

 **Anderson Elementary School**   
**815 SW Hwy. 351**  
**Cross City, Florida 32628**

## **Welcome**

*The faculty and staff at Anderson Elementary School wish to welcome you to our outstanding school. Our entire staff is dedicated to providing your child with the finest and safest possible education. Please read this booklet carefully because it will inform you about some of our important policies. We hope you will feel comfortable to contact the school if you have any concerns.*

Who and Where to Call:

Mrs. Kristen McCaskill, Principal  
Mrs. Delana Locke, Assistant Principal  
Mr. John Kreinbihl, Guidance Counselor  
Mrs. Aimee St.Laurent, Reading Coach  
School Office: 352.541.6251  
School Fax: 352.541.6504

## **BACKGROUND**

Anderson Elementary School, a Pre-Kindergarten through Fourth grade school, is located in Cross City, Florida, a small town in North Central Florida. It is one of the two public elementary schools in the Dixie School District and has a population of around 550 students.

## **THE SCHOOL DAY**

The first day of school is August 10, 2022. The school hours are 8:05 a.m.-2:25 p.m. Students that arrive after 8:10 (unless they eat breakfast at school) must come to the office for a tardy note to be admitted into class. Children transported by parents should not be on school grounds before 7:30 a.m. They should be picked up by 2:45 p.m. There will be no supervision before/after that time.

## **PATRIOT RULES**

Florida Statutes require the pledge of allegiance to the flag be recited at the beginning of the day in every public elementary and secondary school in the state. Per HB 7029. This bill states that students have the right not to participate in the reciting of the pledge only upon written request from parent/guardian.

## **VISITORS**

Anyone visiting Anderson Elementary is always welcome. However, state law requires anyone planning to visit a classroom, must have a cleared background check approved and on file with the school. Local background check forms are available at the Dixie County School Board Office or the elementary school office. They must be completed, returned to the elementary office AND cleared through the sheriff's department before you are allowed to visit a classroom. Visitors may be asked to provide their driver's license to visit classrooms on campus. ALL visitors must report to the office and get a visitor's pass before visiting any area of the school. Unauthorized visitors will be asked to leave. Authorized visitors will be escorted around campus during the school day. This policy is for the safety of our students and staff. Conferences with classroom teachers must be scheduled at least one day in advance. The topic of the conference must be disclosed at that time.

## **ENTRANCE REQUIREMENTS**

State law (F.S. 232.02) requires that a child entering Kindergarten must be five (5) years of age on or before September 1st .

Children entering first grade must be six (6) years of age on or before September 1st and have satisfactorily completed Kindergarten (F.S. 232.01(1)(b) (2).

Any student entering a Florida school for the first time must have proof of a recent Florida physical exam (within one year from the date of entry) and an

up-to-date immunization record showing proof of immunizations or a valid certificate of exemption.

Students are also required to have a copy of their birth certificate on file with the school.

## **EMERGENCY INFORMATION**

In case of emergency the school must have on file the following current information for each child:

1. Parent/Guardian names
2. Home and work addresses and telephone numbers
3. Emergency phone number and contact names
4. Doctor's name and phone number
5. Emergency Medical Authorization form completed and notarized

The school must be able to contact a parent or guardian in case a child is injured, becomes ill or is involved in a serious problem. Those families who do not have emergency contact phone numbers on file with the school must understand that the school will have to take action in case of an emergency. This can include costly hospital and emergency bills for which the parents will be held responsible.

## **LUNCHES**

We are pleased to inform you that Anderson Elementary School will continue to be participating in the National School Lunch and School Breakfast Programs called the Community Eligibility Provision (CEP) for School Year 2022.2023. Schools that participate in the CEP are able to provide healthy breakfasts and lunches each day at no charge for ALL students enrolled in that CEP school during the 2021-2022 school year.

## **CURRICULUM**

Anderson Elementary offers a comprehensive program with instruction in Reading, Language, Mathematics, Social Studies, Science, Physical Education, and Music. Reading and Math are considered essential skills and are emphasized.

The curriculum and planned instruction that we use are aligned with Florida's B.E.S.T. Standards. Teachers have made these alignments within their curriculum maps and lesson plans for the school year. The following textbooks will be used:

Reading/Language (ELA): Benchmark Advance

Math: Big Ideas

Science: National Geographic, 2011; Science Fusion, 2013, Discovery Education

Social Studies: K-2 – Studies Weekly; 3-4 – McGraw-Hill

Our textbooks are on the Florida State Adopted Materials List, supplementary materials are ordered as needed, and thematic units are also used when appropriate.

