

STUDENT CODE OF CONDUCT AND DISCIPLINE

STUDENT DISCIPLINE

7.203

It is the policy of the School Board that there shall be zero tolerance of misbehavior of all kinds. Schools and teachers may develop individual rules and disciplinary practices which supplement the School Board rules but do not conflict with those rules. Discipline should be applied after consideration of the eventual effect on the behavior of the student and should promote improved conduct. Students shall be subject to the provisions of this policy while attending school or on school premises, at any school function, or on any school sponsored transportation. Parents, legal guardians or adult students will be financially responsible for any damage to school property. A student's academic grade shall not be reduced as a disciplinary measure.

Behavior Qualifying for Informal Disciplinary Measures

Informal disciplinary offenses are those acts of misconduct which interfere with the orderly classroom procedures, school functions, extracurricular programs, or approved transportation, do not seriously endanger the health and safety of others or a student's own learning process. Following is a non-inclusive list of actions which shall result in Informal Disciplinary Measures.

- ❖ Absences
- ❖ Disrespect for school staff
- ❖ Distribution of unauthorized materials
- ❖ Excessive talking
- ❖ Failure to follow instruction or direction of administrators/teacher/staff
- ❖ Libelous statements
- ❖ Loss or damage of materials belonging to the school
- ❖ Minor disruption of the class or school activities
- ❖ Possession or use of skateboards
- ❖ Skipping class or off campus without permission
- ❖ Tardiness
- ❖ Teasing or horseplay
- ❖ Unauthorized assembly
- ❖ Unauthorized use of school property
- ❖ Violations of School Board policy regarding computer and internet usage

Informal Disciplinary Measures

Behavior qualifying for Informal Disciplinary Measures may result in any of the following as deemed appropriate by an administrator or teacher.

- ❖ Verbal Correction
- ❖ Counseling
- ❖ Parental Contact
- ❖ Administrative Probation
- ❖ Detention

❖ In-School Suspension

Behavior Qualifying for Formal Disciplinary Measures

Behavior requiring Formal Disciplinary Measures are more serious acts of misconduct including repeated acts of misconduct, serious disruptions of the orderly conduct of the school, or threats to the health, safety and property of self or others. Examples of more serious misconduct which may require Formal Disciplinary Measures include but are not limited to the following as deemed appropriate by an administrator.

- ❖ Aiding and abetting another student in committing an act which would be a violation of School Board policy
- ❖ Assault (threat of physical harm)
- ❖ Battery
- ❖ Breaking and entering
- ❖ Bus conduct violation
- ❖ Cheating or plagiarism
- ❖ Class disturbance or disruptive behavior
- ❖ Damage to personal property of students or staff members
- ❖ Excessive tardiness
- ❖ Extortion
- ❖ Falsely activating a fire alarm
- ❖ Failure to report or refusal to accept detention or work detail
- ❖ Fighting (mutual altercation)
- ❖ Forgery
- ❖ Harassment and/or physical or verbal abuse or bullying of students
- ❖ Indecent exposure
- ❖ Insubordination or defiance
- ❖ Intentional false accusations that jeopardize the professional reputation, employment, or professional certification of a teacher or other member of the school staff
- ❖ Intimidation
- ❖ Larceny or theft of personal or school property
- ❖ Lewd or lascivious behavior
- ❖ Lying to school officials
- ❖ Motor vehicle infraction
- ❖ Possession, use or sale of matches or cigarette lighters except at Haney Vocational Technical Center or Shaw Adult Center
- ❖ Obstruction of an investigation by school officials or other authorities
- ❖ Participation in or leading a riot or disturbance
- ❖ Participation in secret societies
- ❖ Unauthorized possession of radios, tape decks, or any other audio equipment
- ❖ Possession, sale, use or under the influence of any controlled substance under Chapter 893, Fla. Stat., any counterfeit controlled substances as defined in §831.31, Fla. Stat., model glue or other inhalant, or any over-the-counter or prescription drug, medication, supplement, or alcohol or commercial non-alcoholic beverage as advertised by the beer and liquor

industries, or the possession, use or sale of any paraphernalia designed for use of such substances

