



*Deane Bozeman School*  
*2020-2021*  
*Student Handbook*

Ivan Beach, Principal  
Kim Timmins, Assistant Principal  
Christie West, Assistant Principal  
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13410 Hwy 77  
Panama City, FL 32409  
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**Deane Bozeman School's Mission Statement:**

*In cooperation with students, parents and community members, our mission is to produce life-long independent learners. All students will be engaged in a rigorous curriculum through a disciplined and supportive environment that prepares them for college and career success in a diverse global society.*

**Deane Bozeman School's Vision Statement:**

*Deane Bozeman School will equip students with the character and skills necessary to become productive and responsible community members.*

**ALMA MATER**

*Where the ivory sands do shimmer,  
Where the hills with pine trees sway,  
We've a yearning for a place that  
We'll remember all our days.  
Honor, courage, strength, and valor,  
We possess because of you.  
How we love our dear Deane Bozeman  
We the red, the white, the true!*



Greetings Bozeman Bucks,

On behalf of our entire faculty and staff, I would like to welcome you to the 2020-2021 School Year! If you are new to Deane Bozeman School, we are so excited to meet you and know that you are in for a great year. If you are a returning student, welcome back as we all look forward to working with you again. I hope that each of you are ready for an amazing school year packed with rigorous learning, amazing opportunities and new adventures.

Our staff has been busy preparing for your arrival. The team we have assembled is ready to challenge you in the classroom, provide engaging opportunities to build skills and to support you in all aspects of your education. We have a highly skilled and trained staff that is eager to help you achieve your goals and move forward towards college or a career.

I encourage you to get involved while you at DBS! Whether you join our award winning Sound of the Roaring Thunder Band, our nationally recognized Agriculture Program, participate in FFA, Pre-AP, AP, AICE, or one of our many athletic teams or clubs, get involved! Getting involved and becoming part of your school will enhance your experience and help you create friendships and memories that will last a lifetime.

Our main goal on campus is your safety. If you see something out of the ordinary, if something doesn't seem right or you hear of a potential hazard, please tell someone. At DBS we constantly remind students; if you see something, say something!

The following pages will outline our procedures and policies that help us maintain a safe campus and allow our school to function smoothly. Please familiarize yourself with the expectations and procedures so that we are all on the same page.

I am very excited to be your school principal and I look forward to a great year!

And as always, it's great to be a buck.

Ivan Beach  
Principal

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**DEANE BOZEMAN SCHOOL**

**13410 Highway 77**

**Panama City, FL 32401**

**(850) 767-1300 ADMINISTRATIVE TEAM**

<b>Ivan Beach</b>	<b>Principal</b>
<b>Kim Timmins</b>	<b>Assistant Principal</b>
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<b>Phillip Campbell</b>	<b>Assistant Principal</b>
<b>Cynthia Black</b>	<b>Assistant Administrator</b>
<b>Sam Jackson</b>	<b>Assistant Administrator</b>
<b>Carla Willis</b>	<b>Confidential Secretary</b>
<b>Cindy Rounds</b>	<b>Bookkeeper</b>
<b>Sherri Bagwell</b>	<b>School Resource Deputy</b>

# SCHEDULE

## Elementary Daily Schedule

7:00 Supervision begins in cafeteria; buses arrive; breakfast begins  
7:25 1st bell; Pre-K through 5th grade students go to rooms  
7:30 Tardy bell  
2:00 Dismissal

## Middle/High School Bell Schedule:

1st Period: 9:00-9:47  
2nd Period: 9:51-10:45  
3rd Period: 10:48-11:36 (High School)

### Middle School A

3rd Period 10:48 – 10:53  
LUNCH 10:54-11:26  
3RD Period 11:28-12:10  
4th Period 12:12-12:59

### Middle School B

3rd Period 10:48-11:26  
LUNCH 11:27-11:57  
3rd Period 12:00-12:10  
4th Period 12:12-12:59

### High School A

4th Period 11:40-11:57  
LUNCH 11:58-12:28  
4th Period 12:29-12:59

### High School B

4th Period 11:40-12:27  
LUNCH 12:29-12:59

5th Period: 1:01-1:48  
6th Period: 1:52-2:39  
7th Period: 2:43-3:30

**Student Arrival and Dismissal:** When picking up elementary children, please use the designated parent pick up area only. This designated area is in the secondary bus loop to the east of the administration building.