**Other Programs and Services:**

Speech and Language Varying Exceptionalities Health Clinic Migrant Program

(Advocate) Limited English Proficient Facilitator Technology Education

Guidance Title I Reading Tutor Media Response to Intervention (RTI)

**TEXTBOOK/LIBRARY BOOKS AND INSTRUCTIONAL  
MATERIALS USE**

Dixie County Schools are committed to providing appropriate instructional materials in all core areas of study for each child for class use and homework. Textbooks are furnished by Dixie County School Board and are issued at the beginning of each term. Each student is responsible for their assigned books. Students will be responsible for the full purchase price of any instructional material lost, destroyed, or damaged regardless of the age or condition of the instructional material.

**\*\* Florida Statutes 1006.28 (b) – Money collected for lost or damaged book; enforcement. – The school principal shall collect from each student or the student’s parent the purchase price of any instructional material the student has lost, destroyed, or unnecessarily damaged and to report and transmit the money collected to the district school superintendent. The failure to collect such sum upon reasonable effort by the school principal may result in the suspension of the student from participation in extracurricular activities or satisfaction of the debt by the student through community service activities at the school site as determined by the school principal, pursuant to policies adopted by district school board rule.**

Any student who withdraws from school is expected to return all textbooks and library books before withdrawal becomes final.

## **REPORT CARDS**

Report cards are sent home at the end of each 9 weeks grading period for grades K-4. Kindergarten and 1st grade will use a checklist for standard based skills.

### **Kindergarten Grading Scale:**

Grades 1 – 4 will receive numerical grades based on the following scale.

90 – 100 A

80 – 89 B

70 – 79 C

60 – 69 D

0 – 59 F

Report cards will be sent home shortly after the end of each grading period. Parent conferences are scheduled regularly. Grade reports are sent home every four weeks.

## **TESTING**

I Ready District Progress monitoring will be given two times in Kindergarten through Fourth grade in Reading and Math. Students will be working weekly on I Ready to help ensure monitoring is constant. Information regarding assessment results will be communicated promptly to students and parents. The F.A.S.T. assessment will be given three times each school year.

### **MAKE-UP WORK**

One of the main responsibilities of a student is coming to school on time. It is difficult for any student to learn unless he/she is physically present at school. Each time a student is absent, he/she really misses two days, the day missed and the day he/she comes back not having his/her homework. Students have two school days for each day of absence to turn in missed assignments. For example, if a student is absent from school for two days and returns to school on a Monday, their make-up work is due after the fourth day which would be a Friday.

### **MEDIA CENTER**

It is the responsibility of the parent to see that all checked out Media Center Materials, such as books, are returned and in good condition. Lost or damaged books will have to be paid for by the parent or guardian. Students who owe the media center money from the previous year will not be allowed to check out books until their book is returned or paid for.

### **WITHDRAWING A STUDENT FROM SCHOOL**

For withdrawals during the regular school year, the parent should contact the school in advance informing the school of the withdrawal of their child from school, the date of the intended withdrawal, and the reason(s) for the withdrawal.

Teachers must verify that all textbooks and classroom materials have been returned. The media specialist must check that all library books have been returned.

## **STUDENT TRANSFERS**

Per HB 7029. Parents may request his/her child be transferred. If a parent wishes to request a transfer please complete the transfer form located on our school district website or the guidance office at both schools. All transfers must be approved by the principal. Decisions of approval or denial will be complete within two weeks.

## **ABSENCES AND EXCUSES**

It is extremely important for students to come to school and be on time every day. Attendance will be checked every morning. A doctor's note, death in immediate family, and religious holiday are excused absences. Three early check outs and/or tardies will constitute one absence unless the student has a doctor's note. In the event a student is absent, a phone call will be made to the student's home by the district's automated phone system advising the parent of the absence

Unexcused absences may affect a child's promotion to the next grade. If your child has been sent home from the clinic due to head lice they will be excused for 3 calendar days. Students returning from head lice must be cleared through the clinic before they are allowed to return to class.

If your child is sick and is going to be out more than one day, you may call the school and request the work for your child. Class work will be available 24 hours after your call. In case of serious illness or extenuating circumstances, parents are expected to contact the child's teacher.

