;
10. ensuring that current emergency health care information regarding their child is on file with the school; and
11. communicating with the school (e.g.: talk to child’s teacher, return requested forms, etc.).

EXPECTED BEHAVIOR

The School Board of Lake County expects students to conduct themselves in keeping with their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment.

Such behavior is essential in maintaining an environment that provides each student the opportunity to obtain a high quality education in a uniform, safe, secure, efficient, and high quality system of education.

The standards for student behavior shall be set cooperatively through interaction among students, parents/guardians, staff, and community members, producing an atmosphere that encourages students to grow in self-discipline. The development of such an atmosphere requires respect for self and others, as well as for district and community property on the part of students, staff, and community members. School administrators, faculty, staff, and volunteers serve as role models for students and are expected to demonstrate appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying.

STUDENT SOCIAL MEDIA GUIDELINES

In accordance with the School Board of Lake County’s Student Code of Conduct and Policy Guide, the District expects students to set and maintain high ethical standards in their use of social networking. Personal use of social media may have an effect at school. While at times it is easy to tell whether social media use is school-related or personal, at other times it may be difficult to distinguish fully between different uses. **Sometimes, personal social media use, including outside of school hours, could result in disruption at school and the school may need to get involved. This could include disciplinary actions such as a parent conference, suspension, alternative disciplinary placement, and/or expulsion. It is important to remember that infractions outlined in the Code of Student Conduct and Policy Guide prohibiting certain types of communication also apply to electronic communication. To be safe, be in control of what you do online, even if it is during personal time.**



The School Board of Lake County reserves the right to request school-related images or content posted without permission to be removed from the Internet. If you wish to promote a specific activity or event, you may do so only by means of a link to school or district official social media accounts.

As noted in the Lake County Schools Code of Student Conduct and SBP 5.33, making false accusations and/or false reports of school staff or causing incidents on campus may result in a suspension, alternative disciplinary placement, or potential expulsion from school and possible criminal charges, especially if a learning environment disruption occurs.

STUDENT AND PARENT RIGHTS

In accordance with the provisions of Section 1006.13(6), Florida Statutes, students who have been victims of certain felony offenses by other students, as well as the siblings of the student victims, have the right to be kept separated from the student offender both at school and during school transportation, Section 1002.20(5), Florida Statutes. Felony violations noted in Section 1006.13(6), Florida Statutes, relate to homicide; assault, battery, and culpable negligence; kidnapping, false imprisonment, luring or enticing a child, and custody offenses; sexual battery; lewdness and indecent exposure; abuse of children; robbery; robbery by sudden snatching; carjacking; or home-invasion robbery.

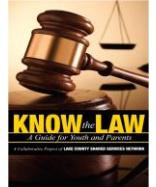


PATRIOTIC PROGRAMS

In accordance with the provisions of Section 1003.44, Florida Statutes, each student shall be informed by a written notice published in the student handbook or a similar publication pursuant to Section 1006.07(2), Florida Statutes, that the student has the right not to participate in reciting the pledge. Upon written request by his or her parent, the student must be excused from reciting the pledge, including standing and placing the right hand over his or her heart. When the pledge is given, unexcused students must show full respect to the flag by standing at attention, men removing the headdress, except when such headdress is worn for religious purposes.

KNOW THE LAW

The *Know the Law* booklet is a guide for youth and parents. The booklet was developed by a committee of community agencies to give students and parents/guardians an avenue for understanding the laws and consequences in order for good decisions to be made.



ATTENDANCE RULES [\[SBP: 5.40\]](#)

The expectation of the School Board of Lake County, is that all students will be in attendance each day of the school year.

1. Parents/guardians are responsible for the attendance of their children within the compulsory school age (6 through 16 years of age). A student who attains the age of 16 during the school year is not subject to compulsory school attendance beyond the date that (s)he attains this age, if the student files a formal declaration of intent to terminate school enrollment with the district School Board. The declaration must acknowledge that terminating school enrollment is likely to reduce the student's earning potential and must be signed by the student and the student's parent/guardian. [Section 1003.21, Florida Statutes]
2. Each parent of a child within the compulsory attendance age is responsible for the child's school attendance as required by law. [Section 1003.24, Florida Statutes]
3. A habitual truant is defined by law as a student who has 15 unexcused absences within 90 calendar days, with or without the knowledge or consent of the parent or legal guardian. [Section 1003.01(8), Florida Statutes] Accumulated tardies and early departures shall be considered unexcused absences. Three unexcused tardies or early releases will equal one unexcused absence for the purpose of defining a habitual truant. The superintendent must provide the Department of Highway and Motor Vehicles with the name of each habitual truant, age 15 and above. The Department of Highway and Motor Vehicles may not issue a driver's license or learner's driver's license to, and shall suspend any previously issued license of any such student. (Sections 322.091 and 1003.27, Florida Statutes). Families receiving public assistance for a student through the State of Florida Learnfare program may have that assistance withdrawn if the student is identified as habitually truant or has dropped out of school. [Section 414.1251, Florida Statutes] Additionally, a parent who refuses or fails to have a minor student who is under the parent's control attend school regularly commits a misdemeanor of the second degree. School Board of Lake County employees who willfully violate state truancy law may face action against their certification. [Section 1003.27(7), Florida Statutes]
4. Students and families violating the state truancy law may face court action. [Sections 1003.24, 1003.27, and 1003.29, Florida Statutes]
5. More than 10 excused/unexcused absences in a semester is considered to be excessive. A written statement from a licensed practicing physician verifying an illness or injury must be provided after that point for the absence to be considered excused. In cases where a student is experiencing a long-term illness or injury, only one written statement per year from a licensed practicing physician is required. However, the parent/guardian will need to continue to submit a note explaining the reason for each absence.
6. Whenever a student of compulsory school age is absent or tardy without the permission of the person in charge of the school, the parent/guardian of the student will, within the grading period after the absence or tardy, report and explain in writing the cause of such absence or tardy to appropriate school personnel.
7. Excused absences or tardies include:
 - illness or injury of the student
 - illness or injury of the student's immediate family necessitating the student's absence – immediate family includes, but is not limited to parent, brother, sister, grandparent, aunt, uncle, legal guardian or person in loco parentis, or member of the household.
 - death of a member of the student's immediate family
 - doctor or dental appointments which cannot be scheduled outside of school hours
 - pre-arranged absences of educational value and with the principal's prior approval - The request for pre-arranged absence must be at least five days in advance unless there are extenuating circumstances.
 - recognized religious holidays
 - judicial actions – subpoena/summons: Juvenile Detention Center
 - Truancy Hearings
 - Any absence of a student diagnosed with Autism Spectrum Disorder or eligible for the Autism Spectrum Disorder program through Exceptional Student Education for an appointment scheduled to receive therapy provided by a licensed health care practitioner or certified behavior analyst.
8. All other absences or tardies are considered unexcused.
9. Upon return from an absence(s), students are responsible for making arrangements with the teacher to make up assignments and/or test(s). Students may need more time, depending on the length of the absence, to remediate content or receive the initial instruction he/she missed. In collaboration with the student and/or parent, teachers will establish the due date for missed work or tests after considering the length of the absence and the instructional or remediation time needed to ensure student mastery of the course content/standard. Students shall earn full credit for all assignments, tests, and quizzes made up within the reasonable time limits established by the teacher. Partial credit shall be given for assignments not completed within the time limits established by the teacher.

10. Students may participate in academic field trips without being counted absent.
11. Two (2) parent notes per 9 week period will be excused. All other undocumented absences will be counted as unexcused.
12. Once a student has **5 or more unexcused absences**, it will result in an evaluation by the principal, or designee, of a potential pattern of non-attendance and referral to the appropriate school official. Schools may require adherence to an attendance contract if the student has violated the attendance rules.
13. Procedure for Student Returning from Absence – Upon returning to school a student must present a note or other appropriate documentation explaining an absence within 48 hours of the student's return to school. Otherwise the absence may be considered as unexcused.
14. Incentive for Good Attendance – The principal or designee has the final authority for determining whether or not a school offers incentives for good attendance.
15. Academic Field Trips (AFT)
 - An AFT is defined as an event in which a student is participating in a school sponsored event under the auspices of a teacher.
 - 4 AFTs per 18 week period
 - Students may participate in AFTs without being counted absent if all required work is made up.
16. Suspension Days
 - Elementary and Middle School: A student who receives a suspension for the first, second, or third time shall not have the suspension count as an unexcused absence.
 - High School: A student who receives a suspension for the first time shall not have the suspension count as an unexcused absence.
17. Tardy Policy Per 9 Weeks
 - A student is considered tardy to class after the bell rings unless excused by a note from school personnel.
 - 3 tardies per 9 week period = 1 unexcused absence
 - Missing 15 minutes or more of a class constitutes an absence
18. Administration of Attendance Rules – The Attendance Office, under the supervision of the principal or designee, is allowed the flexibility to design the paperwork, procedures, and the coordination with the School Counseling Office in the implementation of the Attendance Rules.
19. Students, 18 years of age and older, shall have all rights accorded to their records, unless they are dependent on their parents as defined in the Internal Revenue Code. Students, 18 years of age and older, in K-12 educational programs are required to be in compliance with attendance and discipline policies of the School Board of Lake County.

Lake Virtual School

Full-time students enrolled in Lake County Virtual Instruction Programs are enrolled in a public school and therefore must meet the attendance requirements pursuant to State statute and applicable School Board of Lake County policy. State statute specifies that students meet compulsory attendance requirements. This means attendance must be taken for students in this program and these students have the same guidelines related to truancy as students in a traditional school setting.

Students will be expected to maintain adequate pace in all courses. The expected pace will be provided to all students at the beginning of each course. The pace of all students will be monitored by the classroom teacher, virtual school administrator and program specialist. Students, who are not maintaining adequate pace, will be referred to Student Services for appropriate interventions. Failure to abide by the policies and expectations may result in probationary status, removal from the program or denial of reenrollment.

All Lake County Virtual students and parent(s) must participate in a minimum of one monthly two-way contact with each virtual teacher. Teachers may require more contact if deemed necessary.

Home Education

Florida Statutes define home education as the sequentially progressive instruction of a student directed by his or her parent. To establish a home education program and maintain compliance with Section 1002.41, Florida Statutes, parents must:

- Send the Home Education Registration Form to the Home Education Office in Choice, Charter, and Community Education Department
- Forward the annual educational evaluation, *due each year on the anniversary of the enrollment date*, to the Home Education Office
- Maintain and preserve a portfolio of records, educational activities, and student work for two years
- Make the portfolio available for review upon request of the superintendent
- Notify the Home Education Office of any change of address
- Submit a letter of termination along with annual evaluation upon completion of the home education program within 30 days of termination

It is the parent/guardian's responsibility to familiarize themselves with the legal requirements for home education and to comply with statutory and FLDOE procedures.

By registering the child as a home education student, the parent/guardian will satisfy the requirement for compulsory education as defined in Sections 1002.41, 1003.01(13), 1003.21(1), Florida Statutes.

COOPERATION

Getting along with
others and working
together

*“Alone we can do so
little; together we can
do so much.”*

~ Helen Adams Keller



Section II

Safety and
Security

INTRODUCTION TO EMERGENCY RESPONSE AND CRISIS MANAGEMENT

Providing a safe and secure environment for our students to learn is a top priority of the School Board of Lake County. Measures have been taken to ensure our staff and students are prepared in the event a crisis situation occurs in one of our schools. A comprehensive Emergency Response and Crisis Management Plan has been created to guide our staff and students through a wide variety of situations. Drills are practiced at each site to ensure that routines and safety procedures are well established and familiar to all. [SBP: 8.10]

The likelihood of effectively managing an emergency is increased with an established district level plan and individual school plans that are tailored to the conditions and resources of an individual school or facility.

The Emergency Response and Crisis Management Plan is written with the explicit intent to protect and sustain life, reduce emotional trauma, assist in emotional recovery from trauma, and minimize personal injury and/or damage to property. This plan template incorporates activities for preparing, responding, and recovering from a variety of emergency situations. School plans help to maximize the health, safety, and welfare of students, staff, and authorized visitors when schools are confronted by an emergency situation.

Lake County Schools takes school safety very seriously. Our priority is to provide a productive learning environment. The dedication of parents, schools, district administration, and many other community partners is needed to help protect our schools and to keep our children safe from harm.

We encourage parents/guardians to talk openly with your child and encourage them to talk to the adults at their school regarding activities concerning a crisis.

NATIONAL INCIDENT MANAGEMENT SYSTEM

Schools manage emergencies and crisis through the Incident Command System (ICS). It is a standardized, on-scene, all-hazard incident management concept. ICS is based on a flexible, scalable response organization providing a common framework within which people can work together effectively.

PARENT-CHILD REUNIFICATION

In an effort to address all hazard incidents, the School Board of Lake County has developed short- and long-term parent-child reunification procedures. Short-term procedures outline the appropriate steps to be taken at individual school sites. When reunification procedures exceed the scope of school site operations, Lake County Schools' District Incident Management Team (DIMIT) will implement long-term procedures to consolidate resources and increase efficiency.

Contact and Release Information

All students are required to have Contact and Release Information on file at their school site. Contact and Release Information must be updated every school year, and the school should be notified of any changes of information on the student emergency/medical information. Contact and Release Information will be distributed to students on the first day of school and must be returned promptly. Student emergency information requires the following:

- Parent/guardian/caregiver current address and phone number
- The student's doctor/health care provider and insurance information
- Any medication(s) or chronic illness(es) related to the student

What Should Parents/Guardians Do

In case of a school emergency or a natural disaster, you need to be aware of the District's process for releasing your child. First and foremost, remain calm. Remember, it is our primary concern that students remain safe at all times, and there is a plan for an orderly dismissal and release of our students.

Parents can assist the school and district authorities during a crisis by adhering to the following:

- Please cooperate with school and/or district directives.
- Please consult district and local media resources for regular updates about the incident. You may be directed to an off-campus parent staging area for the latest information regarding a campus crisis.
- Please refrain from calling the school because phone lines will be needed for emergency communication; however, please consult the local media, our district web page at www.lake.k12.fl.us, and our Facebook page at www.facebook.com/LakeSchools for the latest updates.
- Please refrain from calling your child's cell phone because cell towers need to be clear for emergency use; however, please consult the local media, our district web page at www.lake.k12.fl.us, and our Facebook page at www.facebook.com/LakeSchools for the latest updates.
- Please refrain from going to the school if a lockdown situation should occur; however, please consult district and local media resources. Please be advised that roads may be closed, doors are locked, and campuses are off-limits to anyone other than authorized personnel.

If there is a need to release students for the day, the Parent-Child Reunification Procedures will be put into place. If the situation warrants the release of students, direct notification to your listed emergency contact numbers as well as the use of local news media will provide instructions on when and where the release will take place. Some situations may require students to be bussed to an off-site location for their release to parents. For the safety of every child, we must document to whom each child is released. Students will only be released to a parent, legal guardian, or childcare personnel as designated on your child's *Lake County School Student Registration Form – Emergency & Medical Information* form.

The following procedures provide a general guideline for parent-child reunification throughout Lake County Schools. Each reunification site is responsible for adhering to the following three principles when implementing its reunification process: (1) a safe and secure check-in area for parents, (2) a separate area designated for the reunification of parents and children, and (3) a safe and secure exit for parents and children.

In the event that an emergency occurs on or near a school site, parents/guardians must report to the reunification site and adhere to the following procedures required for releasing a student. School sites must work in conjunction with the Lake County Schools' District Incident Management Team (DIMIT) throughout the parent-child reunification process. When you arrive at the facility where students will be released, proceed to the reunification location designated by the school and plan to do the following:

1. Present picture identification
2. Move to the release area designated by the school and wait for your child
3. A runner will go to the student assembly area, get your child, and bring him/her to the release area
4. Be prepared to show your ID again at the exit gate
5. Sign for the student on *Student Disposition Form* and depart

These procedures should be shared with everyone you list on the *Lake County School Registration Form – Emergency & Medical Information* form so they are familiar with our plan and these concerns.

Pursuant to Section 120.54, Florida Statutes, in the event of an emergency, the Superintendent or the School Board of Lake County can enact additional rules governing student conduct which shall be enforced as included in this Code of Student Conduct.







Family Preparedness Plan

- **Find Out What Can Happen To You.** Ask local public safety officials what types of disasters are most likely to happen and ask for information on how to prepare for each.
- **Create a Disaster Plan.** Meet with your family and discuss why you need to prepare for a disaster. Discuss the types of disasters that are most likely to happen. Explain what to do in each case. Plan to share responsibilities and work together as a team.
- **Complete a Checklist.** Make a checklist that your family can use to gather key documents, turn off utilities, etc.
- **Practice and Maintain Your Plan.** Conduct drills, check to see if supplies need to be replaced, test equipment, and quiz your family often.


STAYING INFORMED ABOUT LAKE COUNTY SCHOOLS



At Lake County Schools, we want parents, students, and all of our stakeholders to be well-informed about what's happening in our schools. We will provide information to you in a variety of ways, and since communication is a two-way process we urge you to share information with us as well. Feel free to send us your questions, concerns, suggestions, or any other information. We will do our best to respond promptly and accurately.

Here are a few ways to connect with us.

	Web	The District's website, www.lake.k12.fl.us , is updated frequently to provide parents, students and the community the latest news about our schools.
	Facebook	Visit us at www.facebook.com/LakeSchools to like, share, and comment on the good news about the great things happening in our schools. Every school has a Facebook page, too! Find a list of links under the "Schools" tab on our web page, www.lake.k12.fl.us .
	Twitter	Follow us on @lakeschools and follow Superintendent Diane Kornegay on @supt_kornegay for regular updates, often in real time. Every school has a Twitter page, too! Find a list of links under the "Schools" tab on our web page, www.lake.k12.fl.us .
	Telephone	We occasionally send recorded phone messages to your home with important information. Make sure your school has your correct phone number on file.
	Peachjar	Through the Peachjar web app, e-flyers (digital electronic flyers) are sent directly to parents' e-mail in-boxes and are posted on school websites for easy access. Make sure your school has your correct e-mail address on file.
	Parent Portal	Get important updates along with access to your student's academic history, attendance information, test scores, assignments, report cards, and more. Contact your school for information on how to sign up for Family Access to the Parent Portal.

In addition, we actively partner with local media outlets to help ensure information is delivered to the community quickly, especially during an emergency.

	Radio	Radio stations that provide information about Lake County Schools include: <ul style="list-style-type: none"> • WLBE 790 AM • WVLG 640 AM and WKIQ 1240 AM • Z88.3 FM • WDBO 580 AM
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	Television	<p>Television stations that provide information about Lake County Schools include:</p> <ul style="list-style-type: none"> • Government access stations: Bright House channel 199; Florida Cable channel 4. Lake-Sumter State College Television (Comcast cable channel 13) and LakeFront TV (Comcast cable channel 22). • Regular updates are also typically available on local television stations: NBC affiliate WESH-TV channel 2; CBS affiliate WKMG-TV channel 6; ABC affiliate WFTV-TV channel 9; FOX35 channel 35; News 13 (Spectrum cable only).
	Newspaper	<p>Daily newspapers that provide information about Lake County Schools include:</p> <ul style="list-style-type: none"> • Orlando Sentinel • Daily Commercial • The Villages Daily Sun

CAMPUS SECURITY MEASURES

Measures have been taken to enhance the safety of our staff and students.

School Resource Officers (To include SRO's & SRD's) – Law enforcement officers are assigned to schools. These officers perform general law enforcement duties, present law-related education programs, attempt to identify students displaying early signs of delinquency, and serve as a referral resource for students, faculty, and parents.

School Safety Guardians – Position is an armed School Safety Guardian position; however, there shall be no law enforcement authority, as per School Board Policy.

SAFETY MEASURES

Threat Risk and School Safety Assessment – The primary purpose of a Threat Risk and School Safety Assessment is to minimize the risk of targeted violence at school. The Board's threat assessment process is designed to be consistent with the process set forth in the joint U.S. Secret Service and U.S. Department of Education publication, *Threat Assessment in Schools: A Guide to Managing Threatening Situations and to Creating Safe School Climates* for identifying, assessing, and managing students who may pose a threat. The goal of the threat risk and school safety assessment process is to take appropriate preventive or corrective measures to maintain a safe school environment, protect and support potential victims, and provide assistance, as appropriate, to the student being assessed. Each school has a team of professionals, the Threat Risk and School Safety Assessment Team, to address potential threats to school safety. Please see School Board Policy for more information.

Victimization (Zero Tolerance) – When a student who is adjudicated guilty of or delinquent for, or is found to have committed, regardless of whether adjudication is withheld, or pleads guilty or nolo contendere to a felony violation (listed in this paragraph) against a student or a sibling of the student attending the same school, the offender may be assigned to a different school and/or different transportation. Felony violations include homicide; assault, battery, and culpable negligence; kidnapping, false imprisonment, luring or enticing a child, and custody offenses; sexual battery; lewdness and indecent exposure; abuse of children; robbery; robbery by sudden snatching; carjacking; or home-invasion robbery. [Section 1006.13, Florida Statutes]

CITIZENSHIP

Being law abiding and
involved in service to
school, community, and
country

*“Never doubt that a small
group of thoughtful,
committed citizens can
change the world; indeed,
it’s the only thing that
ever has.”*

~ Margaret Mead



Section III

Public Notice

CIVILITY POLICY

Employees of the Lake County Schools will treat parents and other members of the public with respect and expect the same in return. The district must keep schools and administrative offices free from disruptions and prevent unauthorized persons from entering school/district grounds. Accordingly, this policy promotes civility, mutual respect, and orderly conduct among district employees, parents, and the public. See School Board Policy 3.43 for the complete policy. [SBP: 3.43]

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) [20 U.S.C. 1232g]

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that affords parents/guardians and students 18-years-of-age and older ("eligible students") certain rights with respect to the students' educational records. Florida Statutes requires that an education record be maintained for each student enrolled in school. [SBP: 5.70, 5.71; Section 1002.22, Florida Statutes] The school principal is responsible for the control and supervision of educational records housed at the school.

1. Under FERPA, "education records" are defined as records that are directly related to a student and maintained by an educational agency.
2. Students and their parents/guardians shall have rights of access, rights of challenge, rights of privacy with respect to student records and reports, rights of waiver, and rights to annual notice.
 - Every student shall have a right to privacy with respect to the educational records kept on him or her. Personally identifiable information contained in such records and reports is confidential. These records and reports cannot be released without the written consent of the student's parent/guardian, or of the student himself or herself if he or she is 18 years of age or older, unless the purposes for the release of such information is consistent with FERPA and Section 1002.221(2)(c), Florida Statutes. Such a release of information without consent can be for any reason consistent with that in Section 1002.221(2)(c), Florida Statutes, including, but not limited to, purposes consistent with inter-local agreements with other agencies.
 - Parents/guardians/eligible students have the right to inspect and review the student's education records within 30 days of the day the District receives a request for access. Parents/guardians 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 principal will make arrangements for access and notify the parent/guardian or eligible student of the time and place where the records may be inspected. If copies of these records are requested, the first five pages will be provided by the District at no cost. For requests in addition to five pages, an amount of 15 cents per page may be charged.
 - Parents/guardians/eligible students have the right to request the amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate, misleading, or otherwise in violation of the privacy rights of the student. When making such a request, a written statement to the school principal should clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading, or otherwise in violation of the privacy rights of the student. If the District decides not to amend the record as requested by the parent/guardian or eligible student, the District will notify the parent/guardian or eligible student of the decision and advise him or her of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.
 - Under certain circumstances, parents/guardians/eligible students have the right to waive their access to the educational record.
 - FERPA requires that all parents/guardians/eligible students are provided annual notification of their rights under FERPA. Information included here in the Code of Student Conduct serves as this annual notice.
3. Parents/guardians/eligible students have the right to consent to disclosures of personally identifiable information contained in the student's education records.
4. In some instances, FERPA authorizes disclosure of personally identifiable information from the student's educational record without consent. These may include:
 - to officials of other schools or school systems in which the student seeks to enroll;
 - to appropriate parties in connection with an emergency, if necessary to protect the health or safety of the student or other individuals;
 - to an agency caseworker or representative of a state or local child welfare agency, or tribal organization, when the agency is legally responsible for the care and protection of the student (i.e., the student is in foster care);
 - to certain governmental agencies;
 - In response to a court order or subpoena, the parent/guardian/eligible student will be notified of the disclosure, except where the law prohibits said notification; and
 - to a school official with a legitimate educational interest;

A school official is a person employed by Lake County Schools as an administrator, supervisor, instructor, or support staff member; a person serving on the School Board of Lake County; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, personnel from the Department of Health); a parent/guardian or student serving on an official committee (such as a grievance committee or teen court); or assisting another school official in performing his or her tasks.

A school official may have access to student records when there is a legitimate educational interest, which means that the official needs to review the educational record in order to fulfill his or her professional responsibility or may also have a contractual obligation to fulfill.

5. Upon request, the District discloses educational records, including record of disciplinary actions, without consent to officials of another school district in which the student intends to enroll.
6. When a student enrolls in a public school in Florida, a request will be made for the student's social security number. Lake County Schools does not use Social Security numbers as a student identification number. A student is not required to provide his or her social security number as a requirement for enrollment or graduation. [Section 1008.386, Florida Statutes]

7. Directory Information – Under the guidelines stipulated in 34 CFR § 99.3, the School Board of Lake County reserves the right to release "Directory Information" to the general public without obtaining prior permission from students or parents/guardians/eligible students. Directory information includes, but is not limited to, the student's name, parent/guardian names, residential address, telephone number (if listed), date and place of birth, name of most recent previous school or program attended, participation in school sponsored activities and sports, height and weight of athletic team members, dates of school attendance, grade level/anticipated graduation date, honors and awards received, district student email, and diploma conferred.

