

THE SCHOOL DISTRICT OF LEE COUNTY

**PARENT GUIDE
&
CODE OF CONDUCT
FOR STUDENTS
2017 - 2018
Grades PreK - 5**



**Lee County Public Education Center
2855 Colonial Boulevard
Fort Myers, Florida 33966**

**Mary Fischer, District 1, Chairman
Jane E. Kuckel, PhD, District 6, Vice Chairman**

**Melisa W. Giovannelli, District 2
Chris N. Patricca, District 3
Steven K. Teuber, District 4
Pamela H. LaRiviere, District 5
Cathleen O'Daniel Morgan, District 7**

**Gregory K. Adkins, Ed.D.
Superintendent of Schools**

www.leeschools.net

**PARENT / LEGAL GUARDIAN:
PLEASE READ AND REVIEW THIS DOCUMENT WITH YOUR CHILD. PLEASE SIGN
AND RETURN THE FIRST PAGE OF THIS DOCUMENT TO YOUR CHILD'S SCHOOL.**

Approved by School Board on 06/06/17



The School District of Lee County

Vision 2020

Board Approved: January 24, 2017

VISION

To be a world-class school system.

MISSION

To ensure that each student achieves his/her highest potential.

VISION 2020 PLAN GOALS

- ✓ **Increase Student Achievement**
- ✓ **Increase Retention of Effective and Highly Effective Employees**
- ✓ **Increase Family Engagement and Understanding of District Initiatives and Resources**
- ✓ **Become a Model Continuous Improvement Organization (Quality)**

Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the School District of Lee County, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. The School District of Lee County may disclose appropriately designated directory information only if you have given consent on the following page. The primary purpose for the release of directory information is to allow the School District of Lee County to include your child's information in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations that have legitimate business with the School District if you have provided consent. Outside organizations include, but are not limited to companies that manufacture class rings or publish yearbooks and others that are conducting direct, student related business with the school district.

In addition, two federal laws require the School District of Lee County to provide military recruiters, upon request, with three directory information categories—names, addresses and telephone listings—unless parents have advised the school that they do not want their student's information disclosed without their prior written consent.

If you do not want the School District of Lee County to disclose directory information from your child's education records, you must indicate that choice on the following page, sign this form and return it to your child's school within ten days. The following has been designated by FERPA as directory information:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended

Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)

Directory Information

Student Name_____ **Student ID**_____ **Grade**_____

Please Check One Box

- ☐ **You may release “Directory Information” regarding my child for certain school publications and to companies with legitimate school district business; such as yearbook publication, school pictures, news media announcements, etc. as described on the previous page. *The District does not give Directory Information to any business except those that take school pictures, publish yearbooks, or engage in direct student-related business or media announcements with the school and/or district.***
- ☐ **I do not want my child’s Directory Information released.**

Student

I certify that I have reviewed a copy of the *Code of Conduct for Students Grades Pre-K to 5* and received an adequate period of instruction concerning the reason for, and importance of, the document.

Student Signature

Date

Parent

I am the parent/legal guardian of the above named student. I have had an opportunity to read the *Code of Conduct for Students Grades Pre-K - 5* available on-line at leeschools.net or on the *Lee Schools Brand Application* and have discussed it with my child. My intention regarding the release of my child’s Directory Information is indicated above.

Parent/Legal Guardian Signature

Date

Please indicate which statement below applies to your home:

- ☐ **My student has access to internet in the home.**
- ☐ **My student does not have access to internet in the home.**

☐ **I DO NOT have access to the internet; please provide me with a hard copy of the *Code of Conduct for Students* in the following language: ☐ **English** ☐ **Spanish** ☐ **Creole****

Teacher: _____ Date: _____
 (Homeroom Teacher) ☐ Medical Conditions- SEE BELOW
 Grade: _____

Student's Full Legal Name: _____ DOB: _____ ID. # _____
 Last First Middle

Address: _____ Home Phone: () _____
 Street City Zip Code
STUDENT LIVES WITH: (Circle one) **Both Parents** **Mom** **Dad** **Guardian** E-Mail Contact: _____

Father: Natural / Step / Foster (please circle one) Name: _____ Cell Number: _____ Place of Employment: _____ Occupation: _____ Phone at Work: _____	Mother: Natural / Step / Foster (please circle one) Name: _____ Cell Number: _____ Place of Employment: _____ Occupation: _____ Phone at Work: _____
--	--

MUST BE FILLED OUT - Person(s) who will care for student in case neither parent can be reached (only the people listed may pick up your child with proper identification):
 Name: _____ Relationship: _____ Phone: (Home) _____ (Work) _____ (Cell) _____
 Name: _____ Relationship: _____ Phone: (Home) _____ (Work) _____ (Cell) _____

List all children in family in order of birth: <table style="width: 100%;"> <tr> <td style="width: 30%;">Name (first and last)</td> <td style="width: 20%;">Age/Sex</td> <td style="width: 20%;">Living at Home</td> <td style="width: 20%;">Grade/Teacher</td> <td style="width: 10%;">School</td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </table>	Name (first and last)	Age/Sex	Living at Home	Grade/Teacher	School																Please check all medical conditions that apply to your child: (Check Box & Circle if Required) <input type="checkbox"/> ADD/ADHD <input type="checkbox"/> Asthma <input type="checkbox"/> Migraine <input type="checkbox"/> Hearing Loss <input type="checkbox"/> Glasses/Contacts <input type="checkbox"/> Allergies: Food/Latex/Insects/Environmental Specify _____ <input type="checkbox"/> Medication <input type="checkbox"/> Epi-pen <input type="checkbox"/> Diabetes/Type _____ Blood Testing at School? Y or N Insulin? Y or N <input type="checkbox"/> Heart Disease/Kidney Disease _____ Surgery? Y or N Medication? Y or N <input type="checkbox"/> Seizure/Type _____ Medication? Y or N Any other condition requiring observation or Medication: _____ DOCTOR'S NAME: _____ PHONE: _____
Name (first and last)	Age/Sex	Living at Home	Grade/Teacher	School																	

Parent's Statement: I accept responsibility for notifying the school of any changes of address or phone number, home or business and any change in health status of my child. Students may receive State specified health services and vision, hearing, weight, BMI and scoliosis screening. If the vision screening shows a need for a follow-up vision examination, and if your child is eligible, Florida Heiken Children's Vision Program, Florida's Vision Quest or other licensed optometrist may provide a FREE vision examination by a licensed optometrist, which may include dilation, refraction, and glasses, if prescribed. I agree to a mutual exchange of information between the Florida Heiken Children's Vision Program, Florida's Vision Quest, referring providers, Department of Health and my County Public School of any and all necessary information to enable my child to receive services; and I agree to release and hold harmless the County School Board, Miami Lighthouse for the Blind & Visually Impaired, Florida Heiken Children's Vision Program, and Florida's Vision Quest providers from any and all responsibility and liability for any injury or claim resulting from my child's participation in the Florida Heiken Children's Vision Program or Florida's Vision Quest. Students may be exempt from any of these services, if the parent or guardian requests such exemption in writing. In the event of serious illness or accident and I cannot be immediately contacted, I give permission to have my child transported by ambulance or other conveyance to a doctor's office or hospital for immediate attention, and I assume responsibility for payments of same. In case of an accident or illness where immediate treatment is not needed, but where my child is unable to remain in school, I request the school to contact me. If I am unable to be reached, I request that one of the persons listed above be contacted to care for my child until I can be reached. These people have permission to transport my child. I understand that certain educational records of my child will be shared with District health care partners, as needed, to provide and evaluate health services; and that certain medical treatment records of my child, created by health care personnel at school, may be shared with school officials who have a legitimate need for access.

Signature of Parent or Guardian _____ Date _____
 I understand that the information on this form will be the official student directory information.

THIS PAGE INTENTIONALLY LEFT BLANK

Student Disclaimer

The District will not disclose a student and/or parent's Social Security Number (SSN) without the consent of the student and/or parent(s) to anyone outside the District except as mandated or permitted by law. The District will utilize SSNs for the following reasons: registration/enrollment of students, identification of a cumulative record folder, to identify a student, registration for before and after school programs, participation in extracurricular activities including athletics, referrals to service providers and financial aid applications.

Parent Pledge

I know that children learn best when families and schools work together. As a parent, grandparent or caring adult, I hereby affirm my commitment to the academic achievement and career success of my child. I promise to make the pursuit of knowledge a priority in my household. To demonstrate my commitment to this goal, I pledge to adhere to the following principles:

- ☐ My child will read with an adult or be encouraged to read independently each day.
- ☐ My child will complete all homework assignments given by school instructors and will be encouraged to ask for help when it is needed.
- ☐ My child will arrive at school on time, well-rested and prepared for a full day of instruction and learning.
- ☐ My child will treat teachers and fellow classmates with respect and compassion. I will make positive behavior the expectation in my household.
- ☐ My child will graduate from high school and will understand the importance of a strong education in determining future success.
- ☐ I will encourage my child to dream big and always give 100 percent effort.
- ☐ I will treat my child's teachers as a valuable resource and work with them to support academic improvement and classroom behavior expectations.
- ☐ I will monitor my child's academic growth and stay as involved as possible in my child's education. I will let the teacher know right away if I notice any problems.

**Together, my child and I, in partnership with Lee County educators,
will make education our #1 priority.**

This pledge is NOT a legally binding contract, but rather an agreement between the parents/guardians who sign it and Lee County educators.

Name 1 (printed): _____

Signature 1: _____

Name 2 (printed): _____

Signature 2: _____

SCHOOL DISTRICT OF LEE COUNTY
COMPUTER/DEVICE RECEIPT AND RESPONSIBILITY FORM

I am receiving from the School District of Lee County ("District") a computer/device identified below ("Equipment") that my child can use outside of the school campus for educational purposes. The Equipment is and will remain the property of the District. Any additional property provided should be returned to the District in good working order (i.e., power adapter, case, etc.). I agree to return the Equipment to the school at the end of the school year.

I understand that the Equipment, like textbooks, is instructional material, and that I am legally responsible for the replacement cost of the Equipment if it is lost, stolen, damaged or seized while in my possession. I am responsible to ensure that the Equipment is cared for properly. If the Equipment is stolen while in my care, I understand that I am responsible to file a police report with the appropriate agency, report the item missing or stolen to school, and provide the school a copy of the police report within five business days.

I understand that the Equipment may allow access to the Internet. While the District makes every effort to limit access to inappropriate content through Internet filtering systems, it is the responsibility of the parent/guardian to monitor and control the student's use of the Equipment. Inappropriate use is a violation of the Code of Conduct for Students and *School Board Policy 2.20*.

The District reserves the right to monitor or access the contents of its computers if it suspects or is advised of possible breaches of security, harassment, or other violations of policies, rules, regulations, directives, law, or evidence exists which demonstrates to the school or District that its computers may contain information, data, or other intellectual property that belongs to another person. Students have no expectation of privacy of content stored on or accessed through District Equipment.

Any software and instructional content contained on the Equipment is licensed to the District. Any copying, modification, merging or distribution of the software is prohibited. The student is responsible for complying with any and all hardware, software and service provider licensing agreements, terms of use and applicable state and federal copyright and other intellectual property protections. Violation of any such licenses, terms or laws shall constitute a violation *School Board Policy 2.20*. Only software approved by the District may be installed on the Equipment.

Students must not intentionally modify system configuration files or otherwise interfere with the functioning of the Equipment.

Students are responsible to attend school with Equipment fully charged and ready for school.

Replacement costs:

Device: \$300.75

Power Adapter & Cable: \$45.00

Sleeve / Case: \$18.00

<http://www.leeschools.net/global-lee>

TABLE OF CONTENTS

District Strategic Plan	Inside/Front Cover
Code of Conduct – Directory Information – Parent Copy	1
Student Disclaimer	2
Student Emergency and Health Information – Parent Copy	3
Parent Guide	4
Parent Self-Assessment Checklist	6
How Do I Register My Child in School?	7
What Health Forms/Shots Will My Child Need?	8
What Other School Choices Do I Have?	8
What Choices Do Students Have?	9
What Adult Education Program Choices Are There?	10
What Other Programs Help Children?	10
What Services Are Provided to Children?	11
What Tests Will My Child Take?	13
Need Help Dial 211	14
How Can Parents Be Involved?	15
Extracurricular Activities	15
Athletic Eligibility/NCAA Quick Reference Guide	16
Code of Conduct for Students	20
Welcome	21
Introduction	22
Authority of School Personnel	22
Notification of Parental Rights	23
Student Rights & Responsibilities	24
Notification of Rights Under FERPA	25
Statement of Non-Discrimination Policy	27
Discrimination Grievance Policy	27
Bullying/Harassment	27
Bullying Programs	30
Bully Prevention Contract	31
Alleged Bullying Investigation Process	32
Attendance	33
Make-Up Work	33
Bicycle Helmets	33
Bus Transportation	33
Transportation Zones	34
Student Dress Code	35
Computer/Network Usage	36
Policy 2,202 – Student Use of Personal Electronic Mobile Devices	36
Responsible Use Guidelines for BYOD	37
Off-Campus Felony Acts	38
School Violence	39
Threats of Violence Policy	39
Referral Process	40
Interventions and Corrective Actions	41
Offenses and Disciplinary Action	42
Intervention & Levels of Corrective Action	43
Matrix of Infractions and Corrective Actions	46
Alcohol, Tobacco and Drug Prevention Tips for Students & Parents	48
Glossary	49
Character Education	Inside/Back Cover

Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the School District of Lee County, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. The School District of Lee County may disclose appropriately designated directory information only if you have given consent on the following page. The primary purpose for the release of directory information is to allow the School District of Lee County to include your child's information in certain school publications. Examples include:

A playbill, showing your student's role in a drama production;

The annual yearbook;

Honor roll or other recognition lists;

Graduation programs; and

Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations that have legitimate business with the School District. Outside organizations include, but are not limited to companies that manufacture class rings or publish yearbooks and others as listed on the following page.

If you do not want the School District of Lee County to disclose directory information from your child's education records, you must indicate that choice on the following page, sign this form and return it to your child's school within ten days. The following has been designated by FERPA as directory information:

Student's name

Address

Telephone listing

Electronic mail address

Photograph

Date and place of birth

Dates of attendance

Grade level

Participation in officially recognized activities and sports

Weight and height of members of athletic teams

Degrees, honors, and awards received

The most recent educational agency or institution attended

Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)

Directory Information

Student Name _____ Student ID _____ Grade _____

Please Check One Box

- ☐ You may release "Directory Information" regarding my child for certain school publications and to companies with legitimate school district business; such as yearbook publication, school pictures, news media announcements, etc. as described on the previous page. *The District does not give Directory Information to any business except those that take school pictures, publish yearbooks, or engage in direct student-related business or media announcements with the school and/or district.*
- ☐ I do not want my child's Directory Information released.

Student

I certify that I have reviewed a copy of the *Code of Conduct for Students Grades Pre-K to 5* and received an adequate period of instruction concerning the reason for, and importance of, the document.

Student Signature

Date

Parent

I am the parent/legal guardian of the above named student. I have had an opportunity to read the code of *Conduct for Students Grades Pre-K to 5* and have discussed it with my child. My intention regarding the release of my child's Directory Information is indicated above.

Parent/Legal Guardian Signature

Date

Student Disclaimer

The District will not disclose a student and/or parent's Social Security Number (SSN) without the consent of the student and/or parent(s) to anyone outside the District except as mandated or permitted by law. The District will utilize SSNs for the following reasons: registration/enrollment of students, identification of a cumulative record folder, to identify a student, registration for before and after school programs, participation in extracurricular activities including athletics, referrals to service providers and financial aid applications.

STUDENT EMERGENCY AND HEALTH INFORMATION

Teacher: _____ Date: _____
(Homeroom Teacher) THIS INFORMATION IS CONFIDENTIAL, BUT MAY BE SHARED WITH APPROPRIATE SCHOOL PERSONNEL. ☐ Medical Conditions- SEE BELOW
Grade: _____

Student's Full Legal Name: _____ DOB: _____ I.D. # _____
Address: _____ Street _____ City _____ State _____ Zip Code _____
Home Phone: (____) _____

Father: Natural / Step / Foster (please circle one)
Name: _____
Cell Number: _____
Place of Employment: _____
Occupation: _____
Phone at Work: _____

Mother: Natural / Step / Foster (please circle one)
Name: _____
Cell Number: _____
Place of Employment: _____
Occupation: _____
Phone at Work: _____

Guardian: (Please provide a copy of Court Papers to school)
Name: _____
Cell Number: _____
Place of Employment: _____
Occupation: _____
Phone at Work: _____

MUST BE FILLED OUT - Person(s) who will care for student in case neither parent can be reached (only the people listed may pick up your child with proper identification):

Name: _____ Relationship: _____ Phone: (Home) _____ (Work) _____ (Cell) _____
Name: _____ Relationship: _____ Phone: (Home) _____ (Work) _____ (Cell) _____

List all children in family in order of birth:

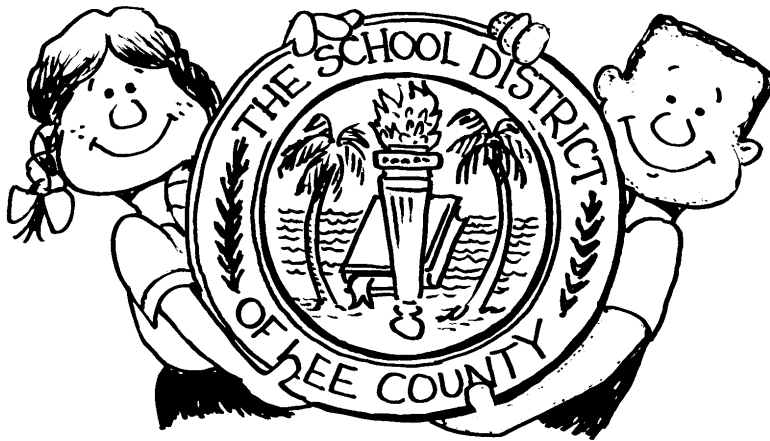
Name (first and last)	Age/Sex	Living at Home	Grade/Teacher	School
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Please check all medical conditions that apply to your child: (Check Box & Circle if Required)
☐ ADD/ADHD ☐ Asthma ☐ Migraine ☐ Hearing Loss ☐ Glasses/Contacts
☐ Allergies: Food/Latex/Insects/Environmental Specify _____ ☐ Medication ☐ Epi-pen
☐ Diabetes/Type _____ Blood Testing at School? Y or N Insulin? Y or N
☐ Heart Disease/Kidney Disease _____ Surgery? Y or N Medication? Y or N
☐ Seizure/Type _____ Medication? Y or N
Any other condition requiring observation or Medication: _____
DOCTOR'S NAME: _____ PHONE: _____

Parent's Statement: I accept responsibility for notifying the school of any changes of home or business address or phone number or any change in health status of my child. Students may receive State specified health services and vision, hearing, weight, BMI and scoliosis screening. If the vision screening shows a need for a follow-up vision examination, and if your child is eligible, Florida Heiken Children's Vision Program, Florida's Vision Quest or other licensed optometrist may provide a FREE vision examination by a licensed optometrist, which may include dilation, refraction, and glasses, if prescribed. I agree to a mutual exchange of information between the Florida Heiken Children's Vision Program, Florida's Vision Quest, referring providers, DOH and my County Public School of any and all necessary information to enable my child to receive services, and I agree to release and hold harmless the County School Board, Miami Lighthouse for the Blind & Visually Impaired, Florida Heiken Children's Vision Program, and Florida's Vision Quest providers from any and all responsibility and liability for any injury or claim resulting from my child's participation in the Florida Heiken Children's Vision Program or Florida's Vision Quest. Student may be exempted from any of these services if parent or guardian requests such exemption in writing. In the event of serious illness or accident and I cannot be immediately contacted, I give permission to have my child transported by ambulance or other conveyance to a doctor's office or hospital for immediate attention, and I assume responsibility for payments of same. In case of an accident or illness where immediate treatment is not needed, but where my child is unable to remain in school, I request the school to contact me. If I am unable to be reached, I request that one of the persons listed above be contacted to care for my child until I can be reached. These persons have permission to transport my child. I understand that certain of my child's educational records will be shared with District health care partners as needed to provide and evaluate health services and that certain of my child's medical treatment records created by health care personnel at school may be shared with school officials who have a legitimate need for access.