Once a student accumulates 5 absences within a 30 day period, the parent/guardian will receive a phone call from the school. If a student has 5 unexcused absences in a nine week period, a letter will be sent home advising

the parent of the attendance policy. Parents will be contacted to come for a meeting with the principal or the Family Support Team if a student has more than 5 unexcused absences in a nine week period. Three early check outs or tardies will constitute one absence unless the student has a doctor's note. In the event a student's absences exceed 20 days during the school year, a Family Support Team meeting will be held to discuss possible retention. These will be handled on an individual basis.

### **Head Lice**

Head lice are a common occurrence in the school setting. The Dixie County Health Department has a "nit" policy regulation, meaning that a student can have dead nits and may return to school. However, students may not have live nits anywhere near the scalp of the head. School-wide head checks are not made at Anderson Elementary School. If a student is sent home with lice, he/she will have three excused absences to be seen by the school nurse and be cleared for reentry. After three days, the absences become unexcused.

\*\*Florida Statutes 1003.26(b) - Enforcement of school attendance – If a student has had at least five unexcused absence, or absences for which the reason are unknown within a calendar month or 10 unexcused absences, or absences for which the reasons are unknown, within a 90-calendar-day period, the student's primary teacher shall report to the school principal or his or her designee that the student may be exhibiting a pattern of nonattendance.

\*\*Florida Statutes 1003.27(b) – Court procedures and penalties. – Each public school principal or the principal's designee shall notify the district school board of each minor student under its jurisdiction who accumulates 15 unexcused absences in a period of 90 calendar days.

## **CLINIC**

The Dixie County Health Department provides a nurse at school. The following procedures shall be followed when a student is seriously injured at school:

- First aid shall be administered by the nearest person with first aid training.

- The student's parent(s) or legal guardian shall be notified immediately.
- The family physician shall be notified and his/her instructions followed if the parent(s) or legal guardian or a responsible adult member of the family cannot be reached.
- A physician who has agreed to handle school emergencies shall be called if the parent(s) or legal guardian, adult member or the family physician cannot be reached.
- A student shall be taken to the emergency room of the nearest hospital when a life threatening situation occurs. Discretion shall be used in moving a critically injured student without medical advice.

## **MEDICATION**

- The Dixie County District School Board has in effect a policy concerning the administration of medications at school. If medication must be administered during school hours and cannot be given at home, the following guidelines apply:
- School personnel **will not** provide students with any medications (prescription or over-the-counter).
- Physician and parent/guardian signature must be on the Medication Administration Form before medication (prescription or over-the-counter) can be administered to a student.
- The medication must be in the original container/bottle.
- Medication is stored in a locked cabinet in the clinic. Students are not permitted to keep medications with them at school unless physician documentation, signature and parent/guardian signature is provided on a Medication Administration Form.
- Specific school personnel have been authorized to administer medications at school. All medications should go through the school clinic and not classroom teachers.

## **DRESS CODE**

All students at Anderson Elementary will be expected to adhere to the current policy of student dress. The policy is as follows:

**Pre-K – First Grade Dress Code:**

Students must dress in a manner which is appropriate and modest. Slip-on sandals are discouraged because of P.E. and recess.

**Second – Fourth Grade Dress Code:**

- Shorts, skirts, and dresses must extend to within 2 inches of the top of the knee.
- Slip-on sandals are discouraged because of P.E. and recess. If these types of shoes are worn, the child must bring tennis shoes or some other closed in shoe for P.E.
- Shirts that are bare at the back, chest or midriff areas should not be worn at school. Material should extend to the cup of the shoulder if the shirt is sleeveless. Spaghetti straps, halter tops, tank tops and see-through tops are inappropriate. Necklines should be modest.
- Articles of clothing should not slide down from waist, left unbuttoned, or unzipped; or students should not wear clothes intended for sleepwear.
- Articles of clothing with inappropriate or insulting remarks, profanity or vulgar words or pictures should not be worn to school.
- Caps, hats and visors are not to be visible on campus during school day. The only exceptions would be necessary out in the sun. If a student brings or wears one of these in the classroom, walkway, cafeteria, or any other building, they will be confiscated.
- Flip-flops are not allowed.

**CRIMES OF MAKING THREATS OF TERROR OR VIOLENCE**

Per SB 436. This bill prohibits making false reports concerning planting a bomb, explosive, or weapon of mass destruction, and also prohibits making a false report concerning use of firearms in a violent manner.