- ❖ Possession, use or sale of dangerous articles, or chemical propellant sprays
- ❖ Possession, use or sale of fireworks or other destructive devices
- ❖ Possession of knives of any type, razor blades, box cutters, or similar devices
- ❖ Possession or sale of pornographic material
- ❖ Public display of affection
- ❖ Refusal to accept corporal punishment
- ❖ Robbery
- ❖ Rude or obscene behavior and/or language (profanity)
- ❖ Sexual offenses
- ❖ Sexual harassment
- ❖ Possession, use or sale of tobacco products
- ❖ Trespassing
- ❖ Unauthorized use of a free and/or reduced lunch number
- ❖ Unauthorized entrance on grounds of another school or campus
- ❖ Vandalism or defacement of school property
- ❖ Violation of vehicle use or parking regulations
- ❖ Violation of requirements of detention or work detail
- ❖ Violation of a re-entry plan following a prior expulsion

Formal Disciplinary Measures

Behavior qualifying for Formal Discipline Measures may result in any of the disciplines under Informal Disciplinary Measures, Corporal Punishment, Out-of-School Suspension, or Expulsion, as deemed appropriate.

Behavior Qualifying for Discipline Based upon a Zero Tolerance Policy

1. Behavior which shall result in suspension and may result in expulsion:
 - ❖ Possession, sale, use or under the influence of any controlled substance under Chapter 893, Fla. Stat., any counterfeit controlled as defined by §831.31, Fla. Stat., model glue, other inhalant, or alcohol shall result in a ten (10) day suspension or expulsion.
 - ❖ However, as an alternative to expulsion a principal may, at his/her absolute discretion, suspend a student out of school for ten (10) days if the student is a first time alcohol or drug offender who possesses or is under the influence of any substance controlled under §893, Fla. Stat., or is under the influence of model glue or other inhalant or alcohol. This option is only available to the principal for small amounts of a controlled substance, which the principal determines is for the student's individual use and not for distribution, delivery or sale to other students. This option is not available for any felony possession regardless of quantity. This suspension may be reduced to five (5) days at the absolute discretion of the principal if:

- A. The student divulges information leading to the discipline or arrest of the person who supplied such controlled substance to him/her, or if the student voluntarily disclosed his/her unlawful possession of such controlled substance. Any such information divulged which leads to an arrest and conviction is not admissible in evidence in a subsequent criminal trial against the student divulging information or
 - B. The student commits him/herself, as is referred by the court in lieu of sentence, to a state-licensed drug abuse program and successfully completes the program.
2. Behavior which shall result in a ten (10) day suspension and expulsion and referral for criminal prosecution:
 - ❖ Homicide (murder, manslaughter);
 - ❖ Sexual battery;
 - ❖ Armed robbery;
 - ❖ Aggravated battery;
 - ❖ Battery or aggravated battery on a teacher or other school personnel;
 - ❖ Kidnapping or abduction;
 - ❖ Arson;
 - ❖ Possession, use, or sale of any explosive device.
 3. Behavior which shall result in a ten (10) day suspension, expulsion for no less than one (1) full year and a referral for criminal prosecution:
 - ❖ Possession, use or sale of a firearm or weapon. If a firearm or weapon is found in a student's vehicle either at school or at a school sponsored event, the student shall be considered to be in possession of the firearm or weapon if it is determined by the principal, based upon evidence, that the student knew of the presence of the firearm or weapon. The School Board specifically waives the exception in §790.115(2)a(3) for purposes of student and campus parking privileges.
 - ❖ Any threat, regardless of the location from which it is made, to throw, project, place or discharge any destructive device with intent to do bodily harm to any person or with intent to do damage to any property of any person, or the making of a false report with the intent to deceive, mislead, or otherwise misinform any person, concerning the placing or planting of any bomb, dynamite, or other deadly explosive involving school or school personnel's property, school transportation, or a school-sponsored activity.

Any item that may not be possessed or used by a student under this policy shall be confiscated by the principal. If appropriate, the prohibited item shall be given to the proper law enforcement agency. Otherwise, if possession of the item is illegal, the item shall be given to the student's parent or guardian after the conclusion of all disciplinary action against the student.