Signature of Parent or Guardian _____ Date _____
I understand that the information on this form will be the official student directory information.

Parent Guide



Definition of Parent

- ◆ F.S. 1000.21 System-wide Definitions

“Parent” is either or both parents of a student, any guardian of a student, any person in a parental relationship to a student, or any person exercising supervisory authority over a student in place of the parent.

THIS PAGE INTENTIONALLY LEFT BLANK

Parent Self-Assessment Checklist

This Parent Self-Assessment is to show parents how involved they are in helping their child do well in school. Take a few minutes to look this over and see how well you do.

Focus On Attitude

- ☐ I stress the importance of education and doing one's best in school to my child.
- ☐ I praise my child's efforts and show confidence in his/her ability to be successful.
- ☐ I help my child set short and long term educational goals.
- ☐ I celebrate my child's academic accomplishments.

Focus On Academics

- ☐ I read with/to my child every day.
- ☐ I listen to and talk with my child about the day's events.
- ☐ I ensure that our home has a consistent time and place to do homework.
- ☐ I ensure that my child has access to materials needed to complete assignments.
- ☐ I regularly discuss and ask to see work that my child is doing in school.
- ☐ I attend workshops on helping my child at home.

Focus On Behavior

- ☐ I supervise TV programs, the Internet, e-mail, chat sites and computer games used by my child.
- ☐ I teach my child to accept responsibility for his/her actions at school, at home and in the community.
- ☐ I teach and model positive behaviors such as respect for self and others, hard work and responsibility.
- ☐ I am aware of enforced school behavioral expectations.

Focus On Responsibility

- ☐ I ensure that my child has a regular routine.
- ☐ I encourage my child to accept responsibility for his/her actions.
- ☐ I ensure that my child is in attendance and on time to school each day.
- ☐ I supervise and promote my child's participation in extracurricular and after-school activities.

Focus On School/Home Activities

- ☐ I communicate regularly with my child's teacher in person, on the phone, by e-mail or through writing.
- ☐ I use ParentLink regularly.
- ☐ I prepare for and attend teacher conferences, Individualized Educational Plans (IEPS), or other individualized student meetings.
- ☐ I attend open house, science fairs, plays, musical events, class trips, sporting events, curriculum nights, or other school activities at each opportunity.
- ☐ I volunteer in the school setting when possible.

This Self-Assessment is for your use and is not to be returned to your child's school

How Do I Register My Child In School?

Student Assignment hours Monday-Friday, 9 a.m. - 4 p.m.

Cape Coral Office
360 Santa Barbara Blvd. N.
Cape Coral, FL 33993
Phone (239) 242-2059
FAX (239) 458-1079

Fort Myers Office
2855 Colonial Blvd.
Fort Myers, FL 33966
Phone (239) 337-8247
FAX (239) 335-1428

Lehigh Acres Office
1262 Wings Way, Suite 207
Lehigh Acres, FL 33936
Phone (239) 337-8347
FAX (239) 303-2589

The registration process begins at the Student Assignment Office. Contact one of the offices listed above for more information. Once your child is enrolled in a school, the child can stay in that school through the highest grade or until you want to make a change or move into a new area.

Who Must Register Through Student Assignment?

New students at all grade levels, students entering Kindergarten, 6th and 9th grades must take part in the student assignment process. Please note all preferences (sibling & proximity) are most beneficial to the student when used as your first choice during the first application period. For more information, visit the website at www.leeschools.net.

What Do I Need to Bring When I Register My Child?

At the time of registration, you must have all of the following documents to complete the registration process:

- ✓ Original birth certificate or copy faxed from previous school, unless entering Kindergarten.
- ✓ Health examination (physical) - The exam must be dated within 12 months prior to registration. A physical is not required if a student is entering from any Florida public or private school unless you are registering for Kindergarten.
- ✓ Social Security card (if available).
- ✓ Florida Certificate of Immunization - This can be obtained by taking your immunization records to the Lee County Health Department, 3920 Michigan Ave., Ft. Myers, FL. Appointment is required please call 239-461-6100.
- ✓ Proof of address - Falsifying information in order to try to obtain access to a particular zone or school is strictly forbidden.* Only one of the following documents are required:
 - Current electric bill, water bill, cable bill, or any utility bill with a service address.
 - Signed lease agreement or statement from Landlord on their letterhead verifying occupancy. * Leases and landlord statements may require verification. Additional documentation may be required prior to registration or change of address.
 - Statement from landlord on their letterhead verifying occupancy.
 - Homestead exemption card.
 - If you are building a house - mortgage acceptance letter including: your name, loan number, property address and a letter from the builder with an expected completion date. (The completion date and the date the child will start attending school must be within a sensible time period in relation to each other.)
 - If you are buying a house - settlement statement or mortgage acceptance letter to include: your name, loan number, property address and closing date. We do not accept: sales contracts, commitment letters, pre-approval letters or truth in lending statements.
 - If you are living with relatives or friends - a letter from them listing your name and the names of your children, stating that you are residing at their address and a copy of one of the documents listed above to verify their address.

Proof of custody is required if child is not living with both natural parents.

Name and address of last school attended.

Copy of the IEP (Individual Education Plan) - if your child is in an ESE (Exceptional Student Education) program.

Photo ID - Parents and guardians who register a student must show photo ID.

What Do I Do if I am Re-enrolling a Student, Move or Want to Transfer Schools?

If you are re-enrolling in the district, moving to another zone or transferring to another school, visit the Student Assignment Office closest to your home or work location. Please call one of the Student Assignment Offices listed above or go to the district website at www.leeschools.net if you have any questions. Please bring one of the above proofs of address.

*Florida Law states that whoever knowingly provides false information in writing to a public servant in the performance of his or her duties commits a second degree misdemeanor punishable by a fine of up to \$500.

Classroom Placement of Multiple Birth Siblings

The parent of multiple birth siblings who are assigned to the same grade level and school may request in writing that the school place the siblings in the same classroom or in separate classrooms. The request must be made no later than 5 days before the first day of attendance of students during the school year if the students are enrolled in the school after the school year begins. The school will assist the parent with the decision and will provide on-going feedback regarding the appropriateness of the placement. For additional information regarding this opportunity, please contact the school's principal.

What Health Forms/Shots Will My Child Need?

Before a child may begin school, attend or transfer to Florida schools (Kindergarten through 12th grade), each child shall have on file a Florida Certification of Immunization, DH 680, which shows the following:

Minimum Number of Doses Required per Grade					
Vaccine Type	Kindergarten	Grades 1,2,3,4,5,6	Grades 7,8	Grades 9,10	Grades 11,12
Diphtheria-tetanus-pertussis (DTaP) vaccine	4 or 5*	4 or 5*	4 or 5*	4 or 5*	4 or 5*
Hepatitis B (Hep B) vaccine	3	3	3	3	2*** or 3
Inactivated Polio (IPV) vaccine	4 or 5**	3 or 4	3 or 4	3 or 4	3 or 4
Measles-mumps-rubella (MMR) vaccine	2	2	2	2	2
Tetanus-diphtheria-pertussis (Tdap) vaccine or tetanus-diphtheria booster (Td)	0	0	1 - Tdap	1 Tdap	1 Td or Tdap
Varicella (Chickenpox) vaccine NOT required if documented history of disease by healthcare provider	2	2	2	Grades 9 –11: 1 dose	

Pre-K students age 3-4 must have 1 dose of Haemophilus Influenzae type b (HIB) vaccine.

* If #4 DTaP is given on or after the 4th birthday, only 4 doses are needed.

**5 doses IPV required if 4th dose is received prior to the 4th birthday.

***Hepatitis B dose series is acceptable if documented by healthcare provider.

Meningococcal Disease

Meningococcal Disease is a serious illness caused by bacteria. It is a leading cause of bacterial meningitis in children 2-18 years old in the United States. MCV4 is recommended for all children at their routine preadolescent visit (11-12 years of age). For those who have never gotten MCV4 previously, a dose is recommended at high school entry. Other adolescents who want to decrease their risk of Meningococcal Disease also can get the vaccine.

Contact your physician or the Lee County Health Department. Immunizations are given FREE at the Health Department for those under the age of 19.

What Other School Choices Do I Have?

K – 12 Scholarship Programs

Florida has three statewide K – 12 scholarship programs that permit tuition funds to follow children to public or private schools. In order to qualify for any of the following programs listed below, a student must have been registered and enrolled in a Florida public school during the prior year.

The Opportunity Scholarship Program offers students who have attended – or who are assigned to attend – failing public schools the option to attend a higher performing public school. Schools that have received a school grade of "F" for two of the last four years are considered failing schools.

The John M. McKay Scholarships for Students with Disabilities Program allows parents of students with disabilities to choose the best academic environment for their child. If a student has an active/current Individualized Education Plan (IEP) or 504 Accommodation Plan he/she may be eligible to attend another public school or receive a scholarship to attend a participating private school. More information is available from the Lee County Exceptional Student Education Office at 337-8170.

The Florida Tax Credit Scholarship Program offers children of families who have limited financial resources the option to attend another public school and receive money for transportation or to attend a private school.

For scholarship information access the Florida Department of Education (DOE) website at www.floridaschoolchoice.org. Parents may also contact the DOE hotline at 1-800-447-1636.

Charter Schools

Charter Schools are public schools, which provide another choice for parents and students within the public school system. There is no tuition for students. For information about charter schools check <http://charter.leeschools.net>.

What Choices Do Students Have?

Regular and Advanced Courses

Regular, Honors and Advanced Placement (AP) courses are available at all high schools. Students may also earn credit through dual enrollment and early admissions at postsecondary schools. Students have the opportunity to earn an Associate of Arts degree before they graduate from high school if the appropriate dual enrollment courses are taken. Contact a high school counselor or see the District Student Progression Plan at www.leeschools.net for more information about more choices for high school credit.* (H)

Advancement Via Individual Determination (AVID)

AVID is a college-readiness system designed to increase the number of students who enroll in four-year colleges. The formula is simple ---raise expectations of students and, with the AVID support system in place, they will rise to the challenge. In the accelerated elective class, participating students receive instruction through a rigorous curriculum and structured tutorials. AVID elective teachers support and counsel students by providing academic training, managing their tutorials, working with faculty and parents, and helping students develop long-range academic, personal, and college plans.* (M, H)

Cambridge Advanced International Certificate of Education (AICE) Program

Cambridge AICE is an international pre-university curriculum and examination system which emphasizes the value of broad and balanced study for academically able students. Its strength lies in the flexibility and structure of the curriculum, encouraging in-depth working knowledge of each subject. Cambridge International AS and A Levels use a wide range of assessment processes and techniques to supplement formal written examinations – orals, practicals, projects and coursework of differing types are all used in various subjects where they are the most effective and appropriate means of measuring attainment.* (H)

Career and Professional Education Academies (CAPE)

Students are given the opportunity to enroll in Career and Technical Education programs that lead to articulated post-secondary credit, industry certification and college and career readiness skills. CAPE Academies are available in STEM (Science, Technology, Engineering and Math), Business, Finance, Construction, Automotive, Information Technology, Medical and a number of other focus areas.* All high schools have CAPE Academies. (H)

Centers for the Arts

In addition to the basic academic program available in each school, Centers for the Arts offer theater, visual arts, media, television, film graphics, journalism, dance, band, choral and orchestra.* (H)

Comprehensive High Schools

Comprehensive High Schools provide students with an educational alternative that enhances the traditional high school curriculum. Students will not only be able to select from the traditional academic and extracurricular programs, but will also have the opportunity to pursue a specialized program within a Technical and Career Education Academy. A career academy is a specialized learning community within the school that provides students with team-designed projects and relevant learning experiences. In addition to being prepared for post-secondary education, students who graduate from a comprehensive high school will leave with marketable skills and competencies now required in specialized businesses and industries.* (H)

International Baccalaureate (IB) Program

The International Baccalaureate (IB) Diploma Program is a rigorous pre-university course of study and covers the last two years of high school. Acceptance is based upon academic performance and test scores.* (H)

Lee Adolescent Mothers Program (LAMP)

LAMP is a three-fold program concerned with the student's academic, health and social adjustment during her pregnancy and postpartum period. A special program in health and childcare has been developed for every LAMP student. Additional information is available from the guidance counselor or by calling LAMP at 332-2526. (M, H)

Lee Virtual School

LVS offers full and part time instruction for students in grades K-12. Full time students are enrolled in Lee Virtual School and maintain a full load of six courses, meet all graduation requirements and earn a standard high school diploma. Full time Lee Virtual students graduate as independent learners who are able to self-advocate, allowing them to flourish in post-secondary experiences and the current job market. LVS students have the advantage of frequent "face to face" activities (clubs, field trips, academic days), which allow social and academic interaction with other students and Lee Virtual staff. This also allows for easy, continual access to teachers of all grade levels. The dedication of students, parents, teachers and staff, as well as strong partnership with a rigorous, prominent virtual curriculum provider, make LVS a strong, academic based virtual program that will continue to grow to meet the needs of all students in our community. Part time students who attend brick and mortar public

schools may take courses with Lee Virtual School during the school day or after school hours. For more information on this challenging and unique education option, visit the Lee Virtual School website at <http://www.lvip.leeschools.net> or call, 239-337-8178. (E, M, H)

Technical Centers

Cape Coral Technical College and Fort Myers Technical College are available for students who are Juniors or Seniors. Students enroll at the technical colleges to receive advanced training in a variety of career fields. Students finishing these programs are well equipped to move on to college programs or directly into the workforce. (H)

*This program is available in each of the three zones.

E: Elementary; M: Middle; H: High

What Adult Education Program Choices Are There?

Adult Education

The goal of Adult Education is to provide the opportunity for all students to acquire knowledge and to develop skills necessary to succeed in life and work. Classes are offered at both day and evening sites throughout Lee County, with special emphasis on those students pursuing a State of Florida High School Diploma, (GED preparation), English for Speakers of Other Languages (ESOL), as well as continuing education via our Lifelong Learning program. Visit the ACE website at www.leeschools.net/ace or call 939-6310 for more information.

Career and Technical Education

The Career and Technical Education Department is responsible for providing quality, career-prep programs at the middle, high and post-secondary level. Post-secondary Technical Education in the Lee County School District consists of programs created to prepare students for development and mastery of employable skills in Culinary Arts, Cosmetology, Drafting, Construction, Electricity, Plumbing, Turbine Generator Maintenance, Nursing Assisting, Phlebotomy, Medical Billing & Coding, and many more. These programs are primarily delivered at Ft. Myers Technical College, Cape Coral Technical College, and Southwest Florida Public Service Academy. Program offerings are based on community needs and economic development data. Furthermore, partnerships are developed with businesses, agencies and other educational institutions to ensure collaboration and articulation of programs to the benefit of the students and the community. Financial aid is available to eligible students including Veterans. For more information, visit these websites:

Ft. Myers Technical College: <http://fortmyerstech.edu>

Cape Coral Technical College: <http://capecoraltech.edu>

Southwest Florida Public Service Academy: <http://swfpsa.org>

For more information on secondary programs, visit: <http://www.leeschools.net/ace>

What Other Programs Help Children?

Title I

Based on free/reduced lunch counts, selected schools are provided supplemental funding to increase student achievement. Building parent involvement is another important priority of a Title I school. Title I teachers and parents work together to support children's success in school.

Title I Migrant Education

The Migrant Education Department provides social and educational services to migrant children and their families. Migrant recruiters visit, inform and involve parents in their child's education. The recruiters guide parents to community resources to support the well-being of the migrant children. The Migrant Pre-K program prepares 4-year-olds with readiness skills for Kindergarten. The Migrant staff monitors K-12 students' academic progress and supports their success.