However, an eligible student or his/her parents may notify the principal of the desire **NOT** to have directory information released by opting-out and signing the opt-out form on the website. In that case, this information will not be disclosed except with the consent of a parent/guardian or eligible student, or as otherwise allowed by the Family Educational Rights and Privacy Act. In the absence of written notification to restrict the release of directory information, the school and the School Board of Lake County will assume that neither a parent/guardian of a student, nor an eligible student objects to the release of the designated directory information. The School Board of Lake County will routinely publish directory information in conjunction with press releases regarding school activities, honor roll announcements, athletic events, and other such activities. However, directory information shall not be released for commercial use, including mailing lists for solicitation purposes. This notification must be submitted in writing to the principal within thirty (30) days of when the Code of Student Conduct has been reviewed at the beginning of the school year or thirty (30) days after initial enrollment. [SBP: 5.71]

Under provisions of the National Defense Authorization Act and The Elementary and Secondary Education Act (No Child Left Behind), directory information may also be released to law enforcement agencies, other governmental agencies (U.S. Department of Justice, branches of Armed Forces, etc.) and to post-secondary programs to inform students of educational programs available to them. Under these provisions, the School Board of Lake County may also release student name, address, and telephone number of 11th and 12th grade students including Lake County Virtual to the armed services and military recruiters. Parents/guardians of students or eligible students in 11th and 12th grade including Lake County Virtual may choose for this information **NOT** to be provided to the armed services or military recruiters. This notification must be submitted in writing to the principal within thirty (30) days of when the Code of Student Conduct has been reviewed at the beginning of the school year or thirty (30) days after initial enrollment.

8. Parents/guardians/eligible students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. Those who believe their rights have been violated may file a written complaint with the **Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202 or an e-complaint through the Office of the Chief Privacy Officer's student privacy website at <https://studentprivacy.ed.gov/file-a-complaint>.**

Access to Student Records by Parents – FERPA defines "Parent" as natural parents of a student, any guardian of a student, or any individual acting as a parent in the absence of a parent or guardian (20 USC §1232g, 34 CFR §99.3). The US Department of Education has determined that a parent is absent if he or she is not present in the day-to-day home environment of the child. Parents have rights regarding the student records of their children, including right of access, right of waiver of access, right to challenge and hearing, and right of privacy, in accordance with §1002.22, Florida Statutes. Access to student records and information pertaining to a student may not be denied to either parent unless a court order specifically revokes these rights. It is the parent's responsibility to supply the school with any documents that delineate custody and/or limitations regarding student records. The school will not resolve parental disputes regarding a student and/or student record access. [Sections 61.13, , 1002.20, and 1002.22, Florida Statutes]

Access to Students – Both parents have full rights to participate in the child's school activities and know what is happening at school unless there is a court order or state statute limiting that access. If such an order exists, parents must provide a certified copy to the principal of the student's enrolled school.

In the event that a parent wants a third party who is not a legal guardian of the student (including step-parents or grandparents) to be provided access to student records, the ability to communicate with students' teachers, or to participate in the student's school activities, then both parents must provide the principal prior written authorization.

In the event that the school receives conflicting direction from divorced or separated parents concerning a student, school personnel may rely on the direction of the parent identified by the following criteria, which are listed in order of priority:

1. The parent who is designated in a Parenting Plan or other Florida court order as having either sole educational decision-making authority or sole parental responsibility over the student.
2. If both parents are designated as educational decision-makers with shared parental responsibility, the parent who resides at the address specified in the Parenting Plan or other Florida court order as the address to be used for school assignment purposes.
3. If no such Parenting Plan or order exists or no such address is specified, and the child was born out of wedlock with no paternity established by birth certificate or other Florida court order, then the mother has decision-making authority regarding the child until such Parenting Plan or other Florida court order is presented to the school.

Release of a Student from School - Absent prior permission from the parent as provided on the Student Enrollment Emergency Information form, no student shall be permitted to leave school during the school day at the request of or in the company of anyone other than an authorized school employee; a law enforcement officer; child protective investigator, or other official acting in the exercise of his/her lawful authority; or the parents of the student unless there is a court order or state statute limiting parental access.

In the event that the school receives conflicting direction from divorced or separated parents concerning release of a student from school, school personnel may rely on the direction of the parent identified by the following criteria, which are listed in order of priority:

1. The parent who is designated in a Parenting Plan or other Florida court order as having either sole educational decision-making authority or sole parental responsibility over the student.
2. If no such Parenting Plan or order exists, the parent who enrolled the student in Lake County Schools.

Subpoenas for Student Records – School officials must comply with subpoenas from a court of competent jurisdiction for the production of student records. The production of these records must be accomplished in a lawful and timely manner. If a student (18 years old or older) or the parents/guardians of a minor student object to the release of subpoenaed records, an objection to a subpoena for non-party production must be filed or a protective order must be obtained from a court of competent jurisdiction. After school receipt of proper notification, the subpoenaed records will be produced as demanded on the 10th working day following the service of the subpoena if an injunction is not granted.

NONDISCRIMINATION NOTIFICATION AND CONTACT INFORMATION

Lake County Schools does not discriminate on the basis of race, religion, color, national origin, gender, genetic information, age, pregnancy, disability, or marital status in its educational programs, services, or activities, or in its hiring or employment practices. The district also provides access to its facilities to the Boy Scouts and other patriotic youth groups, as required by the Boy Scouts of America Equal Access Act, or any other youth group listed in Title 36 of the United States Code as a patriotic society.

An employee, student, parent, or applicant alleging discrimination with respect to employment, or any educational program or activity may contact:

Lake County Schools
Supervisor, Compensation and Employee Relations
Equity Coordinator
Phone: 352-253-6548

NOTIFICATION OF COMPLIANCE

The School Board of Lake County adheres to a policy [\[SBP: 2.70\]](#) of non-discrimination in educational programs/activities and employment and strives to provide equal opportunities for all as required by:

Americans with Disabilities Act Title II – prohibits discrimination on the basis of disability in state and local government programs/services

Civil Rights Act of 1964 TITLE VII – prohibits discrimination on the basis of race, color, religion, or national origin

Florida Civil Rights Act of 1992 – secures for all individuals within the state, freedom from discrimination because of sex, national origin, age, disability, or marital status

Florida Educational Equity Act –prohibits discrimination on the basis of race, ethnicity, national origin, gender, disability, or marital status against a student or an employee in the state system of public K-20 education. No person in this state shall, on the basis of race, ethnicity, national origin, gender, disability, or marital status, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any public K-20 education program or activity, or in any employment conditions or practices, conducted by a public educational institution that receives or benefits from federal or state financial assistance. – The supervisor responsible for compliance may be contacted at (352) 253-6500.

Individuals with Disabilities Education Act (IDEA) – the district has an obligation to identify, locate, evaluate, and provide a free and appropriate public education for all children with disabilities. Students and parents/guardians have a right to due process under IDEA. A copy of parent/guardian rights afforded by IDEA is available at all district schools and on the website. The Director of Exceptional Student Education may be contacted at (352) 253-6600.

McKinney-Vento Homeless Assistance Act of Title VII-B – This legislation authorizes the Federal Education for Homeless Children and Youth (EHCY) program and is the primary legislation related to education of children and youth experiencing homelessness. It was reauthorized in December 2015 by the Title IX, Part A, of the Every Student Succeeds Act (ESSA). It is designed to remove barriers that homeless children and youth have faced in enrolling, attending, and succeeding in school. The School Board of Lake County shall ensure that homeless children and youth, including preschool-aged children, are afforded the same free, appropriate education as provided to other students, have an opportunity to meet the same challenging State of Florida academic standards to which all students are held, are not stigmatized, or isolated, segregated, or separated in another educational program on the basis of their status as homeless. Lake County Schools shall establish safeguards that protect homeless students from discrimination on the basis of their homelessness. See School Board Policy 5.15 for the complete policy for more information.

Section 504 of the Rehabilitation Act of 1973 – prohibits discrimination against the disabled. It is the intent of the district to identify, evaluate, and provide appropriate educational accommodations to these students. Students may be disabled under this policy even though they do not require services pursuant to the Individuals with Disabilities Education Act (IDEA) – Students and parents/guardians have a right to due process under Section 504. A copy of parent/guardian rights afforded by Section 504 of the Rehabilitation Act of 1973 is available at all district schools. The Director of Student Services is the coordinator of Section 504 activities and may be contacted at (352) 742-6920.

Title IX of Education Amendments of 1972 – states: “No person in the United States shall, on the basis of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance” – The School Board of Lake County affirmed in regular session on October 14, 1975, that it is in compliance with the requirements of Title IX and does not discriminate on the basis of sex in the educational program or activities which it operates. This statement of non-discrimination extends to School Board of Lake County employment practices and to admission to school programs. A “Title IX Complaint” is a claim by a person that he or she has been discriminated against on the basis of sex in the programs or activities operated by the School Board of Lake County. A person having Title IX complaint should direct his/her concern to the Supervisor of Compensation of Benefits and Employee Relations who will either investigate the complaint or refer it to appropriate personnel. If the complaint is not resolved, the complaint and a complete copy of the findings of the investigation will be sent to the Chief of Staff and/or the Superintendent’s designee for review.

Address any Title IX Complaint to: Supervisor of Compensation of Benefits and Employee Relations,
School Board of Lake County 201 W. Burleigh Blvd., Tavares, FL 32778.



NOTIFICATION OF RISK

Be aware that playing or practicing to play/participate in any sport can be dangerous in nature and involve MANY RISKS OF INJURY. It is understood that the dangers and risks of playing or practicing to play/participate in interscholastic sports may result in complete or partial paralysis; brain damage; serious injury to virtually all bones, joints, ligaments, muscles, tendons, and other aspects of the muscular/skeletal system; serious injury to virtually all internal organs; serious injury or impairment to other aspects of the body, and general health and well-being. Understand that the dangers and risks of playing or practicing to play/participate in interscholastic sports may result not only in serious injury, but in a serious impairment of future ability to earn a living, to engage in other business, social and recreational activities, and generally to enjoy life. Because of the dangers of participating in interscholastic sports, it is important to follow and obey coaches' instructions regarding playing techniques, training and team rules. The best investment that any parent can make for a child is to invest in purchasing 24-hour school accident insurance.

In consideration of the School Board of Lake County, Florida, permitting try outs for high/middle school team sports and engaging in all activities related to the team including, but not limited to, trying out, practicing or playing/participating in that sport; all employees, agents, representatives, coaches, and volunteers will be held harmless from any and all liability, actions, causes of actions, debts, claims, or demands of any kind and nature whatsoever which may arise out of or in connection with participation in any activities related to the high/middle school interscholastic sports team. The terms hereof shall serve as a release and assumption of risk for heirs, estates, executors, administrators, assignees, and all family members.

INSURANCE (Student Accident)

The School Board of Lake County recommends that parents/guardians consider purchasing affordable student accident insurance for their children. This insurance provides valuable coverage in the event your child is injured in an accident. The coverage is available for school day only, which provides coverage during the regular school year, or you can purchase a more comprehensive policy covering your child 24/7. This can be especially valuable if you do not currently have health insurance for your child. If you do have health insurance, this can help cover deductibles and co-pays to limit out of pocket expenses in the event of an accident. Please contact your child's school for more information on how to purchase this type of coverage or contact School Insurance of Florida directly at 800-432-6915 or online at <http://www.floridaschoolinsurance.com/coverage.htm>.

PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA) NOTICE

Pursuant to the Protection of Pupil Rights Amendment (PPRA) (20 USC §1232h; 34 CFR Part 98), parents, guardians, or eligible students (over the age of 18 or emancipated) have certain rights pertaining to surveys, the collection and use of information for marketing purposes, and certain physical exams. These rights are as follows:

- The right to give prior written consent before students are required to submit to surveys concerning protected information (regarding political affiliation or beliefs; mental or psychological problems of the student or student's family, sex behavior or attitudes; illegal, anti-social, self-incriminating, or demeaning behavior; critical appraisals of others with whom survey respondents have close family relationships; legally recognized privileged relationships, such as with lawyers, doctors, or ministers; religious practices, affiliations, or beliefs of the student or parents; or income, other than as required by law to determine program eligibility) if the survey is funded in whole or in part by a program of the U.S. Department of Education,
- The right to opt a student out of participation in any other protected information survey, regardless of funding.
- The right to opt a student out of any non-emergency invasive physical exam or screening required as a condition of school attendance administered by the school or its agent, and not necessary to protect the immediate health and safety of a student.
- The right to opt a student out of non-invasive health screenings, including hearing, vision, or body mass index screenings, for any reason (Section 381.0056, Florida Statutes).
- The right to opt out does not apply to scoliosis screenings, except on grounds of religious beliefs or physician certifications pursuant to Section 1003.22(5), Florida Statutes.
- The right to opt a student out of activities involving the collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others, and
- The right to inspect, upon request and prior to administration or use (a) protected information surveys of students, (b) instruments used to collect personal information from students for any marketing, sales, or distribution purposes, and (c) instructional material used as part of the educational curriculum used in connection with activities noted above. The District will ensure that student privacy is protected in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes.
- The District will directly notify parents of students who are scheduled to participate in the specific activities or surveys noted above and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey, for example, the Florida Youth Survey. The District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys and will be provided an opportunity to opt their child out of such activities and surveys and to review any pertinent surveys.
- Those who believe their rights have been violated may file a written complaint with **the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202** or an e-complaint through the Office of the Chief Privacy Officer's student privacy website at <https://studentprivacy.ed.gov/file-a-complaint>.

PUBLIC SAFETY INFORMATION ACT 1997 – SEX OFFENDER/ SEXUAL PREDATOR LAWS

Information is available at each school. Contact your local principal.

Student Felony Reports – Florida Statute requires the arresting authority (Section 985.101, Florida Statutes) or the court (Section 1006.08, Florida Statutes) to immediately notify the district school superintendent when a student is found to have committed a delinquent act, or who has had adjudication of a delinquent act withheld which, if committed by an adult, would be a felony. According to Florida Statute 985.101, once the superintendent has notified the principal, the principal must immediately notify the student's immediate classroom teachers. The information provided by the arresting authority may not be placed in the student's permanent record and shall be removed from all school records no later than 9 months after the date of the arrest. The informed staff must maintain appropriate levels of confidentiality.

STUDENT GRIEVANCE PROCEDURES

A grievance is any situation occurring in the course of the school's implementation of the Code of Student Conduct & Policy Guide that causes a student to consider himself aggrieved. Schools are responsible for providing mechanisms for the expression and resolution of grievances.

The School Board of Lake County will promptly investigate alleged incidents of harassment or discrimination and appropriate, corrective action will be taken. Any student who alleges harassment or discrimination by another student or School Board of Lake County employee shall report the harassment to the building principal, assistant principal(s), certified school counselors or teachers. Filing of a complaint or otherwise reporting harassment in good faith, will not affect the student's status, extracurricular activities, grade or any other assignments. However, willfully reporting a false claim of harassment or discrimination in bad faith is illegal and will subject the reporter of the false claim to disciplinary action.

The harassment or discrimination complaint shall be in writing, state the act or acts, state the date(s), state the names of witnesses, and shall be signed by the complainant. The right to confidentiality, both of the complainant and of the alleged harasser, will be respected, consistent with the Board's legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action when the conduct has occurred. Retaliation against any student for alleging harassment or discrimination is strictly forbidden. [SBP: 2.71]

SUPERVISION OF STUDENTS



Subject to law and rules of the State Board of Education and the School Board of Lake County, each student enrolled in a school shall: (a) during the time she or he is being transported to or from school at public expense; (b) during the time she or he is attending school; (c) during the time she or he is on the school premises participating with authorization in a school-sponsored activity; or (d) during a reasonable time before and after the student is on the premises for attendance at school or for authorized participation in a school-sponsored activity, and only when on the premises, be under the control and direction of the principal or teacher in charge of the school, and under the immediate control and direction of the teacher or other member of the instructional staff or of the bus driver to whom such responsibility may be assigned by the principal.

The School Board of Lake County is responsible for the supervision of students on school grounds thirty (30) minutes before or after the activity is scheduled or actually begins or ends, whichever period is longer. A school or district school board may, by policy or other formal action, assume a longer period of supervision. Casual or incidental contact between school district personnel and students on school property shall not result in a legal duty to supervise outside of the reasonable times set forth in this section, provided that parents shall be **advised in writing twice per year** or by posted signs of the school's formal supervisory responsibility and that parents should not rely on additional supervision. The duty of supervision shall not extend to anyone other than students attending school and students authorized to participate in school-sponsored activities. Please refer to your school's beginning and ending hours and arrange for supervision of your child accordingly. Parents should not rely on school supervision outside the time limits of such policy (please note that proper authorities may be called). [SBP: 5.30; Section 1003.31, Florida Statutes]



Retrieved from <https://cyberbullying.org/memes>.

KINDNESS

Being nice and
considerate toward
others

“When you carry out acts of kindness, you get a wonderful feeling inside. It is as though something inside your body responds and says, yes, this is how I ought to feel.”

~ Harold Kushner



Section IV

Transportation

BUS CONDUCT RULES

The bus is an extension of the school campus. Therefore, students will adhere to all conduct rules, including those addressing medication, while riding a School Board of Lake County school bus. Only a student who is regularly enrolled as a transported student and whose name appears on the bus driver's enrollment card for that bus, shall be permitted to ride such a bus while it is being operated on a regular school bus route except upon the written request of the parent(s) or legal guardian of a student and with the written approval of the principal/designee. Such approval may be granted only when the student's welfare is involved due to an emergency condition in the home. When an emergency condition exceeds 5 days, the Superintendent's designee's approval shall be required. Approval shall not be allowed for: a) student visitation, unless duly authorized; b) a student to obtain transportation to his/her regular place of employment. Students attending a school on an Educational Choice Transfer must provide his/her own transportation. Students living less than the state approved mileage are not eligible for transportation unless their walking path fits the state approved criteria for "hazardous walking" or has been approved by the School Board of Lake County. [\[SBP: 8.31\]](#)

Section 1006.10 (3), Florida Statutes, states the school bus driver shall control students during the time students are on the school bus, but shall not have such authority when students are waiting at the school bus stop or when students are en route to or from the school bus stop except when the bus is present at the bus stop.

Section 1006.07(2)(i), Florida Statutes, states that violation of district school board transportation policies, including disruptive behavior on a school bus or at a school bus stop, by a student is grounds for suspension of the student's privilege of riding on a school bus and may be grounds for disciplinary action by the school and may also result in criminal penalties being imposed.



Students being transported on a school bus must comply with the following rules.

Prohibited on the Bus

1. Possession of sharp/dangerous instruments or any type of weapons on the bus is prohibited.
2. Bring no animals, glass containers, skateboards, or have open containers of food or drinks on the bus.
3. Use or have no tobacco products (smoking, chewing, dipping, or electronic) or other mood altering substances while on the bus.
4. Bring no bulky or inappropriate objects on school transportation. This includes but is not limited to musical instruments, athletic equipment, etc., that cannot be held in the student's lap. No objects may block the aisles or emergency exits.

Before Entering the Bus

1. Be at the bus stop at least five minutes before bus arrival but not more than fifteen minutes before arrival. Observe proper rules of conduct while waiting for the bus. Students shall stay at least five feet off the road and off private property.
2. If it is necessary for a student to cross a road to board a bus, the student should wait until the bus arrives and the driver deploys the stop arm and flashing red lights. The student should make visual contact with the driver, watching for the Department of Education's (DOE) adopted crossing signal. The student should then make a right and left check for traffic and cross twelve (12) feet in front of the bus.

Before and Exiting the Bus

1. Get on/off at their regularly appointed bus stop unless written parent/guardian permission is provided to the school administrator early in the day to allow time for verification. [\[SBP: 8.35\]](#)
2. Wait until the bus has come to a complete stop before entering or exiting the front door of the bus. Students shall form a line in order to ensure safety in getting on or off the bus.
3. Use the handrail when entering and leaving the bus. Be careful that loose straps or drawstrings on articles of clothing or backpacks do not get caught on the handrail.
4. If it is necessary for a student to cross a road after unloading from a bus, the student should stand at the side of the bus in sight and hearing of the driver. The student should make visual contact with the driver, watching for the DOE's adopted crossing signal. The student should then make a right and left check for traffic and cross twelve (12) feet in front of the bus.

During the Bus Ride

1. Occupy the seat assigned by the driver and refrain from moving around while the bus is in motion. Seat belts must be correctly fastened upon taking assigned seat and worn at all times if the bus is designed with seat belts.
2. Obey the driver, monitor, and volunteers at all times and follow the standards of conduct while riding the school bus. Report promptly to the principal when instructed to do so by the driver. Bus infractions may result in an out of school suspension.
3. Keep all body parts and belongings inside the bus windows.
4. Keep from littering, throwing, or propelling objects inside the bus.
5. Keep from throwing or propelling items outside the bus windows. (Behavior that violates this rule/expectation may be classified as a felony. The student and the parent/guardian shall be held responsible for any damages that result from such an act.)
6. Keep from defacing or vandalizing a school bus. Restitution will be required for any damages sustained to the bus.
7. Follow emergency evacuation procedures when appropriate. [\[SBP: 8.34\]](#)
8. Observe classroom conduct rules at all times (except for ordinary conversation). Silence on the bus shall prevail while the bus is stopped for railroad crossings or for discharging students. When the bus is in motion, only talk to the driver if it is necessary and be quiet when the driver turns the dome lights on, raises a hand, etc. One of these signals will be used at railroad crossings.
9. Use of profane or objectionable language or engaging in any other objectionable conduct is prohibited. There shall be no pushing, fighting or any other type of misconduct at any time.
10. Wear no bathing suits on the bus or hang them outside the windows. Wet bathing suits shall be placed in waterproof bags before being brought on the bus.

Bus Suspension: Violation of transportation policies or bus conduct rules committed while on the school bus may be grounds for the suspension of bus riding privileges by the school administrator for a period of time not to exceed ten (10) school days per occurrence. However, the consequences for such violations are **not limited** to revocation of bus riding privileges. Other sanctions, up to and including out-of-school suspension, alternative

disciplinary placement, and/or expulsion from school may be imposed when warranted. Procedures for students with disabilities are described in the subsection ESE: SUSPENSIONS AND EXPULSIONS, or SECTION 504: SUSPENSIONS AND EXPULSIONS.

Bus Revocation: Repeated violation, or a single serious violation, of transportation policies or bus conduct rules committed while on the school bus may be grounds for the revocation of a student's bus riding privileges by the principal for a period of time up to the remainder of a school year, the intervening summer school, and the following school year. However, the consequences for such violations are **not limited** to revocation of bus riding privileges. Other sanctions, up to and including out-of-school suspensions, alternative disciplinary placement, and/or expulsion from school may be imposed when warranted (see Due Process Procedures for suspension and alternative disciplinary placement or expulsion). Procedures for students with disabilities are described in the subsection ESE: SUSPENSIONS AND EXPULSIONS, or SECTION 504: SUSPENSIONS AND EXPULSIONS.

Note: Lake County Schools' busses are equipped with video/audio cameras for security purposes. Students are being taped during their ride. These tapes may be used to determine violations of the Code of Student Conduct. Violations of these bus conduct rules and any action or behavior by a student(s) to substantially distract the driver and causes or has the potential to cause a safety hazard on a moving bus, or while stationary, may be the basis for suspension from bus/school and/or revocation of bus riding privileges. Only authorized school personnel can view a bus video/audio recording, when the need arises, due to the protection of other students' privacy.

While on the school bus, students may use their personal devices for non-disruptive activities such as completing school work, reading, privately listening to music with earphones (other students should not hear the music), or playing games. Students are prohibited from using devices in a manner that may be harmful to another person. At no time may any device be utilized in a way that might threaten, humiliate, harass, embarrass, or intimidate another person. However, use of personal devices is under the sole discretion of the bus driver.

While cell phones and other electronic devices are normally not allowed to be visible on the bus, in a situation when there is a substantial delay, the bus driver may give permission for students to use their cell phone.

*When a student is suspended or bus riding privileges have been revoked, they are not permitted to use **any** School Board of Lake County school bus for extracurricular activities or field trips during the suspension or revocation timeframe. At the principal's discretion, a student may be allowed to ride the bus for extracurricular activities only or field trips that are academic in nature.*

Parents are responsible for their children at the bus stop. Bus drivers may issue bus referrals based on behavior they observe at bus stops and administrators may investigate and discipline accordingly. School officials may address any incident occurring at the bus stop that may have an adverse impact on the school. Sections 1006.07(2)(i), 1006.09(1)(b), and 1006.10(3), Florida Statutes.

Without specific permission of the bus driver or supervisor, a parent may not board a school bus that is being operated by a Lake County Schools' bus driver. Violation of this provision may result in the loss of bus riding privileges for the student of the parent and possible prosecution under Florida law.

PARKING/VEHICLE RULES

All parking areas are the property of Lake County Schools. The parking of a student's vehicle on campus is a privilege that is granted by the School Board of Lake County upon the availability of parking, written consent from parent/guardian, purchase of a parking decal at the school of attendance, and written agreement to comply with School Board rules. The School Board regards the use of motor vehicles for travel to and from school by students as an assumption of responsibility on the part of those students – a responsibility in the care of property, in the observation of safety rules, and in the display of courtesy and consideration toward others. Students who repeatedly violate campus-parking rules may have their parking decal revoked and/or are subject to disciplinary interventions. Students must follow the school policies on driving and parking. Violation of the Code of Student Conduct policies or the school parking/driving policies may result in loss of privileges, suspension, alternative disciplinary placement, or expulsion from school. [Section 1001.43(1)(f), Florida Statutes]



Note: Parents are encouraged to review the Official Florida Driver License Handbook pertaining to the operation of motor vehicles by their children. As outlined in the “Time Restrictions for Minors” section of the handbook, high school students with a Class E driver license may not be legally allowed to drive their vehicle home after an event. It is the student and parent’s responsibility to know the law.

1. A student shall be permitted to drive his/her vehicle or motorcycle to school provided there is parking availability, a written consent of the student's parent/guardian and a written agreement to comply with all rules of the School Board of Lake County and local school officials relating to student vehicles is filed with the principal. Any student violating this rule shall be denied permission to bring his/her vehicle to school until such time as the principal restores the privilege. Students parking vehicles on campus without authorization are subject to disciplinary interventions. [\[SBP: 5.36\]](#)
2. A student leaving home for school shall proceed directly to the school campus. After arriving at school a student shall remain on the school grounds unless given permission to leave the grounds as provided in these rules. At the close of the school day, the student shall leave the school grounds promptly unless under the supervision of a faculty member.
3. The student shall park a car driven to school in the area designated for student parking.
4. Each student who parks a vehicle on a school campus is presumed to know what is contained in the vehicle and will be held accountable for any weapons, drugs, contraband, etc. which may be found in the vehicle. School authorities have the right to inspect any student parked vehicle in order to protect the health, safety, and welfare of students. This includes the use of drug and gunpowder sniffing K-9 dogs.
5. No student shall loiter in or around the parking area or areas.
6. Students shall not occupy cars during class hours, between classes, or before or after school except as they arrive and leave for the school day and travel to and from approved programs at other locations.
7. The principal shall cooperate with law enforcement officers. A student who receives a citation for a traffic violation while traveling to or from school, or who is known to be operating a vehicle in such a manner as to endanger the student's own safety or that of others, may at the

principal's discretion lose the privilege of driving a vehicle to school. Any student violating such directive shall be subject to suspension, alternative disciplinary placement, or expulsion from school.