**Registration, Schedule Changes, and Withdrawal from Bozeman:** Registration for classes, schedule changes, and withdrawal from school are handled by the guidance office. All textbooks, library books, and school materials must be returned before the guidance office can forward student records to another school.

**Withdrawal From School:** Any student withdrawn from school may not re-enter that term unless he/she has the permission of the principal. Any student wishing to withdraw should report to the guidance office. Students who withdraw without plans to transfer to another educational institution will be required to meet with the Assistant Principal for guidance before a withdrawal will be processed.

**REVISED BAY DISTRICT SCHOOLS' CALENDAR 2020-2021**

	Day	Month	Date
District Inservice Day	Wednesday	July	29
Inservice Day (may be reassigned to School-Based at Superintendent's discretion)	Thursday	July	30
Inservice (School-Based)	Monday	August	3
Inservice (School-Based)	Tuesday	August	4
Pre-School Planning	Wednesday	August	5
Pre-School Planning	Thursday	August	6
Pre-School Planning <b>** Flex Day Week of Aug 10 - 14: Teachers work 1 day of choice - Notify Admin of day</b>	<b>**Wednesday</b>	August	12
Pre-School Planning	Monday	August	17
Pre-School Planning	Tuesday	August	18
Pre-School Planning	Wednesday	August	19
<b>First Day of School</b>	<b>Thursday</b>	<b>August</b>	<b>20</b>
Labor Day (Holiday for All)	Monday	September	7
End of First Nine Weeks	Friday	October	23
Veterans Day (Holiday for All)	Wednesday	November	11
Thanksgiving Holidays (School out entire week for Students & Teachers)	Monday	November	23
Thanksgiving Day (Holiday for all)	Thursday	November	26
Return from Thanksgiving Holidays	Monday	November	30
Christmas Holidays Begin	Monday	December	21
Return from Christmas Holidays	Monday	January	4
High School Testing Day (7th period exams)	Tuesday	January	12
High School Testing Day (1/2/3 period exams)/Early Release for High School Students Only	Wednesday	January	13
High School Testing Day (4/5/6 period exams)/End of Second Nine Weeks/End of First Semester/Early Release for High School Students Only	Thursday	January	14
Records Workday for Teachers (School out for Students)	Friday	January	15
Martin Luther King Jr Birthday (Holiday for All)	Monday	January	18
Spring Holiday Begin	Monday	March	15
Return from Spring Holidays	Monday	March	22
End of Third Nine Weeks	Thursday	April	1
Good Friday (School Out for Students & Teachers)	Friday	April	2
High School Testing Day (7th period exams)	Wednesday	May	26
High School Testing Day (1/2/3 period exams)/Early Release for High School Students Only	Thursday	May	27
High School Testing Day (4/5/6 period exams)/End of Fourth Nine Weeks/End of Second Semester/ <b>Last Day of School for ALL STUDENTS/Early Release for ALL STUDENTS</b>	<b>Friday</b>	<b>May</b>	<b>28</b>
Memorial Day Holiday	Monday	May	31
Post Planning for Teachers	Tuesday	June	1
Post Planning for Teachers	Wednesday	June	2

**\*ADDITIONAL DAYS MAY BE REQUIRED**

STUDENT DAYS		TEACHER DAYS			PROGRESS REPORTS	ORIENTATION DATES	GRADUATION			
Month	Days	Month	Instruct	Other			School	Month	Day	
July/Aug	8	July/Aug	8	10	Progress reports are available through the District's PARENT PORTAL. Hard copy progress reports will no longer be printed. Parents can contact the school if no internet access is available.	Dates and times for orientation by school location can be found at the Bay District Schools' website @ <a href="http://www.bay.k12.fl.us">www.bay.k12.fl.us</a>	Bay Virtual	May	18	
September	21	September	21	1			Bay	May	19	
October	22	October	22				Mosley	May	20	
November	15	November	15	2			MKL	May	20	
December	14	December	14	1			Bozeman	May	21	
January	18	January	18	3			New Horizons	May	21	
February	20	February	20				Rutherford	May	24	
March	18	March	18				<b>POSTPONED</b>	Rosenwald	May	24
April	21	April	21					Arnold	May	25
May	20	May	20					Haney	May	27
June		June		2						
<b>Total</b>	<b>177</b>	<b>Total</b>	<b>196</b>				<b>TBD</b>			
							Revised:	July 27, 2020		
							Board Approved:	July 28, 2020		