Title III

The goal of Title III is to ensure that students with limited English proficiency learn the language and meet the same challenging academic content standards that other children are expected to meet. Title III funds are used to purchase supplementary scientifically research-based programs and resources as well as supplemental support and training to content area teachers working with ELL students.

English for Speakers of Other Languages (ESOL)

The ESOL program helps all English Language Learners (ELL) develop and strengthen listening, speaking, reading and writing skills in English. Teachers of ELL children are trained to help these learners understand what is being taught while they are learning English.

Head Start

Head Start is a program for three and four year old children. Children with special needs may also be served. Income guidelines must be met. The program is free to those who qualify. Classroom and health services are offered. The Head Start goal is to prepare children for Kindergarten. Please call 332-2512.

Early Head Start

Early Head Start is a program for children 0-3 years old. Pregnant women may also be served. Income guidelines must be met. The program is free to those who qualify. The Early Head Start goal is to enhance the growth and health of the children served. Center-based care is offered at the Early Childhood Center. Home-based services are also offered. Please call 332-2512.

Early Head Start-Child Care Partnership

This program is located at community child care and serves children 0-3 years old. Families must be eligible for the subsidized child care funds and need a 10 hour day of care. The program is free to those who qualify. The goal of the program is to enhance the growth and health of children served. Please call 332-2512.

Voluntary Pre-Kindergarten (VPK) School Year Program

VPK is a 540 hour school year program for four year old children. Children with special needs may also be served. Income guidelines must be met. Children enrolled in Head Start are also enrolled in this program so that more children can receive services. Please call 332-2512.

Voluntary Pre-Kindergarten (VPK) Summer Program

The VPK Summer Program is free for children who will start Kindergarten in the fall. Children may not have used VPK services during the school year. Local schools will host the 300 hour summer program. The goal is to help children get ready for Kindergarten. Please call 332-2512.

What Services Are Provided To Children?

Exceptional Student Education (ESE)

Some students need specially designed instruction, related services and support. The Exceptional Student Education (ESE) Department offers free appropriate public education according to the Individuals with Disabilities Education Act (IDEA). Services and programs are available to meet the individual needs of students who require special education, ages 3-22. If you believe your child has special learning or social/behavioral needs, you have the right to request an evaluation for determination of eligibility. Contact your child's teacher, Intervention Support Specialist or the school counselor for more information.

Gifted Services- Part-Time

Students who demonstrate high potential as measured on an IQ assessment and above average ratings from the classroom teacher, will be eligible for part-time gifted services. Students will participate in a part time program of gifted instruction, at which time there would be an extension of their grade-level curriculum provided for them throughout the school year.

Gifted Services- Full-Time

The full-time gifted program is offered to students who demonstrate extremely high potential on both IQ testing and on teacher rating instruments. Their performance is rated by the gifted teacher on a Service Delivery Placement Guide. This service provides a specialized curriculum that challenges them to reach beyond the standard requirements of grade-level content in three or more areas of concentration.

The Florida Diagnostic and Learning Resources System (FDLRS)

The Florida Diagnostic and Learning Resource System (FDLRS) offers free developmental screenings to identify children between the ages of 0-5, who are NOT enrolled in a public school, and may be in need of special education services. Call 337-8363, 337-8199, or 1-866-551-8363 for more information. Workshops and resources for parents of children with disabilities are also offered.

The Hospital/Homebound Program

The Hospital Homebound Program offers specialized instruction to the student who must be out of school for at least fifteen days due to a medically diagnosed physical or psychiatric condition, or a chronic illness or repeated intermittent illness. Medical diagnosis must be made by a licensed physician. The parent contacts the school's Hospital/Homebound Liaison and completes an "Intake Packet". Upon receipt of the packet from the school, the Hospital/Homebound office will fax a medical referral to the physician's office.

Health Services

School nurses work in schools on assigned days each week. Trained clinic assistants are located at each elementary, middle and high school during school hours.

Psychological Services

School psychologists provide a host of assessment and support services for students who are struggling academically, socially and/or emotionally. Learning needs are determined through various screening and evaluation procedures, while counseling services are available for identified students whose mental health concerns have clearly impacted school achievement. The department also assists in responding to crises as they occur at school.

School Counselors

School counselors offer many services including academic, personal, social and career counseling available to all students in grades K-12. If you would like for your child to meet with a school counselor, contact your child's teacher or principal.

School Social Workers

School Social Workers are the bridge between home, the school, and the community. As members of a school's educational team, they work to promote and support a student's academic and social success by providing specialized related services. If you believe that your child could benefit from the services of a school social worker, please contact your child's school.

If you have a Temporary Home or No Home

Are you are living with another family, have temporary housing, staying in a motel, shelter or campground? If you are without permanent housing, Project Access helps children stay in school by providing resources, records, uniforms, supplies and transportation. For more information, call 337-8696, or go to: <http://studentservices.leeschools.net/SWAT> and click on Project Access.

Homeless Children and Youth

McKinney-Vento Education Program for Homeless Children and Youth Program

The McKinney-Vento program is designed to address the problems that homeless children and youth have faced in enrolling, attending, and succeeding in school. Under this program, State educational agencies (SEAs) must ensure that each homeless child and youth has equal access to the same free, appropriate public education, including a public preschool education, as other children and youth. Homeless children and youth should have access to the educational and other services that they need to enable them to meet the same challenging State Student Academic Achievement Standards to which all students are held. In addition, homeless students may not be separated from the mainstream school environment. States and districts are required to review and undertake steps to revise laws, regulations, practices, or policies that may act as a barrier to the enrollment, attendance, or success in school of homeless children and youth.

What is meant by the term "homeless children and youth"?

The McKinney-Vento Act defines "homeless children and youth" as individuals who lack a fixed, regular, and adequate nighttime residence. The term includes:

- Children and youth who are:
 - sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason (sometimes referred to as *doubled-up*);
 - living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations;
 - living in emergency or transitional shelters;
 - abandoned in hospitals; or
 - awaiting foster care placement;
- Children and youth who have a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings;
- Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- Migratory children who qualify as homeless because they are living in circumstances described above.

If you are in transition, please contact the Department of Student Welfare & Attendance. For more information, call (239) 337-8333, or go to: http://swat.leeschools.net/project_access.htm and click on Project Access.

Students in Foster Care

On December 10, 2015, the President signed into law the Every Student Succeeds Act (ESSA), the conference bill reauthorizing the Elementary and Secondary Education Act (ESEA). This bill broadly maintains annual testing while scaling back the federal role in education, providing states greater control over accountability and school improvement. The law also aims to create transparency regarding achievement gaps among disadvantaged subgroups of students, including foster youth.

ESSA includes a new section aimed at improving the educational stability of students in the foster care system and tracking their academic progress. The frequent mobility of students in foster care has been identified as a major barrier to their academic progress. School districts and local child welfare agencies must collaborate to ensure the following:

- Education Stability
- School of Origin
- Best Interest Determination
- Dispute Resolution
- Transportation

- Immediate Enrollment and Records Transfer
- State and Local Points of Contact
- Student Data and Privacy

If you have questions regarding students in foster care, please contact the Department of Student Welfare & Attendance. For more information, call (239) 337-8696, or go to: <http://www.leeschools.net/foster-care-liaison>

What Tests Will My Child Take?

Throughout your child's school years, he/she will take many standardized tests, including State and District assessments. These tests show how your child is doing compared to others and track progress over time. Tests help teachers identify students' strengths and weaknesses in order to provide more appropriate academic opportunities. All testing results are available to parents.

**TESTING INFORMATION FOR LEE COUNTY STUDENTS CAN
BE FOUND ON ONE OF THE FOLLOWING LINKS:**

<http://www.leeschools.net/events>

or

<http://focus.leeschools.net>

Board Policy 2.18, "District Management and selection of Instructional Materials", requires the school board to provide annual written notice to the parents of students currently enrolled in the Lee County School District of their ability to access their child's instructional materials. This notice shall also be posted on the District's instructional materials information website.

NEED HELP? DIAL 2-1-1

Free, 24-Hour, Non-Emergency Helpline
211 is a confidential helpline for access to health and social services within Lee County.

211 helps people connect to community resources that meet the client's situation.

Types of information and referrals include:

- Housing
- Legal Services
- Food
- Child Care
- Employment
- Medical
- AND MORE

To access, dial 2-1-1, or 239-433-3900.

WANT TO HELP?

The United Way Volunteer Center connects individuals and companies to volunteer opportunities throughout our community.

Visit www.unitedwaylee.org for more information.



How Can Parents Be Involved?



Parent Education

The schools offer workshops to help parents learn skills to assist their children to do their best. Look for information in the school newsletter or contact your child's school.

Parent Teacher Groups

Joining and being active in your school's parent-teacher group is an important way to become involved. This partnership offers families and the school staff an opportunity to work together to promote student success.

School Advisory Council (SAC)

Every school has a School Advisory Committee made up of parents, teachers, the principal, support staff, and business and community members. The SAC is responsible for assisting in the development and approval of the School Improvement Plan.

School District Committees

The school district asks for parents and community members to be involved in the development of policies and procedures for improving the district. Visit the district's website at www.leeschools.net or call the School Board office at 337-8303 or 337-8304.

School Volunteers and Mentors

Volunteers are important to every school's success. Parents can take an active role in their child's education. Opportunities include: classroom assistants, tutors, mentors, computer aides, media assistants, chaperones, and community and business partners. Contact your child's school to learn about their volunteering and mentoring needs.

Extracurricular Activities including Sports, Clubs, Tutoring, and School Sponsored Activities



Every school provides a wide variety of opportunities for students and parents to become involved in extracurricular activities and parents are encouraged to communicate directly with their student's school. The school's staff is always ready and willing to answer questions concerning extracurricular activities.

Most importantly, tutoring is scheduled on a regular basis and available for those students who may need some additional assistance with achieving their academic goals. Days, times, and subject areas vary from school to school and frequently change, so parents need to communicate directly with the school as to availability. Any parent who reviews their student's progress report, report card or Parent Link academic report and wants assistance with their child's academic success should not hesitate to contact the school. Assistance is available!

Students are encouraged to explore their interests in sports. They must meet established academic requirements, have insurance coverage, and pass a physical examination in order to participate in a sport. There are three sports seasons: fall, winter, and spring. Multiple intramural sports are available for participation for both boys and girls in grades 6-8 and in grades 9-12, Florida High School Athletic Association (FHSAA) sanctioned sports are available. Students are given the opportunity to develop their athletic skills under the direction of certified coaches in every sport. Sometimes, involvement in sports leads to an opportunity to attend college on a sports-related scholarship. Many students develop their interest and skills in one or more sports while in school and continue to participate as they mature into adulthood.

Our schools offer a variety of opportunities for students to get involved in their school and community through clubs, community service projects, special school sponsored activities such as school dances, band concerts, drama presentations, JROTC activities, and student government sponsored activities, just to name a few.

Generally, schools have a calendar that is published on the school website that is updated often for review by parents and any interested member of our community. School newsletters are sent home with students monthly and they typically include an activity calendar. For specific information about how a student can become involved in any school sponsored activity, parents are encouraged to contact the middle school's intramural director or the high school's activities/athletic director. Likewise, parents are encouraged to share their time with the school by becoming involved as a member of the School Advisory Committee as well as joining a school booster organization, and/or serving as a volunteer coach, club assistant sponsor, team mom or dad, athletic volunteer assistant such as a ticket taker, etc.

The time students spend in middle school and high school provide the opportunity for wonderful family experiences to be created. Children grow up quickly, some say, too quickly. This opportunity will appear suddenly and pass before you know it. Get involved now and create memories that can be shared with your children for a lifetime.

Athletics Eligibility

In addition to the provisions of Section 1006.15, Florida Statutes, Student standards for participation in interscholastic and intrascholastic extracurricular student activities, the following provisions of Florida Law must also be adhered to:

- A student not currently suspended from extracurricular activities or suspended or expelled from school, is eligible to participate in interscholastic and intrascholastic extracurricular activities.
- A student may not participate in a sport if he or she participated in the same sport in the same school year at another school, unless one of the following exceptions apply;
 - Children of active duty military whose move resulted from military orders;
 - Children relocated due to a foster care placement;
 - Children who move due to a court order changing custody due to divorce or separation, or serious illness or death of a parent;
 - Other good cause established in School Board policy.
- A student's eligibility will not be affected by alleged recruiting violations until final disposition of the allegations.
- The District's Code of Conduct applies to private and charter school students participating in extracurricular activities at District Schools for the purpose of their eligibility (Section 1006.195, Florida Statutes).

NCAA QUICK REFERENCE GUIDE

Divisions I and II Initial-Eligibility Requirements

NCAA Website: www.eligibilitycenter.org

Students who desire to play collegiate sports must register during high school as a student-athlete with the NCAA Clearinghouse at www.eligibilitycenter.org. NCAA recommends that student-athletes register during the sophomore year of high school. The NCAA Clearinghouse oversees the eligibility determinations of college-bound athletes. Please see your school's NCAA contact for more information.

Core Courses

- **NCAA Division I and II require 16 core courses. (Note graphics at bottom of page.)**
- **NCAA Division I requires 10 core courses** to be completed **prior to the seventh semester** (seven of the 10 must be a combination of English, math or natural physical science that meet the distribution requirements below). These 10 courses become "locked in" at the seventh semester and cannot be retaken for grade improvement.

Test Scores

- **Division I** uses a sliding scale to match test scores and core course grade-point averages (GPA). The sliding scale for those requirements is available at www.eligibilitycenter.org
- **Division II** requires a minimum SAT score of 820 or an ACT sum score of 68 prior to August 1, 2018. After August 1, 2018, a sliding scale to match test scores and core course grade-point average (GPA) will be used.
- The SAT score used for NCAA purposes includes **only** the critical reading and math sections.
- The ACT score used for NCAA purposes is a **sum** of the following four sections: English, mathematics, reading and science.
- **When registering for the SAT or ACT, use the NCAA Eligibility Center code of 9999 to ensure all SAT and ACT scores are reported directly to the NCAA Eligibility Center from the testing agency. Test scores that appear on transcripts will not be used.**

Grade-Point Average

- **Be sure** to look at your high school's List of NCAA Courses on the NCAA Eligibility Center's website (www.eligibilitycenter.org). Only courses that appear on your school's List of NCAA Courses will be used in the calculation of the core GPA. Use the list as a guide.
- Remember, the NCAA GPA is calculated using NCAA core courses only. Division I required GPA is a minimum 2.3 in core courses; Division II required GPA is a minimum of 2.0 in core courses (prior to August 1, 2018) and 2.200 in core courses (after August 1, 2018).
- Visit www.eligibilitycenter.org for additional information.

DIVISION I 16 Core Courses	
4	years of English.
3	years of mathematics (Algebra I or higher).
2	years of natural/physical science (1 year of lab if offered by high school).
1	year of additional English, mathematics or natural/physical science.
2	years of social science.
4	years of additional courses (from any area above, foreign language or comparative religion/philosophy).

DIVISION II 16 Core Courses (2013 and After)	
3	years of English.
2	years of mathematics (Algebra I or higher).
2	years of natural/physical science (1 year of lab if offered by high school).
3	years of additional English, mathematics or natural/physical science.
2	years of social science.
4	years of additional courses (from any area above, foreign language or comparative religion/philosophy).

NCAA STUDENT-ATHLETE TIMELINE

Divisions I and II Initial-Eligibility Requirements
NCAA Website: www.eligibilitycenter.org

Students who desire to play collegiate sports must register during high school as a student-athlete with the NCAA Clearinghouse at www.eligibilitycenter.org. NCAA recommends that student-athletes register during the sophomore year of high school. The NCAA Clearinghouse oversees the eligibility determinations of college-bound athletes. Please see your school's NCAA contact for more information.

ARE YOU READY?

Grade 9—PLAN

- Start planning now! Take the right courses and earn the best grades you can.
- Ask your counselor for a list of your high school's NCAA core courses to make sure you take the right classes. Or, find your high school's list of NCAA core courses at eligibilitycenter.org.

Grade 10—REGISTER

- Register with the NCAA. Eligibility Center at eligibilitycenter.org.
- If you fall behind on courses, do not take shortcuts to catch up. Ask your counselor for help with finding approved courses or programs you can take.

Grade 11—STUDY

- Check with your counselor to make sure you are on track to graduate on time.
- Take the ACT or SAT and make sure we get your scores by using code 9999.
- At the end of the year, ask your counselor to upload your official transcript.

Grade 12—GRADUATE

- Take the ACT or SAT again, if necessary, and make sure we get your scores by using code 9999.
- Request your final amateurism certification after April 1.
- After you graduate, ask your counselor to upload your final official transcript with proof of graduation.



Division I Academic Requirements

(For Division II, visit www.eligibilitycenter.org)

College-bound student-athletes will need to meet the following academic requirements to practice, receive athletics scholarships, and/or compete during their first year.

Core-Course Requirement

Complete 16 core courses in the following areas:

- | | |
|---|--|
| <ul style="list-style-type: none"> • 4 years of English • 3 years of math (Algebra I or higher) • 2 years of natural/physical science (1 year of lab if offered) | <ul style="list-style-type: none"> • 1 year of additional English, math or natural/physical science • 2 years of social science • 4 years of additional courses (any area above, foreign language or comparative religion/philosophy) |
|---|--|

Full Qualifier

- Complete 16 core courses:
 - Ten of the 16 core courses must be completed before the seventh semester (senior year) of high school
 - Seven of the 10 core courses must be in English, math, or science
- Earn a core-course GPA of at least 2.300
- Earn the ACT/SAT score matching your core-course GPA on the Division I sliding scale (see next page)
- Graduate high school

Academic Redshirt

- Complete 16 core courses
- Earn a core-course GPA of at least 2.000
- Earn the ACT/SAT score matching your core-course GPA on the Division I sliding scale (see next page)
- Graduate high school

Full Qualifier: College-bound student-athletes may practice, compete and receive athletics scholarship during their first year of enrollment at an NCAA Division I school.

Academic Redshirt: College-bound student-athletes may receive athletics scholarships during their first year of enrollment and may practice during their first regular academic term but may NOT compete during their first year of enrollment.