8. Students must follow all Florida Department of Motor Vehicle (DMV) traffic laws and regulations while on school property or be subject to citations including the DMV's regulation on out-of-state vehicle registration. Students who park on school property are required to produce to the school the following before purchasing a decal: 1) copy of student's Valid Driver's License, 2) copy of Insurance on Vehicle, and 3) copy of Current Florida Vehicle Registration. (No decal will be issued to vehicles with Out-of-State Tags.)
9. Habitual truants will have their driver's licenses withheld/suspended by the Department of Highway Safety & Motor Vehicles.
10. Student parking is not provided at Lake County Schools middle school facilities, therefore no middle school students are permitted to drive themselves to school.
11. The Board shall not be responsible for motor vehicles which are lost, stolen, or damaged.



Retrieved from <https://cyberbullying.org/memes>.

RACIAL, ETHNIC, AND RELIGIOUS

TOLERANCE

Respecting the individual differences, views, and beliefs of other people

“How do we create a harmonious society out of so many kinds of people? The key is tolerance, the one value that is indispensable in creating community.”

~ Barbara Jordan



Section

V

Policies Governing
Student Behavior

BULLYING OR HARASSMENT

The School Board of Lake County is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students and employees. The School Board of Lake County encourages the promotion of positive interpersonal relations between members of the school community. Bullying or harassment toward a student or employee, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes but is not limited to physical (hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact), verbal (oral or written) (taunting, malicious teasing, insulting, name calling, sexual, religious, disability, or racial harassment, making threats), electronically transmitted (cyber or high-tech) (posting slurs or rumors or other disparaging remarks about a student on a web site or on a web blog, sending e-mail or instant messages that are mean or threatening, or so numerous as to drive up the victim's cell phone bill; using a camera phone to take and send embarrassing photographs of students; posting misleading or fake photographs of students on web sites), and/or psychological abuse (spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation, dehumanizing gestures or public humiliation). The School Board of Lake County will not tolerate any gestures, comments, threats, or actions, which cause or threaten to cause bodily harm or personal degradation.

The following factors will determine if bullying or harassment for students and employees falls within the scope of the School Board of Lake County:

- A. During any education program or activity conducted by a public K-12 educational institution including Lake County Virtual; or
- B. During any school-related or school-sponsored program or activity or on a school bus or at a school bus stop of a public K-12 educational institute including Lake County Virtual. Notwithstanding the duty to investigate complaints of bullying or harassment while a student is at a school bus stop, the School Board of Lake County is not liable for such incidents but is only responsible to investigate and refer to the appropriate agency; or
- C. Through the use of data or computer software that is accessed through a computer, computer system, or computer network within the scope of a public K-12 educational institution including Lake County Virtual; or
- D. Through the use of data or computer software that is accessed at a non-school-related location, activity, function, or program or through the use of technology or an electronic device that is not owned, leased, or used by a school district or school, if the bullying substantially interferes with or limits the victim's ability to participate in or benefit from the services, activities, or opportunities offered by a school or substantially disrupts the education process or orderly operation of a school. This paragraph does not require a school to staff or monitor any non-school-related activity, function, or program.

Bullying including cyberbullying is defined as willfully and repeatedly exercising power or control over another by systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. It is further defined as unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by a student or adult, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation; and may involve but is not limited to teasing; social exclusion; threat; intimidation; stalking; physical violence; theft; sexual, religious, disability, or racial harassment; public or private humiliation; or destruction of property.

Harassment includes, but is not limited to, any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct directed against a student or school employee that (1) places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property, (2) has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or (3) has the effect of substantially disrupting the orderly operation of a school [SBP: [5.33](#); Section 1006.147, Florida Statutes]

Cyberbullying means bullying through the use of technology or any electronic communication, which includes, but is not limited to, any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or part by a wire, radio, electromagnetic system, photoelectronic system, or photo-optical system, including, but not limited to, electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person, or the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

Cyberstalking as defined in Section 784.048(1)(d), Florida Statutes, means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to the person and serving no legitimate purpose.

Reporting forms are available on the Lake County Schools Website on the Office of Prevention Program and Alternative Education page under the Bullying section. Forms are also available at each school. All reports of bullying or harassment are taken very seriously; however, if a student withdraws from the current school prior to or during the investigation, the District cannot ensure that the complaint is thoroughly investigated and may be deemed an abandoned complaint. [SBP: [5.33](#); Section 1006.147, Florida Statutes]

An individual has the right to report an incident(s) of bullying or harassment without fear of reprisal or retaliation at any time. Merriam-Webster dictionary defines retaliation as "to repay in kind," "to return like for like," or "to get revenge." When a person is accused of having engaged in an inappropriate action, especially bullying or harassment, the common reaction of that person could be anger and wanting to "get back" (retaliate) at the person who reported the incident. If retaliation does occur, students may be assigned a Level III disciplinary intervention. (See Section IX)

Some examples of retaliations include, but not limited to,:

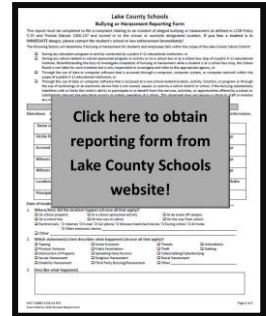
- Attempting to discuss the matter in any way while it is under investigation;
- Spreading rumors;
- Following the person;

- Becoming physical in any way;
- Destroying property; and/or
- Using any electronic or written form of communication to retaliate.

Allegations of bullying or harassment will be promptly investigated, giving respect for confidentiality and the safety of the victim and/or any individual(s) who reports an incident(s) of bullying or harassment.

Ways to Report a Person who is bullying or harassing:

- Verbally to an adult at school
- On a Bullying or Harassment Reporting Form located at a student's school or on the District's website at <https://www.lake.k12.fl.us/departments/teachinglearningandleadership/academic-services/choice-and-alternative-education/preventionprogramsalternativeeducation/bullying-or-harassment/bullying-or-harassment-reporting-forms>
- SpeakOut Hotline – 1-800-423-TIPS (8477)



If You Are the Victim of Bullying or Harassment:

- Clearly tell the bully(ies)/harasser(s) to stop.
- Don't ignore the incident. Immediately report the incident to someone at school.
- Tell your parent(s)/guardian(s).
- If the bullying/harassing continues after you have clearly told the bully(ies)/harasser(s) to stop, make a written record of the incident including date, time, witness or witnesses, and parties involved in the incident.
- Report the incident immediately to an adult who has authority over the bully(ies)/harasser(s); for example, teacher, certified school counselor, assistant principal, or principal.
- Avoid being alone with the person(s) who has attempted to bully/harass.

To Minimize the Risk of Being Accused of Bullying or Harassment



DO:

- Keep your hands to yourself.
- Remember that NO one has a right to harm another person in any way.
- Think before you speak.
- Immediately apologize if you accidentally say or do something that has made another person feel oppressed.
- Report all incidents of bullying/harassing behavior you have witnessed to appropriate school personnel.

DON'T

- Touch anyone without his or her permission and especially in an inappropriate way.
- Keep interacting with a person after he or she has perceived your behavior toward him or her as being inappropriate and has clearly told you to stop.
- Make remarks that may cause another person to feel oppressed (stressed, scared, intimidated).

DATING VIOLENCE AND ABUSE

It is the policy of the School Board of Lake County that all of its students have an educational setting that is safe, secure, and free from dating violence and dating abuse. The District shall not tolerate dating violence or dating abuse of any kind. Dating violence and dating abuse by any student is prohibited on school property, during any school related or school sponsored program or activity, or during school sponsored transportation. **Dating violence** is a pattern of emotional, verbal, sexual, or physical abuse used by one person in a current or past intimate relationship to exert power and control over another when one or both of the partners is a student. **Dating abuse** is mistreatment which may include insults, coercion, social sabotage, sexual harassment, threats, and/or acts of physical or sexual abuse. The abusive partner uses this pattern of violent and coercive behavior to gain power and maintain control over the dating partner. See School Board Policy 5.325 for the complete policy. [SBP: 5.325; Section 1006.148, Florida Statutes]

DRESS CODE POLICY

The School Board requires a reasonable dress code that promotes a safe environment for students which fosters learning and improves school safety and discipline. The Board authorizes the Superintendent to establish a reasonable dress code in order to promote a safe and healthy school setting and enhance the educational environment. Students have a responsibility to be dressed and groomed in a manner that is consistent with the Code of Student Conduct. **The principal may determine when a student's appearance, or dress is such that it disrupts or interferes with the educational process or endangers the health and safety of the student or others.** [SBP: 5.37] [Sections 1001.43(1)(b) and 1006.07((2)(d), Florida Statutes]



A. **Head**

1. Caps, hats, headgear, visors, sunglasses, bandanas, or other head coverings shall not be worn while on campus during the school day. However, students may wear sunglasses, hats, or other sun-protective wear while outdoors during school hours, such as when students are at recess or in physical education classes; however, this excludes transition between classes. [Section 1001.43(1)(b), Florida Statutes]
2. Hairstyles or make-up that is **extreme and/or disruptive** or does not allow direct eye contact is prohibited with the exception of special events approved by the principal.

B. **Upper Garments**

1. All garments must not be less than sleeveless clothing (defined as the point of the shoulder).
2. Students are not allowed to wear sleepwear, revealing clothing, or clothing that exposes the torso. Examples include, but are not limited to, see-through garments, backless attire, clothing that is unlined sheer or unlined lace, bare midriff clothing that allows any area of the midriff (front or back) to be exposed when sitting, standing, or raising the arm.



C. **Lower Garments**

1. Clothes shall be worn as they are designed while on the grounds of a public school during the regular school day.
2. Clothing must be worn appropriately and properly fastened with no tears that reveal skin above mid-thigh (as defined below).
3. Students are prohibited from wearing clothing that exposes underwear or body parts in an indecent or vulgar manner or that disrupts the orderly learning environment.
4. No oversized or baggy pants are permitted.
5. Hemlines for dresses, skorts, skirts, and/or shorts must be no shorter than mid-thigh (a second violation of this policy will result in appropriate disciplinary action). Mid-thigh is defined as while a student is in the seated position, measure halfway from the top of the leg (the crease your hip makes when seated) to the outside of the bent knee. In a standing position, whatever students are wearing should be longer than the mid-thigh mark, when standing, as defined above.
6. Skin-tight recreation clothing (e.g., bike pants, tights, leotards, leggings—unless worn under shorts, dresses, or skirts that conform to appropriate dress code policy) shall not be worn.



D. **Footwear**

1. Safe and appropriate footwear must be worn at all times.
2. Students may not wear bedroom slippers, cleated shoes, or shoes with wheels. Elementary students may not wear platforms, high-heeled shoes, or flip flops.
- 3.

E. **Accessories**

1. Facial/Visible piercings that are **extreme and/or disruptive** are prohibited.
2. Chains, other than necklaces considered to be jewelry, shall not be worn. Examples include, but are not limited to, heavy chains generally used for utility purposes, animal choke collars, chains/accessories that connect one body part to another, or jewelry/accessories that pose a safety concern for the student or others shall be prohibited.
3. Jewelry that contains any type of sharp object or mood bracelets shall not be worn.

F. **General**

1. All middle and high school students shall be required to wear appropriate dress for physical education as prescribed by the school. A student may be permitted to wear other appropriate physical education attire when the parent/guardian files an objection based on religious or medical reasons.
2. Clothing, jewelry, and/or accessories (such as backpacks and/or purses) with decorations, symbols, mottos, slogans, signs, images, or designs which are offensive to good taste or the maintenance of good decorum are prohibited. Examples include, but are not limited to, anything that promotes drugs, alcohol, tobacco, gang identification, weapons, or lewd sexual behavior; symbols or writings that have racial (e.g. swastikas, rebel flags, etc.) or sexual connotation; or profane language.

G. **Exceptions**

1. Students may wear special clothing necessary for a school-sponsored activity, as permitted by the principal.
2. Students who are enrolled in career and technical classes shall dress in a manner appropriate for the job in which they are receiving training, including any special protective gear and professional uniforms.
3. The Superintendent, in consultation with the principal, may waive the dress code policy on a case-by-case basis for reasons such as, but not limited to, medical necessity or sincerely held religious belief.

Discipline

1. The principal or designee has the authority to decide if a student's clothing complies with School Board Policy or if it disrupts or interferes with the educational process or endangers the health and safety of the student or others.
2. If the principal or designee determines that a student's clothing does not comply with School Board Policy, the student's parent/guardian may be asked to bring an appropriate change of clothes to school, or a student may be asked to leave an after-school activity. A student may also receive a disciplinary consequence for violating the school's dress code policy. Repeated violations may result in progressively more serious consequences.
3. As required by Section 1006.07, Florida Statutes, any student who violates the dress policy is subject to the following disciplinary actions:
 - a. First offense: A student shall be given a verbal warning and the school principal shall call the student's parent/guardian.
 - b. Second offense: the student is ineligible to participate in any extracurricular activity for a period not to exceed 5 days and the school principal shall meet with the student's parent/guardian. (Level I Discipline Intervention)
 - c. Third or subsequent offense: a student shall receive an in-school suspension pursuant to s. 1003.01(5) for a period not to exceed three (3) days, the student is ineligible to participate in any extracurricular activity for a period not to exceed 30 days, and the school principal shall call the parent/guardian and send the parent/guardian a written letter regarding the student's in-school suspension and ineligibility to participate in extracurricular activities. (Level II Discipline Intervention)

GANG-RELATED ACTIVITY

The School Board of Lake County will not tolerate any gang related activity on school grounds, school-sponsored events, and/or school transportation, to include dress, tattoos, bandanas (to be used as gang identifiers), graffiti, hand signals, or verbal slang. Gang related activity may include, but is not limited to, engaging in any verbal, written, or physical act, which is associated with becoming a member of a gang, being a member of a gang, or participating in gang identified rituals or behaviors on a school campus or at a school sponsored program or activity. Violations that disrupt the educational process will lead to disciplinary action.

It is therefore the policy of the School Board of Lake County that gangs and gang activities are prohibited in the School Board of Lake County according to the following:

- A. "Gang" is defined as any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of criminal/violent acts, and having a common name or common identifying sign, colors or symbols, or the purposeful violation of any School Board of Lake County policy,
- B. No student on or about school property or at any school activity shall:
 1. Wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign, or other item that evidences or reflects membership in or affiliation with any gang;
 2. Communicate either verbally or non-verbally (gestures, handshakes, slogans, drawings, etc.) to convey membership affiliation in any gang or that promotes gang affiliation;
 3. Engage in any act that encourages or promotes interests in any gang or gang activity, including, but not limited to:
 - i. Soliciting membership in, or affiliation with, any gang;
 - ii. Soliciting any person to pay for "protection," or threatening any person, explicitly or implicitly, with violence or with any other illegal or prohibited act;
 - iii. Painting, writing, or otherwise inscribing gang-related graffiti, messages, symbols, or signs, on school or personal property;
 - iv. Engaging in violence, extortion, or any other illegal act or other violation of school policy;
 - v. Soliciting any person to engage in physical violence against any other person.
 - vi. Engaging in the use of technology that encourages or promotes interests in any gang or gang activity.

The School Board of Lake County is working in conjunction with Law Enforcement and Department of Juvenile Justice to deter gang activity on school campuses. For any student exhibiting gang activity/characteristics as described in this section, law enforcement will complete an "Intel Card" with the information to be entered into an internal database and shared with local law enforcement. By statute, criminal penalties may also be imposed. [SBP: 5.38; Sections 874.03 and 874.05, Florida Statutes]



Retrieved from <https://cyberbullying.org/memes>.

RESPECT

FOR
AUTHORITY, LIFE, LIBERTY, AND
PERSONAL PROPERTY

Treating yourself and others
with courtesy and consideration

*“Every action in the
company of others ought
to be done with some sign
of respect to those present.”*

~ George Washington



Section

VI

Technology

CELL PHONES AND/OR ANY ELECTRONIC COMMUNICATIONS DEVICES

General Use Rules

The following General Use Rules will apply to all students regardless if the school is a Bring Your Own Device (BYOD) school. Schools who participate in a BYOD school will follow these General Use Rules with the exceptions noted below for BYOD schools. The General Use Rules are as follows:

- The School Board of Lake County recognizes the need for students to have cell phones and/or any other electronic communications devices after school or during extracurricular activities; however, during school hours, cell phones and/or any other electronic communications devices are to be on silent or in vibrate mode and kept out of sight (unless school participates as a BYOD school approved by the Board or unless school administration authorizes cell phone usage during designated times during the school day).
- Cell phones and/or any other electronic communications devices that are in view, are heard, or are in use on school grounds during school hours will be confiscated (unless school participates as a BYOD school approved by the School Board of Lake County or unless school administration authorizes cell phone usage during designated times during the school day).
- This policy applies to grades PreK-12 including Lake County Virtual as does everything in the Code of Student Conduct.
- **It is strictly prohibited to record, display, distribute, and/or transmit pictures, text/e-mail messages, video, and/or audio recordings while on school grounds.** (Unless participating in BYOD program at participating schools.)
- **No student may have in his or her possession any personal wireless communication device or any other personal device that records, stores, or transmits data during any standardized testing (FSA, State EOC, State and District assessments, etc.).**
- If a cell phone/electronic device is being handled, or otherwise used in any manner during a test or exam, it may be considered cheating and the student will receive a zero for that test or exam. (Unless participating in BYOD program at participating schools.)
- Only electronic communications approved by school officials for a school assignment will be permitted.
- Any other electronic communications will be considered a violation and will be prohibited.
- Electronic communications include but are not limited to video/audio recordings, photographs, and/or text/e-mail messages.
- Violation of this provision may result in the loss of the student's privilege to possess a cell phone on campus in addition to any other prescribed disciplinary intervention.
- **The school will not be held responsible for lost or stolen cell phones and/or any electronic devices.**
- **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.** [SBP: 5.33; Section 1006.07(2)(f), Florida Statutes]

STUDENT ACCEPTABLE TELECOMMUNICATIONS/ELECTRONIC COMMUNICATIONS USE POLICY AND AGREEMENT

The School Board of Lake County provides computers and network capabilities to students for the purpose of enhancing instruction through technological resources. Students may be granted access to the district's electronic communication system that may include access to the Internet. A student's activities while using this system must be in support of education and research and be consistent with the educational objectives of the School Board of Lake County.

This access is a privilege, not a right, and inappropriate use will result in the cancellation of this privilege by IT (Information Technology) and/or disciplinary action by school officials. Students are responsible for good behavior on school computer networks just as they are in a classroom or school hallway. The district may suspend or revoke a student's access to the district system upon violation of district policy and/or procedures, including the School Board of Lake County Code of Student Conduct. The School Board of Lake County provides filtering software in an attempt to restrict access to inappropriate materials on the Internet. However, users must recognize that filtering cannot block access to everything that might not be of educational value. REMINDER: network storage areas will be treated like school lockers. School and IT authorities have the right to review and monitor all information stored on the network.

Using the network to access, or to attempt to access, the accounts of others, or to penetrate, or attempt to penetrate, security measures of the School Board of Lake County or another entity's computer software or hardware, electronic communications system, or telecommunications/electronic communications system, whether or not the intrusion results in the corruption or loss of data, is prohibited.

Using the services for any activity which adversely affects the ability of other people or systems to use LCSB's network or the Internet is prohibited. This includes denial of service attacks against another network host or individual user. Interference with or disruption of other network users, network services or network equipment is prohibited.

Using any unauthorized computer or network device on the school district's wired or wireless network is prohibited. Using or attempting to use another's (teacher, administrator, staff or another student) login credentials, network resources or the Internet is prohibited. Other uses that the Superintendent/designee may find unacceptable are prohibited.

Using electronic resources, including, but not limited to, network access, Internet access, digital cameras, personal digital assistants (Windows mobile devices, iPod touch's, Palm's, etc.), personal communication devices (cell phones, pagers, messaging devices, telephones, digital recorders), Mp3 players, iPods, USB flash drives, e-mail, computers and laptops, are prohibited, unless student has permission from the classroom teacher or administrator where the electronic resource will be used.

The following are examples of unacceptable use of telecommunications/electronic communications are prohibited. **Students must not or must not attempt to:**

- use or share another individual's username and password
- leave computer unattended while logged on
- read, create, send and/or receive personal email

- access, download, store, send, or display text, images, movies, or sounds that contain pornography, obscenity, or language that offends or degrades others
- use personal social network sites including, but not limited to, myspace.com, facebook.com, chat rooms, etc.
- video stream not related to educational purposes or curriculum set by the school or district
- download music or videos not authorized by the school or district
- install services or electronic file sharing mechanisms
- access, modify, harm, or destroy another user's data
- attempt to send or send anonymous messages of any kind or pretend to be someone else while sending a message
- **cyber bully on or off campus e.g.: threatening, harassing, embarrassing, terrifying, insulting, stalking, or attacking others which includes but is not limited to online threats and insults intended to embarrass, harass, or terrify others via electronic resources**
- post personal information about self or others, sharing confidential information about students or employees
- agree to meet with anyone met online
- intentionally waste limited resources
- bypass LCSB filtering by use of anonymous proxies or unauthorized proxies and services
- download and/or install games, software, tools or other unauthorized downloadable material
- connect to any unauthorized wireless access point or Internet service provider
- create or distribute offensive, false, or derogatory material about any person including other students, teachers, or staff
- interfere with security cameras in any way
- interfere with 2-way radios in any way

DISTRICT STUDENT E-MAIL ACCOUNT FOR ACADEMIC PURPOSES

Student E-mail: Teacher Guidelines

Lake County Schools (LCS) is pleased to announce that all LCS students now have access to Microsoft Office365.

Students will have access to the following through **Office365**:

- **Student e-mail addresses** provided by Lake County Schools. In accordance with the Code of Conduct, students should only use this account for educational purposes and should keep the account information private. Students will need to comply with the Responsible Use procedure when using the e-mail account and will be disciplined accordingly for violations
- An online file storage space called **OneDrive**. All files can be saved to the cloud, which allows for access to any files anywhere Internet access is available. Students will have access to one terabyte of **OneDrive** cloud storage space.
- Each student in the district can download **Microsoft Office** on up to *five* personal devices. Automatic updates are included in order to stay current with the latest versions of Word, Excel, PowerPoint, OneNote, etc.

LCS Student e-mail will allow teachers to:

- Communicate and receive information in a safe/filtered environment.
- Prepare students with college/career ready skills relative to communication and productivity.
- Facilitate collaboration with students and/or student groups.
- Share instructional resources created through Office365 programs (Word, PowerPoint, Sway, etc.).
- Facilitate the use of web tools to accommodate individualized or curricular needs.

Uses for student e-mail

E-mail can be a powerful communication tool for students to increase communication and collaboration.

- Students are encouraged to check their e-mail.
- Teachers may send e-mail to their students to communicate reminders, course content, pose questions related to class work, and such.
- Students may send e-mail to their teachers with questions or comments regarding class.
- Students may send e-mail to other students to collaborate on group projects and assist with school classes.
- Students are encouraged to e-mail staff concerning school-related content and questions.
- However, there will be no requirement or expectation for staff to answer student e-mail outside of their regular work day, although they certainly may if they choose. For example, an unanswered e-mail to a teacher would not excuse a student from turning in an assignment.

General e-mail guidelines for students:

The student Acceptable Use Policy covers e-mail as well as other technologies. Below is a general summary of guidelines related to e-mail:

- E-mail is to be used for school-related communication.
- Do not send harassing e-mail messages or content.
- Do not send offensive e-mail messages or content.
- Do not send spam e-mail messages or content.
- Do not send e-mail containing a virus or other malicious content.
- Do not send or read e-mail at inappropriate times, such as during class instruction.

- Do not send e-mail to share test answers or promote cheating in any way.
- Do not use the account of another person.

How student e-mail is monitored

All student e-mail will pass through a Message Security system.

- Rules/filters are set up to monitor student e-mail for profanity, harassment, and other inappropriate content.
- Student e-mail that is identified as inappropriate will be blocked from delivery, and instead will be sent to the school administration.

Expectation of Privacy from the Student Acceptable Use Policy:

- E-mail messages are not secure or private. Confidential information should not be sent via e-mail. District e-mail is subject to FOIA (Freedom of Information Act) requests.

Consequences of misuse of e-mail from the Student Acceptable Use Policy:

- Violations of the Code of Student Conduct, including all guidelines referred to above, may result in restrictions, suspension or revocation of electronic use privileges by the Chief of Technology or designee.
- Users violating any of these privileges and responsibilities may face additional disciplinary action as appropriate.

These are the laws and policies that help to protect our students online: Student E-mail Guidelines

Child Internet Protection Act (CIPA)

The school is required by CIPA to have technology measures and policies in place that protect students from harmful materials including those that are obscene and pornographic. This means that student e-mail is filtered. Mail containing harmful content from inappropriate sites will be blocked.

-- CIPA - <https://www.fcc.gov/consumers/guides/childrens-internet-protection-act>

Children's Online Privacy Protection Act (COPPA)

COPPA applies to commercial companies and limits their ability to collect personal information from children under 13. By default, Google advertising is turned off for Apps for Education users. No personal student information is collected for commercial purposes. This permission form allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for education purposes.

-- COPPA - <https://www.ftc.gov/tips-advice/business-center/guidance/complying-coppa-frequently-asked-questions>

Family Educational Rights and Privacy Act (FERPA)

FERPA protects the privacy of student education records and gives parents rights to review student records. Under FERPA, schools may disclose directory information (name, phone, address, grade level, etc.) but parents may request that the school not disclose this information.