# COMMUNICATION and PARENT/COMMUNITY INVOLVEMENT

**Communication Between Home and School:** Home-school communication is an important tool which is proven to increase student performance. At DBS we strive to maintain communication through various methods:

- Website Calendar: Parents can access school information including teacher email addresses on-line at <http://www.bayschools.com/blc/>.
- Grade Level/Teacher communication: Teachers will frequently send notes and letters home with students. Parents are often requested to sign and return the message to verify receipt. Please put the note with items the child will bring to school the next day. Should a timely response not be received, it may be necessary to request assistance from the guidance counselors to contact the parent.
- Occasionally parents may have concerns or problems that have not come to the attention of the school. Parents are encouraged to call the school or to bring these concerns to the attention of the School Advisory Committee.
- Parent Portal: Parent Portal is available for parents/guardians to follow student grades, attendance and discipline. To sign up for Parent Portal, first, go to [www.bay.k12.fl.us](http://www.bay.k12.fl.us) and follow the link to sign up for an account. Then come to the school to obtain access to your account.

**Emergency Contact Information: Emergency contact numbers are required.** A child may become ill or injured during the school day. A sick child belongs at home. Parents must provide day, work, home, and emergency contact phone numbers at registration. These contact phone numbers may change due to moving, new job, child care arrangements, emergency contact individual move, or other changes. **It is essential that emergency as well as your own contact information be kept up to date.** In addition, the school should be informed if parents will be traveling and leaving their child in the care of someone else. **Children will only be released to individuals listed on the registration form.**

**Parent Portal:** From the Bay District Schools website, parents are able to view several types of information regarding student progress: grades, attendance, discipline, test scores, schedules and other details that are critical to student success. The site can be accessed at: <https://www.bayparent.com/Welcome/>

A	=	90—100	Outstanding Progress
B	=	80—89	Above Average Progress
C	=	70—79	Adequate Progress
D	=	60—69	Lowest Acceptable Progress
F	=	0—59	Failure

**Parent Visitors: During the pandemic: Schools are asked to limit visitors to essential staff only. Essential staff includes, but is not limited to, district staff, district-approved vendors/consultants, personnel providing outside services, members of the BDS Mentoring program, student teachers/observers.**

**Parent/Teacher Conferences:** Parents are encouraged to request conferences whenever they wish to review their child's progress. When questions arise concerning your child's performance, please feel free to arrange a conference with the teacher. Teachers request at least 24 hours notice to prevent scheduling problems and conflicts with other conferences and meetings. Conferences cannot be held while the teacher is teaching or in a public setting such as Open House. You can schedule teacher conferences by calling our guidance receptionist. **Conferences, IEP/504/MTSS meetings, Child Study Team, district meetings, etc. will be**

**held virtually unless absolutely unavoidable (i.e. lack of access).**

**School Advisory Council (SAC):** The School Advisory Council (SAC) is an elected educational advisory committee composed of parents and professional school employees. The purpose of this committee is to provide advice concerning school policies, instructional programs, student services and student standards of conduct and discipline. SAC matters include school quality, maintenance, safety, security, facilities, and transportation.

**School-Home-Community Partnerships:** It is our goal to promote school-home-community partnerships that will increase parental involvement and participation in promoting the social, emotional, and academic growth of children. School programs, teaching and learning take on a new luster when partnerships exist between the school, the parent and the community. Parents are encouraged to visit and participate in Parent-Teacher Conferences. Other opportunities to get involved are through active participation in the School Advisory Council (SAC). We invite parents into our school and classrooms as partners in education. Please contact your child's teacher to find out more about how you can participate.