Criminal Referrals

All felonies and violent misdemeanors, whether committed by a student or adult, and delinquent acts that would be felonies or violent misdemeanors if committed by an adult, shall be reported to law enforcement. This shall include reporting of actual or suspected child abuse, abandonment or neglect; knowledge of sexual battery by one student upon another student, regardless of whether the sexual battery occurred on school property; or reporting substance abuse as specifies in the School Board Policy 7.305. The school principal shall be responsible for ensuring that all school personnel are properly informed as to their responsibilities and rights, including immunity from liability if reporting in good faith, regarding crime reporting, that appropriate delinquent acts and crimes are properly reported, and that actions taken in cases with special circumstances are properly taken and documented. The Superintendent or his/her designee shall, at the request of the Department of Children and Families, act as liaison between DCF and the children protection team as defined in §39.01, Fla. Stat., in cases involving a student.

Corporal Punishment

The use of corporal punishment shall be approved in principle by each principal before it is used, but approval is not necessary for each specific instance in which it is used. In a school which chooses to administer corporal punishment, the principal shall prepare and disseminate guidelines for administering corporal punishment in his/her school which identify the types of punishable offenses, conditions under which the punishment shall be administered, and the specific personnel on the school staff authorized to administer the punishment. Guidelines must also include the following requirements.

1. The administration must advise parents or legal guardians in advance.
2. Corporal punishment shall be inflicted only by the principal or by a member of the administrative or instructional staff and in the presence of another adult employee of the school.
3. Students must be informed in advance of the reason or reasons for corporal punishment. The adult witness must be informed, beforehand and in the presence of the student, of the reason for corporal punishment. Students must be given an opportunity to present their side of the matter.
4. The student may be offered a detention form of deterrent, preferably of a light work nature such as picking up trash.
5. In no case shall such punishment be unduly severe or degrading in nature.
6. Corporal punishment shall never be administered to a student known to be under medical treatment for an emotional disability or to a student suffering from a physical condition which would cause his/her life to be endangered by the use of such punishment.
7. Any employee who has administered corporal punishment to a student shall, upon request, provide the student's parents or legal guardians with a written explanation of the reasons for the punishment and the name of the adult employee present.

A student may be suspended from school by the principal or his/her designee for violation of any behavior qualifying for Formal Disciplinary Measures. A good faith

effort shall be made by the principal or his/her designee to employ parental assistance or other alternative measures prior to suspension or expulsion except in the case of emergency or disruptive conditions which require immediate suspension or expulsion.

Determination of Out-of-School Suspension

To determine whether out-of-school suspension is appropriate and to decide the length of the suspension, the principal or his/her designee shall review the student's individual record and consider:

1. The facts and the seriousness of the conduct leading to consideration for suspension;
2. The student's age, grade and past disciplinary record; and
3. Possible effectiveness of other forms of discipline in correcting behavior.

Procedures for Out-of-School Suspension

The following procedures shall be utilized in suspending a student, including those instances in which there is also a recommendation for expulsion to the Superintendent.

1. The principal or his/her designee may suspend a student only in accordance with the rules of the School Board.
2. The principal or his/her designee shall make a good faith effort to immediately inform a student's parents or legal guardians by telephone of a student's suspension and the reasons for the suspension.
3. Each suspension and the reasons for the suspension shall be reported in writing within 24 hours to the student's parents or legal guardians by United States mail, or by hand delivery. The notice shall contain:
 - A. The nature of the offense;
 - B. The date of the offense, beginning date of the suspension, and the date on which the student may return to school; and
 - C. Any conditions involving suspension, such as reduction of the suspension following a conference and assurance from the student of a change in attitude.
4. Each suspension and the reasons for the suspension shall be reported in writing within 24 hours to the superintendent.
5. At a conference, the student shall be given both oral and written notice of the charges and given an opportunity to present his/her side of the story prior to suspension.
6. The principal may temporarily suspend a student prior to a conference when, in his/her judgment, the safety or health of students, staff or other persons in the school may be threatened by continued presence of the student. When temporary suspension is necessary, the principal shall inform the parents or legal guardians by the most rapid means (including telephone). As soon as feasible under the circumstances, the principal shall hold a conference with the student or parents or legal guardians.
7. Upon request, the parents or legal guardians will be given an opportunity for an informal hearing with the principal or his/her designee within 48 hours of the request (excluding Saturday, Sunday and school holidays).