- The school will not publish confidential educational records (grades, student ID #, etc...) for public viewing on the Internet.
- The school may publish student work and photos for public viewing.
- Parents may request that photos, names and general directory information about their children not be published. An Opt-Out form may be obtained from your child's school. (Click [Opt-Out form](#) to access the form.)
- Parents have the right at any time to investigate the contents of their child's e-mail and Apps for Education files.

-- FERPA - <https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

Guidelines for teacher use of student e-mail:

- Disclose to students and parents when you are available for e-mail communication.
- Provide clear directions about whether you will accept or not accept assignments through e-mail, and clarify deadlines so students are aware of appropriate times to send information to you.
- In accordance with the **Code of Conduct**, use LCS student e-mail for academic purposes only.
- Review LCS guidelines for strong passwords with students and recommend best practices for them to remember passwords.
- When using online sites, keep student private information safe.
 - If the decision is made to use an LCS approved academic site or Web tool, use sites that do not require student e-mail for group use.
 - If the decision is made to use an LCS approved academic online site or Web tool to allow student personalized academic use, ensure that students use their LCS e-mail. Evaluate the registration requirements of a Web tool ahead of time and ensure that students are only required to submit the school e-mail and their username. Students should not enter private information about themselves (age, gender, interests, home address, personal phone number, etc.)—although, they may be asked to check that they are age 13 or older.
 - When using Web tools, keep class forums or products “private.” If for some reason you publish student work for “Public sharing” keep student names anonymous or hidden.
- When sending e-mail to students that includes Internet links, give clear directions about the instructional purpose and requirements for accessing links.
- Implement digital citizenship lesson components and general strategies for students before they are asked to communicate online. Students should be reminded about:
 - Appropriateness of tone, word choice, and grammatical criteria in personal and academic communication or publishing.

- The appropriate steps for reporting bullying and harassment-type communications or sharing sensitive subject matter with others.

BRING YOUR OWN DEVICE (BYOD) PROGRAM (For Participating Schools Only)

NOTE: If the school your child attends is not participating in the Bring Your Own Device (BYOD) program, the following information does not apply. If, however, your child brings his/her own device to school and his/her school does not participate in the BYOD program, your child could face disciplinary action according to the Code of Student Conduct.

Lake County Schools is committed to developing a technologically relevant and engaging learning environment for students by providing them with the opportunity to develop the resource sharing, innovation, communication skills, and tools that are essential to both life and work in the 21st Century. Schools have the option to offer a Bring Your Own Device (BYOD) program that allows students to wirelessly access the Internet for limited educational purposes as directed by a teacher or administrator; therefore, these protocols are designed for students in the schools that are participating in the BYOD program. Participating students with granted access to the district's network/Internet services from any device will be governed by Board Policy [8.601](#) and [8.60](#), related administrative guidelines, and the Code of Student Conduct and Policy Guide. For BYOD purposes, a device is any district-owned or personally-owned computer or electronic device including, but not limited to, phones, tablets, notebooks/laptops, wearable (e.g. Google Glass, smartwatches), iPods touches (or similar), and e-readers.

With school or district staff approval, students may use their own devices at school to participate in instructional activities, access and save information from the Internet, collaborate with other learners, and utilize productivity tools and instructionally appropriate apps loaded on their devices. Because personal devices may not be able to access internal district resources such as file and print servers, teachers may utilize web based platforms to submit and showcase student work.

Students, from the schools participating in the program, who choose to bring their personal devices must use Lake County Schools' filtered wireless BYOD network ONLY while on campus unless directed otherwise by a school official. When logging onto Lake County Schools' wireless network, students will be required to adhere to a District User Agreement in addition to the Code of Student Conduct and Policy Guide. Schools may require adherence to additional user agreements. Lake County Schools' networks are filtered for the safety of users, in compliance with Children Internet Protection Act (CIPA) guidelines. Any attempt to circumvent safety filters or "hack" district technology in any way is expressly prohibited. Parents/Guardians are advised that a determined user may be able to gain access to services on the Internet that they and/or their parent/guardian may find inappropriate, offensive, objectionable, or controversial. Parents/Guardians assume this risk by allowing their child to participate in the BYOD program.

Non-wireless access to the district's network, such as through Ethernet cable, by personal devices is prohibited. Use of broadband networks, provided by cellular carriers via device or hotspot is also prohibited while on Lake County Schools' property unless otherwise directed by a school official. While connected to the LCS wireless network there should be no expectation of privacy in the content of personal files and records of online activity while on the district network. Access to Lake County Schools' network is a privilege and administrators and faculty may review files and messages at any time to maintain system integrity and ensure that the students are acting responsibly. If reasonable belief exists that a student has violated the terms of this agreement, or other district policy, the student's device may be inspected and/or confiscated. Subsequent or additional disciplinary action involving misuse of technology may extend to loss of technology privileges and/or further action as determined by Lake County Schools including reporting to law enforcement.

Students, from the schools participating in the program, bring personal devices to school at their own risk. The district will not be held responsible if a device is lost, stolen, damaged, or misplaced. Moreover, the district will not be responsible for technical support of personal devices, beyond providing necessary district specific connectivity and login information. Please make sure devices are fully charged when bringing them to school.

Use of personal devices is never a requirement and will not impact student grades. For additional information about the BYOD program, please visit the Instructional Technology Web page in Departments & Programs on the Lake County School website at www.lake.k12.fl.us/Page/42980.

The following provides additional information about the BYOD program:

- Student owned laptops should be kept up-to-date with the latest antivirus software.
- Student owned devices should be free of offensive material.
- Updates, downloads, and app installations should be done at home unless instructed by school personnel.

HONESTY

Using truthful speech
and behavior

*“Honesty is the cornerstone
of all success, without
which confidence and
ability to perform shall
cease to exist.”*

~ Mary Kay Ash



Section VII

Medication/
Health Procedures

Prescription Medication

1. All prescription medications with current date must be presented in the original container to the principal/designee. Parent/guardian shall bring medication to school and sign a Prescription Medication Consent Form (MIS 61D001).
2. Directions/instructions on using the prescription shall be provided by the physician or pharmacist.
3. The prescription medication shall be delivered to the office with the following information provided:
 - A. Name and purpose of medication.
 - B. Time medication to be administered must coincide with doctor's order on the prescription.
 - C. Approximate duration of medication.
 - D. Reactions that might occur from the medication.
 - E. Administration of Prescription Medication Consent Form (MIS 61D001) must be completed and signed by parent/guardian.
 - F. Medication must be counted by the parents/guardians and person receiving the medication and documented on the Medication Administration Form.
 - G. All medication MUST have a current date (within 30-90 days), with exception of inhalers and other emergency medication, which should have a current year date. If the date is not current, the medication cannot be given at school. The label shall not be modified in any manner.
 - H. The first dose of any medication must not be given at school due to the risk of adverse reactions. It is best for the student to be monitored for 12 hours by a parent or guardian when receiving a first time medication.
 - I. No more than a four (4) week supply should be delivered to the school at one time.
 - J. All medication must be secured with lock and key.
 - K. A student that needs to carry an inhaler must have a doctor's statement and parent/guardian written consent on the Prescription Consent Form. Inhalers that are carried by the student must have a prescription label with the student's name on the inhaler itself.
4. Parents must notify the School Health Coordinator at the student's school about special health concerns or medication needs before field trips and other off-campus events including athletics. This notification should be at least three weeks in advance for all medications or health concerns including injectable medications or blood sugar monitoring.
5. Lake County Schools does not accept narcotic pain medication.

Non-Prescription Medication

1. All non-prescription medication shall be delivered by parent/guardian.
Non-prescription medication may be administered for 72 hours (three consecutive days) only with parental written consent on the Lake County Schools Non-Prescription Form (MIS 61D003). After the 72 hour (three consecutive days) time frame, a standing order must be secured from the child's physician. The non-prescription medication shall be delivered to the office with the following information provided:
 - A. Name and purpose of medication.
 - B. Time and condition under which the medication is to be given.
 - C. Specific instructions on the administration of the medication.
 - D. Non-prescription medications are to be received in a new unopened container with 30 or fewer pills.
 - E. The consent form (MIS 61D003) must be completed and signed by parent/guardian.
 - F. The first dose of any medication must not be given at school due to the risk of adverse reactions. It is best for the student to be monitored for 12 hours by a parent or guardian when receiving a first time medication.
 - G. All medication must be in original container and stored under lock and key.
2. The School Board of Lake County may not administer the following non-prescription medications: cold remedies; aspirin; throat sprays; herbs; essential oils; vitamins; cough syrup; ear, eye and nose medication.
3. Parents must notify the School Health Coordinator at the student's school about special health concerns or medication needs before field trips and other off-campus events including athletics. This notification should be at least three weeks in advance for all medications or health concerns including injectable medications or blood sugar monitoring.
4. Pain medication of any kind being requested to be given at school requires additional parental input and communication with the Registered Nurse.
5. Per Section 1002.20(3)(m), Florida Statutes, a student may possess and use an FDA-approved, topical sunscreen product while on school property or at a school-sponsored event or activity without a physician's note or prescription.

Note: Violation of the Medication/Medical Procedures Policy will result in a Level II infraction.

Required Medical Management Plans

Medical Management Plans are developed under order of a licensed physician. If your child has a medical condition (diabetes, allergies, seizures, asthma, etc.) diagnosed by a licensed physician that may require a formal Medical Management Plan, please contact Student Services at (352) 742-6954. Parent(s) must provide current medical documentation annually. Parents must notify the School Health Coordinator at the student's school about special health concerns or medication needs before field trips and other off-campus events including athletics. This notification should be at least three weeks in advance for all medications or health concerns including injectable medications or blood sugar monitoring.

Wheelchair Use

If a student brings a wheelchair, crutches, or other assistive device to school, supporting documentation from the student's physician may be required. The school/clinic wheelchair is for emergency use only and may be needed for emergencies at the school.

Pediculosis (Head Lice)

1. Head lice are found worldwide. Although transmission of lice can occur from contact with an infested person, it is important to remember that lice **DO NOT TRANSMIT DISEASE**. Per the recommendations of the Centers for Disease Control (CDC), the American Academy of

Pediatrics, the National Association of School Nursing, and the Department of Health in Lake County, otherwise healthy children should not be excluded from school unless an infestation of live lice are found.

2. Parents/guardians are responsible for regularly checking their children for the presence of head lice. If live lice or nits (eggs) are found, it is important to treat the child immediately and monitor other family members. For more information on treatment of head lice, please consult with your school nurse, a Registered Nurse, or refer to the Lake County Schools' pamphlet, [*Facts About Head Lice*](#), located on the Student Services website.
3. Any student identified at school as having live lice will be sent home with support and instructions for treating the child, other siblings, and the home. The student should be treated for lice and returned to school the following day. Parents should instruct their child(ren) not to share brushes, combs, hats, or other personal items that may lead to transmission.
4. For more information about Pediculosis, prevention strategies, and treatment options, please refer to the Lake County Schools' manual, Facts About Head Lice, located on the Student Services website.

Medical Marijuana

Despite the fact that medical marijuana is available to qualified patients in Florida, it remains illegal under federal law and is classified as a Schedule 1 controlled substance. Therefore, Lake County Schools will not administer or store any form of marijuana on school grounds.



Retrieved from <https://cyberbullying.org/memes>.

CHARITY

Having the traits of
compassion, generosity,
and humanity for others

*“If you want to lift yourself
up, lift up someone else.”*

~ Booker T. Washington



Section VIII

Extracurricular
Activities

ACADEMIC ELIGIBILITY REQUIREMENTS FOR PARTICIPATION IN EXTRACURRICULAR ACTIVITIES

For eligibility purposes, a grading period is defined as one semester. A semester is defined as one half of a school year (approximately 18 school weeks or 90 school days). This definition is applicable to all schools regardless of the type of scheduling format (e.g. block, traditional, etc.) utilized. A student must have a cumulative high school grade point average of 2.0 or above on a 4.0 unweighted scale, or its equivalent, in all courses taken that are required by Florida Statute, at the conclusion of each semester to be eligible during the following semester for extracurricular activities. Likewise, a student who is academically ineligible at the beginning of a semester will continue to be academically ineligible for that entire semester, except as provided in FHSAA Bylaw 9.4.5.1.2. The student's academic eligibility for each successive semester will depend upon his/her cumulative GPA at the conclusion of the previous semester. FHSAA Bylaw 9.4.1.3. states a student cannot be academically eligible if he/she has not attended school and received grades for all courses taken during the previous two consecutive semesters. (See *FHSAA Bylaws*) FHSAA Handbook: <https://www.fhsaa.org/rules/fhsaa-handbook> and FHSAA website: <https://www.fhsaa.org/>

Academic Requirements for High School Eligibility

1. A student shall be eligible during the first semester of his/her ninth-grade year provided that it is the student's first entry into the ninth grade and he/she was regularly promoted from the eighth grade the immediate preceding year.
2. A student who is ineligible during the second semester of his/her ninth-grade year or during the first semester of his/her 10th grade year because the student's cumulative high school grade point average was below a 2.0 at the conclusion of the previous semester and continues to be below a 2.0 at the conclusion of the semester of ineligibility may regain his/her eligibility for the following semester provided:
 - a. the student signs an academic performance contract with his/her school at the beginning of the semester in which he/she is ineligible that states, at a minimum, that the student will attend summer school, or its graded equivalent, – AND
 - b. earns a grade point average of 2.0 or above on a 4.0 unweighted scale, or its equivalent, in all courses taken during the semester of ineligibility.
3. Once a student enters the 11th grade, and thereafter, he/she must have a cumulative high school grade point average of 2.0 or above on a 4.0 unweighted scale, or its equivalent, in all courses taken that are required by Florida Statute, at the conclusion of each semester to be eligible during the following semester.
4. All courses taken for high school credit by a student, including those taken prior to his/her ninth-grade year, shall be included in the computation of the student's cumulative high school grade point average.

All high schools shall be members of the Florida High School Activities Association and shall be governed by the bylaws of that organization. These schools shall also follow the requirements for all extracurricular activities as prescribed by Florida law. For further details, refer to the FHSAA Handbook and the Florida Statute. [Sections 1003.43(2) and 1006.15, Florida Statutes]

Academic Requirements for Middle School Athletic Eligibility

1. A student will become academically eligible upon his or her promotion to the 6th grade.
2. Thereafter the student must maintain a 2.0 grade point average (GPA) for each semester or cumulative GPA on a 4.0 unweighted scale.
3. A student who is ineligible because the students' cumulative middle school grade point average is below a 2.0 may have his or her eligibility reinstated by earning a 2.0 grade point average or higher in all courses taken the previous semester. The student shall remain eligible so long as he/she maintains a 2.0 grade point average for each subsequent semester or has a cumulative grade point average of 2.0 or higher at the conclusion of the semester.
4. A 7th or 8th grade student is eligible if the cumulative unweighted GPA or previous semester's unweighted GPA is a 2.0 or higher.
5. Students may only participate one time in each grade level.
6. A student only has 3 years of athletic eligibility in middle school starting from the year they enter into 6th grade.

ATHLETIC REGULATIONS

1. A student not currently suspended from interscholastic or intrascholastic extracurricular activities, or not suspended or not on an alternative disciplinary placement from school, pursuant to a district school board's suspension, alternative disciplinary placement, or expulsion powers provided by law, including Sections 1006.07, 1006.08, and 1006.09, Florida Statutes, is eligible to participate in interscholastic and intrascholastic extracurricular activities.
2. A student may not participate in a sport if the student participated in that same sport at another school during that school year, unless the student meets the criteria in Section 1006.15 (3)(h), Florida Statutes.
3. A student's eligibility to participate in any interscholastic or intrascholastic extracurricular activity may not be affected by any alleged recruiting violation until final disposition of the allegation pursuant to Section 1006.20(2)(b), Florida Statutes.
4. All student athletes are to complete and submit the required athletic packet prior to participating in any capacity in school interscholastic or intrascholastic extracurricular activity.
5. Falsification of any required documents shall result in loss of athletic eligibility for 365 days upon confirmation that documents submitted were falsified.
6. Student discipline violations with policies herein:
For In-School Suspension: Students may participate in athletic activities during in-school suspension except for when the discipline includes loss of extracurricular activities (principal's discretion).

For Out-of-School Suspension: Students assigned to Out-of-School Suspension shall be excluded from participating in all extracurricular activities from the date of the offense until completion of the disciplinary action. In accordance with Lake County Schools Code of Conduct, the length of loss of privileges will be thirty (30) school days when the second suspension begins and sixty (60) school days when the third suspension begins. Any subsequent suspension that does not result in alternative disciplinary placement or expulsion will include an additional loss of privileges for ninety (90) school days. However, the principal may go beyond the minimum number of days listed above at his/her discretion. (See Section IX)

Students referred to the Hearing Officer are not eligible to participate in athletic events until the completion of the hearing and any consequences issued by the Hearing Officer from the date of the offense until the disciplinary action is finalized.

Students transferring schools within Lake County Schools must complete any disciplinary actions from their previous school before being eligible to participate in athletic activities. Students entering Lake County Schools from another school district or charter school must complete any disciplinary actions from the previous school district before the student is eligible to participate in any athletic activities within Lake County Schools.

Some factors that may be considered when determining whether a student is eligible to participate in extracurricular interscholastic or intrascholastic activities include, but are not limited to the following:

- School attendance rules that may prevent a student from participating (See Attendance Rules in Section I.)
- Alcohol/drug related behavior
- Social Media issues
- Bullying
- Sportsmanship
- Dress Code Policy
- Limit of Eligibility – 4 years for high school, 3 years for middle school
- Age Limit
 - *High School*– a student who reaches the age of 19 prior to September 1 shall become permanently ineligible
 - *Middle School* – A middle school student may participate in interscholastic athletic competition until reaching the age of 15 years, 9 months. Upon reaching the age of 15 years, 9 months, the student shall be ineligible for further participation in interscholastic athletic competition.
- Failure to complete and turn in the physical evaluation form (EL2 – FHSA – Physical Evaluation Form) and Consent, Release from Liability Certificate (EL3 – Consent and Release Form) and required athletic packet
- Any other district policy which would remove or prevent a student from participating in athletic activities

ATHLETIC STUDENT TRANSFER ELIGIBILITY

A student who transfers is immediately eligible as long as all other eligibility requirements are met. Students may not participate in the same sport in the same year at more than one school (unless one of the below exceptions are met).

1. Children of active duty military whose move resulted from military orders.
2. Children relocated due to foster care placement or McKinney-Vento Act.
3. Children who move due to a court-ordered change in custody due to separation, or serious illness or death of custodial parent.
4. Good cause exemptions policy [[SBP: 5.20](#)]

PARTICIPATION IN EXTRACURRICULAR ACTIVITIES

1. Students attending an alternative school cannot participate in extracurricular activities until their disciplinary program is completed. [[SBP: 5.20](#)]
2. Students will exhibit satisfactory conduct in order to retain eligibility to participate in extracurricular activities in Lake County Schools. [[SBP: 5.20](#)]

SELF-CONTROL

Managing your emotions
and choosing acceptable
behavior

“You cannot control what happens to you, but you can control your attitude toward what happens to you, and in that, you will be mastering change rather than allowing it to master you.”

~ Brian Tracy



Section IX

Behaviors, Range of
Corrective
Strategies, and
Disciplinary
Interventions

INTRODUCTION

Lake County Schools seeks to provide a safe and equal learning opportunity for each of its students, regardless of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition, sexual orientation, gender identity, or social and family background. Each school must be free from disruption that would interfere with the teachers' right to teach and the students' right to learn. Lake County Schools recognizes that students have certain constitutional rights to which they are entitled, which shall not be limited, except by law. Therefore, Lake County Schools has established the following Code of Student Conduct that students must follow, and schools must enforce uniformly. In addition, all schools in the district shall develop comprehensive discipline policies in accordance with the individual plans of School Advisory Councils. Lake County Schools will not tolerate behavior that disrupts or interferes with the education of other students. We offer assistance to parents and guardians in the form of guidance services, peer mediation/conflict resolutions, and other school and community resources in order to ensure a safe and hospitable environment.

Fresh Start Clause – Each school year students are given a “fresh start” to make positive behavioral choices. In order to promote learning and behavioral change, consequences are assigned and implemented. Disciplinary actions are assigned within the same school year that the offense occurred; however, in very limited cases where incidents occur at the end of a school year, assignment of disciplinary consequences may extend into the new school year. Disciplinary consequences assigned during the school year, with the exception of alternative disciplinary placement or expulsions, will not carry over into the new school year.

Students are responsible for understanding and adhering to this Code of Student Conduct and the individual discipline plans of each school.

Parents are responsible for helping students understand and abide by these policies and for recognizing that unacceptable behavior shall be subject to disciplinary action. The parent of each public K-12 student must cooperate with the authority of the student's district school board, superintendent, principal, teachers, and school bus drivers, according to Sections 1003.31 and 1003.32, Florida Statutes, to remove the student from the classroom and the school bus and, when appropriate and available, to place the student in an alternative educational setting, if the student is disobedient, disrespectful, violent, abusive, uncontrollable, or disruptive. [Section 1003.04, Florida Statutes]

School personnel are responsible for being aware of the specifics of the Code and applying them appropriately. Schools are responsible for conveying information regarding individual school policies and procedures to students and parents.

Teachers and other instructional personnel are responsible for maintaining an orderly and disciplined classroom with a positive and effective learning environment that maximizes learning and minimizes disruption. [Section 1003.32, Florida Statutes]

Principals are responsible for the control and direction of students. [Section 1006.09, Florida Statutes]

The Superintendent is responsible for the proper accounting for all students of school age, for the attendance and control of students at school, and for the proper attention to health, safety, and other matters which will best promote the welfare of students. [Section 1006.08, Florida Statutes]

In addition to Florida Statutes and School Board Rules noted throughout this document, other Florida Statutes referring to discipline and control of students include:

1001.41	General powers of district school board
1001.42	Powers and duties of the district school board
1001.43	Supplemental powers and duties of district school board
1003.01	Definitions of suspension and expulsion
1003.31	Students subject to control of school
1003.32	Authority of teacher; responsibility for control of students; district school board and principal duties
1003.32	Teacher authority to remove a student
1006.08	District school superintendent duties relating to student discipline and school safety
1006.09	Duties of school principal relating to student discipline and school safety
1006.09	Search of student locker or storage area
1006.09	Reports of suspected substance or alcohol abuse; exemptions from liability
1006.10	Authority of school bus drivers and district school boards relating to student discipline and student safety on school buses
1006.11	Standards for use of reasonable force
1006.13	Policy of Zero Tolerance for crime and victimization
1006.13	School attendance and transportation of certain offenders
1006.14	Secret societies prohibited in public K-12 schools
790.115	Possessing or discharging weapons or firearms at a school-sponsored event or on school property prohibited; penalties; exceptions
6A-1.0956	Suspension on the basis of felony charges

BEHAVIORS THAT MAY RESULT IN CRIMINAL PENALTIES

The following behaviors are grounds for corrective strategies by the school and may also result in criminal penalties:

- Illegal use, possession, or sale of controlled substances while on school grounds or attending a school function;
- Use of a wireless communication device in the commission of a crime;
- Possession of a firearm or weapon while on school grounds, school bus or at a school function;
- Violence against any district School Board of Lake County personnel;
- Disruptive behavior on a school bus, or at a bus stop, or other violation of the School Board of Lake County's transportation policy;
- Violation of the School Board of Lake County's sexual harassment policy;
- Making a threat or false report involving destructive devices or explosives directed against a school, school personnel property, school transportation, or school-sponsored activity; and
- Sexting

Notice of the potential for criminal charges for these offenses is required by Section 1006.07, Florida Statutes; however, students and parents/guardians should be aware that any criminal offense could result in criminal prosecution and penalties.

THREATS OF VIOLENCE

Students are prohibited from making direct or indirect threats of violence against individuals or groups. Any threat of such violence must be reported immediately to a teacher or school administrator. **A threat to use a dangerous instrument or weapon on school grounds, on school sponsored transportation, or at any school sponsored activity is prohibited.** All threats of violence (oral, written, electronic, or symbolic) will be reported to law enforcement and investigated by school officials. A student found to have made a threat of violence is subject to appropriate disciplinary consequences, up to and including: suspension, expulsion, arrest, and prosecution. Prevalent in student culture is the use of social media outlets. When students use social media to threaten other students or school employees which has a direct effect on school property, law enforcement may be requested to conduct a "home visit" and/or law enforcement may be involved which could result in criminal prosecution.

If a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process taking place either in a classroom or elsewhere on school premises, then the Superintendent or principal may remove the student from curricular activities or from the school premises (see definitions of suspension and expulsion in Section IX – Behaviors, Range of Corrective Strategies, and Disciplinary Interventions **or** due process procedures for suspension and expulsion in Section X – Due Process). (See Threat Risk Process.) [Section 1006.08, Florida Statutes]

Key: *Some disciplinary interventions require restitution for damages or the payment of a fee. Any fees from counseling on anger management, substance abuse, tobacco education, prevention or treatment programs that are stipulated in a student's alternative placement or alternative to suspension plan, as part of a disciplinary action, are the responsibility of the student and parent/guardian.

OTHER TERMS RELATED TO STUDENT MANAGEMENT & CAMPUS SAFETY

Community Control/Electronic Monitor – A student under court sanction who is ordered to wear an electronic monitor is required to cover the monitor with appropriate clothing that totally conceals the device, while at school and/or school sponsored events, so that other students are not aware of the student's use of the monitor.

Confiscation of Unauthorized Materials/Objects/Contraband – A student in possession of unauthorized materials, objects, or contraband may have items confiscated and not returned. School will not be held responsible for items that are confiscated. See Sections VII and X: Level II Contraband Materials for descriptions.