Nonqualifier: College-bound student-athletes cannot practice, receive athletics scholarships or compete during their first year of enrollment at an NCAA Division I school.

Test Scores

When you register for the SAT or ACT, use the NCAA Eligibility Center code of 9999 so your scores are sent directly to the NCAA Eligibility Center from the testing agency. Test scores on transcripts will not be used in your academic certification.

A combined SAT score is calculated by adding reading and math sub scores. An ACT sum score is calculated by adding English, math, reading and science sub scores. You may take the SAT or ACT an unlimited number of times before you enroll full time in college. If you take either test more than once, the best sub score from different tests are used to meet initial eligibility requirements.

If you take the current SAT before March 2016 and then take the redesigned SAT at a later date, the NCAA Eligibility Center will not combine section scores from the current and redesigned SAT when determining your initial eligibility. The NCAA Eligibility Center will only combine section scores from the same version of the test. Because the redesigned SAT varies in design and measures different academic concepts than the current SAT, a numerical score on the current test may not be equivalent to the same numerical score on the redesigned test.

DIVISION I FULL QUALIFIER SLIDING SCALE

Core GPA	SAT Reading/Math	ACT Sum	Core GPA	SAT Reading/Math	ACT Sum	ACADEMIC REDSHIRT
3.550	400	37	2.750	720	59	
3.525	410	38	2.725	730	60	
3.500	420	39	2.700	740	61	
3.475	430	40	2.675	750	61	
3.450	440	41	2.650	760	62	
3.425	450	41	2.625	770	63	
3.400	460	42	2.600	780	64	
3.375	470	42	2.575	790	65	
3.350	480	43	2.550	800	66	
3.325	490	44	2.525	810	67	
3.300	500	44	2.500	820	68	
3.275	510	45	2.475	830	69	
3.250	520	46	2.450	840	70	
3.225	530	46	2.425	850	70	
3.200	540	47	2.400	860	71	
3.175	550	47	2.375	870	72	
3.150	560	48	2.350	880	73	
3.125	570	49	2.325	890	74	
3.100	580	49	2.300	900	75	
3.075	590	50	2.299	910	76	
3.050	600	50	2.275	910	76	
3.025	610	51	2.250	920	77	
3.000	620	52	2.225	930	78	
2.975	630	52	2.200	940	79	
2.950	640	53	2.175	950	80	
2.925	650	53	2.150	960	81	
2.900	660	54	2.125	970	82	
2.875	670	55	2.100	980	83	
2.850	680	56	2.075	990	84	
2.825	690	56	2.050	1000	85	
2.800	700	57	2.025	1010	86	
2.775	710	58	2.000	1020	86	

THIS PAGE INTENTIONALLY LEFT BLANK

Code of Conduct for Students






Welcome to The School District of Lee County



We are proud of the positive learning environment and general tone of good discipline that exists in the elementary schools of Lee County. These have been achieved through a cooperative effort among students, school personnel, and parents to establish an orderly and purposeful educational atmosphere.

As students' progress in our public schools, it is reasonable to assume that an increase in age and maturity will result in the students assuming greater responsibility for their actions. It is recognized that differences in age and maturity sometimes require different types of disciplinary action. Although the procedures identified apply to all students, each case is evaluated individually.

The Code of Conduct for Students is published to communicate clearly the behavioral expectations for students in prekindergarten through grade five and to summarize the policies of The School District of Lee County related to the management of student conduct. This handbook:

	States the authority of school personnel to control and discipline students.
	Outlines the responsibilities and rights of elementary school students.
	Defines the rules of conduct and the behavioral expectations for elementary school students.
	Identifies the consequences for violations of the rules of conduct.
	Clarifies the procedures for processing disciplinary infractions.

Since parents/guardians can be held responsible for the actions of their children, they also should become familiar with the rules and expectations described in this handbook. Please read and discuss this important document with your child.

INTRODUCTION

The School District of Lee County is committed to be a world class school system with a focus on improved student achievement so that all students meet or exceed rigorous standards. With this vision in mind, The School District of Lee County has developed the *Code of Conduct for Students* to clearly communicate the behavioral expectations necessary for maintaining a safe and orderly learning environment.

The *Code of Conduct for Students* has been developed to help your child gain the greatest possible benefit from his or her school experiences. This code defines the responsibilities and rights of students attending Lee County Public Schools and clearly identifies the consequences for student actions that violate this code. The school needs your help and cooperation. Students, families, and schools working together will help establish and maintain a safe and purposeful atmosphere in the schools where students can learn to their full potential.

SCOPE OF AUTHORITY

The *Code of Conduct for Students* applies to all students enrolled in The School District of Lee County.

Students enrolled in The School District of Lee County are subject to the law, rules, regulations, and policies of the State of Florida and The School Board of Lee County, Florida, anytime:

1. a student is on School Board owned property;
2. a student is attending school;
3. a student is presumed by law to be attending school;
4. a student is being transported to or from school or school-sponsored events at public or school expense; and
5. a student is in attendance at or participating in a school-sponsored activity.

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 or the principal's designee. (1003.31, Florida Statutes)

It is beyond the scope of this handbook to identify all potentially relevant state laws, rules, regulations, or The School Board of Lee County policies that may apply to a specific disciplinary case.

AUTHORITY OF SCHOOL PERSONNEL

Teachers and other school staff members have authority for the control and discipline of students assigned to them on campus, as well as in other places where they may supervise students. Students are expected and required to follow the requests and directives of all teachers and school staff members, school volunteers, and chaperones when on School Board owned property or at other places where they are under the direct supervision of School Board personnel. Teachers shall make every reasonable effort to control classroom disruptions or misbehavior by students. However, if a disruption or misbehavior persists, or if the disruption is severe, the teacher shall direct the student to an appropriate administrator with a description of the incident on a referral form provided by the administration. (1003.32, Florida Statutes)

Students may be subject to discipline for violation of the code even if that conduct occurs on property not owned or controlled by the Board, but that is connected to activities or incidents that have occurred on property owned or controlled by the Board, or conduct that, regardless of where it occurs, is directed at a Board official or employee, or the property of such official or employee.

In relation to student safety, Florida Statutes and State Board Rules provide the following:

- Teachers and other instructional personnel have the authority to use reasonable force to protect themselves or others from injury and to press charges against a student if a crime has been committed on school property, on school-sponsored transportation, or during school-sponsored activities. (1003.32, Florida Statutes)
- Teachers are authorized to remove a student who is unruly, disruptive or abusive, as well as any student who repeatedly interferes with the teacher's ability to communicate with the class or the ability of the student's classmates to learn. (1003.32, Florida Statutes)
- School personnel only need reasonable suspicion to search lockers or other storage areas. (1006.09, Florida Statutes)

- A principal, teacher, or other staff member or bus driver shall not be civilly or criminally liable for any action carried out in conformity with School Board rules regarding the control, discipline, suspension and expulsion of students, except in the case of excessive force or cruel and unusual punishment. (1006.11, Florida Statutes)
- National origin minority or limited English proficient students shall not be subjected to any disciplinary action because of their use of a language other than English. (State Board Rule 6A-6.0908)

NOTIFICATION OF PARENTAL RIGHTS

Federal and state laws provide parents/guardians the following rights:

1. The right to inspect their children's instructional materials, including teachers' manuals, films, tapes, or other supplementary material used in connection with any survey or evaluation as part of any applicable program. (Source: 20 United States Code 1232h)
2. The right to give prior written consent anytime their non-emancipated minor child is asked to submit to a survey, analysis, or evaluation that reveals information concerning the following areas:
 - political affiliations;
 - mental and psychological problems potentially embarrassing to the student or his or her family;
 - sex behavior and attitudes;
 - illegal, antisocial, self-incriminating and demeaning behavior;
 - critical appraisals of other individuals with whom respondents have close family relationships;
 - legally recognized privileged or family relationships, such as those of lawyers, physicians and ministers;
 - income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program). (Source: 20 United States Code 1232h)
 - religious practices, affiliations, or beliefs of the student or student's parent;
3. On behalf of their children, to obtain an exemption from the teaching of disease, its symptoms, development, and treatment (including the use of instructional aids and materials concerning such subjects and/or the viewing of pictures or motion pictures that teach about disease). An exemption may be claimed if the above matter conflicts with the religious beliefs of the student, or that of his or her parent/guardian, and/or conflicts with the teachings of the child's religious institution. Schools shall provide written notice to parents in advance of said activities and shall advise parents of their rights to claim an exemption. Children for whom exemptions are requested shall be given an alternate assignment and shall not be penalized. (Source: Section 1003.46 and 1003.42, Florida Statutes.)
4. On behalf of their children, to obtain an exemption from reproductive health or HIV/AIDS instructional activities, schools shall provide written notice to parents in advance of said activities and shall advise parents of their right to claim an exemption. Children for whom exemptions are requested shall be given an alternate assignment and shall not be penalized. (Source: Section 1003.42, Florida Statutes.)

Upon request, your child's school will provide to you a form which, when completed and returned to the school, will assist you in the exercise of these rights.

Teacher Teaching Out-of-Field

A parent whose student is assigned an out-of-field teacher may request that his or her child be transferred to an in-field classroom teacher within the school and grade in which the student is currently enrolled.

The request must be approved or denied within two weeks of the request. An in-field teacher must be employed by the school in the student's course or grade level and the transfer must not violate the maximum class size pursuant to Section 1003.03, Florida Statutes and Article IX, Section 1 of The Florida Constitution.

If the transfer is denied the school must notify the parent and specify the reasons of denial (Section 1012.42, Florida Statutes)

Additional Choice Options

A parent may request his or her child be transferred to another classroom teacher. A parent does not have the right to choose a specific classroom teacher.

The request must be approved or denied by the school principal within 2 weeks after receiving the request. If the request is denied the school must notify the parent and specify the reasons for the denial. (Section 1003.3101, Florida Statutes)



STUDENT RIGHTS AND RESPONSIBILITIES

Students attending the Lee County Public Schools have the right to a free and appropriate education, including the right to equal educational opportunities without regard to race, national origin, sex, disability or marital status. It is the intent of this section to allow students maximum freedom under law, commensurate with the school's responsibility for student health, safety and welfare.

Students must realize that with every right comes a responsibility, and should conduct themselves appropriately on and off campus. Within every school, the principal and staff have the responsibility and authority for maintaining an orderly educational process.

Students have the Right to Learn

Right	Responsibility
<ul style="list-style-type: none"> Attend school and benefit from quality educational opportunities Equal access to any extracurricular activity Receive an appropriate education, including instruction using texts and materials at a level which allows an opportunity for success To study all subjects under qualified instructors in an atmosphere free from bias and prejudice To know in advance how grades in a class will be determined To receive academic, career, or personal counseling To participate in all school-sponsored extracurricular activities, sports or field trips without regard to gender, race, color, religion, ethnic or national origin, political beliefs, marital status, age, sexual orientation, social and family background, linguistic preference, pregnancy or disability To participate in challenging, creative, academic programs at all levels in elementary, middle, and senior high schools To receive an academic grade that reflects their achievement To be notified when they are performing unsatisfactorily 	<ul style="list-style-type: none"> Attend school and all classes on a regular basis Involve self in activities Participate in educational opportunities and complete classroom assignments and homework to the best of their abilities Contribute to the development of a positive climate in the school that is conducive to wholesome learning and living To understand the teacher's grading system and keep up with their own progress in each class To seek academic, career, or personal counseling To represent our schools and community in a positive manner; exhibiting pride, politeness, respect and responsibility; and to comply with all conduct required by the <i>Code of Conduct for Students</i> To strive for academic growth by participating to their utmost ability To maintain reasonable standards of academic performance commensurate with their ability To make every effort to improve their performance upon receipt or notification of unsatisfactory performance

Students have the Right to Knowledge and Observation of the Code of Student Conduct

Right	Responsibility
<ul style="list-style-type: none"> A clear explanation of the <i>Code of Student Conduct</i> and the consequences of their misconduct 	<ul style="list-style-type: none"> Become familiar with <i>Code of Student Conduct</i> and observation of all school and classroom rules

Students have the Right to Respect

Right	Responsibility
<ul style="list-style-type: none"> To be treated with courtesy and respect The right to an environment where public or private property rights are respected The right to an environment free from bullying or harassment The right to use school properties, facilities and materials 	<ul style="list-style-type: none"> To show respect and courtesy to fellow students, all personnel and campus visitors To neither take or damage the property of other students, school personnel or the school To treat others with respect, with no interactions that bully or harass other students, school personnel or visitors to campus To respect and protect school properties, facilities and materials

<ul style="list-style-type: none"> • To expect safe conditions at school, at bus stops, on the school bus and during school-sponsored activities • The right to hear, examine and express divergent points of view • To peacefully assemble on school grounds or in school buildings • To enjoy reasonable degrees of privacy regarding their personal possessions unless the principal or designee has reasonable suspicion that they are in possession of or concealing materials prohibited by law • To organize and participate in associations and extracurricular activities within the school that are organized for any proper and lawful purposes. Group membership cannot be denied any student because of gender, race, color, religion, ethnic or national origin, political beliefs, marital status, age, sexual orientation, social and family background, linguistic preference, pregnancy or disability • To express themselves by speaking, writing, wearing, or displaying symbols of ethnic, cultural, or political values • To form and express their own opinions on controversial issues without jeopardizing relations with their teachers or the school 	<ul style="list-style-type: none"> • To respect the privacy and property of persons living in areas surrounding schools and bus stops. Additionally, the responsibility to contribute to a safe learning environment by reporting criminal acts and potentially harmful or dangerous situations to an adult. • To consider and respect the divergent points of view of others and also, to make sure that their personal expressions do not infringe on the rights of others • To plan, seek approval of, and conduct activities that are consistent with the educational objectives of the school; and to plan in a way that is not disruptive to the educational process or conflicting with school rules • To not carry or conceal any material prohibited by law or by the Code of Student Conduct • To seek prior and proper consent from administrators and other designated school personnel before organizing student associations and for meeting approved criteria for membership in clubs and organizations. • To accept the right of others to have differing viewpoints and to express themselves on those issues with which they disagree, in a manner that does not infringe upon the rights of others or interfere with the orderly educational process of the school. This should be done in a manner that is not obscene, libelous, or in violation of the school dress code • To become informed and knowledgeable about controversial issues and to express their opinion respectfully and without disrupting the educational environment or violating school rules
--	--



Florida Statute requires the Pledge of Allegiance to the flag to be recited in each school in the State of Florida at the beginning of each day. Upon receipt of a written request by his or her parent, a student has the right not to participate in reciting the Pledge. This includes not standing and placing the right hand over his or her chest. (1003.44, Florida Statute)



NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY INSTITUTIONS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 30 days of the day the School District receives a request for access.

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

2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading.

Parents or eligible students may ask the school principal to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading.

If the school principal decides not to amend the record as requested by the parent or eligible student, the school principal will notify the parent or eligible student of the decision and advise him or her of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task, such as an attorney, auditor, medical consultant, or therapist.

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

Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. "Directory information" includes: student name, address, telephone listing, electronic mail address, photograph, date and place of birth, dates of attendance, grade level, participation in officially recognized activities and sports, weight and height of members of athletic teams, degree, honors, and awards received, the most recent educational agency or institution attended, student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)

The student's parent/guardian must notify the school of their preference regarding the release of "directory information" by completing the *Code of Conduct for Students* Assurances page located in the front of this document. The page must be returned to the school immediately upon receipt of the *Code of Conduct for Students* by the student/parent.

In the absence of one of the two boxes being checked on the Assurances page in the front of this document regarding "directory information," the school reserves the right to release any of this information as it may consider desirable and in compliance with the law. The School District normally publishes the directory information as defined above for the purpose of release to the public in general.

School Board policy is available in each school for the interpretation of the educational records of students.

5. In compliance with 20 United States Code Section 7165, the School District of Lee County will, upon request, transfer the disciplinary records of a student, with respect to expulsion or external suspension, to any private or public elementary or secondary school at which the student seeks or is instructed to enroll.
6. 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. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, DC 20202-4605

STATEMENT OF NON-DISCRIMINATION POLICY

The School District of Lee County does not discriminate on the basis of gender, race, color, religion, sex, sexual orientation, national or ethnic origin, marital status, or disability, in the provision of educational programs, activities or employment opportunities and benefits that it operates, pursuant to the requirements of Title IX, Title VI, Title VII, Age Discrimination Act of 1967 and Section 504 of the Rehabilitation Act of 1973, 1992, Americans with Disabilities Act and the Florida Educational Equity Act of 1984. This policy extends to both employment by and admission to The School District of Lee County. Inquiries concerning Title IX, Title VI, Title VII, Age Discrimination Act of 1967 and Section 504, or the Americans with Disabilities Act should be directed to the Director of Professional Standards and Equity and/or the Director of Student Services. Established grievance procedures and appropriate discrimination complaint forms are available from the Office of Professional Standards and Equity, Student Services, or the Equity Coordinator at each school. Charges of violations of this policy should also be directed to the Director of Professional Standards and Equity and/or the Student Services Department. Complaints/inquiries regarding compliance with these regulations may be submitted in writing to your school Equity Coordinator.

**Student-Related Equity Issues
Director of Student Services
The School District of Lee County
2855 Colonial Boulevard
Fort Myers, FL 33966
(239) 337-8181
TTD/TTY (239) 335-1512**

**Employee-Related Equity Issues
Director of Professional Standards and
Equity
The School District of Lee County
2855 Colonial Boulevard
Fort Myers, FL 33966
(239) 337-8330
TTD/TTY (239) 335-1512**

Florida Educational Equity Act states that 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 education is prohibited [1000.05 F.S.].

DISCRIMINATION GRIEVANCE POLICY

If a student feels he/she has been discriminated against, he/she may appeal a decision based upon any policy or procedure. First the student is to discuss the matter with his/her teacher, site based equity coordinator or guidance counselor. If the conflict still exists, the student should then discuss the matter with the School Administrator. If the conflict is not resolved the student may appeal to the Director of Student Services at 337-8181. After review at this level and if the student is not satisfied with the resolution, an appeal may be submitted in writing to the Chief Academic Officer, 2855 Colonial Boulevard, Fort Myers, FL 33966, followed by the Superintendent of Lee County Schools, and finally the School Board of Lee County.