## **ELECTRONIC DEVICES**

While a student may be in possession of a cell phone, it may not be used during the regular school day (including before school). The device should be in the "OFF" position and should not be visible on a student's person during the school day. If cell phones are out and seen, they will be confiscated.

## **SUSPECTED CASES OF CHILD ABUSE**

Florida Statutes require teachers, social workers and employees of public or private organizations serving children to report suspected acts of child abuse. Immunity from liability is provided to those that report child abuse. In reporting suspected child abuse the following steps are taken:

1. The initial report may be an oral report which is to be confirmed later in writing.
2. The oral report is to be made to the central child abuse registry located in the Department of Children and Families within the state. The report is made toll free dialing 1.800.96.ABUSE.

School personnel are prohibited from sharing confidential information and are unable to answer questions about reports that have been filed with anyone, including parents.

## **CHANGE OF STUDENT TRANSPORTATION**

All student changes must be received, written and signed by a parent or by fax and need to be done by 1:00 p.m. to allow for adequate time for school personnel to coordinate change of transportation. Any changes after 1 PM must be approved by an administrator. If the change in transportation requires riding a school bus, the 911 address and bus number are required.

## **AUTOMOBILE PICK-UP AND DROP-OFF AREA**

The morning drop-off area is located through the double gates and around the circle drive. Morning drop-off is from 7:30 am until 8:10 am. Any students arriving late to school must check into the front office before going to class. Afternoon pick-up will begin at approximately **2:25 pm**. First- fourth (1st-4th) graders are picked up through the front loop (next to the flagged green men). Fourth (4<sup>th</sup>) graders (and their siblings) are picked up at the side loop next to our Guidance office. Early pick up for PreK and K will be **2:00 pm** sharp in the Guidance loop.

## **AUTOMOBILE TRAFFIC SAFETY**

At Anderson Elementary School our constant aim is to educate your child in the safest possible environment. Your child is our responsibility until he/she is placed into your care at the end of the day. Whenever entering or exiting the Drop-off of pick-up areas of the school, **please follow these safety rules:**

1. Be patient. Rushing causes accidents.
2. Stay in a single line and do not pull around the cars in front of you
3. Drive as far forward as you can before stopping to a designated area.
4. Always stay in your car.
5. Do not allow your child to walk across the traffic lane at or from your car.
6. Do not let your child off in the middle of the parking lot. Please park in a spot and walk your child across the parking lot.
7. Students riding in vehicles must wear their seatbelts at all times.
8. Failure to comply with these safety rules can and will result in not being allowed to drive on school property.

## **BUS RULES AND REGULATIONS**

School buses are provided as a privilege for the student's transportation to and from school and for various school sponsored activities. Rules and regulations

are initiated with the safety of the students in mind. Students will conduct themselves in a quiet, orderly manner and remain seated at all times. Students are to leave the bus only at their assigned stops, i.e. established pickup and delivery points. A “bus information” form is to be completed by the parent or guardian for each student at the beginning of the school year to ensure the safety of each child. Some buses have seat belts. Students are required to “buckle up” when on the school bus.

Drivers shall ensure that all students assigned to their bus understand the Student Code of Conduct and Discipline Code apply to bus behavior. Bus drivers shall take appropriate action when observing a bus rule violation or behavior that could jeopardize the safety of others on the bus. This action shall be an informal warning for a minor problem, formal warning for a potential safety problem and administrative referral for repeated or more serious offenses.

### **LOST AND FOUND**

All found items are brought to the designated area in the cafeteria. Students and/or parents who are missing items may check in the Lost and Found. Please label all of your child’s belongings. Unclaimed items will be donated to an appropriate agency several times during the school year.

### **DELIVERIES TO STUDENTS**

\*FLOWERS AND GIFTS No flowers, balloons, or gifts will be delivered to students during the school day. Students will be informed of deliveries and may pick them up at the end of the school day. We strongly discourage deliveries made to students at school. We have special arrangements made with our local florist for Valentine’s Day – notes will go home concerning elementary guidelines for Valentine deliveries.

## **CLASSROOM SNACKS, LUNCHES AND OTHER PERSONAL ITEMS**

There will be NO INTERRUPTIONS during classroom instruction to deliver students' snacks, lunches and other personal items. These items need to be brought to school at the beginning of the school day. Should an emergency situation occur, your child will pick-up these items before PE, lunch, or the end of the day (non-instructional times).