Out-of-School Suspension on the Basis of Felony Charges Off School Property

Any student formally charged with a felony or with a delinquent act which would be a felony if committed by an adult by a proper prosecuting attorney for an incident which allegedly occurred on other than public school property, if that incident shown, in an administrative hearing with the proper notice to the parents or legal guardians but which is shown to have an adverse impact on the educational program, discipline or welfare of the school which the student is enrolled, shall be subject to suspension in accordance with §1006.09, Fla. Stat. until determination of the case by a court of competent jurisdiction. Any student who is suspended as a 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 ten (10) days, as determined by the Superintendent. Such suspension shall not affect the delivery of educational services in a daytime alternative education program, or an evening alternative education program, where appropriate. 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, the School Board shall have the authority to expel the student, provided the expulsion under this subsection shall not affect the delivery of educational services to the student in any residential, nonresidential, alternative, daytime, or evening program outside of the regular school setting. Any student who is subject to discipline or expulsion for unlawful possession or use of any substance controlled under Chapter 893 of the Florida Statutes may be entitled to a waiver of the discipline or expulsion in accordance with §1006.09 (2) (a)-(b), Fla. Stat.

Expulsion of Students

The School Board has the sole right to expel a student from the public school system upon the recommendation of the Superintendent for any behavior listed under Formal Disciplinary Actions. A good faith effort shall be made by the principal or his/her designee to employ parental assistance or other alternative measures prior to suspension or expulsion except in the case of emergency or disruptive conditions which require immediate suspension or expulsion.

Procedure for Expulsion

Whenever possible the principal shall hear the student's defense or explanation of his/her conduct and shall explain to the student his/her reasons for the suspension with a recommendation of expulsion. In any case, the principal shall conduct an investigation into the charges and shall obtain written and signed statements from any witness(es) immediately after the incident. A tape recorder may be used to record any proceedings with parents, legal guardians or students that could lead to a recommendation of expulsion.

1. When a student is recommended for expulsion, the following procedures shall be observed
 - A. Upon receipt of the notice of suspension and recommendation of expulsion, the Superintendent, if he/she concurs in the recommendation for expulsion, shall notify the parents or legal guardians by certified mail with a return receipt requested, stating that the School Board will meet at a specified time and place to hear the charges and to act on the

expulsion recommendation. The parents or legal guardians shall be fully advised that they will be given an opportunity to appear before the School Board during the hearing. The principal and his/her designee shall also be informed as to the time and place of the hearing.

- B. Any student being considered for expulsion shall be accorded due process of law prior to expulsion in the manner provided by §120.57(2), Fla. Stat. and Section 1.105 (3) of these rules.
2. When the principal suspends a student and recommends his/her expulsion, the Superintendent may extend the suspension assigned by the principal beyond ten (10) days if such suspension period expires before the next regular or special meeting of the School Board.
- A. Where such an extension of a suspension is made by the Superintendent, he/she shall notify the parent or guardian in writing prior to the expiration of the suspension assigned by the principal. Such notice shall state the period of time for which the additional suspension is made.
 - B. A copy of the notice of the additional suspension shall be sent to the principal.
3. To assure that the conduct leading to expulsion does not reoccur, a written reentry plan for each student shall be developed by the school prior to the return of an expelled student to the school program. Each plan is to be developed in cooperation with all parties involved, including the student and parents or legal guardians.

Discipline of Students with Disabilities

For the purpose of this rule a student with disabilities is defined as any student appropriately classified and presently placed in an exceptional student education program, excluding gifted. Parental notification of policies, procedures, and student rights regarding discipline of students with disabilities shall be provided, in writing, at the eligibility staffing meeting or when parental consent for ESE placement is documented. Parental safeguards and rights of due process shall, in addition, be observed and followed at all steps in the process. Additional information is available in the “Special Programs and Procedures for Exceptional Students (SP& P),” adopted by the Board pursuant to Section 1.103 and hereby incorporated by reference as a part of the Rules of the Bay County School Board.