If a student feels his/her concerns have not been satisfied at the local level, the student is free to contact the U.S. Department of Education, Office for Civil Rights, Atlanta Office, Southern Division, 61 Forsyth Street, S.W., Suite 3B70, Atlanta, GA 30303-8909.

BULLYING/HARASSMENT

Section 1006.147, Florida Statutes, prohibits bullying or harassment of any student or employee of a public K – 12 educational institution. The District will not tolerate bullying or harassment of any type. All students and employees have the right to feel respected, secure and safe while participating in school and school related activities. School District policy and procedures are specified in School Board Policy 4.14. The policy requires that:

- All incidents of bullying or harassment be reported to the designated administrator.
- All allegations of bullying or harassment are investigated in a timely manner.
- Parents of both parties (the alleged bully and the target) are notified that the investigation is occurring.
- Parents are notified of the outcome of the investigation.
- Interventions and disciplinary consequences will be provided to a student who has committed an act (or acts) of bullying.
- The student who is the target of the behavior receives appropriate interventions and follow up.



Bullying or Harassment may be because of race, color, national origin or ethnicity, disability, gender or sexual preferences.

Bullying includes cyber bullying and means systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. It is further defined as unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by a student or adult that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation; and may involve, but is not limited to:

- Teasing
- Stalking
- Destruction of property
- Intimidation
- Public or private humiliation
- Sexual, religious, or racial harassment
- Threat
- Theft
- Social exclusion
- Physical violence
- Cyberbullying

Harassment is any threatening, insulting or dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct that 1) places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property, 2) has the effect of substantially interfering with a student's educational performance, opportunities, or 3) has the effect of substantially disrupting the orderly operation of a school including any course of conduct directed at a specific person that causes substantial emotional distress in such a person and serves no legitimate purpose.

Bullying or Harassment may be because of Race or Color, National Origin or Ethnicity, or Disability; but may not be attributable to any of those factors. **Harassment** (including sexual harassment) based on race, color, national origin and disability are against the law. **Discrimination** based on race, color and national origin is against the law.

Examples of conduct which may constitute bullying or harassment include:

- Graffiti containing offensive language
- Name calling, jokes, or rumors
- Threatening or conduct directed at another because of one's race, color, ethnicity, national origin, disability, or personal attributes
- Notes or cartoons related to one's race, color, ethnicity, national origin, disability, or personal attributes
- Racial slurs, negative stereotypes and hostile acts based on one's personal attributes
- A physical act of aggression or assault upon another because of, or in a manner reasonably related to, race, color, ethnicity, national origin, disability, personal attributes
- Other aggressive conduct such as theft or damage to property which is motivated by one's race, color, national origin, ethnicity, disability, or personal attributes

Sexual Harassment consists of unwanted verbal or physical behavior with sexual connotations 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; unwelcome and repeated sexual advances, requests for sexual favors and other inappropriate verbal, nonverbal, written, graphic, or physical conduct of a sexual nature. Examples of conduct which may constitute sexual harassment include:

- Touching oneself sexually or talking about one's sexual activities in front of others
- Coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts
- Sexually dirty jokes or gestures
- Graffiti of a sexual nature, or notes and cartoons of such
- Unwelcome touching, patting, pinching, or physical contact other than necessary restraining of student(s) by school personnel to avoid physical harm to persons or property
- Offensive or graphic posters or book covers
- Unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status.

If any words or actions make you feel uncomfortable or fearful, you need to tell a teacher, counselor, the principal or assistant principal or the equity coordinator.

You may also make a written report. It should be given to the principal.

Your right to privacy will be respected as much as possible.

The School District will take action if anyone tries to intimidate you or take action to harm you because you made such a report.

Bully Prevention Tips for Students

Are you being bullied?	Do you bully others?	Do you witness bullying?
<ol style="list-style-type: none"> 1. Always tell an adult. It is important to report so adults can help put a stop to bullying. 2. Stay in a group. If you spend time with other kids, you won't be an easy target and you'll have others to help if you get into a bad situation. 3. Try to stand up to the person who is bullying you. Tell the person that you don't like it, what they are doing is wrong, and that you want them to stop! 4. Make a joke. Sometimes humor can change a situation to a manageable one. 5. Remember, it is not your fault. No one deserves to be bullied. 	<ol style="list-style-type: none"> 1. Think about what you are doing and how it makes others feel. Put yourself in their shoes. Think about their feelings, and then don't do it! 2. Hurting others and making them feel bad is never cool. Think about how you feel when you are hurt yourself. 3. Talk to an adult. If you're not sure why you bully other kids or how to stop, then you need to talk about it. Parents, teachers, school counselors, and other trusted adults can help you to change your behavior, so you can make friends. 4. Respect yourself and treat others with the same respect you want. 	<ol style="list-style-type: none"> 1. Support someone who is being bullied. Try to spend time with him/her, including him/her in activities, or just talking to him/her. It will show you care. 2. Stand up to the person doing the bullying. Try to get other kids to join you. It's not easy to stand up to kids who bully, but it works! When the bully sees that other kids don't think it's cool, then the bully is more likely to stop. 3. Report the bullying to an adult. Many kids who are bullied are scared to talk about it because they are afraid that it will only get worse. Kids who bully are more likely to stop if they don't think they can get away with it.

Bully Prevention Tips for Parents

What do you do if your child is the target of a bully?	What if your child is the bully?	What if your child is a witness?
<ol style="list-style-type: none"> 1. Encourage your child to report bullying incidents to you. <u>(remember that bullying is repeated, is an imbalance of power, and is unwanted)</u> 2. Ask your child how he/she has tried to stop the bullying. 3. Coach your child in possible alternatives. 4. Treat the school as your ally. 5. Encourage your child to seek help and to report bullying incidents to someone he/she feels safe with at the school. 6. Use school personnel and other parents as resources in finding positive ways to encourage respectful behaviors at school. 7. Encourage your child to continue to talk with you about all bullying incidents. 	<ol style="list-style-type: none"> 1. Stay calm! 2. Set limits for your child. Monitor television, video games, and music activities. Limit the time your child spends engaged with violent content. 3. Positively reinforce appropriate resolution of conflicts. 4. Discuss how other people feel when they are hurt by someone else's words or actions. 5. Teach your child ways to get their needs met other than bullying. 6. Talk to your child's school. Explain that your child is working on changing his/her behavior and find out how you can work together with them to support this change. 7. Be patient! Change takes time. Praise ANY positive change. 	<ol style="list-style-type: none"> 1. Teach your child how to safely challenge a bully. 2. Talk to your child about ways to empower the target. Don't laugh along with the bully, don't join forces with the bully, support a target, tell an adult. 3. Encourage your child to find a positive peer group. 4. Keep open lines of communication – let them know they can report any bullying incidents they witness to you. 5. Let your child see you solve conflicts in an appropriate way! 6. Be a voice at your child's school. Join forces with school staff to maintain a bully-free environment. 7. Work together with other parents to support your kids!

Bullying Programs

Section 1006.147, Florida Statutes

List of Bullying Programs Authorized by the School District

- Second Step
- Bully Safe
- Bully Busters
- Bang Bang You're Dead
- Pacer's We Will Curriculum
- Common Sense Media Educational Resources for Digital Citizenship





**The School District of Lee County
Bully Prevention Contract
Student and Parent/Guardian Agreement**

Everyone has a right to feel physically and emotionally safe at school. I will do everything I can personally, as a member of my school's community, to create and preserve a physically and emotionally safe environment.

Student's responsibility:

I will commit that I will not bully my peers. When I witness bullying, I will report it to an adult.

Student's Name

Grade

Student's Signature

Date

Parent's responsibility:

I commit to encouraging my child to always respect others. I have instructed my child not to bully. I have advised my child to report any bullying to the authorities.

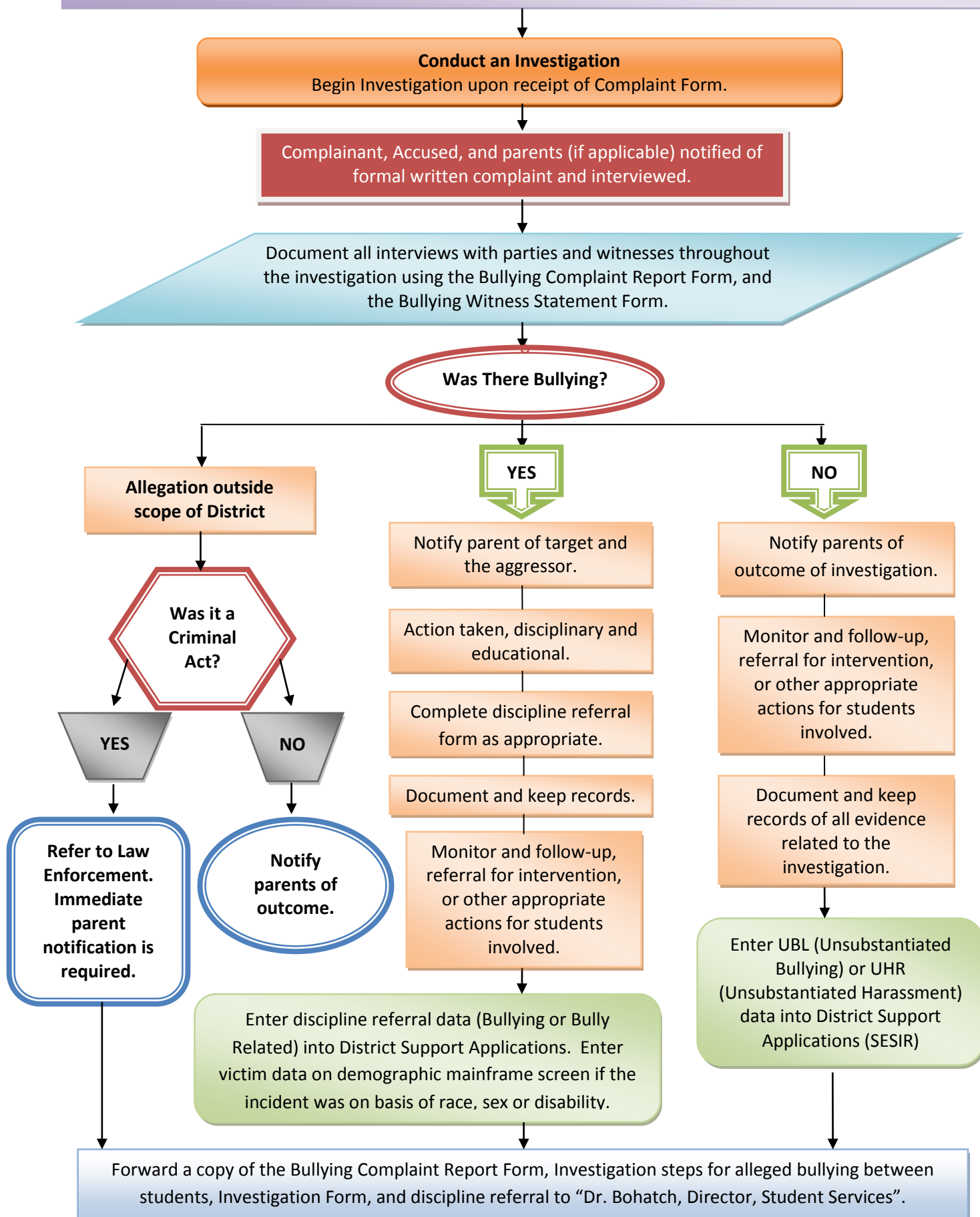
Parent/Guardian Signature

Date

This contract is an agreement between student and parent/guardian.

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

School District of Lee County Alleged Bullying Investigation Process:
(Initiated when complaint received)



ATTENDANCE

Students have the right to a free and appropriate public education, but they assume the responsibility to attend regularly and on time. Parents/guardians are responsible for the attendance of their children within the compulsory attendance age, 6 to 16 (Section 1003.24, Florida Statutes). Parents have the responsibility to inform the school of their child's absences and to explain the cause of each absence (Section 1003.24, Florida Statutes). Regular school attendance promotes academic success. Tardies deprive students of important instructional time. Excessive tardies may result in disciplinary action.

Attendance Standard

- A. All students are expected to be on time and present each day school is open during the school year.
- B. Students may not be absent from school without permission of the principal/designee.
 - 1. The school principal or designee is the only person authorized to excuse a student's absence.
 - 2. A note from a parent/guardian is a request that a student's absence be excused.
 - 3. When a student accumulates an excessive number of absences (5 days in a calendar month or 10 days within 90 calendar days) and additional absences occur which are caused by illness, a written statement from a physician verifying that the absence was caused by an illness may be required by the principal to be submitted by the parent/guardian (School Board Policy 4.16).
- C. Habitual tardiness is defined as six (6) or more tardies to school or to an individual class per quarter.
- D. For enforcement of compulsory school attendance, three unexcused tardies or unexcused early sign-outs may, at the discretion of the school principal, be considered equal to one day of absence.

MAKE-UP WORK

A student who is absent and the absence is determined to be an excused absence, as defined by School Board Policy 4.16, is required to make up all course work missed. It is the student's responsibility to obtain assignments from the appropriate teacher(s) upon returning to class immediately following an absence. The student will be given the number of days absent plus one additional day to make up all work missed for full credit.

BICYCLE HELMETS

A bicycle rider or passengers under 16 years of age must wear a bicycle helmet that meets the standards of the American National Standards Institute. (Section 316.2065, Florida Statute) Bicycle helmets must be worn by anyone under the age of 16 riding or a passenger on a bicycle on School Board-owned property.

BUS TRANSPORTATION

Riding the bus is a privilege. A student who violates these rules will be reported to the school principal who has authority to suspend that student from bus transportation. A bus suspension does **not** mean that a student is suspended from attending school. When a student is serving a bus suspension, they are still required to attend school.

School bus drivers have the authority to monitor and control the behavior of students anytime they are being transported to and from school or school functions. (1006.10, Florida Statutes)

These rules are in the interest of student safety and apply to all students when they are being transported on a school bus. These rules are posted in all of The School District of Lee County buses.

- 1. The driver is in full charge of the bus, and students must obey the driver.
- 2. Students shall keep assigned seats at all times with arms and head inside the bus.
- 3. Eating, drinking, or chewing gum will not be allowed on the school bus.
- 4. Anything that interferes with student safety will not be permitted.
- 5. Use of personal electronic devices is allowed when audible to individual listener only. Students are not permitted to use an electronic device or camera to record activities on a school bus. (Possession of all personal electronic devices, including cell phones, is done at the student's own risk and the school assumes no responsibility, legal or otherwise, with regards to these items.)
- 6. Students who make false reports while riding a school bus will face disciplinary action per the Code of Conduct.



Requests To Ride A Different Bus Or Use Another Stop

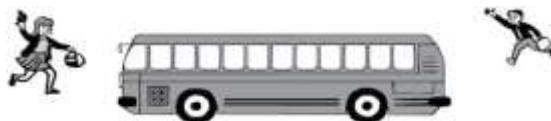
Any request to ride a bus other than the one assigned or to get off at a different stop on the student's regular bus **must be signed by the parent/guardian and approved by an authorized school administrator.**

Permission for a student to ride a bus other than the one assigned, or to get off at a stop other than the one assigned, **should be approved only in cases of an emergency.** Normally students are required to be discharged at the same stop where they were picked up.

Riding other buses for the purpose of going home with friends, going to work, going to non-school meetings and clubs, private lessons, and other personal conveniences **WILL NOT BE APPROVED.**

Suspension of bus-riding privileges may result when a student violates the *Code of Conduct for Students*. The consequences for violation of these rules are not limited to removal of bus-riding privileges, since other sanctions, up to and including school suspension or expulsion, may be imposed when warranted.

THE SCHOOL DISTRICT OF LEE COUNTY, FLORIDA TRANSPORTATION ZONES



<u>WEST ZONE OFFICE</u> (772-2349)	<u>SOUTH ZONE OFFICE</u> (590-4000)	<u>EAST ZONE OFFICE</u> *(303-7400) - **(303-5999)
<p>*****</p> <p>Caloosa Elementary Caloosa Middle Cape Elementary Cape Coral High Cape Coral Institute of Technology Challenger Middle Diplomat Elementary Diplomat Middle Dr.Carrie D.Robinson Littleton Elem. Gulf Elementary Gulf Middle Hancock Creek Elementary Hector A. Cafferata Jr. Elementary Ida S. Baker High Island Coast High J. Colin English Elementary Mariner Middle Mariner High North Fort Myers Academy/Arts North Fort Myers High Patriot Elementary Pelican Elementary Pine Island Elementary Skyline Elementary Trafalgar Elementary Trafalgar Middle Tropic Isles Elementary</p>	<p>*****</p> <p>Allen Park Elementary Bonita Springs Elementary Bonita Springs Middle Bonita Springs High Colonial Elementary Cypress Lake Middle Cypress Lake High Dunbar High (Technology Magnet) Edison Park Creative/Expressive Arts Estero High Fort Myers Beach Elementary Fort Myers High Fort Myers Institute of Technology Fort Myers Middle Academy Franklin Park Elementary Heights Elementary LAMP Lexington Middle Orangewood Elementary P.L. Dunbar Middle Pinewoods Elementary Rayma C. Page Elementary Ray V. Pottorf Elementary Royal Palm Exceptional Center San Carlos Park Elementary South Fort Myers High Spring Creek Elementary Success Academy Tanglewood Riverside The Sanibel School Three Oaks Elementary Three Oaks Middle Villas Elementary</p>	<p>*****</p> <p>Bayshore Elementary Buckingham Exceptional Dunbar High (Technology Magnet) Fort Myers Institute of Technology East Lee County High Edgewood Academy G. Weaver Hipps Elementary Gateway Elementary Harns Marsh Elementary Harns Marsh Middle James Stephens International Academy Lehigh Elementary Lehigh Acres Middle Lehigh Senior High Manatee Elementary Mirror Lakes Elementary Oak Hammock Middle Orange River Elementary River Hall Elementary Riverdale High Sunshine Elementary The Alva School Tice Elementary Tortuga Preserve Elementary Treeline Elementary Varsity Lakes Middle Veterans Park Academy for the Arts</p> <p style="text-align: right;">*Buckingham Office ** Lehigh Office</p>

If you have specific questions or concerns regarding bus transportation issues, please contact the Transportation Department at 334-0211. If after hours, please call the individual zone (at the respective number listed above) up until 7:00 p.m.