## **PTO, ADVISORY COUNCIL AND VOLUNTEERS**

By working together, educators and parents can successfully achieve their common goal – the education of the child.

Volunteers are welcome at Anderson Elementary. They may help in the classrooms with activities or with clerical duties by calling 541.6251. Volunteer applications are available in the office. Volunteers should always report to the main office to sign-in and receive a visitor's badge. Parents are encouraged to join the PTO and the School Advisory Council. Telephone the school to receive information for meeting dates and times. A background check is required to volunteer.

A Copy of the SCHOOL PUBLIC ACCOUNTABILITY REPORT (No Child Left Behind Report) is available in the front office.

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

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

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

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

The coordinator of Section 504 / ADA activities is:

Alexa Mills

ESE and Student Services,

Instructional Services Building

(352) 498-6146 FAX: (352) 498-130

## **ANDERSON ELEMENTARY STUDENT HANDBOOK**

### **AES School Values**

**Brave**

**Engaged**

**Accountable**

## Respectful Self Esteem

We believe that...

- Trustworthiness, respect, responsibility, fairness, caring and citizenship are essential to all.
- Everyone has intrinsic value.
- Every person can contribute something of worth to society.
- Individuals are responsible and accountable for their choices and decisions.
- Individuals need caring relationships and a nurturing environment in order to grow.
- Supportive family relationships are the foundation of the community.
- High expectations lead to higher performance which in turn, empowers the individual and strengthens society.
- Continuous learning is a lifelong process! Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship are guiding character traits that are found in the Core Values at AES. Individual worth and high expectations for all students are also part of this value system. AES will use a common approach in effort to show that children matter, values matter, character matters, and academic excellence matters in our community as well as our country.

### **Building a Community of Learners**

Student Rights and Responsibilities:

- A safe and orderly environment in which to learn
- Be treated with dignity and respect
- Be secure in their personal privacy
- Limited access to their student records
- Be informed of the rules of conduct
- Reasonable and fair treatment
- Express opinions and personal points of view

\*These rights are limited when necessary to prevent the disruption of the orderly operation of the school, and/or to prevent harm or damage to other

persons and/or property. Students are responsible for knowing and observing school expectations, as well as the six core character traits (Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship) at school and when participating in extracurricular and field trip activities.

## **STUDENT CODE OF CONDUCT & EXPECTATIONS**

**In order to help ensure a safe, respectful, and responsible learning environment, it is expected that a student shall:**

1. **Be respectful:** Follow directions, use good manners, and be honest.
2. **Be safe:** Keep hands/ property to yourself. Walk, do not run on walkways.
3. **Be kind:** Use kind words. Share/ take turns.
4. **Be responsible:** Be on time. Take care of your school property. Attain satisfactory academic achievement consistent with the student's ability and complete all assignments.

Adjustment Plan for Student Behavior Prior to Discipline

- ★ Warning
- ★ Parent Contact
- ★ Referral to Guidance Counselor
- ★ Written Reflection
- ★ Apology
- ★ Take a Break
- ★ Temporary Removal From Classroom
- ★ Lunch Detention
- ★ In School/ Out of School Suspension
- ★ Loss of Privileges

\*Each teacher expects students to uphold the school-wide expectations as well as establish his/her own classroom procedures for maintaining a safe environment conducive to learning. Each teacher is responsible for implementing a behavior system to increase student academic performance, increase safety, and decrease problem behaviors in a positive school environment.