Drug Testing* – School administrators may require a student drug test for reasonable suspicion with permission of the Chief of Transformation/designee. The testing service provider requires that a parent/guardian be present at the testing facility. Parents are required to take their child to the designated lab for testing, on the day the reasonable suspicion is established, with all required paperwork from the school. However, the parent/guardian may not be present during the drug testing procedure. Parent/Student must abide by the testing service provider's guidelines. In the event the parent/guardian cannot take their child for the required drug test, then such failure shall constitute a refusal to test and shall have the same consequences as those of being under the influence. Any student who refuses to submit to drug screening or tampers with the drug test causing adulterated results will be considered "under the influence." In the event the student's parent chooses not to consent to the drug test then the student

will have the same consequences as those under the influence. Student will remain in attendance at school until results have been disclosed. [Section 1006.09, Florida Statutes]

Felony Suspension (Off-Campus) – To minimize off-campus acts that might have an adverse impact on the school environment, the District office will send notifications to schools of any enrolled student who is 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 property other than public school property. The principal may take administrative action against those students who are formally charged with a felony by a proper prosecuting attorney if, in a conference with notice provided to the parent/guardian of the student, it is shown that the incident has an adverse impact on the educational program, discipline, or welfare of the school in which the student is enrolled. Any student who is suspended as the result of such proceedings may be suspended from all classes of instruction on public school grounds during regular classroom hours for a period of time, which may exceed 10 days, as determined by the district school superintendent. The suspension shall not affect the delivery of educational services to the student, and the student shall be immediately enrolled in a daytime alternative education program or an evening alternative education program, where appropriate. A recommendation for alternative disciplinary placement or expulsion may be considered only if the court determines that the student did commit the felony or delinquent act which would have been a felony if committed by an adult. An adverse impact determination for a student in an ESE program, excluding the Gifted program, must be part of the Manifestation Determination procedures described in the subsection ESE: Suspensions and Expulsions of Section X: Due Process. Procedures for Administrative Placement for students with a 504 are described in subsection Section 504: Suspensions and Expulsions of Section X: Due Process. [Sections 1006.09(2) and 985.04(4)(b), Florida Statutes] see Section IX: Felony Placement (Due to Off Campus Felony)

Students and parents/guardians should be aware that felony offenses can have a serious impact on an individual's future, including the following:

- criminal penalties;
- loss of scholarship eligibility;
- loss of voting privileges;
- loss of employment opportunities; and/or
- loss of driving privileges.

Law Enforcement– Law enforcement officials are assigned or may be called to campuses in order to assist school personnel in maintaining a safe environment.

Manifestation Determination – A manifestation determination is a process by which the relationship between the student's disability and a specific behavior that may result in disciplinary action is examined.

Multi-Tiered System of Support (MTSS)* – Within a multi-tiered system of supports, resources are allocated in direct proportion to student needs. Data collected at each tier are used to measure the efficacy of the supports so that meaningful decisions can be made about which instruction and interventions should be maintained and layered. The multi-tiered system involves the systematic use of multi-source assessment data to most efficiently allocate resources in order to improve learning for all students, through integrated academic and behavioral supports. To ensure efficient use of resources, schools begin with the identification of trends and patterns using school-wide and grade-level data. Students who need instructional intervention beyond what is provided universally for positive behavior or academic content areas are provided with targeted, supplemental interventions delivered individually or in small groups at increasing levels of intensity. This system is characterized by a continuum of integrated academic and behavior supports reflecting the need for students to have fluid access to instruction and supports of varying intensity levels.

No-Contact Orders* – When a student has been adjudicated guilty, delinquent, or has adjudication withheld for felony violations of certain crimes as outlined in Florida Statutes, the juvenile court may issue a "no contact order" requiring that the student refrain from attending the same school or riding the same school bus as the victim or victim's siblings at the expense of the adjudicated student. [Section 1006.13(6) Florida Statutes]

Problem Solving Team (PST) - A Multi-Tiered System of Supports (MTSS) is a framework for providing high quality instruction and intervention which is matched to student needs, using learning rate over time and level of performance to inform instructional decisions. To implement this tiered framework, a Problem Solving Team (PST) comprised of school teachers, leaders and support personnel use a 4-step problem solving process to engage in problem identification and analysis. This process drives the strategies and initiatives to eliminate barriers and improve the effectiveness of core academic and behavioral systems for all students. For students who are underperforming significantly as compared to their peers, the Problem Solving Team will plan supplemental and targeted interventions and supports to be provided, both in small groups and individually, at increasing levels of intensity.

Reciprocal Discipline – The School Board of Lake County will uphold and enforce disciplinary proceedings from other public school districts. Any student, who has been expelled from another school district, shall not be permitted to transfer, enroll, or be admitted to a School Board of Lake County school. This prohibition shall be in effect for the period of time which the student was expelled from the out-of-county school district. If a student was expelled with services or alternatively placed in another district, Lake County Schools will enforce said expulsion or alternative disciplinary placement. An official document must be presented that details the length of placement or expulsion, conditions for return and other critical information regarding the placement or expulsion. [Section 1006.07(1)(b), Florida Statutes]

Search, Seizure, and Detainment –Students may be detained, searched, and property seized as permitted by School Board Policy 5.31. [[SBP: 5.31](#); Sections 1006.09(9) and 1001.43(1)(f), Florida Statutes]

Because the below guidelines are safety precautions to provide a safe and healthy school in which to learn, please note the following involving search, seizure, and detainment:

- Administrative or instructional staff member may temporarily detain and question a student when circumstances indicate that such student has committed, is committing, or is about to commit a violation of Florida Statutes or School Board of Lake County rules.
- A school principal or principal's designee, if she or he has reasonable suspicion that a prohibited or illegally possessed substance or object is contained within a student's locker or other storage area, may search the locker or storage area. Other student storage areas include, but are not limited to, lockers, vehicle, purse, backpack and other personal possessions.

If, at any time after the onset of the temporary detention, a reasonable suspicion arises that the detained student is concealing or has concealed stolen or illegal property or contraband on his/her person, or within his/her locker or other student storage space, an administrative staff member may search the personal property of the temporarily detained student or his/her locker or other storage space for the purpose of disclosing the presence of suspected stolen or illegal property.

- If the student refuses to comply, the principal/designee may detain the student until law enforcement and/or the student's parents/guardians are called.
- **Strip searches of students by school staff are not allowed.**
- Each principal shall place a sign which is clearly visible to students and in a prominent location(s) within the school. The sign shall contain the following text: [Section 1006.09(9), Florida Statutes]

Notice to Students

School authorities may search student lockers or other storage areas when reasonable suspicion that a prohibited or illegally possessed substance or object is contained within the area pursuant to Florida Statutes.

- Use of metal detectors or specially trained animals in the course of a search for illegally possessed substances or objects shall be permitted to protect the health, safety, and/or welfare of students, staff, and/or the community.

Search in School Buildings or on School Property

- **By School Administrators** – The school administration retains control over lockers and desk space loaned to students and regulates admission and parking of vehicles on school grounds. Principals, therefore, have the right to inspect and search students' lockers, desks, students' or non-students' vehicles if the principal reasonably suspects, upon information received from law enforcement or otherwise, that drugs, weapons, dangerous, illegal, or prohibited matter, or such stolen goods are likely to be found in the student's possession. The results of such search may be turned over to law enforcement for inspection or examination and may be the subject of criminal or juvenile court prosecution or of school disciplinary proceedings.
- **By Law Enforcement at Request of School Authorities** – If public health or safety is involved, upon request of a principal who shall be present, law enforcement officers may make a general search for drugs, weapons or items of an illegal or prohibited nature, of students' lockers and desks or students' or non-students' vehicles.

Interviews in Schools for Investigative Purposes

- **By School Administrators** – School officials have the right to interview students when investigating school-related incidents, committed during school hours or on school property without prior notification or presence of parents.
- **By Law Enforcement Officer at Request of School Authorities** – A principal may exercise his or her discretion in determining whether to request assistance of law enforcement in investigating school-related incidents, committed in the school building or on school grounds during school hours. If assistance is so requested, it shall be directed to the law enforcement agency of the municipality in which the school building is located. If a principal requests assistance, a law enforcement officer may conduct a general investigation within the school building and interview students as possible witnesses in school during the school day. The principal or his or her designee shall be present during the interview. If the investigation focuses on a particular student as a prime suspect of crime, the principal and the law enforcement officer shall follow the general guidelines set forth herein with respect to interview, search, and arrest.
- **By Law Enforcement without Request of School Authorities** – It should ordinarily not be necessary for law enforcement officers to interview students at school during school hours for unrelated crimes committed outside of school or crimes committed in school during school hours for which assistance has not been requested. If the law enforcement deems circumstances make it necessary to interview student at school, the law enforcement agency shall first contact the principal regarding the planned visit and inform him/her of the probable cause to investigate within the school and obtain his/her approval. The law enforcement agency may appeal to the Superintendent's Office if it is deemed that approval was unreasonably withheld. Attempts shall be made to contact the parent.

Simulating a Weapon or Firearm – Simulating a firearm or weapon while playing or wearing clothing or accessories that depict a firearm or express an opinion regarding a right guaranteed by the Second Amendment to the United States Constitution is not grounds for disciplinary action or referral to the criminal justice or juvenile justice system. Simulating a firearm or weapon while playing includes, but is not limited to:

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

However, a student may be subject to disciplinary action if simulating a firearm or weapon while playing substantially disrupts student learning, causes bodily harm to another person, or places another person in reasonable fear of bodily harm. The severity of consequences imposed upon a student, including referral to the criminal justice or juvenile justice system, must be proportionate to the severity of the infraction and consistent with district school board policies for similar infractions. If a student is disciplined for such conduct, the school principal or his or her designee must call the student's parent. Disciplinary action resulting from a student's clothing or accessories shall be determined pursuant to paragraph (d) (of Section 1006.07, Florida Statutes) unless the wearing of the clothing or accessory causes a substantial disruption to student learning, in which case the infraction may be addressed in a manner that is consistent with district school board policies for similar infractions. [Section 1006.07 (2)(g), Florida Statutes]

Unsubstantiated Bullying – An incident whereby the investigator determines, after a complete investigation of a reported bullying incident, that based on the evidence collected by the investigator: 1) the report of bullying did not have sufficient evidence to prove the incident had an imbalance

of power, intent of harm, and/or repeated behavior, 2) found the incident does not fall in the Scope of the District, or 3) found the incident to be another violation of the Code of Student Conduct. [Section 1006.147, Florida Statutes]

Unsubstantiated Harassment – An incident whereby the investigator determines, after a complete investigation of a reported harassment incident, that based on the evidence collected by the investigator the report did not: 1) place a student or school employee in reasonable fear of harm to his/her person or damage to his/her property; 2) have the effect of substantially interfering with a student’s educational performance, opportunities, or benefits; or 3) have the effect of substantially disrupting the orderly operation of the school. [Section 1006.147, Florida Statutes]

Use of Reasonable Force – The law allows school personnel to use reasonable force for self-protection or to protect other students from disruptive students, and to prevent disruption of the orderly conduct of the school. Section 1003.32(1)(J), Florida Statutes, authorizes teachers and other instructional personnel to use reasonable force to protect themselves or others from injury. The Department of Education has defined reasonable force as, “appropriate professional conduct including physical force as necessary to maintain a safe and orderly environment.” The Department of Education has also clarified that school personnel do have the right and the authority to protect against: [Sections 1006.09, 1003.32, 1006.11, Florida Statutes]

1. conditions harmful to learning;
2. conditions harmful to student’s physical and mental health;
3. conditions harmful to safety; or
4. conditions harmful, causing injury to self, school personnel, and others.

NOTE: Section 1006.11(2), Florida Statutes, further provides that a principal, teacher, other staff members, or bus driver shall not be civilly or criminally liable for any action carried out in conformity with School Board of Lake County rules regarding the control, discipline, suspension, alternative disciplinary placement, and expulsion of students, except in the case of excessive force or cruel and unusual punishment.

Corrective Strategies, Interventions, and Disciplinary Actions Defined

Corrective Strategies

- **Check-In/Check-Out with Identified Staff Member** – student check-in and/or check-out with a certified school counselor, resource teacher, school psychologist, school social worker, or adult who has a relationship with the student.
- **Counseling** – Administrators may refer a student with behavior problems to certified school counselors as an intervention action. Information about alcohol/other drugs counseling and rehabilitation/re-entry programs is available, upon request, from school-based certified school counselors and by referencing the Lake County Community Resource Guide at www.lakecountycommunityresourceguide.com, the school, or the School Board of Lake County Student Services Department.
- **Loss of Privileges** – A student receiving two (2) out-of-school suspensions shall lose privileges afforded students in good standing with the School Board of Lake County. The loss of privileges may include:
 - driving or parking on any School Board of Lake County property;
 - attendance and participation in extracurricular activities (See Section VIII – Extracurricular Activities);
 - attendance and participation in co-curricular activities; and
 - Educational Choice Transfer (see Section IX).

At a minimum, the length of loss of privileges will be thirty (30) school days when the second suspension begins and sixty (60) school days when the third suspension begins. Any subsequent suspension that does not result in alternative disciplinary placement or expulsion will include an additional loss of privileges for ninety (90) school days. However, the principal may go beyond the minimum number of days listed above at his/her discretion.

- **Mentoring** – assigning a student a Mentor (coach, teacher, tutor, community member, certified school counselor, or trusted advisor) who is willing to spend his or her time and expertise to guide the student’s behavior.
- **Parental Contact** – Parents/Guardians will be notified by written or verbal communication of disciplinary procedures when taken as a result of a referral based on a student’s actions.
- **Teach/Reteach Student Expectations** – the student is provided instruction in the expected behavior.
- **Warning/Verbal Reprimand** – A student will meet with an administrator, discuss the infraction, be advised as to an acceptable action that could have been taken, and warned of future consequences if unacceptable actions continue.

Interventions

- **Behavioral Contract (School Imposed)*** – A behavior contract is an agreement in which the student must follow specific administrative directions in order to regain privileges. A student may be placed on a behavior contract for serious misconduct or for repeated misconduct at the principal’s discretion provided the student’s parent/guardian is notified promptly in writing. [SBP: 5.30] A student placed on a behavior contract may be required to attend anger management, mediation, or a life skills program as directed by the principal. The student’s parent/guardian is to be notified of this requirement in writing.
- **Behavior Intervention Plan (BIP)** – A BIP offers preventative, teaching, and reinforcement based strategies designed by a school team to reduce behaviors of concern and increase replacement skills.
- **Mandatory Parent Conference** – Administrators may require a parent conference in order to prevent a student’s behavior from rising to a level that may result in serious consequences.

- **Mental Health Supports** – resources or supports provided to students experiencing a need for in-school mental/behavioral health services or social-emotional support.
- **No Contact Contract**– The school may impose the No Contact Contract which will require specified students to stay away from each other while on school grounds, on school transportation, and/or during school sponsored programs and events.
- **Other Appropriate Interventions** – Other interventions may be imposed as determined by the school’s Problem Solving Team.
- **Parenting Class** – School Board Policy 5.34 allows the principal to waive one suspension per year if the infraction is not severe and parents/guardians complete a board approved parenting course. The option can only be used if no other suspension has been waived during the current year due to parenting classes.
- **Prevention or Treatment Program*** – see Section IX; Anger Management Program; Substance Abuse Program; Tobacco Education Program
 - **Anger Management Program*** – A program which is designed to aid students in developing skills to deal with anger in an acceptable and appropriate manner.
 - **Substance Abuse Program, Mandatory State-Licensed, Board-Approved*** – On the second or subsequent offense of Drug Possession/Use, Alcohol, or Drug Sale/Distribution, the student will be suspended and will be required to attend a state-licensed substance abuse program at the expense of the parent. The student may not participate in extracurricular activities until the mandatory program is completed. Failure to successfully complete the mandatory program may result in alternative disciplinary placement from school for the remainder of the school year not to exceed one (1) full calendar year. *Should a student not enroll in the substance abuse program within 30 days, a notice of alternative disciplinary placement proceedings may be issued.* Elementary school principals shall try to determine intent in cases involving student possession prior to enforcing a suspension. [SBP: 3.42; SBP: 5.34; Section 1001.43(1)(a), Florida Statutes]
 - **Tobacco Education Program*** (For students under the age of 18) – Possession of tobacco by minors is illegal. Possession, use, distribution, or sale of tobacco/nicotine products on school grounds, school-sponsored events, and/or on school transportation by any student under the age of 18 will result in a referral to a mandatory Tobacco Education Program (TEP) **in lieu of the first suspension**. Subsequent offenses may result in a suspension. This program will be completed within 30 calendar days of the incident. Failure to complete the program within the designated timeframe will result in an out of school suspension. The School Resource Deputy or other law enforcement officer may write a civil citation for possession of tobacco by a minor. In addition to possible fines, if any student, whether under the age of 18 or not, is caught using or possessing any form of tobacco/nicotine, including electronic cigarettes (vaping) at school, at any school-sponsored event, at a school bus stop, or on the school bus, the student will receive a disciplinary consequence. Tobacco/nicotine products include but is not limited to dip, snuff, and dissolvable tobacco products (for example: gum, mints, dissolvable strips, orbs, sticks, and electronic cigars, cigarettes, or other tobacco smoking simulators including but not limited to any item or materials fashioned and/or actioned to simulate smoking.) A law enforcement official may issue a written citation to any person under the age of 18 found to be in possession of any tobacco product or smoking/vaping on, in, or within 1,000 feet of school grounds. [Sections 569.11, 386.212, and 877.112 Florida Statutes]
- **Restorative Practice** – Lake County Schools has implemented the use of Restorative Practices which is designed to address the unique needs of students who have committed certain behavioral infractions in violation of the *Code of Student Conduct*. This discipline system provides school leaders and teachers with collaborative solutions for disciplinary infractions. For more information, <https://www.lake.k12.fl.us/departments/teachinglearningandleadership/academic-services/academic-services-and-interventions/restorative-practices>.
- **Safety Plan** – development of a plan to ensure that a student remains physically and emotionally safe.

Disciplinary Actions

- **Alternative Disciplinary Placement** – The involuntary separation of a student from his/her regular school or traditional educational setting and benefits attached to such placement to a separate alternative school or disciplinary setting with continued educational services. [SBP: 5.34 - State Board Rule 6A-6.0527]
- **Bus Suspension/Revocation** – A student who uses the School Board of Lake County provided transportation must abide by the rules of safety and behavior necessary for the operation of the system. Bus riders must follow rules in the Code of Student Conduct. Serious or repeated infractions of these rules may cause the student to lose the privilege of riding the bus. It is the responsibility of the parents/guardians to see that the student follows the rules or to provide for the student’s own transportation. Suspension from a school bus does not affect the requirements of attendance laws and regulations. Level II or III Offenses may result in an out-of-school suspension and a Level IV or Zero Tolerance offense may result in alternative disciplinary placement or expulsion from school. [SBP: 5.34] By statute, criminal penalties may be imposed. See Mandatory Consequences for Bus Violations. For students with disabilities, bus suspensions count for the ten-day total if students with disabilities are not able to attend school because of bus suspensions. [Sections 1001.42, 1003.26, 1006.10, and 1006.21, Florida Statutes]
- **Detention/School Plus** – A student may be detained for disciplinary reasons for an extended length of time after school or on Saturday upon notification of the student’s parent(s) or legal guardian at least 24 hours in advance. Reasonable detention during non-instructional time of a student who is regularly enrolled as a transported student (bus rider) shall be permitted for a maximum of twenty-five minutes during any school day. Students are required to bring and perform school work. Failure to attend an assigned detention/School Plus will result in an appropriate consequence. Failure to attend an assigned School Plus may result in an out of school suspension. [SBP: 5.30; Sections 1001.10, 1006.07, Florida Statutes]
- **Educational Choice Transfer Revocation** – A student attending a school through the Educational Choice Transfer (ECT) process must maintain satisfactory conduct and attendance. Failure to do so may result in revocation. Students attending a school on an ECT must provide his/her own transportation. Receipt of an ECT does not assure athletic eligibility at the receiving school. Athletic eligibility is subject to FHSAA rules and School Board of Lake County policy.

- **Expulsion** – Expulsion is the removal of the right and obligation of a student to attend a public school for a period of time and under conditions set by the School Board of Lake County not to exceed the remainder of the term of the school year and one (1) additional year of attendance. [SBP: 5.34; Sections 1006.07 and 1006.09, Florida Statutes]
- **Felony Placement (Due to Felony Off Campus Charges)** – Any student charged with a felony off campus or a delinquent act which allegedly occurred on property other than public school property which would be a felony if committed by an adult may be subject to suspension and administrative placement by the Superintendent/designee into an alternative setting if that incident is shown to have an adverse impact on the educational program, discipline, or welfare in the school in which the student is enrolled. Any felony that occurs on campus will be addressed by the school through the Code of Student Conduct regardless of whether the felony is pursued criminally through the state attorney. See Section X: Due Process for Felony Placement. [SBP: 5.34; Section 1006.09(2), Florida Statutes] An adverse impact determination for a student with a disability in an ESE program, excluding the Gifted program, must be part of the Manifestation Determination procedures described in the subsection ESE: Suspensions and Expulsions of Section X: Due Process. Procedures for Administrative Placement for students with a 504 are described in subsection Section 504: Suspensions and Expulsions of Section X: Due Process.
- **In-School Suspension/PASS** – A student is temporarily removed from the student’s regular school program and placed in an on-site alternative program for a period not to exceed ten (10) consecutive days. [Sections 1003.01 and 1006.07, Florida Statutes]
- **Restitution*** – Students will be required to pay for any and all damages resulting from his/her actions while on school grounds, school transportation, or at a school sponsored activity.
- **School Plus** – see Section IX: Detention/School Plus
- **Suspension (Out-of-School)** – A student is temporarily removed from all classes of instruction on public school grounds and all other school-sponsored activities, except as authorized by the principal or the principal’s designee, for a period not to exceed 10 school days and remanding of the student to the custody of the student’s parent with specific homework assignments for the student to complete. [Section 1003.01, Florida Statutes] The Superintendent may impose additional days in order to schedule an expulsion hearing. [Sections 1006.07 and 1006.09, Florida Statutes]

Please note the following regarding suspensions:

- School Board Policy 5.34 allows the principal to waive one suspension per year if the infraction is not severe and parents/guardians complete a board approved parenting course. The option can only be used if no other suspension has been waived during the current school year due to parenting classes.
- See Attendance Rules for suspensions counting as an unexcused absence.
- In the event of a long-term assignment (e.g. book reports, research papers) assigned before the suspension with a due date occurring during the days of suspension, the work must be turned in on the day the student returns to school. If the assignment is not turned in on the first day the student returns, it will not be counted for credit. A student with a school imposed unexcused absence during a nine weeks, semester, or final exam must make up that examination at a time designated by the principal/designee.
- A student who receives a suspension, which results in alternative disciplinary placement or expulsion, shall lose any rights afforded under the suspension/attendance rules.
- Any student who commits an act on school grounds or on a school bus which results in suspension during the last week of school may be suspended for the remaining number of days of the suspension period when school opens the following year.
- Any student who is suspended for the fourth (4th) time in a school year may be referred to the Superintendent for possible alternative disciplinary placement when the fourth suspension is a Level II, III, or IV infraction. For additional information, please refer to the Four Suspensions definition. All suspensions received from within or outside the district during the current school year will count toward the four (4) suspension rule.
- After a student receives the third (3rd) suspension, the principal shall notify the parent(s) or legal guardian by telephone or conference. A certified letter will follow explaining that the next suspension may result in a recommendation for alternative disciplinary placement. [SBP: 5.34]
- **A student receiving a suspension may not participate in any School Board of Lake County activity or extra-curricular activity or be on any Lake County School property during the suspension. Any Lake County Schools student who is currently suspended or who has been alternatively disciplinary placed or expelled and who enters or remains upon any School Board of Lake County facility commits a trespass and is guilty of a misdemeanor of the second degree. [SBP: 3.40; Section 810.097(1)(b), Florida Statutes] Violation of suspension guidelines may result in the issuance of a trespass warrant, referral to law enforcement, and/or additional suspension days. Further restrictions may apply based on Loss of Privileges guidelines (see Section IX, Loss of Privileges).**
- **Work Assignment/Work Detail** – A student may be assigned some form of physical activity, often involving cleaning or beautification of school property.

Code of Student Conduct Behaviors with Corrective Strategies, Interventions, and Disciplinary Actions

Definitions of behaviors and/or student conduct which are considered to be violations of the Code of Student Conduct and Policy Guide are described in this section of the Code. The use of words, such as battery and arson, are not meant to be considered equivalent to or to carry the same standards and consequences as the same words, which are defined in the criminal context in the Florida Statutes. The School Board of Lake County retains the flexibility and right to attach definitions found in Board Rule to such words without attaching any criminal standards set by the courts or legislature. When a student has committed an infraction, the misbehavior is to be classified according to the definition which best describes it. All students and parents/guardians must understand that, in addition to taking corrective strategies at the school level, certain criminal and/or disruptive behavior must, by Board Rule, be reported to law enforcement.

The notation, (SESIR), next to the infraction name listed in Levels III, IV, and Zero Tolerance represents SESIR (School Environmental Safety Incident Report) definitions and guidelines required by the Department of Education.

Key: The “I” references after Levels I, II, III, IV, and Zero Tolerance Infractions refer to Incident Type Number (I) located on the Student Referral. SESIR incidents are tracked by Florida Department of Education in every county.

Level I

Level I Behaviors are minor acts of misconduct that interfere with the orderly operation of the classroom, a school function, extracurricular/co-curricular program, or approved transportation.

The school district employee involved should intervene in the misconduct. If further action is necessary, the school district employee should refer the student to the school administrator for disciplinary action. The administrator will follow the procedures designated for minor violations (Level I) in investigating the situation and deciding on disciplinary action. After hearing the student’s explanation, consulting with staff members, and doing any other investigation necessary, the administrator will decide on disciplinary action and may refer the student to the school’s Problem Solving Team to initiate supplemental/targeted interventions.