**Telephone Messages:** Only emergency telephone messages will be forwarded to the classroom during the instructional day. Situations such as medical appointments, lunch money, and family matters cannot be considered "extreme/serious". Messages concerning a change in a child's transportation will not be accepted unless the request is in writing to the teacher. This requirement is to ensure the safety of all students.

**Volunteers:** An important part of the school program is volunteers. They help by providing assistance to the children and teachers. This makes it possible for the teachers to spend more time with the students and with smaller groups of children. Volunteers learn much about the educational program, as well as have the opportunity to gain valuable experience. Volunteers may help during special programs/activities, field trips or they may work with a particular teacher. Some activities may be non-instructional, such as organizing papers, word processing, preparing materials, or arranging bulletin boards. They may also tutor a student, work with a small group or read a story. Volunteers often have their own special interests or talents to share with the students. If you would like to volunteer your time and talents or wish more information, contact the Main Office at 265-9887. ***EVERYONE HAS SOMETHING VALUABLE TO SHARE WITH CHILDREN.***

## **Mentors**

- Mentors provide essential supplemental supports for students.
- School and district will continue to use the Mentor opt-out consent protocol for student mentors. (Opt-out is not available for Take Stock in Children mentors.)
- Mentors will wear a face mask or a cloth face covering when working with students.
- When placing a mentor, district staff will work with administrators and teachers. Teachers approve mentors who have requested to work in classrooms.

# **LUNCH POLICY**

## **Prices:**

- Elementary breakfast \$1.25
- Elementary lunch \$2.50
- Secondary breakfast \$1.50
- Secondary lunch \$2.75
- Reduced price breakfast \$0.30

- Reduced price lunch \$0.40

**Note:** For the 2020-2021 School Year all BDS schools will be **FREE lunch for all students.**

- Adult breakfast \$2.00
- Adult lunch \$3.50

**Charge Meal Policy:** Students are not permitted to charge school meals. If a student does not have meal money, they will be provided an alternative meal (sandwich, white milk and fruit). **At no time will a student not be fed!** Prepayment of meals is encouraged.

**Free/Reduced Applications:** Meal applications are processed and maintained by the District Food Service Office. Questions relating to applications should be directed to 767-4260.

**Check Payment Policy:** The Food Service Department will accept checks for meal payments. However, if an individual has written two (2) checks that are returned for insufficient funds, no additional checks will be accepted for payment. Returned checks are charged \$15.00 for each processing fee. Subsequent payment must be cash, cashier's check or money order.

**Myschoolbucks.com:** Food Services would like to encourage parents to enroll their children at [www.myschoolbucks.com](http://www.myschoolbucks.com) to help them manage payment of school meals. Once your account is set up, you can view the balance for each child at NO CHARGE. This will help prevent your child from running out of lunch money ever again. After you have signed up, you may still choose to pay for meals in the cafeteria as well as receive a "low balance" notification by email. However, you may wish to begin using your Mastercard or Visa (debit or credit card) to pay for meals. If you choose to do this, there is a small service fee of \$2.50 charged to your card, regardless of how much money you add to any number of students (at the same school, at the same time). The charge is repeated for students at different schools, or if you choose to use the "smart pay" option. For additional questions, you may call Food Service at 767-4261.

**Seniors Leaving Campus for Lunch:** Seniors will be allowed to leave campus for lunch if they meet the requirements and agree to the following conditions.

1. The student must agree to lunch options within a 2 mile radius of the campus.
2. The student must maintain a 2.0 GPA with no failing grades.
3. The student maintains a good discipline record with no suspensions.
4. The student must have met FSA, ELA, EOC requirements or have a concordant score on the ACT, SAT or PSAT.
5. The student may only transport one other senior who has met the same requirements and has a lunch badge in their possession.
6. The student must return on-time each day.
7. The student and parent signature will be required and notarized. A \$5.00 badge fee will be charged.