Behavior	First Incident	Second Incident	Third Incident
<ul style="list-style-type: none"> <li>★ Teasing</li> <li>★ Rumors/Gossiping</li> <li>★ Name Calling</li> <li>★ Using Inappropriate Language</li> <li>★ Antagonizing Leading To Escalation Of Situation</li> <li>★ Disrespect Of Personal Space</li> </ul>	<p><b>Level 1: Grades K-2</b></p> <p><u>Warning</u></p> <p><u>Parent Contacted</u></p>	<p><b>Level 1: Grades K-2</b></p> <p><u>One Detention</u></p> <p><u>Loss of Privilege</u></p> <p><u>Parent Contacted</u></p>	<p><b>Level 1: Grades K-2</b></p> <p><u>Two Days Detention</u></p> <p><u>Parent Contacted</u></p> <p><u>Corporal Punishment*</u></p>
<ul style="list-style-type: none"> <li>★ Inappropriate Gestures</li> <li>★ Threatening Another Student</li> <li>★ Using Items To Intentionally Hurt Others</li> <li>★ Disrespect Towards Others Including Members Of Staff</li> <li>★ Disrupting Class</li> <li>★ Inappropriate Use Of Technology/Violation Of District Technology Acceptable Use Policy</li> </ul>	<p><b>Level 2: Grades 3-4</b></p> <p><u>Warning</u></p> <p><u>One Day of Detention</u></p> <p><u>Loss of Privilege</u></p> <p><u>Parent Contacted</u></p>	<p><b>Level 2: Grades 3-4</b></p> <p><u>Two Days Detention</u></p> <p><u>Loss of Privilege</u></p> <p><u>Parent Contacted</u></p>	<p><b>Level 2: Grades 3-4</b></p> <p><u>Three Days Detention (Not to exceed 2 recess detentions per week*)</u></p> <p><u>Parent Contacted</u></p> <p><u>Corporal Punishment*</u></p>

*\*If corporal punishment is required, it shall be administered with extreme care, tact and caution, by principals, with witness, upon written consent of the parent.*

## **BULLYING AND HARASSMENT**

It is the policy of the Dixie School District that all of its students and school employees have an education setting that is safe, secure, and free from harassment, and bullying of any kind. The district will not tolerate unlawful harassment of any type. Conduct that constitutes bullying, as defined herein, is prohibited. \*Policy is available for your review upon request.

## **SCHOOL- WIDE EXPECTATIONS**

Prohibited Items:

- Weapons of any kind, including firearms and pocket knives
- Alcohol, drugs, controlled substances, or drug-related materials
- Large sums of money
- Gambling devices
- Yeti type cups without screw on/non leaking lid
- Fireworks
- Candy or other food to be sold by a non-school sponsored organization
- Any item that may cause a disruption (Fidget Spinners)
- Electronic or cell phones (must remain put away and turned off)
- Athletic equipment \*unless prior approval of principal
- Skateboards or skates are not allowed at school and prohibited on sidewalks.
- Bicycles are prohibited on sidewalks.

## **DISCIPLINARY ACTION AND PROCEDURES**

**In-School Suspension:** In-School Suspension (ISS) occurs when a student is removed from the regular classroom activities, but is not dismissed from the school.

**Writing Assignments:** If writing assignments are used as a consequence for violation of school rules, they will be used as a tool for teaching and learning.

**School Bus Suspension:** The principal has the authority to deny a student the privilege of riding a school bus based on the student's violations of the rules.

**Physical Restraint:** When it is necessary to maintain order, the principal and /or classroom teachers have the authority to use reasonable force to restrain a student from hurting or attempting to hurt himself or others. Law enforcement officers may be called to enforce this action if necessary.

**Corporal Punishment:** If corporal punishment is required, it shall be administered with extreme care, tact and caution, and then only by the principal and/or designee in the presence of another professional school employee and only upon written consent of the parent.

**Out of School Suspension:** Out of School Suspension (OSS) is temporary removal of a student from a school and the school program.

**Expulsion:** Expulsion is the removal of a student's right to attend school in a school under the management of the Board of Education.

**ISS Rules:** ISS is utilized as a discipline measure. The intent of ISS is to provide an extended time out where disruptive students can remain at school in an academic setting, yet be removed from their regular classroom setting where they are disrupting the opportunity for other students to learn. ISS provides the student an opportunity to improve his/her behavior, recognize the choices he/she made, and how he/she can make better choices in the future.

**\*\*FAILURE TO COMPLY WITH RULES AND PROCEDURES IN ISS WILL RESULT IN AUTOMATIC SUSPENSION FROM SCHOOL**

**Discipline Offense and Actions NOTE:** The principal is the designated leader of the school and, in consortium with the staff, is responsible for the orderly operation of the school. In case of discipline violations not covered by prescribed disposition in this plan, the Principal or Assistant Principal may enact corrective measures which he or she feels are in the best interest of the school. With parental consent corporal punishment may be substituted as a disciplinary action at the discretion of the principal. If it's for the best interest of the school your child may be recommended to the school board for alternative education or expulsion.