Corrective Strategies	Interventions	Disciplinary Actions
<ul style="list-style-type: none"> Behavioral contract Check-In/Check-Out with Identified Staff Member Conference with student Counseling Loss of privileges Mandatory parent conference Mentoring No contact contract Parent contact Teach/Reteach Student Expectations Warning/verbal reprimand Work assignment/work detail 	<ul style="list-style-type: none"> Behavioral contract Behavior Intervention Plan (BIP) Counseling Mandatory parent conference Mental Health Supports No contact contract Other appropriate interventions (as determined by the school’s Problem Solving Team) Parenting Class (in lieu of one suspension – see Suspensions) Restorative Practices Safety Plan 	<ul style="list-style-type: none"> Behavioral contract Bus Suspension/Revocation Detention Educational Choice Transfer revocation (see Section IX) In-School suspension Loss of Privileges Mandatory parent conference Out-of-school suspension (0-5 days) No contact contract Parent contact School plus Warning/verbal reprimand Work assignment/work detail

Attendance Rules Violation – willful disobedience of district and/or school attendance rules – The law requires mandatory school attendance until the age of 16 (see Section I: Attendance Rules regarding compulsory school age). If a student arrives at school and then leaves campus without school permission, the student is unexcused and truant and the school must take disciplinary action. [I: 25; SBP: 5.35; Section 1003.21, Florida Statutes]

Bus Misconduct – willful disobedience of one or more of the bus rules or school rules [I: 6]. [SBP: 8.31] (see Section IV: Bus Conduct)

Bus Misconduct – Serious Suspended from School – willful disobedience of one or more of the bus rules or school rules. – If the bus infraction is deemed to be serious, it may result in suspension from school. [I: 33; SBP: 8.31] (see Section IV: Bus Conduct)

Cheating – willful or deliberate unauthorized use of the work of another person for academic purposes, or inappropriate use of notes or other material in the completion of an academic assignment or test. A student who is found to have cheated on a school assignment will not receive credit for that assignment and will be disciplined in accordance with this Code of Student Conduct. When grade reduction is determined to be the appropriate disciplinary measure, the student’s parent(s) or legal guardian shall be notified. [I: 8]

Classroom Disruption – conduct or behavior that persists over a period of time which interferes with or disrupts the teaching/learning process. [I: 100]

Defacing or Failure to Account for Materials – willful destruction or loss of textbooks, media, or other school owned materials – Failure to pay for lost or damaged books/materials may result in loss of privileges. [I: 62; [SBP: 8.22](#); Section 1006.42(1), Florida Statutes]

Disrespect of Minor Nature – conduct or behavior that lacks regard, civility, politeness and/or courteous consideration for a person or group of persons – This may include, but is not limited to, teasing, name calling, gossiping, spreading or starting rumors, and purposely embarrassing or humiliating another person. [I: 63]

Dress Code Violation – failure to adhere to the district and school dress code guidelines – (see Section V: Dress Code). [I: 41; SBP: 5.37]

Energy Products – the use of energy products with a high content of caffeine and/or energy blends on school grounds, transportation, or at a school related activity. Energy blend is defined as products containing, but not limited to, L. Carnitine, Glucose, Caffeine, Guarana, Inositol, Glucuronolactone, and Maltodextrin. A product shall be considered to be high in content of caffeine and/or energy blend if the product contains over 70 mg of caffeine or energy blend for 8 ounces [I: 86]

Inappropriate Conduct or Behavior – conduct or behavior which includes engaging in reckless, rowdy, or rough behavior that interferes with the safe or purposeful order of a school or school-related activity. This also includes, but is not limited to a public display of affection (inappropriate displays of affection, such as kissing, or embracing, which implies more than simple friendship, are not permitted in school, at school dances, or at any school event), bringing unauthorized electronic equipment, animals, or other materials to school. [I: 13]

Lack of School Identification – failure of a student to be in possession of school identification (i.e. Student ID). [I: 101]

Missed Detention – Non-attendance at an assigned detention [I: 32]

Missed School Plus – Non-attendance at an assigned School Plus [I: 31]

Plagiarism – the use of ideas or words of another as one’s own; work presented as new and original, an idea or product derived from an existing source. A student who is found to have plagiarized on a school assignment will not receive credit for that assignment and will be disciplined in accordance with the Code of Student Conduct. When grade reduction is determined to be the appropriate disciplinary measure, the student’s parent/guardian shall be notified. [I: 64]

Prohibited Sales – items brought to school for the purpose of a sale unrelated to an approved school activity. [I: 82]

Tardiness – late arrival to school or class without valid documentation from parent/guardian or authorized school personnel –Repeated tardiness may be considered habitual truancy (see Section I: Attendance Rules). [I: 21]

Vehicle Violation – failure to adhere to the district and school vehicle guidelines – (see Section IV: Parking/Vehicle Rules). [I: 49; [SBP: 5.36](#)]

Level II

Level II Behaviors are intermediate acts of misconduct that are more serious or disruptive examples of the offenses in Level I. Level II acts are directed against people or property that do not seriously endanger the health or safety of others.

The misconduct must be reported to the appropriate school administrator for disciplinary action. After hearing the student’s explanation, consulting with staff members, and doing any other investigation necessary, the administrator will decide on disciplinary action and may refer the student to the school’s Problem Solving Team to initiate supplemental/targeted interventions.		
Corrective Strategies	Interventions	Disciplinary Actions
<ul style="list-style-type: none"> Behavioral contract Check-In/Check-Out with Identified Staff Member Conference with student Counseling Loss of privileges Mandatory parent conference Mentoring No contact contract Parent contact Teach/Reteach Student Expectations Warning/verbal reprimand Work assignment/work detail 	<ul style="list-style-type: none"> Behavioral contract Behavior Intervention Plan (BIP) Counseling Mandatory parent conference Mental Health Supports No contact contract Other appropriate interventions (as determined by the school’s Problem Solving Team) Parenting Class (in lieu of one suspension – see Suspensions) Restorative Practices Safety Plan 	<ul style="list-style-type: none"> Behavioral contract Bus Revocation Bus Suspension Detention Educational Choice Transfer revocation (see Section IX) In-School suspension Loss of Privileges Mandatory parent conference No contact contract Out-of-school suspension Restitution School plus Work assignment/work detail

NOTE: Offenses noted with the symbol ‡ are considered violent or disruptive incidents. Offenses noted with the symbol ‡‡ are considered violent incidents if they result in bodily injury (more or less serious injury). Students committing these offenses are considered as violent or disruptive and may be assigned to an alternative educational program or referred for mental health services, pursuant to Section 1006.07, Florida Statutes.

Abusive, Profane, Language/Materials – use of either oral or written language, electronic messages, gestures, objects, or pictures which are disrespectful or socially unacceptable and which tend to disrupt the school environment, a school function, or an extracurricular/co-curricular activity [I: 36]

Battery without Injury on Specified Official or Employee – physical use of force or violence by an individual against any other individual when the force or violence is carried out against a person who is not fighting back. The incident did not involve injury. This incident can include consultation with law enforcement. [I: 94]

Battery without Injury (Student) – physical use of force or violence by an individual against any other individual when the force or violence is carried out against a person who is not fighting back. The incident did not involve injury. This incident can include consultation with law enforcement. [I: 95]

Cell Phones and/or any Electronic Communications Devices – failure to adhere to the district and school cell phone guidelines – (see Section VI: Cell Phones) [I: 37]

Combustibles/Minor – bringing or possessing, lighters or matches on school grounds, transportation, or at a school related activity [I: 48]

Contraband Materials – include, but are not limited to ammunition (as defined in Section 790.001, Florida Statutes, as an object consisting of **all** of the following: 1) a fixed metallic or nonmetallic hull or casing containing a primer, 2) one or more projectiles, one or more bullets, or shot, **and** 3) gunpowder.), laser instruments, electronics (not including calculators), and beverage mixers intended to be consumed with alcohol – The possession, use, sale and/or distribution of contraband materials on school grounds, school-sponsored events, and/or on school transportation is prohibited. The school will not be held responsible for lost or stolen contraband materials. [I: 38; Section 1006.07, Florida Statutes]

Defiance of Authority – verbal or non-verbal refusal to comply with school rules or directions from school authority, refusal to identify one's self, giving false information, not reporting to or leaving an assigned class, activity, or area without receiving proper prior approval—this may also include being present in an area not open to student access during all or portions of a day, or disrespect of school authority on or off campus. [I: 40; Sections 1006.08(1), 1006.09(1)(c), Florida Statutes]

Disrespect – conduct or behavior which demeans, degrades, antagonizes, humiliates, or embarrasses a person or group of persons. This includes, but is not limited to, hurtful acts, words or other behavior committed by one or more students against another. [I: 66]

Forgery – The making of a false or misleading written communication to a school staff member with either the intent to deceive the staff member or under circumstances which would be reasonably calculated to deceive the staff member. Signing or allowing others to sign your parent's name to a school paper. [I: 87]

Medication Policy Violation – failure to adhere to the district and school medication policy guidelines – (see Section VII: Medication/Health Procedures) [I: 44; SBP: 5.62; Section 1006.062, Florida Statutes]

Other Serious Misconduct† – Any act of misconduct which could substantially disrupt the orderly conduct of a school, school function, or an extracurricular/co-curricular activity which poses a threat to the health, safety, or property of self or of others or behavior not specifically described above. This may include, but is not limited to, providing false/misleading information to staff members; not reporting hazardous/dangerous situations, threats, and/or illegal activities; language intended or reasonably calculated to insult; knowing of weapons, dangerous instruments, or threats of violence by students and not reporting to school administration; a threat to use a dangerous instrument or weapon without being in possession of a dangerous instrument or weapon on school grounds, on school sponsored transportation, or at any school sponsored activity; engaging in any behavior (by electronic, word, or act) as an individual or as a member of a group or crowd that encourages or instigates threatening, aggressive, or unsafe acts, and/or incite another person. [I: 102]

Physical Aggression (One-Sided)† – when the primary aggressor willfully uses force or violence upon a person that does not result in bodily injury. This code may be applied to the primary aggressor in situations when clear evidence (i.e. video, investigation) concludes that the person other than the primary aggressor used Self-Defense. Self-Defense is defined as the following: 1) the use of reasonable force when one believes such conduct is necessary to defend themselves, 2) to defend or shield oneself, or 3) attempts to prevent himself/herself from being harmed by the aggressor(s).

NOTE: When a student is acting in self-defense or is acting as a “Good Samaritan,” which is defined as one who is providing reasonable assistance to someone they believe is in peril, the student shall not receive disciplinary actions for violations of the applicable provision(s) of the Code of Student Conduct.

Self-defense will not apply when students engage in mutual participation in the use of force or physical violence or other physical conflicts as defined (Fighting/Physical Altercation) in the Code of Student Conduct and may receive disciplinary actions for violations of School Board Policy. [I: 104]

Physical Altercations† – physical conflicts between two or more persons that do not require physical restraint or cause injury and is stopped upon verbal command without regard to who was the original aggressor [I: 34]

Sexting – When on School Board of Lake County, a minor commits the offense of sexting if he or she knowingly: (a) uses a computer, or any other device capable of electronic data transmission or distribution, to transmit or distribute to any individual any photograph or video of any person which depicts nudity, as defined in Section 847.001(9), Florida Statutes, and is harmful to minors, as defined in Section 847.001(6) and (b), Florida Statutes, possesses a photograph or video of any person that was transmitted or distributed by another minor which depicts nudity, as defined in Section 847.001(9), Florida Statutes, and is harmful to minors, as defined in Section 847.001(6), Florida Statutes. Sexting could lead to law enforcement intervention. By statute, criminal penalties may also be imposed. [I: 91; Section 847.0141, Florida Statutes]

Technology Violation, Minor – using technology in a manner that is inappropriate, but is not harmful or destructive (see Section VI, Technology). [I: 45]

Theft of a Minor Nature – unauthorized taking, carrying, riding away, or concealing the property of another person without threat, violence, or bodily harm. – Items under this heading would have a replacement value of less than \$300.00. [I: 46; Section 812.014, Florida Statutes]

Unauthorized Assembly, Publications, Petitions, Electronic Messages – demonstrations and/or petitions by students, or possession and/or distribution of unauthorized publications, including misuse of electronic messages which interfere with the orderly process of the school environment, a school function, or extracurricular activity [I: 47]

Vandalism of a Minor Nature – Less than \$1,000 – intentional destruction, damage, or defacement of public or private property, real or personal, without consent of the owner or the person having custody or control of it – Damage must be valued at less than \$1,000, including time and labor to be considered under this heading. [I: 29; SBP: 8.22; Section 806.13, Florida Statutes]

Level III

Level III infractions are major acts of misconduct. They include serious disruptions of school order; threats to the health, safety, and property of others; and other acts of serious misconduct.

The misconduct must be reported immediately to the appropriate school administrator, who may remove the student from the school or activity immediately. After hearing the student's explanation, consulting with staff members, and doing any other investigation necessary, the administrator will decide on disciplinary action and may refer the student to the school's Problem Solving Team to initiate supplemental/targeted interventions.

Students found to have committed Level III infractions **may be** subject to alternative disciplinary placement from school for not more than one (1) full calendar year.

Actions of a student made while seeking to correct any Level III infraction by voluntarily disclosing the infraction as defined above to an administrator may be considered as a mitigating factor in determining the appropriate intervention.

Corrective Strategies	Interventions	Disciplinary Actions
<ul style="list-style-type: none"> Behavioral contract Check-In/Check-Out with Identified Staff Member Conference with student Counseling Loss of privileges Mandatory parent conference Mentoring No contact contract Parent contact Teach/Reteach Student Expectations Warning/verbal reprimand Work assignment/work detail 	<ul style="list-style-type: none"> Behavior Contract Behavior Intervention Plan (BIP) Counseling Mandatory parent conference Mental Health Supports No contact contract Other appropriate interventions (as determined by the school's Problem Solving Team) Parenting Class (in lieu of one suspension – see Suspensions) Prevention or Treatment Program Restorative Practices Safety Plan 	<ul style="list-style-type: none"> Alternative disciplinary placement Behavioral contract Bus Revocation Bus Suspension Change in placement for student with disabilities –to be reviewed within 45 school days – Interim alternative educational setting – SEE: ESE SUSPENSIONS AND EXPULSIONS OR SECTION 504: SUSPENSIONS AND EXPULSIONS Detention Educational Choice Transfer revocation (see Section IX) Expulsion Felony placement (due to off campus felony) In-School suspension Loss of Privileges Mandatory parent conference No contact contract Out-of-school suspension Restitution School plus Suspension extended, pending hearing Work assignment/work detail

NOTE: Offenses noted with the symbol ‡ are considered violent or disruptive incidents. Offenses noted with the symbol ‡‡ are considered violent incidents if they result in bodily injury (more or less serious injury). Students committing these offenses are considered as violent or disruptive and may be assigned to an alternative educational program or referred for mental health services, pursuant to Section 1006.07, Florida Statutes.

Alcohol* (SESIR) – Possession, sale, purchase, distribution, or use of alcoholic beverages. Use means when the person is caught in the act of using, admits to use, or is discovered to have used in the course of an investigation. Students who purchase, possess, or use will be suspended up to ten (10) days for the first offense. Students who sale or distribute alcoholic beverages will receive a ten (10) day suspension for the first offense. Students with a second or subsequent violation will be suspended for 10 days and will be required to attend a state-licensed substance abuse program (see Section IX, Substance Abuse Program). The student or substance may be subject to testing. This incident is expected to include consultation with law enforcement. [I: 1 (SESIR); [SBP: 3.42](#)]

Breaking & Entering/Burglary*‡‡ (SESIR) – unlawful entry with force, or unauthorized presence in a building or other structure or conveyance with evidence of the intent to damage or remove property or harm a person(s). This incident is expected to include consultation with law enforcement. [I: 5 (SESIR); Sections 810.02, 810.08, 810.09, and 810.097, Florida Statutes]

Bullying*†‡ (SESIR) – Systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees that is severe or pervasive enough to create an intimidating, hostile, or offensive environment; or unreasonably interfere with the individual’s school performance or participation. An incident whereby the investigator determines, after a complete investigation of a reported bullying incident, that there is enough substantial evidence that proves the accused “willfully and repeatedly exercised power or control over another by systematically and chronically inflicting physical hurt or psychological distress on the student(s)…” which meets the criteria of a prohibited act under the definition of bullying as listed in the Jeffery Johnston Stand Up for All Students Act (Section 1006.147, Florida Statutes). Failure to adhere to the district and school bullying policy (See Section V: Bullying or Harassment) [I: 55 (SESIR); SBP: 5.33; Section 1006.147, Florida Statutes]

Careless or Malicious Action† – action that results in the injury of person(s) or damage to property [I: 65]

Dangerous Instruments† – possession, distribution of materials, paraphernalia, or items that are dangerous. Possession of a dangerous instrument may be considered under this heading if there has been no threatening or intimidating display of the dangerous instrument. Dangerous instruments shall include, but not be limited to, clubs, blow guns, chains, pipes (any length, metal or otherwise), ice picks or other pointed instruments, nunchakas, Chinese stars, pepper spray, mace, laser instruments, common pocketknives, BB guns, pellet guns, paintball guns, air soft guns, slingshots, imitation weapons or firearms made of plastic, metal, wood or any other material which may be used in a harmful manner. Students shall be prohibited from carrying or concealing items considered to be dangerous instruments while on school grounds, buses, in school buildings, at school sponsored events, and vehicles parked on school grounds or adjacent thereto for school related activities. A common pocketknife shall be defined as a folding knife with a blade less than four (4”) inches. If a student unintentionally brings a common pocketknife to school or to a bus stop, the student should immediately turn it over to school officials upon boarding the bus or arrival on school grounds. The principal will decide what action is to be taken. A student may be suspended for 10 days and be recommended for alternative disciplinary placement from school for possession of a dangerous instrument. [I: 52; Section 1001.43, Florida Statutes]

Note: When a dangerous instrument, as noted above, is used in a threatening or intimidating manner, the offense may be considered a Zero Tolerance infraction. [I: 78 (SESIR)]

Dating Violence and Abuse† – failure to adhere to the district and school dating violence and abuse policy – (See Section V: Dating Violence and Abuse) [I: 88; SBP: 5.325; Section 1006.148, Florida Statutes]

Disruption on Campus*†‡ – Major – (SESIR) (major disruption of all or a significant portion of campus activities, school-sponsored events, or school bus transportation) Disruptive behavior that poses a serious threat to the learning environment, health, safety, or welfare of others. This incident is expected to include consultation with law enforcement. (Examples of a major disruption on campus include, but not limited to, closure of all or part of the school, student engaging in disruptive behavior that causes the bus driver to stop the bus to ensure the safety of the group, student or other causing an incident that results in closing the cafeteria, and/or student or other causing an incident that prevents other students from proceeding to the next class or prevents egress. Non-examples include, but not limited to, disruption of a single classroom, student defying authority, and/or student talking loudly on a moving bus.) [I: 69 (SESIR); Sections 1006.09 and 1006.145, Florida Statutes]

Drug Use/Possession* – Excluding Alcohol – (SESIR) using, possessing or being under the influence of any controlled drug, illegal, or narcotic substance or any substances represented to contain, mimic or that looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, stimulant, depressant, intoxicant, or controlled substance of any kind, or any substance when used for chemical intoxication. Use means the person is caught in the act of using, admits to use, or is discovered to have used in the course of an investigation. Substance includes, but is not limited to, any substance that contains or is represented to contain chemicals, any substance that produces the same effect as or is represented to produce the same effect as a controlled substance, or any analogue of a controlled substance including, but not limited to, K-2, also known as “spice” or “legal weed.” Students will be suspended up to ten (10) days for the first offense. Students with a second or subsequent violation will be suspended 10 days and will be required to attend a state-licensed substance abuse program (see Section IX, Substance Abuse Program). The student or substance may be subject to testing (see Section IX: Drug Testing). Elementary school principals shall try to determine intent in cases involving student possession prior to enforcing a suspension. This incident is expected to include consultation with law enforcement. This infraction may also result in criminal penalties being imposed. See Other Major. [I: 50 (SESIR); SBP: 3.42; Sections 1001.43, 1006.07, and 1006.09, Florida Statutes]

Drugs/Over-the-Counter – use, possession, or distribution of over-the-counter or mood-altering substances, or any substances represented as drugs or drug paraphernalia – Repeated incidents will be handled as a Level IV Infraction. Students on medication must abide by established district procedures (see Section VII, Medication/Health Procedures). [I: 39; SBP: 3.42]

Extortion – to obtain from a person by force, intimidation, or undue or illegal power. [I: 89]

False Fire Alarm/911 Calls*† (SESIR) (Reported as Disruption on Campus) – activation of a fire alarm or other emergency services without reasonable cause, which in the discretion of the principal, was the result of a reckless or malicious act. This incident is expected to include consultation with law enforcement. [I: 70 (SESIR); Section 806.101, Florida Statutes]

Felony Suspension (Off Campus) – (see Section IX, Felony Suspension (Off Campus)) [I: 35; Section 1006.09(2), Florida Statutes; SBP: 5.34]

Fighting*†‡ (SESIR) – two or more persons mutually participating in use of force or physical violence that requires either 1) physical restraint or 2) results in injury requiring first aid or medical attention is considered fighting – Mutual participation is considered without regard to the original aggressor. [I: 11 (SESIR)]

Fireworks – bringing, possessing, or using fireworks on school grounds, transportation, or a school related activity – Fireworks for minor incidents include, but is not limited to, sparklers; toy pistols, toy canes, toy guns, or other devices in which paper caps containing twenty-five hundredths grains or less of explosive compound are used, providing they are so constructed that the hand cannot come in contact with the cap when in place for the explosion; toy pistol paper caps which contain less than twenty hundredths grains of explosive mixture; and novelty or trick noisemakers including, but not limited to, snake or glow worm, smoke device, party popper, booby trap, etc. [I: 54; Section 791.01, Florida Statutes]

Four Suspensions – An option that can be utilized where the principal has the authority to recommend that the Superintendent consider the removal of a student for alternative disciplinary placement or expulsion when a student has been suspended four (4) or more times within a school year for

continuous disruptive behavior or major acts of misconduct (excluding Zero Tolerance offenses). Any student who receives a third (3rd) suspension in the current school year, must be referred to the appropriate Problem Solving Team for interventions (Multi-Tiered Systems of Support/MTSS) before a recommendation for possible Alternative Disciplinary Placement can be forwarded to the Superintendent for having four or more out of school suspensions (this excludes Zero Tolerance Offenses). If a student receives a fourth (4th) suspension and the principal/designee requests to recommend the student for alternative disciplinary placement, the fourth (4th) suspension shall not be a minor offense as outlined in the Code of Student Conduct. All suspensions received from within or outside the district during the current school year may count toward the four (4) suspension rule. This code along with the offense committed will be used any time a student is being suspended for the fourth time **with** a recommendation for alternative disciplinary placement. If fourth suspension is due to a Felony Off-Campus and the student was found not guilty or adjudication was withheld, the student's record shall be properly annotated to indicate that the suspension was removed due to adjudication and the student is allowed to return to school. [I: # (for current suspension incident) **and** I: 61 (for fourth or more suspension); [SBP: 5.34](#)]

Gang-Related Activity – failure to adhere to the district and school vehicle guidelines – (see Section V: Gang-Related Activity). [I: 67 – Gang Related Activity; [SBP: 5.38](#)]

Harassment†† (SESIR)** – includes, but is not limited to, any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct directed against a student or school employee that (1) places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property, (2) has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or (3) has the effect of substantially disrupting the orderly operation of a school. An incident whereby the investigator determines, after a complete investigation of a reported harassment incident, that there is enough substantial evidence that proves the accused has met the criteria noted above as well as met the criteria of a prohibited act under the definition of harassment as listed in the Jeffery Johnston Stand Up for All Students Act (Section 1006.147, Florida Statutes). (See Section V: Bullying and Harassment) [I: 42 (SESIR); SBP: 2.70 and 2.71; Section 1006.147, Florida Statutes]

Hazing†† (SESIR)** – Any action or situation that endangers the mental or physical health or safety of a student at a school with any of grades 6 through 12 for purposes of initiation or admission into or affiliation with any school-sanctioned organization. "Hazing" includes, but is not limited to: (a) pressuring, coercing, or forcing a student to participate in illegal or dangerous behavior, or (b) any brutality of a physical nature such as whipping, beating, branding, or exposure to the elements. By statute, criminal penalties may also be imposed. [I: 73 (SESIR); [SBP: 5.335](#); Section 1006.135, Florida Statutes]

Obscene Language/Materials – obscenities such as phone calls or other communication, the unlawful manufacturing, publishing, selling, buying, or possessing materials including, but not limited to, devices, literature, photographs, pornography, or media from electronic devices. [I: 96]

Other Major†† (SESIR)** – any serious, harmful incident resulting in the need for law enforcement intervention not previously classified. Other major includes, but is not limited to, producing or knowingly using counterfeit money, participating in gambling activities, possessing child pornography, or possessing drug paraphernalia. This incident is expected to include consultation with law enforcement. [I: 28 (SESIR)]

Retaliation – A prohibited act that includes, but is not limited to, any form of intimidation or reprisal in response to filing a complaint or assisting with an investigation. Retaliatory or intimidating conduct against any individual who has made a complaint or any individual who has testified, assisted, or participated, in any manner, in an investigation is specifically prohibited. [I: 90]

Sexual Harassment†† (SESIR)** – unwanted verbal or physical behavior with sexual connotations by an adult or student that is severe or pervasive enough to create an intimidating, hostile or offensive educational environment, cause discomfort or humiliation or unreasonably interfere with the individual's school performance or participation (6A-19.008(1) SBE Rule). An incident when one person demands a sexual favor from another under the threat of physical harm or adverse consequence. By statute, criminal penalties may also be imposed. [I: 19 (SESIR); Section 1006.07(2)(j), Florida Statutes; 6A-19.008 Educational and Work Environment]

Sexual Offenses* (SESIR) – (lewdness, indecent exposure) other sexual contact, including intercourse, without force or threat of force. Subjecting an individual to lewd sexual gestures, sexual activity, or exposing private body parts in a lewd manner. (Law enforcement must be notified to investigate.) [I: 20 (SESIR)]

Technology Violations, Major† (SESIR)** (Reported as Disruption on Campus) – inappropriate use, distribution of illegal or improper material, modification, or intentional destruction of hardware, software, or data. By statute, criminal penalties may also be imposed. This incident is expected to include consultation with law enforcement. – (see Section VI: Technology – Student Acceptable Telecommunications/Electronic Communications Use Policy and Agreement). [I: 75 (SESIR); Section 815.06, Florida Statutes]

Theft/Larceny* (SESIR) – The unauthorized taking, carrying, riding away with, or concealing the property of another person, including motor vehicles, without threat, violence, or bodily harm. This incident is expected to include consultation with law enforcement. The item(s) value must be \$300.00 or more. [I: 15 (SESIR); Section 812.014, Florida Statutes]

Threat/Intimidation (Student/Employee)† (SESIR)** – a threat to cause physical harm to another person with or without the use of a weapon that includes all of the following elements: (1) intent – an intention that the threat is heard or seen by the person who is the object of the threat; (2) fear – a reasonable fear or apprehension by the person who is the object of the threat that the threat could be carried out; and (3) capability – the ability of the offender to actually carry out the threat directly or by a weapon or other instrument that can easily be obtained. Threatening any school board employee shall be considered a Level IV infraction. Threats and implied threats, verbal or written, even if within an academic assignment or stated in humor, will be taken as an actual threat. This incident is expected to include consultation with law enforcement. [I: 22 (SESIR)] **Note: When a student is charged with committing a violation of Section 784.081, Florida Statutes, Assault or Battery upon Specified Officials or Employee, the offense will be considered a Zero Tolerance offense. [[SBP 5.32](#); Section 784.081, Florida Statutes]**

Tobacco Violation (under 18 years of age)* (SESIR) – failure to adhere to the district and school tobacco guidelines – (see Section IX, Tobacco Education Program [I: 23 (SESIR under 18 years of age only); SBP: 2.90; Sections 386.212, and 386.204, Florida Statutes]

Tobacco Violation (18 years of age or older) – failure to adhere to the district and school tobacco guidelines - (see Section IX, Tobacco Education Program) [I: 79 if 18 years of age or older); SBP: 2.90; Sections 386.212, and 386.204, Florida Statutes]

Trespassing* (SESIR) – to enter or remain on school grounds/campus, school transportation, or at a school-sponsored event/off campus without authorization or invitation and with no lawful purpose for entry. This incident is expected to include consultation with law enforcement. [I: 24 (SESIR); [SBP: 3.40](#); Sections 810.097, 810.0975, and 810.09, Florida Statutes]

Vandalism (\$1,000 or more)* (SESIR) – intentional destruction, damage, or defacement of public or private/personal property, without consent of the owner or the person having custody or control of it. This incident is expected to include consultation with law enforcement. – Damage must be valued at \$1,000 or more including time and labor to be considered under this heading. [I: 26 (SESIR); SBP: 8.22; Section 806.13, Florida Statutes]

Level IV

Level IV acts of misconduct are very serious.