STUDENT DRESS CODE

The purpose of the Dress Code is to encourage students to focus on the learning process without the distractions of unsuitable dress and grooming. Students shall maintain a clean, orderly appearance at all times.

The responsibility for the personal appearance of the student rests with the parent/guardian and the student. Personal appearance shall not disrupt the educational process. A student who is dressed appropriately is demonstrating a respect for self and others, as well as contributing to a safe and orderly learning environment. The following establishes the minimum acceptable standards for student dress to be interpreted and enforced by the principal or designee. Each principal has the authority with his or her staff and community, as permitted by School Board policy, to establish additional standards at individual schools.

For schools with a uniform policy, refer to the school's student handbook for additional dress code information regarding specific school standards.

1. Apparel shall be adequate in both length and coverage to be considered appropriate for school.
2. Pants shall be worn fastened and at the waist with no undergarments showing.
3. Pants with holes, tears, etc. may not be worn, if in the principal's judgment, they may cause a disruption to the school environment.
4. Shirts or blouses shall be appropriately fastened in accord with the design of that shirt or blouse. The length shall extend beyond the waist level.
5. Clothing that exposes underwear or body parts in an indecent or vulgar manner are prohibited.
6. Transparent or see-through tops, bare midriff, strapless, low-cut clothing, or tops and outfits that provide minimum coverage or are of a suggestive nature are prohibited; halters, backless dresses or tops, tube tops, tank tops, muscle shirts, or any clothing which may be distracting are prohibited.
7. Any articles of clothing or jewelry that could likely cause injury such as chains, bracelets, rings, chokers with or without spikes, or studs are prohibited. Wallet chains of any length are prohibited.
8. Shoes shall be worn at all times.
9. Apparel, emblems, insignias, badges, or symbols that promote the use of alcohol, drugs, tobacco, or any other illegal activity are prohibited.
10. Apparel or symbols which may be gang-related may not be displayed on a student's person or in the student's possession.
11. Gang-related tattoos, or other tattoos that may cause a substantial disruption to the educational environment as determined by the principal, are prohibited.
12. Adornments that, in the principal's judgment could cause injury, be a safety risk or cause a disruption to the school environment may not be worn. Examples of prohibited adornments include, but are not limited to, hoops or rings attached to the nose, eyebrow, cheeks or lips.
13. The wearing on campus of hats, caps, headgear (including hoodies) or sunglasses except in conjunction with designated school-approved uniforms or at authorized athletic practices or activities is prohibited. There may be certain exceptions for medical conditions and physical education classes held outside. The principal will determine these exceptions.
14. Any method of public display (including clothing, nail polish, and other items that may be worn or carried) of an organization affiliated with controversial, obscene, or illegal activities on a person, may not be worn, if in the principal's judgement, they may cause a substantial disruption to the school environment.
15. Hair coloring or style that may cause a substantial disruption to the educational environment, as determined by the principal, is prohibited.
16. Long, oversized jerseys are prohibited.

Violations of Dress Code will result in the following corrective actions: (1006.07, Florida Statutes)

1st Offense: Verbal Warning and Parent Contact

2nd Offense: Loss of eligibility for participation in extracurricular activities (maximum of five days),
1 day ISS if not involved in extracurricular activities. Parent Contact.

3rd and Subsequent Offenses: Level II (2 days) loss of eligibility for participation in extracurricular activities
(maximum of 30 days), Verbal and written parent contact regarding consequences.

COMPUTER/NETWORK USAGE

NETWORK WARNING

The School District of Lee County, Florida considers the use of computer technology to be vital to the educational process. The District takes every precaution to ensure safe and responsible use of computer network and Internet resources. The District views information retrieval over the network and on local computer workstations in the same capacity as information retrieval from reference materials identified by schools. Specifically, the District supports those materials which will enhance research and inquiry abilities of the learner with directed guidance from faculty and staff. **Acceptable uses of network and other computing resources are activities which support learning and teaching in The School District of Lee County.**

With such wide access to computers and people all over the world, there is also the availability of material that may not be considered to be of educational value in the context of the school setting. There may be some material, individual contacts or communications which are not suitable for school-age children.

The School District of Lee County has taken precautions to manage access to inappropriate materials.

The School District will make every effort to provide appropriate supervision; however, it is impossible to control all materials on a global network (Internet). The school or District cannot prevent the possibility that some users may access material that is not consistent with the educational mission, goals and policies of the school or District, since access to the Internet may be obtained from sites other than a school.

It is a general policy that the District's Intranet environment, and Internet access resources are to be used in a responsible, efficient, ethical, and legal manner. Failure to adhere to the general policy and guidelines will result in suspension or revocation of the user's privileges of access.

Unacceptable uses of the network include, but are not limited to:

- violating the conditions of the Education Code dealing with students' rights to privacy;
- using profanity, obscenity, or other language, which is offensive to another user;
- reposting another individual's communications without the author's prior consent;
- copying commercial software in violation of copyright law or other copyright protected material;
- using the network for financial gain or for any commercial or illegal activity;
- using the network for product advertisement, political lobbying, or to unlawfully promote religion;
- the malicious attempt to harm or destroy data of another user or any other network is considered vandalism and is prohibited;
- improperly using telecommunication services or technology and/or posting inappropriate information on the web, during or after school hours that may interfere with the school environment.

POLICY

The School Board
of Lee County

2.202

Related Entries: (Not identified at this time)

ACCEPTABLE USE POLICY GOVERNING STUDENT USE OF PERSONAL ELECTRONIC MOBILE DEVICES

It is the intent of the School Board to permit the use of personal electronic devices during specified times. Students will be allowed to bring their own device to school. It is voluntary for students to bring their own personal electronic mobile devices to school. Students may utilize personal electronic mobile devices in designated areas for educational purposes when deemed appropriate by appropriate school personnel.

- (1) For the purposes of this policy a personal electronic mobile device shall include, but not be limited to the following:

A privately owned laptop, tablet computing device, netbook, notebook, e-Reader, iPod touch (or similar), or cell/smart phone.

- (2) Use of an electronic mobile device during the school day is a privilege. Therefore, all students must:
 - (a) Use only the District specified Wi-Fi network for all network and internet access and refrain from destroying or damaging District data, networks or other resources.
 - (b) Use all District internet filters and posted network security practices.
 - (c) Report network security risks or violations of network security to a school administrator.
 - (d) Refrain from creating ad-hoc, peer-to-peer, or other wireless networks with District or student owned devices including the use of wireless hotspots or other similar devices.
 - (e) Use the District network for instructional and school related purposes only.
 - (f) Follow copyright laws which prohibit the reproduction of content, eBooks, music, games or movies.
 - (g) Refrain from intentionally accessing, transmitting, copying or creating mobile apps, websites or other material that contains inappropriate information, content, advertisements or any material that is illegal, not age appropriate or inappropriate for a school environment.
 - (h) Comply with School Board Policy 2.20, Acceptable Use Policy Governing Internet and Technology Access.
- (3) Failure to follow the directives outlined in paragraph 2 above will result in appropriate disciplinary consequences as outlined in the Code of Conduct for Students.
- (4) Students that bring personal mobile electronic devices to school do so at their own risk. The District accepts no responsibility if a device is lost, stolen, misplaced, damaged or confiscated. The District accepts no responsibility for viruses, malware or other computer related issues associated with connecting to the District's network. The District accepts no responsibility for the costs associated with or that may result from the use of data or texting services by a student when using a personal mobile electronic device.
- (5) Students are responsible for charging and maintaining their personal mobile electronic device(s) and the District assumes no responsibility for same. This includes the use of anti-malware software, if applicable, on the personal mobile electronic device.

STATUTORY AUTHORITY: 1001.42, 1001.43 F.S.

RESPONSIBLE USE GUIDELINES FOR BRING YOUR OWN DEVICE (BYOD)

The Lee County School District is committed to prepare all students and teachers to fully maximize the integration of technology resources into the academic program. The internet and computers on our network are used to support the educational objectives of the Lee County School District. Use of these technologies is a privilege and is subject to a variety of terms and conditions as stated in School Board Policy 2.202. The school district retains the right to change such terms and conditions at any time.

1. Communication

I will use language that is appropriate when submitting academic work, participating in online forums and working collaboratively. I will be thoughtful and mindful about the language I use when posting online or sending messages to someone else. I will be mindful of how my words are interpreted by others. I will avoid using profanity or any language that is offensive to anyone.

2. Privacy

I understand that anything I do online or electronically is public information for everyone to see and it is monitored. I will avoid sharing personal information about myself, family, school, and others. This includes passwords, home addresses, phone numbers, ages, and birth date. I understand that devices are subject to inspection if a violation of School Board Policy 2.202 is suspected.

3. Honesty and Safety

I will avoid engaging in behavior that puts myself or others at risk. I will represent myself honestly. This includes accessing the network using only my account. I will seek help from an adult if I feel unsafe, bullied or witness unkind behavior. I will only communicate with people I know. I will follow safety guidelines posted by sites to which I subscribe.

4. Learning

I will have a positive attitude and be willing to explore different technologies. I understand that there may be items online that are untrue or untrustworthy. I agree to document and properly cite all information acquired through online sources, including but not limited to, images, music, and videos.

5. Respect for self and others

I will respond thoughtfully to the opinions, ideas and values of others. I will refrain from recording, transmitting, or posting photos, videos of any person, persons, or school events. I will avoid sending or sharing unkind or inappropriate emails or texts.

6. Respect for school and personal property

I will take care of all equipment on school campus. I will report misuse or inappropriate content to my teachers and adults. I will use technology for school-related purposes only.

7. Technology Usage

I take full responsibility for my device and will ensure that my device is ready for a day of learning. I am responsible to make sure it is charged and connected to the district Wi-Fi. I know that my devices may only be used in certain areas and at certain times. The BYOD Stop Light illustration helps me understand when and where I can use my device. I will look to my school's Usage Area Poster to see if I need to turn my device OFF, ASK FIRST, or USE.



OFF-CAMPUS FELONY ACTS

A student who has been formally charged, by the proper prosecuting attorney, with a felony or with a delinquent act which would be a felony if committed by an adult on other than school property, may be subject to suspension or expulsion from school, Section 1006.09, Florida Statutes, if that incident is shown in a school based hearing, to have an adverse impact on the educational program, discipline or welfare of the school in which the student is enrolled. If a student is adjudicated guilty of a felony or a delinquent act which would have been a felony if committed by an adult, then the student may be permanently reassigned to alternative placement.

School Authorities Reporting a Crime Involving a Student with a Disability

Section 300.535 of the Individuals with Disabilities Education Improvement Act of 2004 (IDEIA) requires that an agency (e.g., school) reporting a crime committed by a child with a disability must ensure that copies of the special education and disciplinary records of the child are transmitted for consideration by the appropriate authorities to whom the agency reports the crime. An agency reporting a crime under this section may transmit copies of the child's special education and disciplinary records only to the extent that the transmission is permitted by the Family Educational Rights and Privacy Act (FERPA). When the school authorities report the crime to law enforcement, the parent/guardian will be contacted and asked to give written permission for the transmission of the special education and disciplinary records.

SCHOOL VIOLENCE

ZERO TOLERANCE POLICY FOR SCHOOL-RELATED VIOLENT CRIMES AND FOR THE GUN-FREE

SCHOOL ACT – In order to comply with the State Board of Education Rule for Zero Tolerance for school-related violent crimes and for the Gun-Free School Act, families and students must understand that certain criminal acts, violent acts and disruptive behavior occurring on School Board property, on school-sponsored transportation, or during school-sponsored activities must be reported to local law enforcement. These acts include, but are not limited to: homicide, sexual battery, armed robbery, aggravated battery, battery on a teacher or other school personnel, kidnapping or abduction, arson, possession, use or sale of any firearm, razor blade, box cutter, knife or explosive device, willful property damage, bomb threats, conspiring or inciting a riot, trespassing on school property, possession or sale of illegal drugs or alcohol, and sexual harassment. The use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. Information about any alcohol and other drug counseling and rehabilitation programs is available through the guidance office. When a student is convicted or pleads no contest to certain violent crimes, the offender must be separated from the victim and siblings of the victim, upon notification from the Department of Juvenile Justice.

Section 1006.13, Florida Statute Policy of Zero Tolerance for Crime and Victimization requires that upon notification by the Department of Juvenile Justice the School District must assure that the offender is prohibited from attending the school or riding on a school bus whenever the victim or sibling of the victim is attending the same school or riding on the same school bus.

1. Any student committing violent criminal acts will be subject to the most severe consequences, which include suspension and expulsion.
2. Any student found possessing, selling, or using a firearm shall be subject to expulsion from the regular program for a period of not less than one (1) full year.
3. Any student who is charged with an aggravated assault, a battery or an aggravated battery against a School Board employee in violation of 784.081 shall be subject to reassignment or expulsion, as appropriate. Upon being charged with the offense, the student shall be removed from the classroom immediately and placed in an alternative setting pending disposition.
4. The aforementioned provisions adopt the **State Board of Education Rule for Zero Tolerance for School-Related Crimes and for the Gun-Free Schools Act.**

THREATS OF VIOLENCE POLICY (School Board Policy 4.09)

A. Purpose

The purpose of School Board Policy 4.09 is to outline the School Board's position with regard to the making of threats, suggestions or predictions of violence against any person, group or District-owned facility.

B. Process and Content

(1) Threats of Violence

a. "Zero" Tolerance

Students, staff, parents/guardians or any other person shall not make any verbal, written or electronically communicated (e-mail) threat, suggestion or prediction of violence against any person or group of persons or to any District-owned facility and shall result in immediate disciplinary action and referral to the appropriate law enforcement agency.

b. District Response

1. The Superintendent may recommend expulsion of a student to the School Board.
2. The Superintendent may recommend termination of an employee to the School Board.
3. Any threat, suggestion or prediction of violence made by a parent/guardian or other person shall be referred to the appropriate law enforcement agency.

c. Reporting Threats

Students shall report any and all threats of violence to a faculty member, guidance counselor, assistant principal or principal, or by calling the **Student Crimestoppers Hotline (1-800-780-TIPS)**. Staff members shall report any and all threats of violence to the principal, department head, or superintendent.

d. Responsibility for Damages

The District shall seek recovery from the student, staff member, parent/guardian, or other person responsible for any costs and/or damages incurred by the District as a result of a threat.

- (2) The School Board is committed to safe and orderly education environments and authorizes the Superintendent and District staff to respond rapidly to any threats, suggestions, or predictions of violence that occur on any District-owned property.

Illegal use, possession, or sale of controlled substances, by any student while on school property or in attendance at a school function is grounds for disciplinary action and may also result in criminal penalties being imposed. A controlled substance is defined in Chapter 893 of the Florida Statutes.

Any student who is determined to have brought a firearm, as defined in 18 U.S.C. s.921, to school, any school function, or on any school-sponsored transportation will be expelled, with or without continuing educational services, from the student's regular school for a period of not less than one (1) full year and referred for criminal prosecution.

REFERRAL PROCESS

REFERRAL PROCESS – In any situation where a violation of the *Code of Conduct for Students* or school's discipline plan is alleged, the principal or principal's designee shall hear the student's explanation and carry out an investigation before imposing any disciplinary action.

- A. Students accused of a violation of the *Code of Conduct for Students* or school's discipline plan which, in the opinion of the principal/designee, warrants disciplinary action including an out-of-school suspension or expulsion, shall be afforded the fundamental right of procedural due process. The degree of formality associated with a suspension conference or hearing depends upon the nature of the offense and the severity of the sanctions that may be imposed as a result.
- B. The principal or the principal's designee can suspend a student for a period of time not to exceed ten (10) school days at any one time. The principal's designated representative shall:
1. Provide opportunity for a hearing in which the student may explain what occurred.
 2. Make a good faith effort to immediately inform the student's parent/guardian by telephone of the student's out-of-school suspension and the reasons for the suspension.
 3. Notify the parent/guardian of the out-of-school suspension and the reasons for the suspension in writing within 24 hours by U.S. mail.
 4. Provide opportunities for students to make up work missed during the period of suspension in a timely manner.
- C. If it becomes necessary to consider a student for suspension from school attendance for a period of eight, nine or ten (10) school days, the principal or designated representative shall:
1. Make a good faith effort to notify the student and the student's parent/guardian of the consideration for suspension immediately and in writing.
 2. Provide an opportunity for the student to explain what occurred.
 3. Make certain that each student being considered for suspension is given a hearing, affording both sides ample opportunity to present his/her case. The decision to suspend shall be subsequent to the hearing and only on the basis of substantive evidence supporting the charges against the student.
 4. Immediately notify the student and the parent/guardian of the suspension in writing.

The School District of Lee County ensures that the policies and procedures for the discipline of a student eligible for Exceptional Education are in compliance with the Federal, State and District guidelines.

Only the principal or the principal's designee has the authority to suspend a student from class or school. The principal has the authority to reduce the number of days assigned for a suspension pending the outcome of a meeting with the parent(s) or guardian of the student.

If, during that time of an out-of-school suspension, the suspended student returns to campus or attends a school-related activity without the permission of the principal or designee, that student is subject to arrest and prosecution for trespassing.

NOTIFICATION OF OUT-OF-SCHOOL SUSPENSION – When a student is assigned out-of-school suspension, the principal or principal's designee will make a good faith effort to immediately inform the student's parent(s) or guardian by telephone. Each suspension and the reasons for the suspension shall be reported in writing within 24 hours to the parent(s) or guardian via U.S. mail.