## **MINOR OFFENSES – CLASS I**

1.01 Excessive distraction of students – Any behavior which disrupts the orderly educational process. Examples: Talking excessively, provoking other students, interrupting class functions, etc.

1.02 Illegal organization – Any on-campus activities of organizations not recognized by the schools

1.03 Minor intimidation of a student – The intentional, unlawful threat by word or act to do harm to another student which creates a well-founded fear in the student that such harm is likely

1.04 Participation in games of chance (gambling) for money and/or other things of value

1.05 Non-directed use of profane or obscene language

1.06 Non-conformity to dress code (refer to school handbook)

1.07 Minor disruption on a school bus

1.08 Inappropriate public display of affection including, but not limited to, hugging and kissing

1.09 Unauthorized use of school or personal property

1.10 Littering on school property

1.11 Quarreling – minor offenses that include pushing, shoving, tripping, etc.

1.12 Unauthorized use and/or possession of all non-educational items which are not prohibited at school.

## **DISCIPLINARY ACTIONS MINOR OFFENSES – CLASS I**

- Any formal disciplinary action and procedures may be used for Class I offenses.
- Repeated Class I offenses may result in a class two referral.
- Communication with parents via conference, phone conference, and written communication will be made.

## **INTERMEDIATE OFFENSES – CLASS II**

- 2.01 Defiance of authority – Any verbal or non-verbal refusal to comply with reasonable orders or directions from school personnel
- 2.02 Possession and/or use of tobacco products – Having or using tobacco products on the school premises or in any school-sponsored activity
- 2.03 Threatening a School Board employee
- 2.04 Harassment of students – Intentionally harassing, touching, striking or causing bodily harm to another student. (See Glossary: Harassment)
- 2.05 Fighting – Any serious physical conflict between two or more students  
NOTE: If bodily harm is inflicted, the principal may view it as a Class III-Major Offense
- 2.06 Stealing, Larceny, Petty Theft – Intentional, unlawful taking or carrying away of public or personal property valued at less than \$100
- 2.07 Property Damage/Vandalism – Intentional, deliberate damage of less than \$100 to public or personal property
- 2.08 Possession of stolen property with the knowledge that it is stolen
- 2.09 Threats – Extortion – Maliciously threatening, verbally or in writing, to injure the person, property or reputation of another with or without the intent to extort money or gain any advantage whatsoever; and/or intentionally attempting to force the threatened person or any 15 other person to do an act against his/her will  
NOTE: Completion of the extortion, either by the victim's giving in or by the threats being carried out against the victim, makes 2.09 a CLASS III – Major Offense
- 2.10 Trespassing – Willfully entering or remaining in/on property without proper authorization; or having authorization but has been warned by a person in authority to leave but refuses to do so
- 2.11 Possession and/or igniting fireworks
- 2.12 Obscene manifestations (verbal, written or gesture) toward another person
- 2.13 Directing profane or obscene language toward a school board employee
- 2.14 Unauthorized absence from school/class or leaving without permission
- 2.15 Forgery – Intentionally disrupting school/parent communication.  
Example: changing grades, signing notes to be allowed to check out of school, etc.
- 2.16 Possession and/or transfer of objects that are potentially dangerous (including pocket knives).
- 2.17 Inciting student disorder or malicious mischief

2.18 Intentionally providing false information to or withholding information from school board employees

2.19 Disorderly conduct – Any act which substantially disrupts the orderly conduct of a school function.

2.20 Excessive disciplinary offenses

2.21 Cheating on any school assignment

2.22 Inappropriate use of technology

2.23 Unauthorized use of cell phone during school day including, but not limited to the videoing, recording, or photographing of another person without their consent

## **DISCIPLINARY ACTIONS INTERMEDIATE OFFENSES – CLASS**

### **II**

- Any formal disciplinary action and procedures may be used for Class II offenses.
- Repeated Class II offenses may result in a Class III referral.
- Communication with parents via conference, phone conference, and written communication will be made.