Major acts of misconduct must be reported immediately to the appropriate school administrator and may result in immediate removal of the student from school.

Disciplinary Actions

After hearing the student's explanation, consulting with staff members, and doing any other investigation necessary, the administrator will decide on disciplinary action.

- Restorative Practices
- Any student found to have committed a Level IV infraction on school property, school-sponsored transportation, or during a school-sponsored activity shall receive a 10-day suspension. SEE ESE: SUSPENSIONS AND EXPULSIONS OR SECTION 504: SUSPENSIONS AND EXPULSIONS
- Students found to have committed Level IV infractions may be subject to either alternative placement in a disciplinary program from school for not more than one (1) full calendar year. SEE: ESE SUSPENSIONS AND EXPULSIONS OR SECTION 504: SUSPENSIONS AND EXPULSIONS

Actions of a student made while seeking to correct any Level IV infraction by voluntarily disclosing the infraction as defined above to an administrator may be considered as a mitigating factor in determining the appropriate intervention.

NOTE: Offenses noted with the symbol ‡ are considered violent or disruptive incidents. Offenses noted with the symbol †† are considered violent incidents if they result in bodily injury (more or less serious injury). Students committing these offenses are considered as violent or disruptive and may be assigned to an alternative educational program or referred for mental health services, pursuant to Section 1006.07, Florida Statutes.

Battery with More Serious Injury (Student/Employee)*‡ (SESIR) (Reported as Battery) – physical use of force or violence by an individual against any other individual when the force or violence is carried out against a person who is not fighting back. The attack must be serious enough to warrant consulting law enforcement and result in more serious bodily injury. More serious bodily injury is defined as death or bodily injury which involves a substantial risk of death; extreme physical pain; protracted and obvious disfigurement; or protracted loss or impairment of the function of a bodily member, organ, or mental faculty. This incident is expected to include consultation with law enforcement. [I: 3 (SESIR)] **Note: When a student is charged with committing a violation of Section 784.081, Florida Statutes, Assault or Battery upon Specified Officials or Employee, the offense will be considered a Zero Tolerance offense.** [[SBP 5.32](#); Section 784.081, Florida Statutes]

Boycotts/Riots/Sit-ins/Walkouts/School Disruption*‡ (SESIR) (Reported as Disruption on Campus) – the willful act of inciting, leading, or participating in any disruptive act (including gang related activities, organized skip day, strike) 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, or others – By statute, criminal penalties may also be imposed. This incident is expected to include consultation with law enforcement. [I: 9 (SESIR); [SBP: 5.30](#)]

Drug Sale/Distribution* – Excluding Alcohol – (SESIR) distribution, cultivation, manufacture, or sale, of any drug, narcotic, controlled substance or substance represented to be a drug, narcotic, or controlled substance. Students will receive a ten (10) day suspension for the first offense. Students with a second or subsequent violation will be suspended for ten (10) days and will be required to attend a state-licensed substance abuse program (see Section IX: Substance Abuse Program). The student or substance may be subject to testing (see Section IX: Drug Testing). This incident is expected to include consultation with law enforcement. This infraction may also result in criminal penalties being imposed. [I: 51 (SESIR); SBP: 3.42; Section 1006.07, Florida Statutes]

False Accusations – any student intentionally making false accusations against a member of the school staff that could jeopardize that employee's employment, professional reputation, or certification may be subject to alternative disciplinary placement. [I: 76]

Physical Attack*†† (SESIR) – refers to an actual and intentional striking of another person against his/her will, or the intentional causing of bodily harm to an individual. This incident is expected to include consultation with law enforcement. [I: 98 (SESIR)]

Sexual Assault*‡ (SESIR) – incident that includes a threat of: rape, fondling, indecent liberties, child molestation, or sodomy. Both male and female students can be victims of sexual assault. The threat must include all of the following elements: 1) intent; 2) fear; and 3) capability. This incident is expected to include consultation with law enforcement. [I: 99 (SESIR); Section 784.011, Florida Statutes]

Zero Tolerance

Zero Tolerance acts of misconduct are the most serious as identified in SBP 5.32 and Section 1006.13, Florida Statutes.

Zero Tolerance violations must be reported immediately to the appropriate school administrator and may result in immediate removal of the student from school.

Disciplinary Actions

- Any student found to have committed a zero-tolerance infraction on school property, school-sponsored transportation, or during a school-sponsored activity shall result in a 10-day suspension and must require students found to have committed one of the following offenses to be expelled, with or without continuing educational services, from the student's regular school for a period of not less than one (1) full calendar year, and to be referred to the criminal justice or juvenile justice system. At the Elementary Level, a Probationary Plan may be implemented in lieu of expulsion. SEE ESE: SUSPENSIONS AND EXPULSIONS OR SECTION 504: SUSPENSIONS AND EXPULSIONS
- The School Board of Lake County may assign the student to a disciplinary program for the purpose of continuing educational services during the period of expulsion. The Superintendent may consider the one (1) full calendar year expulsion for Zero Tolerance infractions on a case-by-case basis and request that the School Board of Lake County modify the requirement by assigning the student to a disciplinary program or second chance school if the request for modification is in writing and determined to be in the best interest of the student and the school system. [See Section X: Due Process]
- Any student who is determined to have brought a firearm or weapon, as defined in Chapter 790, Florida Statutes, to school, to any school function, or onto any school-sponsored transportation, or to have possessed a firearm at school, will be expelled, with or without continuing educational services, from the student's regular school for a period of not less than one (1) full calendar year and referred to mental health services and the criminal justice or juvenile justice system, pursuant to Section 1006.07, Florida Statutes.
- Any student who is determined to have made a threat or false report, as defined by Sections 790.162 and 790.163, Florida Statutes, respectively, involving school or school personnel's property, school transportation, or a school-sponsored activity will be expelled, with or without continuing educational services, from the student's regular school for a period of not less than one (1) full year and referred for criminal prosecution and mental health services for evaluation or treatment, when appropriate, pursuant to Section 1006.07, Florida Statutes.
- These infractions implement the School Board of Lake County policy and Florida Statute's zero tolerance policy on school violence, crime, and the use of weapons as part of a comprehensive approach to interventions consistent with the School Board of Lake County Policy and Florida Statutes. [SBP: 5.32 and Section 1006.13, Florida Statutes]

NOTE: Offenses noted with the symbol ‡ are considered violent or disruptive incidents. Offenses noted with the symbol ‡‡ are considered violent incidents if they result in bodily injury (more or less serious injury). Students committing these offenses are considered as violent or disruptive and may be assigned to an alternative educational program or referred for mental health services, pursuant to Section 1006.07, Florida Statutes.

Arson*‡‡ (SESIR) – (intentionally setting a fire on school property) to damage or cause to be damaged, by fire or explosion, any dwelling, structure, or conveyance, whether occupied or not, or its contents. This incident is expected to include consultation with law enforcement. [I: 2 (SESIR)]

Battery with More Serious Injury on Specified Official or Employee*‡ (SESIR) (Reported as Battery) – charged with committing a battery or aggravated battery upon an employee of the School Board of Lake County when the person committing the offense knows or has reason to know the identity or position or employment of the victim. Physical use of force or violence by an individual against any other individual when the force or violence is carried out against a person who is not fighting back. The attack must be serious enough to warrant consulting law enforcement and result in more serious bodily injury. More serious bodily injury is defined as death or bodily injury which involves a substantial risk of death; extreme physical pain; protracted and obvious disfigurement; or protracted loss or impairment of the function of a bodily member, organ, or mental faculty. This incident is expected to include consultation with law enforcement. By statute, criminal penalties may also be imposed. [I: 59 (SESIR); SBP: 5.32; Sections 784.081 and 1006.07, Florida Statutes]

Biological/Chemical Attack or Threats*‡ (SESIR) (Reported as Disruption on Campus) – making, or involved in making, a chemical or biological attack or threat against a school, a school function, or any person at a school or a school function whether real, implied, or fabricated. In addition to the mandatory intervention, student(s) will be required to participate in counseling services and will be reported to law enforcement for prosecution to the fullest extent of the law. This incident is expected to include consultation with law enforcement. [I: 60 (SESIR); Sections 790.166 and 1006.13, Florida Statutes]

Bomb Threats/Explosives*‡ (SESIR) (Reported as Disruption on Campus) – any communication which has the effect of threatening an explosion to do malicious, destructive, or physical harm to school property or bodily harm to the person(s) in or on that property or attending a school function or extracurricular activity – This includes but is not limited to threat by telephone, telecommunications/electronic communications, spoken word, or

written word. Also prohibited are preparing, possessing, using, or igniting destructive or explosive devices on school property or at a school function or extracurricular activity. Destructive device means any bomb, grenade, mine, rocket, missile, pipe bomb, or similar device containing an explosive, incendiary, or poison gas and includes any frangible container filled with an explosive, incendiary, explosive gas, or expanding gas, which is designed or so constructed as to explode such filler and is capable of causing bodily harm or property damage. An explosive is any chemical compound or mixture that has the property of yielding readily to combustion or oxidation upon application of heat, flame, or shock, including but not limited to dynamite, nitroglycerin, trinitrotoluene, or ammonium nitrate when combined with other ingredients to form an explosive mixture, blasting caps, detonators, and fireworks. This incident is expected to include consultation with law enforcement. [I: 4 (SESIR); Sections 790.163, 1006.13(3)(b), Florida Statutes]

False Reports‡ (SESIR)** (Reported as Disruption on Campus) – making a false report, with intent to deceive, mislead, or otherwise misinform any person, concerning the placing or planting of any bomb, dynamite, other deadly explosive, or weapon of mass destruction as defined in Section 790.166, Florida Statutes. This incident is expected to include consultation with law enforcement. [I: 58 (SESIR); Sections 790.163 and 1006.07(2)(m), Florida Statutes]

Firearms* (SESIR) (Reported as Weapons Possession) – the possession, use, or control of any firearm (operable or inoperable, loaded or unloaded), is prohibited – Firearm means any weapon (including a starter gun) which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; any destructive device; or any machine gun. The term “firearm” does not include an antique firearm unless the antique firearm is used in the commission of a crime. [Section 790.001(6), Florida Statutes] By statute, criminal prosecution may also result. The School Board of Lake County will not tolerate firearms of any nature being taken on school property, transportation, or at any school function, whether on or off the school campus, in any manner at any time, and considers this notice as fair warning to all concerned of the serious consequences for violations of this policy. This incident is expected to include consultation with law enforcement. A threat to use a firearm without possession on school grounds, on school sponsored transportation, or at any school sponsored activity is prohibited; however, it is not considered Zero Tolerance. [I: 77 (SESIR); SBP: 5.32; Sections 1006.07(2)(l), 790.162, and 790.163, 790.115, and 1006.07(2)(g), Florida Statutes]

Fireworks, Major* (SESIR)** (Reported as Arson) – any combustible or explosive composition or substance or combination of substances. The term includes blank cartridges and toy cannons in which explosives are used, the type of balloons which require fire underneath to propel them, firecrackers, torpedoes, skyrockets, roman candles, dago bombs, and any fireworks containing any explosives or flammable compound or any tablets or other device containing any explosive substance. This incident is expected to include consultation with law enforcement. [I: 71 (SESIR); Section 791.01 (4)(a), Florida Statutes]

Homicide: Murder‡ (SESIR)** – The unjustified killing of one human being by another. This incident is expected to include consultation with law enforcement. [I: 12 (SESIR); Sections 782.04 and 782.07, Florida Statutes]

Kidnapping/Abduction* (SESIR) – forcibly, or by threat, confining, abducting, or imprisoning another person against his/her will and without lawful authority. This incident is expected to include consultation with law enforcement. [I: 14 (SESIR); Section 787.01, Florida Statutes]

Robbery*‡ (SESIR)** – taking or attempted taking of anything of value that is owned by another person or organization, under the confrontational circumstances of force, or threat of force or violence, and/or by putting the victim in fear. This incident is expected to include consultation with law enforcement. [I: 17 (SESIR); Sections 812.13, 812.131, and 812.133, Florida Statutes]

Sexual Battery‡ (SESIR)** – (attempted or actual) forced or attempted oral, anal, or vaginal penetration by using a sexual organ or an object simulating a sexual organ, or the anal or vaginal penetration of another by any body part or object. This incident is expected to include consultation with law enforcement. [I: 18 (SESIR); Section 794, Florida Statutes]

Threat/Intimidation on Specified Official or Employee‡ (SESIR)** (Reported as Threat/Intimidation) – charged with committing an assault or aggravated assault upon an employee of the School Board of Lake County when the person committing the offense knows or has reason to know the identity or position or employment of the victim. A threat to cause physical harm to another person with or without the use of a weapon that includes all of the following elements: (1) intent – an intention that the threat is heard or seen by the person who is the object of the threat; (2) fear – a reasonable fear or apprehension by the person who is the object of the threat that the threat could be carried out; and (3) capability – the ability of the offender to actually carry out the threat directly or by a weapon or other instrument that can easily be obtained. This incident is expected to include consultation with law enforcement. By statute, criminal penalties may also be imposed. [I: 56 (SESIR); SBP: 5.32 (2)(c); Sections 784.011, 784.081, and 1006.07 Florida Statutes]

Threatening Use of Dangerous Instruments* (SESIR) (Reported as Weapons Possession) – the threat and use of, or the control of any dangerous instrument (as defined in Level III), paraphernalia, or object (other than a firearm or weapon) which could be used to inflict harm on another person or used to intimidate any person and is not being used for the purpose for which it was normally intended. This incident is expected to include consultation with law enforcement. [I: 78 (SESIR)]

Threats Relating to Discharge of Destructive Device‡ (SESIR)** (Reported as Threat/Intimidation) – threatening to throw, project, place, or discharge any destructive device with intent to do damage to any property of any person. This incident is expected to include consultation with law enforcement. [I: 57 (SESIR); Sections 790.162, 790.163, and 1006.13, Florida Statutes]

Weapons Possession* (SESIR) – The School Board of Lake County will not tolerate weapons of any nature being taken on school property, on school sponsored transportation, or at any school sponsored activity, whether on or off the school campus, in any manner at any time, and considers this notice as fair warning to all concerned of the serious consequences for violations of this policy. By statute, criminal prosecution may also result. This incident is expected to include consultation with law enforcement. [I: 27 (SESIR); [SBP: 5.32](#); §§790.001, 790.115, and 1006.07(2)(g), Florida Statutes]

Students are required to immediately report knowledge of weapons and threats of violence by students and staff to school administration. Failure to report such knowledge may subject the student to disciplinary action.

A threat to use a weapon without possession on school grounds, on school sponsored transportation, or at any school sponsored activity is prohibited; however, it is not considered Zero Tolerance.

The possession, use, or control of any of the following (whether operable, inoperable, loaded, or unloaded) is prohibited:

- As stated in Section 790.115(1 or 2a), Florida Statutes, the following are prohibited:
 - Firearm
 - Electric weapon or device
 - Destructive device
 - Razor blade
 - Box cutter
 - Weapon (as defined in Section 790.001(13), Florida Statutes)
 - Common pocketknife (blade measuring 4 or more inches in length)
 - Sword
 - Sword cane
- As stated in Section 790.001(13), Florida Statutes, the following are prohibited:
 - Dirk
 - Knife
 - Metallic knuckles
 - Slungshot
 - Billie
 - Tear gas gun
 - Chemical weapon or device
 - Other deadly weapon (except a firearm or a common pocketknife, plastic knife, or blunt-bladed table knife)

Note: *It is the expressed policy of the School Board of Lake County that no firearm or weapon of any nature, including a firearm used for recreational activities such as hunting or target practice, shall be brought upon a school campus, other property owned or maintained by the School Board of Lake County, or property designated for school activities. Violation of this policy may result in expulsion from school for the minimum of one calendar year.*

PATRIOTISM

Demonstrating
allegiance to one's
country

*“Ask not what your
country can do for you,
but what you can do for
your country.”*

~ John F. Kennedy



Section X

Due Process

Due Process

Another name for due process is fairness of procedure.

Students must have proper notice of the infraction and an opportunity to be heard before discipline can be imposed. Students shall be informed of school rules that have been violated, either orally or in writing, by a school official. They shall be given the right to present evidence or witnesses concerning the charges.

Basic ingredients or steps to be followed in guaranteeing due process:

- have PROPER NOTICE of the charge or complaint being made against them;
- have the opportunity to present evidence and/or witnesses on their own behalf;
- have the OPPORTUNITY TO KNOW the specific charges; and
- have had prior OPPORTUNITY TO KNOW that their actions were in violation of established rules and regulations.

In order to protect student rights, certain procedures are followed with regard to major disciplinary actions. These procedures are developed as suggested or required by law or regulation.

DUE PROCESS FOR SUSPENSIONS

A student accused of a Level I, II, III, or IV offense which, (in the opinion of the principal/designee excluding Zero Tolerance), would require suspension from school or bus, shall be afforded the following due process procedures. Additional procedures for students with disabilities are described in the subsection ESE: Suspensions and Expulsions or Section 504: Suspensions and Expulsions. In emergency situations, these procedures may be modified so long as reasonable efforts are made to provide substantially similar opportunities for due process. [\[SBP: 5.34\]](#)

Step 1: The student must be told by the principal/designee of the reason(s) for consideration of suspension.

Step 2: The student must be given the opportunity to present the student's side of the matter either verbally or in writing and must have the opportunity to present witnesses to the incident.

Step 3: The principal/designee shall make a determination as to whether or not the student is guilty of the misconduct and, if so, the terms of the disciplinary response. The student shall be informed of the determination. If the determination is to impose suspension, the notice of suspension shall be in writing. The following information shall be included in the written notice of suspension to the parent/guardian, of the minor student or the adult student and the Superintendent: a) nature of the offense; b) the date of the offense, the beginning date of the suspension, and the date on which the student may return; c) any condition involving the suspension, such as a possible reduction of the suspension.

Step 4: The principal or the principal's designee shall make a good faith effort to immediately inform a student's parent by telephone of a student's suspension and the reasons for the suspension. The principal/designee shall also report each suspension in writing to the student's parent/guardian and to the Superintendent/designee within 24 hours to the student's parent by United States mail. Any suspension notice to an adult student or the parent/guardian, or custodian of a minor student shall be hand-delivered by the principal or an administrative staff member, or shall be sent by first-class mail if the principal or an administrative staff member documents a personal contact (not an attempt or recorded message) with the parent/guardian concerning the suspension and that the paperwork is being sent by mail. If contact cannot be made with the parent/guardian then the notice may be sent by certified mail. This report shall be mailed and delivery initiated within 24 hours of the start of the suspension or on the next regular workday. Reasonable efforts shall be made to contact the parent/guardian prior to the start of the suspension. If the parent/guardian cannot be reached prior to the start of the suspension, the principal/designee may determine that the suspension will start without the prior contact with the parent/guardian.

Step 5: The student and parent/guardian have a right to a conference with the principal/designee upon request of the parent/guardian to appeal the discipline imposed. The principal shall have the discretion to reduce or cancel the suspension if it is felt that it would be in the best interest of the student and school to do so.

Step 6: A student who is transported to and from school at public expense may be suspended from riding a school bus by a principal for a period not to exceed ten (10) school days. Written notice shall be given immediately to the student's parent/guardian and to the Superintendent within 24 hours. A student who is eighteen (18) years of age shall be given written notice directly and a copy thereof sent to the Superintendent.

Step 7: The principal shall conduct an administrative hearing when a student is formally charged with a felony by a proper prosecuting attorney to determine if the incident has an adverse impact on the educational program, discipline, or welfare of the school in which the student is enrolled. The information shall be provided to the Superintendent who shall determine the length of the suspension by administrative placement in an alternative setting. A recommendation to expel a student shall be determined by the Superintendent and submitted to the School Board of Lake County if the student is adjudicated guilty (delinquent) of a felony.

Step 8: If the parents/guardians or adult student feel that due process was not provided, the parent/guardian or adult student may appeal by contacting the Teaching, Learning and Leadership office to further discuss the matter. This shall not be interpreted as permitting the district administrator to substitute his/her judgment for the judgment of the principal.

DUE PROCESS FOR FELONY SUSPENSION (Due to Felony Off-Campus Charges)

Section 1006.09(2), Florida Statutes, allows the principal to suspend a student who is currently enrolled and has been formally charged with a felony or delinquent act by a prosecuting attorney and the incident for which he/she has been charged occurred off of school property, and under circumstances in which the student would not already be subject to the rules and regulations of School Board of Lake County, and the incident would have an adverse impact on the educational program, discipline or welfare in the school in which the student is enrolled.

Step 1: Determine that the student has been formally charged with a felony (or has been charged with an offense in juvenile court which, if the student were an adult, would be classified as a felony) by receiving information from the Office of Prevention Programs & Alternative

Education who has been notified by the Court Liaison or the State Attorney's office. If a school is informed by another source, please contact the Office of Prevention Programs & Alternative Education for verification before proceeding with any action.

Please Note: Determine if student is identified as a student with disability (ESE). If so, proceed immediately to ESE: Suspensions and Expulsions procedures. Students with disabilities and their parent must be afforded the [procedural safeguards](#) of the Individuals with Disabilities Act (IDEA). The federal requirements of IDEA supersede state and district rules/procedures.

Further action needs to be taken only if the student attempts to return to school.

Step 2: **6A-1.0956 Suspension on the Basis of Felony Charges** - If the student attempts to return to school, the principal must decide whether or not the student's return would have an adverse impact on the school. The principal may utilize the Adverse Impact Committee as his/her designee when deciding if the student who is formally charged with an off-campus felony has an impact on the school environment. The principal should consider the possibility of harm to the accused student or to others created by the presence of the accused student in the school. A Felony Suspension should be used only when the principal perceives a definite adverse impact on other students or on the accused student. **If the principal decides to impose a felony suspension, the parent or guardian must be notified in writing of:**

1. Recommendation for suspension until the determination of student's guilt or innocence, or dismissal of charges. (If the student is found not guilty, the student may return to school upon presenting documentation of the court's decision. If the student is found guilty of a felony, the superintendent shall have the authority to determine if a recommendation for expulsion shall be made to the school board.)
2. Specific charges against a student.
3. The right to a hearing:
 - a. A hearing is conducted by the principal/designee in every felony suspension procedure. It is not necessary for the parent to request a hearing, as this procedure should be automatic.
 - b. The purpose of the hearing is not to determine the student's guilt or innocence of the felony but to determine whether knowledge of the offense which the student has been charged would have an adverse impact on the educational program, discipline, or welfare of the school.

In determining "adverse impact", the principal should consider the nature of the alleged offense (e.g., a student charged with rape, robbery, murder, etc. would probably affect the educational environment more adversely than a student charged with a computer-related crime). The principal should also consider the publicity the offense or any other circumstances which might either increase or diminish the possibility that the student's presence would pose a threat to the students and staff and substantially disrupt the school.

The principal should also consider whether the student's continued attendance would pose a threat to the student charged with the felony. The principal must set a date for the hearing which shall not be less than two (2) school days nor more than five (5) school days from the postmarked date of the notice.

4. Pending the hearing, the student may be temporarily suspended.
5. The principal shall conduct a felony suspension hearing with the parent or guardian. If the hearing results in a felony suspension, the student will need to be temporarily placed at an alternative education site until the outcome of the felony charge has been determined. If the parent does not attend the meeting, and proper notice has been given, then the parent/guardian or adult student is deemed to have waived the right to the hearing, the principal may move forward with the disciplinary action, if appropriate.
6. Conditions under which a waiver of suspension may be granted in the case of unlawful use of an illegal controlled substance:
 - a. No adverse impact on the school.
 - b. If the student divulges information leading to the arrest and conviction of the person who supplied the controlled substance to him/her.
 - c. If the student voluntarily discloses his/her unlawful possession of such controlled substances prior to his/her arrest.
 - d. If the student commits himself/herself, or is referred by the court in lieu of sentence, to a state-licensed substance abuse program and successfully completes the program. If the student is granted a waiver of suspension and he/she does not successfully complete the substance abuse program, the student may be recommended for an alternative placement or expulsion.