Suspension of Students with Disabilities

The principal may suspend a student with disabilities for a period of time not to exceed ten (10) days (or an accumulation of ten (10) days within a school year) without the provision of a free and appropriate public education. Appropriate due process shall be observed, except in emergency situations in which a student’s presence poses a continuing danger to persons or property or represents an on-going threat of disruption to the academic process.

Following procedures outline in the SP&P Manual, either before but not later than ten (10) business days after first removing the student for more than ten (10) school days in a school year, the school must conduct a functional behavioral assessment and develop a behavioral intervention plan. If the student has a behavioral intervention plan, the IEP Team shall meet to review the plan and its implementation and modify the plan and its implementation as necessary to address the behavior.

Procedures for Out-of-School Suspension on the Basis of Felony Charges off School Property

The following procedures shall be utilized by the principal in instituting and conducting an administrative hearing in the suspension of a student on the basis of felony charges:

1. Upon receiving proper notice that a student has been formally charged with a felony, the principal shall immediately notify the parents or legal guardians of the student, in writing, of the specific charges against the student and of the right to a hearing prior to disciplinary action being instituted under the provisions of §1006.09, Fla. Stat.
2. Such notice shall stipulate a date for the hearing which shall be not less than two (2) school days nor more than five (5) school days from postmarked date, or delivery, of the notice and shall also advise the parents or legal guardians of the conditions under which a waiver of suspension may be granted, as prescribed in subsections (2) and (3) of §1006.09, Fla. Stat. Pending such hearing, the student may be temporarily suspended by the principal.
3. The hearing shall be conducted by the principal or his/her designee, and may attended by the student, the parents or legal guardians, the student's representative or counsel, and any witnesses requested by the student or principal.
4. The student may speak in his/her own defense, may present any evidence indicating his/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.
5. In conducting the hearing, the principal or his/her designee shall not be bound by the rules of evidence or any other courtroom procedure, and no transcript of testimony shall be required.
6. Following the hearing, the principal shall provide the student and parents or legal guardians with a decision, in writing, as to whether or not suspension will be made. In arriving at this decision, the principal shall consider the conditions prescribed by subsections (2) and (3) of §1006.09, Fla. Stat. under which a waiver of suspension may be granted, and may grant such a waiver when he/she determines such action to be in the best interests of the school and the student. Provided, however, that any suspension pending adjudication of guilt shall be made only upon a finding, based upon conclusive evidence, that a felony charge has been formally filed against the student by a proper prosecuting attorney. The principal shall have 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, provided that any such

modification adverse to a student shall be made only following a hearing conducted in accordance with this rule.

Suspension after Accumulation of Ten Suspension Days

At such time that accumulated suspensions exceed ten (10) days within a school year and a pattern of removal has been determined, the principal shall convene the IEP Team and include the principal or his/her designee. This Team shall review the student's program and conduct a manifestation meeting to determine whether or not the student's disability is a precipitating factor in the disciplinary infraction.

If the IEP Team determines that the student's behavior is related to the student's disability, then using procedures outlined in the SP&P, the IEP Team will amend the student's IEP to include annual goals and short-term objectives for social/behavioral areas which relate to the elimination or reduction of the student's inappropriate behavior based on the functional behavioral assessment. The following options may be considered:

1. Additional related services.
2. A change in disciplinary procedures.
3. Increased time in the current special program.
4. Provision of a special program in another setting.
5. Involvement with programs funded by other agencies.

If the IEP Team determines that the student's behavior is not related to the student's disability, the IEP Team shall document the rationale for this decision in a manifestation meeting. In this case, procedures for disciplinary action will follow regular course of action, as designated in School Board Policy 7.203. Parents must be informed of this decision. In no case will services cease for a student with a disability.

Expulsion of Students with Disabilities

If the student to be expelled is a student with disabilities, the following procedures from the SP&P must be followed. Instances in which students with disabilities engage in behavior that could warrant expulsion action are described in School Board Policy 7.203.