## **MAJOR OFFENSES – CLASS III**

1.01 Drugs – The unauthorized possession, transfer, use, or sale of drugs, drug paraphernalia, alcoholic beverages or counterfeit drugs

1.02 Arson – The malicious and willful burning of or attempting to burn property

1.03 Battery upon a school board employee – The unlawful and intentional touching or striking of a school board employee

1.04 Robbery – The taking of money or property from another by force, violence, assault or the instilling of fear

1.05 Stealing – The deliberate, unlawful taking or carrying away of property valued at \$100 or more belonging to or in the lawful possession of another

- 1.06 Gambling – The intentional, unlawful participation in gambling activities involving amounts over \$100
- 1.07 Burglary of school property – Entering or remaining in a structure or conveyance with the intent to commit an offense when the premises are closed to the public
- 1.08 Criminal Mischief – Willful and malicious injury or damage of \$200 or more to public or private property
- 1.09 Weapons Possession – Any instrument or object carried with the intent to be armed NOTE: The Gun-Free Schools Act of 1994 requires the expulsion (i.e. the removal from the regular school program) of any student who brings a firearm to school for a period of at least one year. In addition, the student will be referred to the juvenile court system.
- 1.10 Discharging any pistol, rifle, shotgun, air gun or any other device
- 1.11 Bomb threats – Any such communication regarding school board property which causes the interruption of the education environment
- 1.12 Explosions – Preparing, possessing or igniting on school board property explosive substances likely to cause serious bodily injury or property damage
- 1.13 Sexual Acts 1. Acts of sexual nature including, but not limited to, intercourse, battery, rape or attempted rape 2. Indecent exposure 3. Any form of sexual harassment whether written or verbal
- 3.14 Battery – Intentionally causing great bodily harm, disability or permanent disfigurement.
- 3.15 Inciting or participating in student disorder – Leading, encouraging or assisting in major disturbances which result in destruction /damage to property and/or injury to others during any school-sponsored activity
- 3.16 Distributing, producing or selling school records such as report cards, grade sheets, etc.
- 3.17 Activating fire alarms with malicious intent
- 3.18 Off campus arrest resulting in felony charges
- 3.19 Violation of Alternative School Contract
- 3.20 Repeated Class II offenses

### **DISCIPLINARY ACTIONS MAJOR OFFENSES – CLASS III**

A due process hearing may be scheduled with the Dixie County School Board for any student receiving a class III referral. NOTE: The principal is the designated leader of the school and, in consortium with the staff, is

responsible for the orderly operation of the school. In case of discipline violations not covered by prescribed disposition in this plan, the Principal or Assistant Principal may enact corrective measures which he or she feels are in the best interest of the school.

**Student Rights DUE PROCESS** – Due process will include appropriate hearings and reviews and, in all cases, the rights of individuals will be insured and protected.

**STUDENT’S RIGHTS AND RESPONSIBILITIES** – A student has a full right and citizenship as defined by the Constitution of the United States and assumes the responsibility to take positive action relative to the Constitution, the laws of the State of Florida, and the policies, rules, and regulations of Lafayette County School Board.

**STUDENT PROPERTY SEARCHES** – The following rules shall apply to the search of school property assigned to a specific student and the seizure of items in his possession: (1) There should be reasonable cause for school authorities to believe that the student possesses an item or items which constitute a crime or rule violation. (2) A search for specific items which constitute unlawful possession or other item which would be used to interfere with orderly operation of the school. (3) General housekeeping inspection.

**JURISDICTION OF THE CONDUCT CODE** – This code will be in effect on school property during regular school hours as well as other places and times where teachers and school administrators have jurisdiction over students, including, but not necessarily limited to school sponsored functions, field trips, and athletic events. This code also applies to students when they are being transported on school buses. It should be noted that various state laws and School Board policies mandate certain administrative functions which are not part of this code and this code is not intended to restrict nor to deny those functions. Under all circumstances, if a student places another student or school employee in reasonable fear of harm to his/her person or damage to his/her property; has the effect of substantially interfering with a student’s educational performance, opportunities, or benefits; or as the effect of substantially disrupting the orderly operation of a school the conduct code will be in effect. This includes the use of social media on or off school campus.

**STUDENT COMPLAINT PROCESS** – Some students may feel that they have been treated unfairly under the code and other rules and regulations. The following steps provide a fair resolution of student grievances involving grades and/or some disciplinary actions, including complaints alleging any action which would be prohibited by Title IX or Section 504: (1) student/teacher conference (2) student/assistant principal conference (3) Submit written

statement to main office (4) student/principal conference. Complaints alleging harassment/discrimination should be handled through the steps outlined in School Board Policy 2.16. Specific information regarding the grievance procedure for students may be obtained through the office. All School Board policies are available on the district website at [www.dixie.k12.fl.us](http://www.dixie.k12.fl.us)