Step 3: The hearing is conducted by the principal/designee. The student, the parent or guardian, the student's representative or counsel, and any witnesses requested by the student or the principal may attend. The student may speak in his/her own defense, may present any evidence indicating his or her eligibility for waiver of disciplinary action, and may be questioned on his/her testimony. However, the student shall not be threatened with punishment or later punished for refusal to testify. The person conducting the hearing is not bound by courtroom procedure or testimony and no transcript of the testimony shall be required.

Step 4: Following the hearing, the principal, within five (5) school days, will provide the student and parent or guardian with a decision in writing as to whether or not the felony suspension will be imposed. The principal will consider conditions under which a waiver may be granted and may grant a waiver when he/she determines such actions to be in the best interest of the school and student. The letter should also instruct the parent and the student to provide documentation to the principal if there is a resolution to the charges. The Superintendent/Designee has the authority to modify the decision to either grant or deny a waiver at any time prior to adjudication of the student's guilt by a court. However, any modification that is adverse to the student shall be made only following a hearing conducted in accordance with the procedure described. If this process goes beyond ten (10) school days the district may impose an additional suspension.

Step 5: If the decision by the principal is to impose the felony suspension, with a recommendation for Felony Placement, schools should contact the Administrative Coordinator for Prevention Programs & Alternative Education to make arrangements to place the student in an alternative education setting.

Step 6: If a student is found guilty by the court to have committed a felonious act or if he/she enters a plea of nolo contendere or guilty or elects to go to trial and a verdict of guilty is pronounced, the Superintendent/Designee may recommend to the school board that the student be expelled through the normal expulsion procedure.

NOTE: If fourth suspension is due to a Felony Off-Campus and the student is allowed to return to school, the student no longer has a fourth suspension.

DUE PROCESS PROCEDURES FOR ALTERNATIVE DISCIPLINARY PLACEMENT OR EXPULSION

A student shall be afforded due process procedures if: 1) a student accused of a Level III or IV offense (in the opinion of the principal/designee) may require alternative disciplinary placement from school, or 2) a student accused of a Zero Tolerance offense may require expulsion from school. Additional procedures for students with disabilities are described in the subsection ESE: Suspensions and Expulsions or Section 504: Suspensions and Expulsions. In emergency situations, these procedures may be modified, as long as reasonable efforts are made to provide substantially similar opportunities. [\[SBP: 5.34\]](#)

- Step 1: The student must be told by the principal/designee of the reason(s) for consideration of administrative disciplinary placement and/or expulsion.
- Step 2: The student must be given the opportunity to present the student's side of the matter either verbally or in writing and must have the opportunity to present witnesses to the incident.
- Step 3: The principal/designee shall make a determination in writing as to whether or not the student is guilty of the misconduct and, if so, what the terms of the disciplinary response will be. The student shall be informed of the determination. If the principal/designee determines that there are sufficient grounds for administrative disciplinary placement and/or expulsion, then the principal/designee shall inform the student of the suspension from school for ten (10) days and that a recommendation for administrative disciplinary placement and/or expulsion is being considered.
- Step 4: The principal/designee shall report in writing to the student's parent/guardian and the Superintendent that the student has been suspended for ten (10) days and that a recommendation for administrative disciplinary placement and/or expulsion is being considered. Any notice for consideration to an adult student or the parent/guardian, or custodian of a minor student shall be hand-delivered by the principal or an administrative staff member, or shall be sent by first-class mail if the principal or an administrative staff member documents a personal contact (not an attempt or recorded message) with the parent or guardian concerning the suspension and that the paperwork is being sent by mail. If contact cannot be made with the parent/guardian then the notice may be sent by certified mail. This shall be mailed within 24 hours of the start of the initial 10-day suspension or on the next regular workday. Reasonable effort shall be made to contact the parent/guardian prior to the start of the suspension. If the parent/guardian cannot be reached prior to the start of the suspension, the principal/designee may determine that the suspension will start without the prior contact with the parent/guardian.
- Step 5: The Superintendent/designee shall review the principal's recommendation for administrative disciplinary placement and/or expulsion within five (5) school days of receipt and shall recommend whatever action is deemed appropriate. The Superintendent shall notify the parent/guardian and the principal/designee of the decision within 24 hours.
- Step 6: The student's parent/guardian or the adult student shall be informed of any available alternatives; if appropriate, changes shall be made in the student's assignment or program.
- Step 7: If sufficient basis is found for a recommendation to an alternative disciplinary placement or expulsion to the Board, written notice of the recommendation and the right to a hearing shall be given to the parent/guardian or adult student. The hearing shall be granted upon timely written request. Failure to request a hearing in writing in a timely manner shall be considered a waiver of the student's right to a hearing to contest the charges.
- Step 8: If a hearing is timely requested, the parent/guardian will have the right to appear before the hearing officer/committee/School Board, as outlined in School Board Policy 5.34.
- Step 9: The determination of the hearing officer/committee/School Board is final. A student who is expelled from the district by School Board action shall not be afforded a rehearing before the School Board unless prior evidence is proven to be false or new evidence is substantiated that was omitted from the original hearing. A request for rehearing shall be made by the parent/guardian to the Superintendent/designee. The Superintendent's office shall determine whether the expulsion shall be reheard by the School Board.

Note: *The Superintendent/designee may recommend to the School Board expulsion of a student who is found guilty of a felony. However, any student subject to discipline or expulsion for the unlawful possession or use of any substance under Chapter 893, Florida Statutes, **may** be entitled to a waiver of the discipline or expulsion if the student divulges information leading to the arrest and conviction of the person who supplied such controlled substance or if the student voluntarily discloses the unlawful possession of such controlled substance prior to arrest. For the purpose of this section, "voluntarily discloses" means that the individual comes forward on their own volition, without coercion from outside influences. [Section 1006.09, Florida Statutes]*

ESE: SUSPENSIONS AND EXPULSIONS

Students with disabilities determined eligible for an Exceptional Student Education program may be suspended in accordance with School Board of Lake County policy for a total of ten (10) days in a calendar school year. In case of serious breach of conduct involving the health, safety, and welfare of students and School Board of Lake County employees, appropriate alternatives for allowing the student to continue receiving educational programs and services during the suspension must be considered by the Manifestation Determination team. Alternatives may include, but are not limited to: change of placement to a more restrictive placement for a period of time, home instruction, modified schedule, etc. **NOTE:** Bus suspensions count toward the total number of suspension days if the suspension results in a student's absence from school.

Procedures for the **suspension** of students with disabilities in exceptional student education programs, excluding the Gifted program, shall be as follows: [\[SBP: 5.34\]](#)

- Step 1: A Manifestation Determination meeting is required for a first suspension if the first suspension is for ten (10) consecutive days, or for a suspension where the student has been subjected to a series of removals that constitutes a pattern that is a change of placement because the removals cumulate to more than 10 school days in a school year. Determination of a pattern of removals that constitute a change of placement is made on a case-by-case basis. The Manifestation Determination meeting participants shall include, but not be limited to, the director of exceptional student education or designee, the school psychologist (optional unless incident is serious), the certified school counselor, ESE school specialist, the involved ESE teacher, and the principal/administrative designee. An invitation to parents/guardian(s),

with reasonable notice, is required. An educational meeting must be held each time any student in an ESE program, excluding the gifted program, has been suspended from school or transportation for 5 days and for subsequent suspensions.

- Step 2: A functional behavioral assessment and behavioral intervention plan must be initiated or reviewed and revised if one is already in effect for any student with: a history of suspensions, three (3) suspensions in the previous year, five (5) days out of school suspension within a school semester, or the student is returning from a Juvenile Justice facility or other alternative placements. A functional behavior assessment and a behavior intervention plan must also be developed within ten days after removing a student with a disability for a ten (10) day suspension. If the student already has a behavior intervention plan, the IEP team must meet to review the plan and its implementation as necessary to address the behavior.
- Step 3: The Manifestation Determination committee shall review and revise, if needed, the student's individual education plan (IEP) and shall determine whether the student's behavior is either caused by the student's disability, or directly and substantially related to the disability. This decision will be taken into consideration when reviewing all evidence and making recommendations. If the committee determines there is a relationship between the student's behavior and the student's disability, the student will be allowed to make up work missed during the suspension, and the absences due to the suspension will be excused.
- Step 4: The decision of the Manifestation Determination committee shall be documented. The student's IEP may be revised to reflect a change to the current special program or an alternative placement, or an indication that the disability is not a precipitating factor and the student is expected to behave in accordance with the rules established in this Code of Student Conduct.

Procedures for the Manifestation Determination of an exceptional education student that has been **formally charged with a felony** by prosecuting attorney shall be as follows:

1. In addition to following steps 1, 2, and 3 above, at the Manifestation Determination meeting, the manifestation determination committee, including the principal or designee, shall conduct a review of the felony charge and determine if there is an adverse impact on the student's current placement and program.
2. It is further recommended that a professional from the Juvenile Justice Commission, with knowledge of the student's case, be invited to participate in the Manifestation Determination meeting.
3. When and if the charges are dealt with in the court setting, the principal shall be responsible for convening a follow-up Manifestation Determination meeting to discuss the disposition of the case.

Any recommendation for the expulsion of any student in an ESE program, excluding gifted, shall be made in accordance with the rules promulgated by the State Board of Education and Federal Regulations outlined in the Individuals with Disabilities Education Act (IDEA). The **expulsion** of a student in an ESE program shall not result in a complete cessation of educational services; the district is responsible for providing the student's education during the expulsion in accordance with a revised individual education plan (IEP). The principal/designee is responsible for taking appropriate action consistent with School Board of Lake County policy and the Procedural Safeguards for Parents of Students with Disabilities. The following procedures shall be followed for the **expulsion** of exceptional education students: [\[SBP: 5.34\]](#)

- Step 1: The Principal shall be responsible for convening a Manifestation Determination committee. The committee shall include, but not be limited to, the director of exceptional student education/designee, the school psychologist, the certified school counselor, ESE school specialists, the involved ESE teacher, and the principal/administrative designee. An invitation to parent/guardian, with reasonable notice, is required.
- Step 2: If a functional behavior assessment or behavior intervention plan has not been completed for the student, the administrator/IEP team must complete a functional behavior assessment and develop and implement a behavior intervention plan. If the student already has a behavior intervention plan, the IEP team must meet to review the plan and its implementation as necessary to address the behavior.
- Step 3: The Manifestation Determination committee shall review the student's IEP and shall determine whether the student's behavior is either caused by the student's disability, or directly and substantially related to the disability. This decision will be taken into consideration when reviewing all evidence and making recommendations. A Manifestation Determination committee that determines the student's behavior is in relation to the disability may amend the student's IEP in accordance with current needs and expulsion will not be applied. (Cessation of educational services is not an option for a student with a disability.) Procedures in State Board of Education Rules shall apply when a student's conduct does not bear a relationship to the disability.
- Step 4: The decision of the Manifestation Determination committee shall be documented. The student's IEP may be revised to reflect a change to the current special program or an alternative placement, or an indication that the exceptionality is not a precipitating factor and the student is expected to behave in accordance with the rules established in this Code of Student Conduct.
- Step 5: Any change from the student's school placement to an alternative education setting must be reviewed within 45 days. The principal/designee of student's home school must attend an IEP meeting to review the interim alternative education placement prior to extending the alternative placement or returning the student to their home school.
- Step 6: The principal/designee is responsible for taking appropriate action consistent with School Board of Lake County policy and the [Procedural Safeguards for Parents of Students with Disabilities](#).

SECTION 504: SUSPENSIONS AND EXPULSIONS

Students Identified as disabled under Section 504 may be suspended in accordance with School Board of Lake County policy for a total of ten (10) days in a calendar school year. In case of serious breach of conduct involving the health, safety, and welfare of students and School Board of Lake County employees, appropriate alternatives for allowing the student to continue receiving educational programs and services during the suspension may include a transfer to a more restrictive placement for a designated period of time.

The procedures for the **suspension** of students eligible for Section 504 shall be as follows:

- Step 1: A Manifestation Determination meeting must be held each time any Section 504 student has been suspended from school for the second time or for subsequent suspensions. A Manifestation Determination meeting is also required for a first suspension if the first suspension is for ten (10) days. The aforementioned requirement also pertains to suspension(s) from transportation if the suspension prevents the student from attending school. The Manifestation Determination committee shall include, but not be limited to, the school psychologist, the Section 504 Case Manager, parent, certified school counselor, the regular education teacher, and the principal/administrative designee. Proper invitation/notification of parents/guardian(s) is required.

- Step 2: The Manifestation Determination committee shall review the student's Section 504 Plan and shall determine whether the student's behavior bears a relationship to his/her disability. This decision will be taken into consideration when reviewing all evidence and making recommendations. The student will be allowed to make up work missed during the suspension, and the absences due to the suspension will be excused.
- Step 3: The decision of the Manifestation Determination committee shall be documented. The student's Section 504 plan should be revised by adding or changing accommodations that would help the student behave in accordance with the rules established in this Code of Student Conduct. A Section 504 Behavior Plan shall be implemented if the Section 504 team determines that the student is exhibiting a pattern of behavior and needs behavioral accommodations that are greater than a non-disabled student.

Felony Placement (Due to Felony Off Campus Charges) - Procedures for the Manifestation Determination of a Section 504 student that has been **formally charged with a felony** by prosecuting attorney shall be as follows:

1. In addition to following steps 1, 2, and 3 above, at the Manifestation Determination meeting, the manifestation determination committee, including the principal or designee, shall conduct a review of the felony charge and determine the adverse impact on the student's current placement and program.
2. When and if the charges are dealt with in the court setting, the principal shall be responsible for convening a follow-up Manifestation Determination meeting to discuss the disposition of the case.

Any recommendation for the expulsion of any Section 504 student with a disability shall be made in accordance with the rules promulgated by the State Board of Education and Federal Regulations. The **expulsion** of a Section 504 student shall not result in a complete cessation of educational services when the infraction is determined by the Section 504 team as a manifestation of the student's disability. The district is responsible for providing the student's education during the expulsion in accordance with a revised Section 504 plan. If the infraction is not a manifestation of the student's disability, the student must be offered alternative placement if non-disabled students are offered alternative placement for similar infractions. The principal/designee is responsible for taking appropriate action consistent with School Board of Lake County policy and the Section 504 procedural safeguards.

The following procedures shall be followed for the **expulsion** of students eligible for Section 504:

- Step 1: The Principal shall be responsible for convening a Section 504 Manifestation Determination committee. The Manifestation Determination committee shall include, but not be limited to, the Section 504 Case Manager, the parent, the school psychologist, the certified school counselor, the regular education teacher(s), and the principal/administrative designee. Section 504 team members should have a knowledge of the child, knowledge of the meaning of the evaluation data and knowledge of the placement options. Proper parent/guardian notification/invitation procedures must be followed.
- Step 2: The Manifestation Determination committee shall review the student's Section 504 plan and shall determine whether the student's behavior bears a relationship to the student's disability. This decision will be taken into consideration when reviewing all evidence and making recommendations. If the student's behavior is determined to be a manifestation of the student's disability, expulsion will not be applied. If the infraction is not a manifestation of the student's disability, the student must be offered alternative placement if non-disabled students are offered alternative placement for similar infractions.
- Step 3: The decision of the Manifestation Determination committee shall be documented. The student's Section 504 plan should be revised by adding or changing accommodations that would help the student behave in accordance with the rules established in this Code of Student Conduct. A behavior plan shall be implemented if the Section 504 committee determines that the student is exhibiting a pattern of behavior and needs behavioral accommodations that are greater than a non-disabled student.
- Step 4: Any change from the student's school placement to an alternative education setting must be reviewed within 45 days. The principal/designee of student's home school must attend the 45 day review to determine if the interim alternative education placement is to be extended, or if the student is to be returned to the home school.
- Step 5: The principal/designee is responsible for taking appropriate action consistent with School Board of Lake County policy and the Section 504 Procedural Safeguards.

Section 504 Grievance Procedures

Parent/guardians have the right to request mediation, file a local grievance or a due process hearing to resolve issues relating to the identification, evaluation or placement of their child. These four complaint processes are separate, distinct, and voluntary.

Mediation Request

When parent/guardians request mediation with respect to decisions made for their child in the determination for Section 504 eligibility and/or the recommended accommodations, or a change in placement, the request should be given in writing to the school principal who will attempt to resolve the issue within ten (10) school days of the receipt of the written grievance. The school principal will consult Director of Student Services or qualified designee to help resolve complaints.

District Grievance

Should an attempt to mediate prove unsuccessful, parents or guardians have the right to a District-level grievance process accomplished by filing a written complaint with the District's Student Services Department. Use of this procedure is not a prerequisite to the pursuit of other remedies and use of this procedure does not extend any filing deadline related to the pursuit of other remedies.

Due Process Hearing

Parents or guardians also have the right to voluntarily request an impartial due process hearing at any time without seeking mediation or without filing a District level complaint/grievance pursuant to the Florida Administrative Procedure Act (F.S. Chapter 120). To obtain a due process hearing, a written request should be made to Director of Student Services. Parents or guardians and the school District have the right to examine all relevant educational records of the individual, call and examine witnesses, provide testimony, and to be accompanied and advised by legal counsel in any due process proceeding and any related appeals.

The District will contract with the Division of Administrative Hearings (DOAH) to appoint an Administrative Law Judge (ALJ) as a Due Process Hearing Officer. Upon receipt of a written request for a due process hearing, the District will schedule such a hearing within thirty (30) school days. The Recommended Order of the Hearing Officer will be communicated to all parties within ten (10) school days of the hearing date.

Final Administrative Action

Parents or guardians may request a review of the Due Process Hearing Officer's Recommended Order by the full School Board as final administrative action. The School Board cannot reject or modify the findings of fact made in the recommended order of the ALJ unless it determines that the findings have no basis in fact or that the proceedings on which the findings were based did not comply with essential requirements of law. Any party aggrieved by the findings and decision in the hearing may obtain review by bringing a civil action in any State court of competent jurisdiction or in a District Court of the United States.

Office for Civil Rights Assistance

Parent/guardians may at any time also request mediation or involvement by the Office for Civil Rights, the federal agency charged with the enforcement responsibility for Section 504. Efforts should be made to assist parent/guardians to resolve disputes on a local level as a first priority. The Office for Civil Rights may be contacted at:

United States Department of Education Office for Civil Rights
61 Forsyth Street, SW, Suite 19T10 Atlanta, Georgia 30303-8927
Phone (404) 974-9406
FAX (404) 974-9471
TDD 877-521-2172

Questions regarding procedural safeguards, grievance procedures or hearing should be directed to the Director of Student Services at 352-742-6920.

SCHOOL COUNSELING PROGRAMS

All School Board of Lake County schools have certified school counselors that provide a variety of services to students. These services are presented to students in classrooms, small groups, and in individual counseling sessions. If you do not wish your child to have access to these programs and activities, please notify the school principal in writing. These programs may include:

- Social Development and Life Skills
- Education Goal-Setting and Planning
- Emotional Development Needs
- Conflict Resolution Skills
- Career Education Activities
- Academic & Scholarship Planning – High
- Student Assistance
- Study Skills
- Crisis Intervention
- Transition Activities (to middle and to high school)
- Anger Management
- Character Education

Health, Psychological, and Social Worker services may be provided.

LAKE COUNTY SCHOOLS

ADMINISTRATION OF **PRESCRIPTION** MEDICATION CONSENT FORM

Medications must be brought to school by the parent; NEVER by the student. The medication must be presented to school personnel in the original container with a current date. **Metered inhalers should have the label affixed to the inhaler for easy identification or must be in the original box with prescription label.** The parent must give the first dose of prescription medication at home. Under no circumstances will the school accept more than a four-week (30 days) supply of prescription medication. Parents may request that the pharmacist dispense two labeled bottles for medication, one for home and the other for school.

Student _____ DOB _____

Parent _____ School _____

Address _____

Home Phone _____ Work _____

Name of medication _____

Dosage to be given _____ Time to be given _____

Diagnosis _____ Allergies _____

Date to start _____ Last date to be given _____

Please circle one: **may** **may not** carry and use the inhaler himself/herself.

Special instructions on administration of medication (i.e. to be given after lunch, do not chew, to be given with food, etc.)

Reaction(s) that may occur _____

I request Lake County Public School personnel to administer medication as directed by this authorization. If there are questions regarding this medication I authorize the School Nurse/District Nurse to contact ordering physician as needed throughout the school year.

It is the parent's responsibility to pick up medications that are no longer needed at school. Medications that have expired and/or are discontinued during the school year will be disposed of within a week of the expiration or discontinuation date. At the end of the school year left over or unused medications will be disposed of immediately after the last day of school.

Parent Signature

Date

Physician Signature

Date

Physician's Official Stamp

LAKE COUNTY SCHOOLS

ADMINISTRATION OF NON-PRESCRIPTION MEDICATION CONSENT FORM

Non-prescription medication may be administered at school by school personnel when such medication is necessary for school attendance and cannot otherwise be accomplished. The non-prescription medication may be administered for 72 consecutive hours, once in the school year. Medication must be brought to school by parent/guardian in a sealed, unopened container. A form must be completed for each medication administered.

Student Name _____ DOB _____

Parent/Guardian _____ Phone _____

Address _____ Emergency Phone _____

Name of non-prescription medication _____

Dose to be given _____ Time(s) to be given _____

Diagnosis _____ Allergies _____

Purpose/reason for this medication _____

Discontinue date _____

Instruction(s) (i.e. take with water, milk, food) _____

What reaction(s) may occur, if known? _____

I request Lake County Public School personnel administer medication as directed by this authorization.

A doctor's signature is required if:

- A medication is necessary beyond the 72 consecutive hours
or
- When medication needs to be taken on Field Trips

If there are questions regarding this medication I authorize the School Nurse/District Nurse to contact ordering physician as needed throughout the school year.

It is the parent's responsibility to pick up medications that are no longer needed at school. Medications that have expired and/or are discontinued during the school year will be disposed of within a week of the expiration or discontinuation date. At the end of the school year left over or unused medications will be disposed of immediately after the last day of school.

Signature of Parent/Guardian (**REQUIRED**) _____ Date _____

Physician signature (**REQUIRED**) _____ Date _____

Physician's Official Stamp

MIS Form 61D003 03/16/16 RVS
Submitted by Student Services

~ Notes ~

School Directory

School	Phone Number	Web Address
Astatula Elementary	352-343-1334	www.ael.lake.k12.fl.us
Beverly Shores Elementary	352-787-4175	www.bse.lake.k12.fl.us
Carver Middle	352-787-7868	www.cms.lake.k12.fl.us
Clermont Elementary	352-394-2706	www.cel.lake.k12.fl.us
Clermont Middle	352-243-2460	www.clm.lake.k12.fl.us
Cypress Ridge Elementary	352-394-6633	www.cre.lake.k12.fl.us
East Ridge High	352-242-2080	www.erh.lake.k12.fl.us
East Ridge Middle	352-536-8020	www.erm.lake.k12.fl.us
Eustis Elementary	352-357-2779	www.eel.lake.k12.fl.us
Eustis Heights Elementary	352-357-2447	www.ehe.lake.k12.fl.us
Eustis High	352-357-4147	www.ehs.lake.k12.fl.us
Eustis Middle	352-357-3366	www.ems.lake.k12.fl.us
Fruitland Park Elementary	352-787-2693	www.fpe.lake.k12.fl.us
Grassy Lake Elementary	352-242-0313	www.gle.lake.k12.fl.us
Cecil E. Gray Middle	352-429-3322	www.gms.lake.k12.fl.us
Groveland Elementary	352-429-2472	www.gel.lake.k12.fl.us
Lake Hills School	352-324-3175	www.lhe.lake.k12.fl.us
Lake Minneola High	352-394-9600	www.lmh.lake.k12.fl.us
Lake County Virtual School	352-483-4260	www.lcvs.lake.k12.fl.us
Leesburg Elementary	352-365-6308	www.lel.lake.k12.fl.us
Leesburg High	352-787-5047	www.lhs.lake.k12.fl.us
Lost Lake Elementary	352-243-2433	www.loe.lake.k12.fl.us
Mount Dora High	352-383-2177	www.mdh.lake.k12.fl.us
Mount Dora Middle	352-383-6101	www.mms.lake.k12.fl.us
Oak Park Middle	352-787-3232	www.oms.lake.k12.fl.us
Pine Ridge Elementary	352-242-2223	www.pre.lake.k12.fl.us
Rimes Elementary Learning Center	352-787-5757	www.rel.lake.k12.fl.us
Sawgrass Bay Elementary	352-243-1845	www.sbe.lake.k12.fl.us
Seminole Springs Elementary	352-589-1117	www.sse.lake.k12.fl.us
Sorrento Elementary	352-385-1140	www.sel.lake.k12.fl.us
South Lake High	352-394-2100	www.slh.lake.k12.fl.us
Tavares Elementary	352-343-2861	www.tel.lake.k12.fl.us
Tavares High	352-343-3007	www.ths.lake.k12.fl.us
Tavares Middle	352-343-4545	www.tms.lake.k12.fl.us
Treadway Elementary	352-742-2291	www.twe.lake.k12.fl.us
Triangle Elementary	352-383-6176	www.tre.lake.k12.fl.us
Umatilla Elementary	352-669-3181	www.uel.lake.k12.fl.us
Umatilla High	352-669-3131	www.uhs.lake.k12.fl.us
Umatilla Middle	352-669-3171	www.ums.lake.k12.fl.us
Villages Elementary	352-751-0111	www.vel.lake.k12.fl.us
Windy Hill Middle	352-394-2123	www.whm.lake.k12.fl.us

No IP
Tracking

No Caller
ID

No Call
Recording

Speakout

call

800-423-TIPS
(8477)

What They Need to Know When You Call:

- Who?** Who is involved in the incident? Age? Grade? What school do they attend?
- What?** What are you reporting? What type of criminal activity?
- When?** When did the incident occur? Is the activity on-going?
- Where?** Where did the incident occur? On campus?

Why Contact SpeakOut?

Your information can stop bad things from happening. Silence is acceptance!
Your call is completely anonymous!

For more information about SpeakOut and what types of acts of violence you can report, please go to the Prevention Programs & Alternative Education Department Web page at www.lake.k12.fl.us or go directly to the --SpeakOut Hotline Website.

Online

www.speakouthotline.org

App

Download the
P3 Tips App

Text to

“Speakout” plus
your tip info to
CRIMES
(274637)