INTERVENTIONS AND CORRECTIVE ACTIONS

Following a proven act of misconduct, the principal or his/her designee may provide interventions, apply corrective actions, or both. The follow-up will be determined by the seriousness of the misconduct, the behavioral history of the student, and the particular circumstances that surround the occurrence. Interventions and corrective actions will be applied, keeping in mind that the goal is to change a student's behavior. Conferences, plans, contracts, training, teaching and other possible interventions are provided on the chart following this section, as well as suggested corrective actions for each level of disciplinary infraction.

In addition, many Lee County Public Schools implement the School Wide Positive Behavior Support Program. Many more are in the implementation phase of the program.

School-Wide Positive Behavior Support (SW-PBS) is a proven, research and evidence-based behavior framework which consists of a set of clear expectations for behavior, consistent reward and incentive programs, data based decision making, and faculty support. It emphasizes teaching ALL students desired behaviors that lead to increased academic achievement and a safer more respectful school climate. SW-PBS also emphasizes the need for school staff to promote appropriate behaviors through explicit direct instruction, modeling, and reinforcement. Minor misbehaviors are viewed as teachable moments rather than discipline opportunities.

Strategies range from providing rewards and incentives for students who follow school-wide expectations to implementing effective social skills lessons with students needing higher tiers of support. A school-based team can work together to collect data and design interventions which may prevent referrals to more specialized programs. Progress monitoring for behavioral interventions is similar to progress monitoring for academic interventions. Data must be regularly collected and analyzed to determine if interventions are successful. Changes in the level of supports provided are dependent on the success or lack of success which indicates the need for more intensive interventions.

The *Student Code of Conduct* complements and supports the district-wide implementations of SW-PBS to foster student academic and behavioral success for ALL students.

LEVELS OF MISCONDUCT – There are three (3) levels of misconduct. The levels are determined by the seriousness of the act.

LEVEL I – Level I infractions are the least serious incidents. Addressing Level I incidents may include several possible interventions and corrective actions as listed on the following chart. It is important for these incidents to be promptly and properly addressed.

LEVEL II – Level II infractions are the next most serious incidents and require more formal corrective actions, as well as appropriate interventions. Some of the available corrective actions are defined below.

SUSPENSION – Suspension is a disciplinary sanction that temporarily removes a student from school or class(es) for a prescribed period of time not to exceed ten (10) school days. **The principal or the principal's designee shall make a good faith effort to employ parental assistance with alternative consequences for misconduct prior to suspending a student except in emergencies, disruptive conditions, or incidents involving serious misconduct.**

1. **In-School Suspension** is the assignment of a student to a specific activity, program or self-contained alternative classroom on the school campus where the student is assisted in regaining control of his or her conduct. Students serving in-school suspensions continue with their assigned schoolwork during the time that they are not attending regular classes.
2. Suspension, also referred to as **Out-of-School Suspension**, is the temporary removal of a student from all classes of instruction on public school grounds and all other school-sponsored activities, except as authorized by the principal 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.**
3. **Suspension of Bus-Riding Privileges** may result when a student violates the *Code of Conduct for Students*. The consequences for violation of these rules is not limited to removal of bus-riding privileges, since other sanctions, up to and including school suspension or expulsion, may be imposed when warranted.

LEVEL III – Level III infractions are the most serious and, following a thorough investigation into the incident, require timely disciplinary corrective actions. Interventions may or may not be appropriate, depending on the infraction and circumstances of the event. The options available for corrective actions range from suspension to expulsion from The School District of Lee County as recommended by the Principal.

In the case of Level III infractions, a school-based administrative review will be conducted to determine what interventions and consequence(s) are appropriate for the incident. Parents and student will be invited to participate in the administrative review, and be given the opportunity to present information regarding the incident.

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 forth by the School Board not to exceed the current school year plus one (1) additional year under the provisions of Section 1006.09, Florida Statutes. Expulsion is an extreme measure for use only after alternative measures to remedy improper behavior have failed or the student’s infractions are extremely severe. If a student is recommended for expulsion, he/she may request, in writing, a due process hearing, before an impartial hearing officer to challenge the recommendation as set forth in School Board Policy.

1. Early Readmission Criteria:

- a. A student, who has been expelled for a drug-related offense, may be considered for Early Readmission only when the student submits a letter to the Superintendent requesting a hearing, provides three (3) letters of reference, and shows proof of successful completion of a state-licensed drug abuse program, including random drug testing for each month of the remaining period of expulsion. Results of each monthly testing will be sent to the Superintendent’s designee for review. If the student fails to provide proof of the test at the end of any month or if the test shows a positive result for the presence of a controlled substance, the remaining period of the original expulsion will be reinstated.
- b. A student, who has been expelled for reasons other than a drug-related offense, may be considered for Early Readmission only when the student submits a letter to the Superintendent requesting a hearing, provides three (3) letters of reference, and shows proof of completion of successful counseling by a licensed therapist.

Note: In order to meet the deadline for Early Readmission to take place, the written request to the Superintendent must be received by the Student Services Department at least 30 days prior to the beginning of the school year or 30 days prior to the Winter Break.

2. Expulsion from the regular school program for off-campus acts may occur when a student has been formally charged with a felony, or adjudicated guilty of a felony, or a delinquent act which would be a felony if committed by an adult off school property.
3. If a student has been expelled, the student must be out of school for at least 180 calendar days subsequent to the Order of Expulsion before the School Board will consider a recommendation for Early Readmission.
4. If approved for Early Readmission, a student may only reenter school at the beginning of a school year or at the beginning of a semester.

OFFENSES AND DISCIPLINARY ACTION

Forty-three offenses, definitions and options for corrective action are listed in the *Elementary Code of Conduct for Students*.

Students committing an act during the time they are attending school, or during non-school hours that causes a substantial disruption to the educational process, or riding the school bus, or at a school-sponsored activity and during the time they are on School Board premises shall be subject to the laws, regulations of the State Board of Education, the rules and policies of the School Board and the *Code of Conduct for Students*, and shall be under the control and direction of the principal or designee. Each principal has the authority with his or her staff and community, as permitted by School Board policy, to establish additional standards at individual schools. Zero tolerance offenses shall be reported to local law enforcement agencies.

Any discrepancies between the <i>Code of Conduct for Students</i> and School Handbooks will be resolved in favor of the consequences outlined in the <i>Code of Conduct for Students</i>.
--

The School District’s definition of weapons is broader than the definition for weapons in Chapter 790 State Statutes.
--

The *Code of Conduct for Students* designates disciplinary corrective action in levels. The following table lists possible interventions and corrective actions for each level.

Level I Behaviors

Behaviors	Range of Corrective Strategies
<p>Level I Behaviors are acts that disrupt the orderly operation of the classroom, school function, and extracurricular activities or approved transportation. Level 1 behaviors are the least serious incidents.</p> <p>Level I</p> <ul style="list-style-type: none"> • Cheating • Dress Code Violation • Horseplay • No Show Discipline • Other Rule Violations • Peer Conflict • Petty Theft • Profanity • Skipping • Tardiness • Tobacco • Unauthorized Area 	<p>Addressing level I behaviors may include several possible interventions and corrective actions as listed from Plan 1.</p> <p>Plan 1</p> <ul style="list-style-type: none"> • Adjustment of student's program/change of schedule • After school detention • Assign peer or adult mentor • Behavior Contract/Plan • Community Service • Community Service Learning Project • Extra-curricular suspension • Internal suspension • Lunch detention • Parent/guardian contact • Participation in counseling session related to incident • Require Daily/Weekly Progress Reports • Restorative Practices <ul style="list-style-type: none"> -Classroom Circle -Conferencing -Letter of Apology -Peer Mediation -Restorative Agreements/Plan • Reverse suspensions • Review rules/expectations • Saturday school • Schedule adjustment • Student, parent/guardian/staff conference • Temporary loss of bus privileges • Tobacco Cessation Course • Verbal warning

Level II Behaviors

Behaviors	Range of Corrective Strategies
<p>Level II Behaviors are more serious behaviors and require more formal interventions and corrective actions.</p> <p>Level II</p> <ul style="list-style-type: none"> ● Breaking/Entering ● Bullying ● Disruption on Campus ● Disruptive Behavior ● Electronics/Telecommunications Devices ● False Accusation ● Fighting ● Forgery ● Gang Related ● Harassment ● Hazing ● Insubordination ● Larceny ● Other Major ● Paraphernalia ● Physical Attack ● Profanity ● Robbery ● Safety Violation ● Sexual Harassment ● Threat Intimidation ● Trespassing ● Vandalism 	<p>Addressing level II behaviors may include several possible interventions and corrective actions as listed from Plan 2.</p> <p>Plan 2</p> <ul style="list-style-type: none"> ● Adjustment of student's program/change of schedule ● After school detention ● Alternate to Suspension Program ● Assign peer or adult mentor ● Behavior Contract/Plan ● Community Service ● Community Service Learning Project ● Extra-curricular suspension ● Internal suspension ● Out-of-School Suspension ● Participation in counseling session related to incident ● Require Daily/Weekly Progress Reports ● Restorative Practices <ul style="list-style-type: none"> -Classroom Circle -Conferencing -Letter of Apology -Peer Mediation -Restorative Agreements/Plan ● Reverse Suspensions ● Saturday school ● Student, parent/guardian/staff conference ● Temporary loss of bus privileges
<p>Students committing repeated Level II offenses may be recommended for more intensive services to meet individual needs.</p>	

Level III Behaviors

Behaviors	Range of Corrective Strategies
<p>Level III Behaviors are acts that disrupt the orderly operation of the classroom, school function, and extracurricular activities or approved transportation.</p> <p>Level III</p> <ul style="list-style-type: none"> ● Alcohol ● Arson ● Battery ● Drug Use/Possession ● Drug Sale/Distribution ● Homicide ● Kidnapping ● Off-Campus Felony ● Sexual Assault ● Sexual Battery ● Sex Offense ● Weapons Possession 	<p>Addressing level III behaviors may include several possible interventions and corrective actions as listed from Plan 3.</p> <p>Plan 3</p> <ul style="list-style-type: none"> ● Adjustment of student's program/change of schedule ● After school detention ● Alternate to Suspension Program ● Assign peer or adult mentor ● Behavior Contract/Plan ● Community Service ● Community Service Learning Project ● Extra-curricular suspension ● Internal suspension ● Out-of-School Suspension ● Participation in counseling session related to incident ● Require Daily/Weekly Progress Reports ● Restorative Practices <ul style="list-style-type: none"> -Classroom Circle -Conferencing -Letter of Apology -Peer Mediation -Restorative Agreements/Plan ● Reverse Suspensions ● Saturday school ● Student, parent/guardian/staff conference ● Temporary loss of bus privileges
<p>Students committing repeated Level III offenses may be recommended for more intensive services to meet individual needs.</p>	

Students committing repeated Level II and Level III Offenses may be recommended for enrollment in a *Paths of Learning Resource Center*. The *Resource Centers* will be staffed with professionals trained in assisting students who exhibit social/emotional difficulties and behavioral challenges. The *Resource Center* may be located at a school other than the student's current school of enrollment.

***Enrollment of a student in a *Resource Center* is voluntary and requires parental consent.**

MATRIX OF INFRACTIONS AND CORRECTIVE ACTIONS

The Matrix of Infractions and Consequences specifically identifies prohibited student conduct and lists the range of corrective actions which may be imposed for each infraction. When assigning corrective actions for misconduct, the principal or the principal's designee shall give consideration to factors such as the nature of the infraction, the student's past disciplinary record, the student's age and grade level, and the severity of the problem as it pertains to the specific situation. **The principal has the unequivocal right to determine the appropriate charge(s) for the misconduct and the corresponding level of the offense based on the facts and circumstances of the incident(s).**

INFRACTIONS (Numbers in parentheses correspond to offenses on the Student Discipline Referral)	Level I	Level II	Level III
Alcohol (1)****			X
Arson (2)*			X
Battery (3)* (w/law enforcement report or physical harm)* must be reported to Law Enforcement			X
Breaking/Entering (4)**		X	
Bullying (5)****		X	
Cheating (27)	X		
Disruption on Campus (6)***		X	
Disruptive Behavior (28)		X	
Dress Code Violation (29)	X		
Drug Sale/Distribution (7)**			X
Drug Use/Possession (8)***			X
Electronic Device (30)			
• Display or use of Cell Phone/Electronics	X		
• Unauthorized use of Electronic Device		X	
• Unauthorized Taping or Photographing of a Campus Disruption		X	
• Sexting			X
False Accusation (31)		X	
Fighting (9)***		X	
Forgery/Misuse (32)		X	
Gang Related Activity (33)		X	
Harassment (10)****		X	
Hazing (11)***		X	
Horseplay (34)	X		
Insubordination/Disrespect (35)		X	
Kidnapping (13)*			X
Larceny/Theft (17)***		X	
Off Campus Felony (36)			X
Other Major Offense (14)***		X	
Other Rule Violation (45)			
• Contraband Possession		X	
• Unapproved Distribution		X	
• Computer/Misuse		X	
Paraphernalia/Drug (37)		X	
Peer Conflict (38)		X	
Petty Theft (39)	X		
Physical Attack (15)**		X	
Profanity (40)	X		
Robbery (16)**		X	

INFRACTIONS (Numbers in parentheses correspond to offenses on the Student Discipline Referral)	Level I	Level II	Level III
Safety Violation (41)			
• Weapon (see glossary for definition)			X
• Use of common object to inflict harm on others		X	
• Throwing inappropriate objects		X	
• Leaving Campus without Permission	X		
• Other		X	
Sexual Assault (18)**			X
Sexual Battery (19)* Must be reported to Law Enforcement			X
Sexual Harassment (20)***		X	
Sexual Offenses (21)***			X
Tardiness (43)		X	
Threat/Intimidation (23)***		X	
Tobacco (22)****	X		
Trespassing 24)**		X	
Unauthorized Area (44)	X		
Vandalism (25)***		X	
Weapon Possession (26)**			X

* **SESIR** – School Environmental Safety Incident Report offenses as defined by Florida Department of Education. **See Glossary for Definitions**

Additional Notes:

- Administrative Review – A total review of the student’s record with an administrator, other appropriate school personnel, student, and the parent/legal guardian. The consequences for the infraction will be determined at, or immediately following, the review. Depending on the severity and/or frequency of Level III offenses, consequences may range from suspension to expulsion.
- A pattern of repeated misconduct of a more serious nature during the current school year that disrupts the school’s orderly environment may be considered insubordination and result in an administrative review.
- Parental contact will be attempted for all Level I, II, and III offenses.
- The School District of Lee County and its staff will cooperate fully with law enforcement personnel on District property. In the event law enforcement is required on a school campus and determines during the course of their investigation that a member of the law enforcement must speak to a student, the District will make every effort to contact the parent and/or guardian.

The School District’s authority at a bus stop begins when the bus arrives and ends when the bus pulls away.

Alcohol, Tobacco and Drug Prevention Tips for Students

First, you listen. On a recent anonymous Lee County Teen Norms Survey teens told us the best sources for facts on drugs and alcohol are their parents, law enforcement, educators and health professionals.

Then, you talk. Talk with your parents, teachers and trusted adults about your thoughts and feelings. Ask questions. Talk with friends about activities you can participate in to keep your mind and body healthy.

Use your head. The brain continues to develop until the age of 25. Alcohol and other drugs can impair good decision making and cause long term consequences to the brain.

Know the law. On a recent anonymous Lee County Teen Norms Survey teens told us that most of them don't approve of adults who provide alcohol to teens. It is illegal to buy or possess alcohol or tobacco if you are under the age of 21. It is illegal for anyone to buy or possess club drugs, hallucinogens, steroids, marijuana, or heroin. Prescription medications are safe only for the person who received the prescription from a medical professional.

Stay active. Exercising and participating in sports are good ways to maintain a healthy lifestyle.

Play it safe. Choose friends who are positive and healthy. Be a friend.

Keep your edge. Eat healthy foods; keep your body clean and lean.

Deal with feelings. Find healthy ways to express emotions; manage anger and conflicts.

Look around you. On a recent anonymous Lee County Teen Norms Survey teens told us that most of them have not used alcohol or other drugs in the last 30 days. Understand that you are part of the majority when you stay clean. Drugs are not "in".

Ask for help. Pick out someone you trust and can go to when problems occur.

Respect yourself and others!

Alcohol, Tobacco and Drug Prevention Tips for Parents

First, you listen. It's important to take time to listen to your kids. Try to find time to be with your child when he asks to talk to you. Show your child your attention.

Then, you talk. On a recent anonymous Lee County Teen Norms Survey your sons and daughters told us the best sources for facts on drugs and alcohol are parents, law enforcement, educators and health professionals. Tell your kids very clearly that you don't want them using tobacco, alcohol, or inhalants. Setting a firm rule of no drug use will help your child resist peer and other pressure to use drugs. Find your own words and find times and places that are comfortable for you both to talk.

- Be a good role model. "Children learn what they live."
- Tell your children you love them and discuss your feelings with them.
- Encourage kids to talk about their feelings with you.
- Take responsibility for teaching your kids values.
- Know where your son or daughter is and know his or her friends.
- Volunteer or be involved at your child's school.
- Let your kids know that mistakes are learning opportunities.
- Teach resistance skills.
- Teach kids to solve problems on their own, and support their growth.
- Praise and reinforce positive behavior.
- Do not serve alcohol to underage kids and don't allow them to bring alcohol, tobacco, or other drugs into your home.

Know the facts. The brain continues to develop until the age of 25. Alcohol and other drugs can impair good decision making and cause long term consequences to the brain. Visit www.bethewall.org for more information.

Survey says. On a recent anonymous Lee County Teen Norms Survey, most students reported being alcohol and drug free in the last 30 days and disapproved of parents who provide alcohol to them.



GLOSSARY

ALCOHOL – (possession, use or sale) possession, sale, purchase, or use of alcoholic beverages. Use should be reported only if the person is caught in the act of using, admits to using, or is discovered to have used in the course of an investigation.

ARSON – damaging, or attempting to damage, any real or personal property by fire or explosion; setting a fire on/with 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.