1. Expulsion of an identified student with disabilities constitutes a change in educational placement and may not be an exclusion from educational services.
2. When a principal plans to recommend expulsion for a student with disabilities, the Superintendent shall be contacted to request that an IEP Team meet. The IEP Team shall meet to determine whether the student's misconduct is a manifestation of his/her disability.
3. The IEP Teams shall determine the relationship of the student's behavior to the student's disability and amend the IEP to provide the alternative placement and or programming. In no case may the District cease provisions of educational services.
4. Policies and procedures for conducting IEP meetings and providing procedural safeguards to parents or legal guardians of students with disabilities consistent with FLA. Admin. Code R. 6A-0331 (3) apply to this meeting.

5. A copy of these policies and procedures shall be given to parents or legal guardians of students with disabilities at eligibility and IEP update meetings and at preexpulsion IEP meetings.

Review Procedures

A disciplinary decision may be appealed to the principal. The principal's decision may be appealed to the Superintendent. A copy of the decision and notification of the right to appeal shall be furnished to the student or parent or legal guardians shall have five (5) working days from receipt of the written decision to file a written appeal.

Any request to modify a Final Order of Expulsion must be made in writing to the Superintendent. The School Board shall consider the modification of a Final Order of Expulsion only upon receiving a written recommendation from the Superintendent.

Definitions

Administrative Probation

The placing of a student on probation by an administrator, which may include denial of participation of extra curricular activities, and may require the student to maintain frequent contact with a staff member assigned responsibilities for monitoring his/her activities.

Corporal Punishment

Corporal Punishment is the moderate use of physical force or physical contact by a teacher or principal as maybe necessary to maintain discipline or to enforce school rules.

Counseling

Guidance and direction given to a student in conference with teachers and School Support Services personnel, or administrators were problems are discussed and future expectations outlined.

Destructive Device

Any bomb, smoke bomb, grenade, mine, rocket, missile, pipe bomb, or similar device containing explosive, incendiary, or poison gas and includes any frangible container filled with an explosive , incendiary, explosive gas, or expanding gas, which is designed or constructed as to explode by such filler and is capable of causing bodily harm or property damage; any combination of parts either designed or intended for use in converting any device into a destructive device from which destructive device may be readily assembled ;any device declared a destructive device by the Bureau of Alcohol, Tobacco, and Firearms.

Detention

The assignment during non-classroom time of appropriate work, including work details, for misconduct. When a student is to be detained after school hours, the parents or legal guardians shall be notified. Special transportation arrangements necessitated by student detention are the responsibility of the student, parents or legal guardians.

Expulsion

Expulsion is defined as the removal of the right and obligation of a student to attend a public school. An expulsion may not exceed a period of time including the remainder of the school year and one (1) additional year.

Firearm

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 by air or by gas and ammunition for such devices, including shot gun shells, or any other ammunition designed for use in a firearm; the frame or receiver of any such weapon; any firearm muffler, or firearm silencer; any destructive device; or any machine gun.

In-School Suspension

Students may be removed from class or classes and assigned to alternative education classes or to other activities on the school campus under the supervision of District personnel.

Out-of-School Suspension

Out of school suspension is defined as a temporary removal of a student from the regular school program and all other school sponsored activities for a period not to exceed ten (10) school days with the student being remanded to the custody of his/her parent(s) with specific homework assignments for the student to complete.

Parental Contacts

Contacts through notes, letters, phone calls or conferences between school personnel and parents or legal guardians.

Possession

Possession is defined as found on a student's person; within his/her control his/her locker or other storage space or his/her vehicle (regardless of ownership of the vehicle) while parked on school property.

Sexual Harassment

Examples of sexual harassment include unwanted sexual advances or propositions, demands for sexual favors in exchange for favorable treatment, unwanted sexually oriented remarks, verbal abuse of sexual nature, graphic verbal commentary about an individual's body or sexual prowess, coerced sexual acts of assault, physical contact such as grabbing, pinching, or patting unnecessarily, leering, whistling or gestures of a sexual nature.

Verbal Correction

The verbal correction of a student by any member of the school staff misconduct in the classroom, hallways, on the school grounds, going to and from school, or while attending school sponsored activities.

Weapon

Any dirk, metallic knuckles, slingshots, billie, tear gas gun, chemical weapon or common pocket knife with a blade of 4" or longer.