BATTERY – physical use of force or violence by an individual against another. The attack must be serious enough to warrant consulting law enforcement and result in more serious bodily injury. (To distinguish from Fighting, report an incident as Battery only when the force or violence is carried out against a person who is not fighting back.)

BOMB THREAT – making a false report to any person, including school personnel, concerning the placement of any bomb, dynamite, explosive or arson-causing device.

BREAKING/ENTERING – 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).

BULLYING – includes cyber bullying and means systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. It is further defined as unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by a student or adult that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation; and may involve, but is not limited to:

Teasing, stalking, destruction of property, intimidation, public or private humiliation, sexual, religious, or racial harassment, threat, theft, social exclusion, physical violence or cyber bullying.

BUS RULES/PROCEDURES VIOLATION – engaging in conduct or behavior which interferes with the orderly, safe and timely transportation of students.

CHEATING – the inappropriate and deliberate distribution or use of an electronic device, information, notes, materials, or work of another person in the completion of an academic exam, test or assignment in an on-line or traditional course to include plagiarism.

COMPUTER MISUSE – the inappropriate use of a computer, including but not limited to, breaking into restricted accounts or networks, modifying or destroying files without permission, illegally copying software, and entering, distributing, or printing unauthorized files.

CONTRABAND – items which are prohibited at school, including but not limited to, bullets or cartridges, flammable liquids, combustible materials, matches, lighters, poisonous substances, skates and skateboards, radios, headsets, inappropriate written material, etc.

DISRESPECT – the use of words or acts which demean, degrade, antagonize or humiliate a person or group of persons.

DISRUPTION ON CAMPUS – disruptive behavior that poses a serious threat to the learning environment, health, safety, or welfare of others, including but not limited to making a bomb threat, inciting a riot, or initiating a false fire alarm, etc. which effects all or a significant portion of campus activities, school sponsored events or school transportation.

DISRUPTIVE BEHAVIOR – participating in and/or encouraging any activity that substantially disrupts the classroom environment or its related functions.

DRESS CODE VIOLATION – failure to comply with dress code requirement(s). – For schools with a uniform policy, refer to the school's student handbook for dress code information regarding specific school requirements.

DRUG USE/POSSESSION – (illegal drug possession or use) – The use or possession of any drug, narcotic, controlled substance 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.

DRUG SALE/DISTRIBUTION – the manufacture, cultivation, sale, or distribution of any drug, narcotic, controlled substance, or substance represented to be a drug.

ELECTRONICS/TELECOMMUNICATION DEVICES – display or use of a personal electronic or telecommunication device during school hours.

Students may possess cell phones and other personal electronic devices, with the exception of laptop computers while on school grounds during regular school hours, however they must be turned off at all times unless utilized for an approved activity. **Possession of all personal electronic devices, including cell phones, is done at the student's own risk and the school assumes no responsibility, legal or otherwise, with regard to these items.**

- Unauthorized use of an electronic device or camera, including the recording of school related events or activities on campus
- Sexting or display of pornographic or inappropriate messages, pictures or images on one's cellular phone

FALSE ACCUSATION – making false accusation(s) against a staff member or other student that may jeopardize employment, education, professional certification, or reputation, including, but not limited to, accusations created and/or transmitted from computers or any electronic device during or after school hours.

FALSE ALARM – the activation, without valid cause, of an alarm system, such as a fire alarm, or the intentional reporting of a false emergency, such as dialing 911 and making a false report.

FIGHTING – two or more persons mutually participating in use of force or physical violence that requires physical restraint or results in injury that requires immediate first aid or subsequent medical attention.

FORGERY/MISUSE – making a false or misleading communication to a school staff member with either the intent to deceive, or under circumstances which would reasonably be calculated to deceive, the staff member.

GAMBLING – any participation in games or activities of chance for money or items of value.

GANG-RELATED ACTIVITY – 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.

GANG – a formal or informal ongoing organization, association, or group that has as one of its primary activities the commission of criminal or delinquent acts, and that consists of three or more persons who have a common name or common identifying signs, colors, or symbols, including, but not limited to, terrorist organizations and hate groups. (from s. 874.03(1), Florida Statutes)

HARASSMENT – any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct that 1) places a student or school employee in reasonable fear of harm to his or her person or damage to his or 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 including any course of conduct directed at a specific person that causes substantial emotional distress in such a person and serves no legitimate purpose.

HAZING – 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 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.

HOMICIDE – unjustified killing of one human being by another. (Must be reported to Law Enforcement)

HORSEPLAY – engagement in physical activity with another (or other) student(s) non-confrontational in nature.

INAPPROPRIATE OR OBSCENE ACT – the use of oral or written language, electronic messages, pictures, objects, gestures, or engaging in any physical act considered to be offensive, socially unacceptable or not suitable for an educational setting.

INSUBORDINATION – the refusal or failure to follow a direction or an order from a school staff member, bus driver, or any other adult in authority.

KIDNAPPING – forcibly, or by threat, confining, abducting, or imprisoning another person against his/her will and without lawful authority. (Must be reported to Law Enforcement)

LARCENY/THEFT – unauthorized taking, carrying, riding away, or concealing the property of another person, including motor vehicles, without threat, violence, or bodily harm, and the stolen property totals \$300 or more.

OFF-CAMPUS FELONY OFFENSE – a student who has been formally charged, by the proper prosecuting attorney, with a felony or with a delinquent act which would be a felony if committed by an adult on other than school property, or a student who has been adjudicated guilty of a felony on other than school property.

OPEN DEFIANCE – the flagrant or hostile challenge of the authority of a school staff member, bus driver, or any adult in authority.

OTHER MAJOR OFFENSE – any serious, harmful incident resulting in the need for law enforcement intervention not previously classified.

OTHER RULE VIOLATIONS – offenses that are not otherwise classified, including, but not limited to:

- Possession, use, sale or distribution of over-the-counter medication, including, but not limited to, aspirin, vitamins, Tylenol, own prescription medication without intent to sell, etc.
- Vandalism that results in damages amounts less than \$1,000
- Participation in any form of gambling
- Possession, use, and/or storage of contraband to include, but not limited to, lighters, toys, games, radios, laser pens/pointers, etc. during regular school hours
- Possession and/or distribution of pornographic material
- Use or possession of a substance represented to be a drug
- Manipulating computer hardware, software or data, and/or the misuse of telecommunication services, including but not limited to, the improper use of technology devices or posting of inappropriate information on the Internet, during or after school hours, on school owned equipment that may interfere with the educational process
- Unapproved possession, posting or distribution of printed material, petitions, electronic messages, or graphic representations on school grounds or property
- Engaging in any form of hazing activity involving other students, with or without the purported consent or willingness of the other student to participate in a hazing activity
- Participating in acts of public display of affection
- Involvement in any transportation (bus) or bus stop (when bus is present) violation

PARAPHERNALIA/DRUG – any equipment used for the purpose of preparing or taking drugs.

PEER CONFLICT – mutual participation in an altercation that involves minor physical contact, including but not limited to pushing, shoving, and other forms of minor confrontations that do not require medical attention; when directed to stop by a staff member, participants in the altercation comply.

PETTY THEFT – unauthorized taking, carrying, or concealing property of another person without threat, violence, or bodily harm, and the stolen property totals less than \$300.

PHYSICAL ATTACK – refers to an actual and intentional striking of another person against his/her will, or the intentional causing of bodily harm to an individual

PROFANITY – use of profanity, and/or vulgar, abusive, or inappropriate language or gestures.

ROBBERY – taking or attempted taking of anything of value that is owned by another person or organization, under confrontational circumstances of force or threat of force or violence and/or by putting the victim in fear.

SAFETY VIOLATION – engaging in an act that endangers the safety of others, such as:

- Possession of a common pocketknife (2.5” blade or less), plastic utensils, blunt bladed knife, or other object not commonly used as a weapon
- Use of a common object to inflict harm on another
- Throwing inappropriate objects
- Other activities that endanger the safety of others
- Leaving campus without permission

SEXUAL ASSAULT – an incident that includes a threat of: rape, fondling, indecent liberties, child molestation, or sodomy. The threat must include all of the following elements: 1) intent; 2) fear; and 3) capability.

SEXUAL BATTERY – any sexual act directed against a person, forcibly or against the person’s will, or not forcibly against the person’s will where the victim is not capable of giving consent because of his or her youth or because of temporary or permanent incapacity; forced or attempted penetration by using any body part or object. (Must be reported to Law Enforcement)

SEXUAL HARASSMENT – unwanted verbal or physical behavior with sexual connotations 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; unwelcome and repeated sexual advances, requests for sexual favors and other inappropriate verbal, nonverbal, written, graphic, or physical conduct of a sexual nature.

SEXUAL OFFENSE – sexual misconduct or contact without force, or threat of force; subjecting an individual to lewd sexual gestures or comments or sexual activity; or exposing private body parts in a lewd manner.

SKIPPING CLASS – not reporting to or leaving an assigned class, activity, or area without receiving proper approval and/or following the established procedures for checking out of a class.

TARDINESS – late arrival to school or to a class.

THREAT/INTIMIDATION – the declaration by word or act to do bodily harm to another person or to his/her property, or forcing another person to do something, or preventing another person from doing something by coercion, bullying, or making him or her afraid; 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.

TOBACCO – possession, use, distribution, or sale of tobacco products, to include cigarettes, cigars, snuff, dip, pipe tobacco, chewing tobacco, or other tobacco products, on school grounds, at school-sponsored events, or on school transportation.

TRESPASSING – the unauthorized entry onto School Board-owned property, into a school function, or an extracurricular activity, or remaining on School Board-owned property after being directed to leave that location by a school staff member or law enforcement official; entering or remaining 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.

UNAPPROVED DISTRIBUTION – unapproved posting or distribution of printed material, petitions, electronic messages, or graphic representations on school grounds or property.

UNAUTHORIZED AREA – being present in buildings, rooms, or other areas on a school campus that the student is not assigned to at that time.

UNAUTHORIZED ASSEMBLY – being present at unapproved student gatherings, meetings, demonstrations, or protests which interfere with the orderly process of the school environment, or which interrupts a school function or an extracurricular activity.

VANDALISM – defacing, damaging or destroying by any means the real or personal property belonging to the School Board or to another person; intentional destruction, damage, or defacement of public or private property without consent of the owner or the person having custody or control of it with resulting damage amounts of \$1,000 or more.

WEAPONS – possession of any instrument or object (as defined by Section 790.001(13) Florida Statutes) that can inflict serious harm on another person or that can place a person in reasonable fear of serious harm, including, but not limited to:

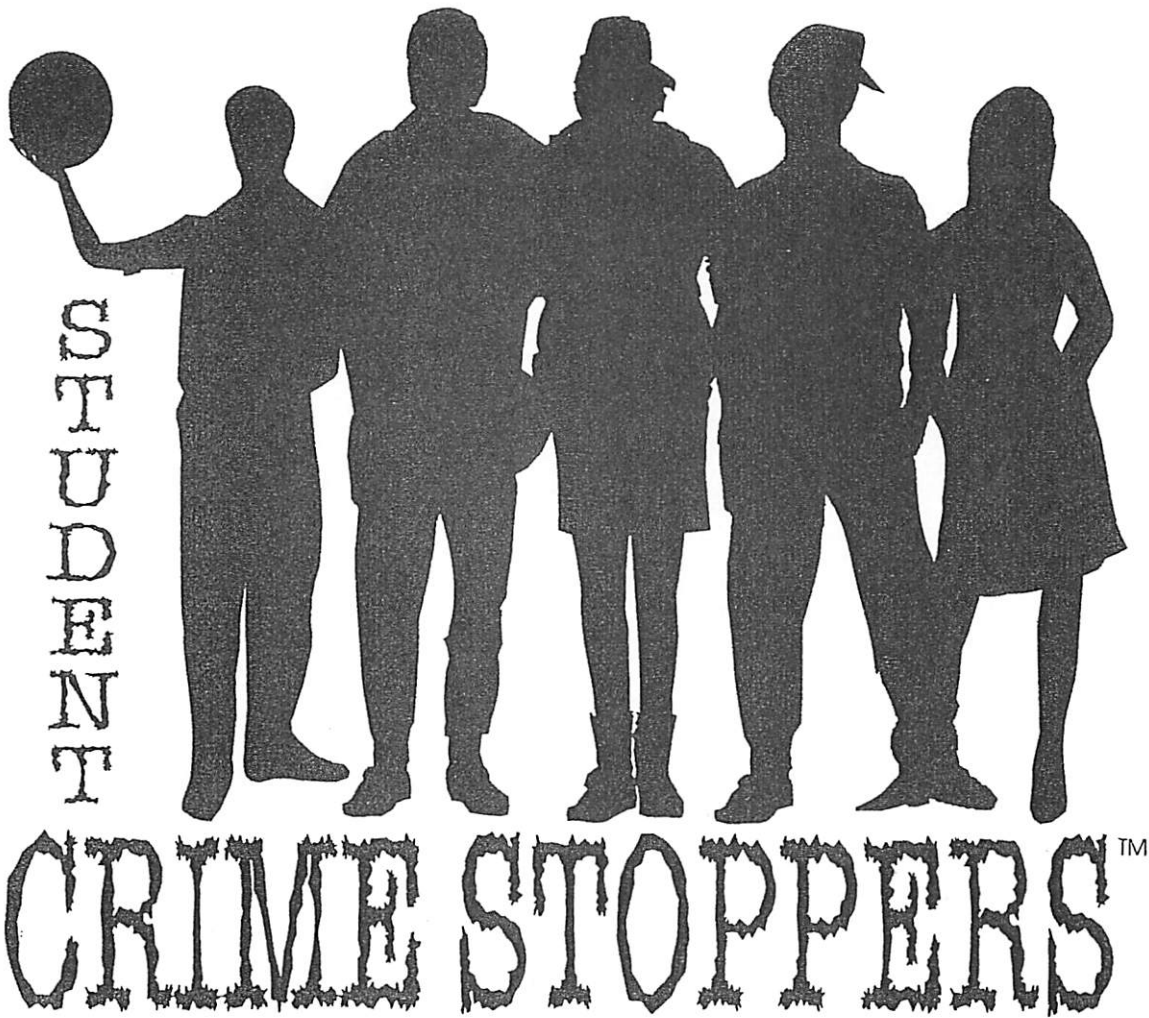
- ✓ Firearms
- ✓ Projectile devices
- ✓ Chemical weapons or devices
- ✓ Dirks
- ✓ Metallic knuckles
- ✓ Flare guns
- ✓ Electronic weapons (e.g. stun gun)
- ✓ Slingshots
- ✓ Billy clubs
- ✓ Tear gas
- ✓ Explosive propellants
- ✓ Knife (for pocket knife, kitchen knife, razor blade – see Safety Violation)



CHARACTER EDUCATION



<p><u>August</u> RESPONSIBILITY</p> <p>Accountability for your personal choices, obligations, and duties. <u>Quote</u>: “You cannot escape the responsibility of tomorrow by evading it today.” ~ Abraham Lincoln</p>	<p><u>September</u> ACCEPTANCE</p> <p>Recognition of the diversity of others, their opinions, practices, and culture with a favorable reception. <u>Quote</u>: “Alone we can do so little, together we can do so much.” ~ Helen Keller</p>	<p><u>October</u> RESPECT</p> <p>Showing regard for the value of persons or things through courteous consideration and appreciation. <u>Quote</u>: “Respect starts when you practice it, not when you ask for it.” ~ Author Unknown</p>
<p><u>November</u> CITIZENSHIP/PATRIOTISM</p> <p>The quality of an individual’s response to membership in a community / Respectful devotion or allegiance to one’s country. <u>Quote</u>: “Ask not what your country can do for you, but what you can do for your country.” ~ John F. Kennedy</p>	<p><u>December</u> KINDNESS</p> <p>Demonstrating concern for the well-being of others; giving support and showing empathy. <u>Quote</u>: “Be kind. Remember everyone you meet is fighting a hard battle.” ~ Author Unknown</p>	<p><u>January</u> COMMITMENT</p> <p>Binding yourself to a course of action despite obstacles. <u>Quote</u>: “The difference between the impossible and the possible lies in a man’s determination.” ~ Tommy Lasorda</p>
<p><u>February</u> HONESTY</p> <p>Being truthful and trustworthy; free from deception. <u>Quote</u>: “No legacy is so rich as honesty.” ~ William Shakespeare</p>	<p><u>March</u> COURAGE</p> <p>The personal strength to face difficulties, obstacles, and challenges; Having the determination to do the right thing even when others don’t. <u>Quote</u>: “Courage is resistance to fear, mastery of fear – NOT absence of fear.” ~ Mark Twain</p>	<p><u>April</u> INTEGRITY</p> <p>Adhering steadfastly to a personal sense of honorable and ethical behavior. <u>Quote</u>: “The ultimate measure of a man is not where he stands in moments of comfort and convenience, but where he stands at times of challenge and controversy.” ~ Dr. Martin Luther King, Jr.</p>
<p><u>May</u> PATIENCE</p> <p>The ability to wait calmly without complaining. <u>Quote</u>: “Patience, persistence, and perspiration make an unbeatable combination for success.” ~ Napoleon Hill</p>	<p><u>June</u> COOPERATION</p> <p>Working together for a common purpose. <u>Quote</u>: “Cooperation is spelled with two letters – WE.” ~ George M. Verity</p>	<p><u>July</u> SELF-CONTROL</p> <p>The ability to direct or regulate your actions, emotions and words. <u>Quote</u>: “He that would govern others, first should be the master of himself.” ~ Philip Massinger</p>



1-800-780-TIPS

or text message C-R-I-M-E-S (274637)
Keyword REWARD

Note: You may contact your local school in order to obtain English, Spanish, and/or Creole versions of the *Code of Conduct for Students*.

Nota: Usted se puede comunicar con su escuela local para pedir y obtener versiones en inglés, español, o criollo haitiano del *Código de Conducta para los Estudiantes*.

Note: Pou yon egzanplè *Kòd kondwit pou elèv* an anglè, panyòl e/ou kreyòl, tanpri kontakte lekòl pi prè ou.