STUDENT DRESS AND GROOMING

In order to promote personal hygiene, academic well-being and moral development, students shall be expected to comply with reasonable requirements relating to dress, grooming and personal appearance. Students are expected to come to school with proper attention having been given to personal cleanliness, grooming, and neatness of dress. Students may not wear clothing or footwear which may constitute a safety or health hazard, disrupts the school program or provides distraction from classroom activities. Interpretation of this rule shall be the responsibility of the principal of each school.

The following non-inclusive examples of dress are prohibited:

- A. Mini-skirts, mini-dresses- spandex and /or lace leggings, short-shorts, skirts and dresses shorter than 5"(five inches) above the kneecap as measured standing up
- B. Gym uniform unless in the P.E. area
- C. Swim suits or any part of a swim suit
- D. Bareback or bare midriff blouses, shirts, or dresses
- E. Low cut apparel
- F. ½ or ¾ tops
- G. Net or see-through tops
- H. Shirts with open sides
- I. Headwear inside the school buildings except as noted
- J. All sunglasses inside the school building
- K. Clothing with profane, obscene , or abusive language or innuendos with sexual or violent overtones
- L. Clothing that advertises advocates products which are illegal for student consumption or are prohibited from District School campuses
- M. Clothing with suggestive words, statements, or pictures
- N. Clothing determined by the school administration to be revealing or disruptive to educational process or otherwise inappropriate
- O. Gang-related clothing or insignia
- P. Clothing that exposes undergarments
- Q. Tops or tank tops with straps less than 1 ½" wide
- R. Pants, slacks, or shorts must be worn so that the waistband is worn at the waist and not below the waist and shall be appropriate to the student's body size and shall not be duly oversized
- S. Pants, slacks or shorts with belt loops shall be worn with belt that is fastened in the customary manner.

Discipline for violations of the dress code shall be as follows:

- First Offense: Notification of parent or guardian, and change to appropriate attire
- Second Offense Willful disobedience, referral to principal for further disciplinary action

TEXTBOOKS

All textbooks normally used in this school are those of state adoption. Such textbooks are charged to this school and must be accounted for. When a book is issued to the student it becomes his/her responsibility to take care of that book and to reimburse the school for any unnecessary defacing or for the loss of the book.

A student who has a deficiency for any textbooks must make arrangements with the office to clear for such textbook deficiencies.

ID CARDS

ID cards will be issued to all students. Students required to carry these cards on their person during the school day and must be presented to teacher's administrators, librarians when checking out books and bus drivers upon request.

MEDICATION

No medication (prescription or non-prescription) will be dispensed at school without written parental/guardian permission. This permission must be on file as part of the student school health cumulative record and must include complete directions for administering and storing medication. A School Board Approved Permission to Administer Medication form may be obtained in the attendance office at the school and must be signed by a licensed practicing physician.

BAY CAFÉ

Free/Reduced Applications: Effective SY meal applications will be processed and maintained by the District Food Service Office. Questions relating to applications may be directed to 872-4260

School Meal Prices:

Breakfast	Full Price-1.25	Reduced-.30	Adults-1.50
Lunch	Full Price-2.23	Reduced-.40	Adults-3.25

BUSES

Loading and Unloading

Students will have six (6) minutes from the end of school to board buses. For safety reasons students will not be allowed to board buses once the bus starts to move.

Policies

A student who wishes to ride a different bus or get off at a different stop must have a note signed by a parent/guardian. The note should be taken to the Attendance Office and signed by an administrative before 10 a.m.

Conduct

All students who ride a bus must conduct themselves in an appropriate manner so as to ensure safety. Failure to do so could result in suspension of bus riding privileges for an appropriate period of time.

The following minimum penalties shall be applied for violations of school bus rules (School Board policy 7.314). If warranted the penalties for the first three referrals may be by passed and more severe penalties imposed.

First referral-Warning or loss of bus riding privileges for three (3) days

Second Referral- Conference and parent or loss of bus riding privileges for three (3) days.

Third Referral- Loss of bus riding privileges for three days (3) to five (5) days.

Fourth Referral- Loss of bus riding privileges for five (5) to ten (10) days or recommendation of expulsion from bus transportation for the remainder of the semester.

Fifth Referral- Recommendation of expulsion from bus transportation for the remainder of the year.