**Failure to follow these guidelines will result in the student's privilege being revoked for the remainder of the school year.**

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## DRESS CODE

Bozeman colors are navy blue, red and white. Periodically students will be permitted to “dress up” for awards ceremonies and other appropriate functions at school. “Dressing up” means wearing business/professional and modest attire to include appropriate footwear. If students choose to dress up on permitted days, boys should wear button-down collared shirts and dress pants (no jeans). Girls should wear sleeved dresses, tops (no tank tops, spaghetti or strapless) with skirts or pants (no jeans). Dresses and skirts must adhere to the dress code policy in terms of length. “Dressing up” includes shoes with closed toes and closed backs. Students violating this policy may receive discipline as outlined in the dress code policy. Disciplinary action may cause a student to miss part or all of award ceremonies and/or school functions. Students who are unable to replace out-of-dress code clothing items prior to the commencement of the ceremony or school function will likely miss the ceremony or school function.

**Field Trips:** The Student Uniform and Grooming Policy will be followed for ALL field trips.

**Testing:** Students involved in AP Testing or other exams that require school leave must adhere to the Student Uniform and Grooming Policy at all times.

**Athletics:** Students who are “dressed out” for physical education courses on the DBS campus should remain in designated areas only and avoid the main campus. Gym attire is for P.E. only.

**Confiscated Clothing:** Administrators may confiscate articles of clothing that violate the policy (e.g. a sweatshirt that is not school approved). The clothing will be stored in the office for two weeks and released to parents or guardians only. Unclaimed articles will be donated at year’s end.

### BAY DISTRICT SCHOOL BOARD POLICY 7.209

Appropriate dress is the primary responsibility of the student and his/her parent or guardian. In order to promote safety, personal hygiene, academic well-being, and moral development, students shall be expected to comply with reasonable requirements relating to dress, grooming and personal appearance. Students are expected to come to school dressed appropriately with proper attention having been given to personal cleanliness, grooming, and neatness of dress. The full policy (7.209) found in Chapter 7 of the School Policy, is available at your child's school, or [www.bay.k12.fl.us](http://www.bay.k12.fl.us).

#### 2020-2021 School Year

Our professional educators and staff understand the effect that clothing and grooming can have on student behavior and a commitment to learning. We also know parents play a vital role in helping students have a successful school experience, which includes making appropriate choices when it comes to clothing, accessories and personal appearance. However, we know that the hurricane and the pandemic have presented many challenges to our families so we are making some temporary revisions to the existing dress code.

**Cloth Face Coverings:**

- Cloth face coverings may be worn by students during a pandemic. Coverings must not impose a disruption to the school environment (i.e. no inappropriate language, logos, graphics, etc.).
- Students will assume full responsibility for their own personal cloth face covering. **Tops:**
- T-shirts and shirts of any color
- Must be appropriately fitted with sleeves
- Must be unaltered; covering underarms and waist
- No inappropriate language, graphics or logos

**Bottoms:**

- Bottoms of any color
- Bottoms must be appropriately fitted and seated at the waist.
- No shorts, skirts or dresses shorter than five inches (5") above the knee caps as measured standing up
- Dresses with sleeves (underarm must be covered)
- Fitness pants such as leggings, Yoga pants, sweatpants, exercise tights, etc. must be covered with a top that reaches fingertip length when arms are at sides

**Sweaters/Sweatshirts/Hoodies:**

- Must be appropriately fitted
- Hood may not be worn indoors

**Shoes:**

- Closed toes and closed backs preferred
- No bedroom shoes, flip-flops, shower shoes, or beach footwear

**Other:**

- Scarves must be worn appropriately around the neck or shoulders (as an accessory only)
- Bandanas will only be permitted if worn as a cloth face covering during a pandemic
- No head wear except sunglasses; Hats or other sun protective wear to only be worn while students are outdoors during school hours (not during class changes); however, at all other times, the sunprotective items must be properly stored by the student in pockets, purse, locker or backpack
- No jewelry or accessory that may be used as weapons such as chains or spiked jewelry
- Students participating in extracurricular activities shall conform to the standards of this policy while attending classes during the regular school day; Cheerleaders may wear their uniforms when required for participation in school sanctioned activities; Athletes may wear the team jerseys on game days with appropriate uniform bottoms.
- No bedroom clothes
- Earbuds – In order for students to be made aware of security announcements or other hazardous situations in a timely manner, it is expected that all students will adhere to **single earbud use** while on campus, at school-sponsored events and on school-sponsored transportation

Prohibited Attire at all Schools

- While on school grounds during the regular school day, students are prohibited from wearing clothing that exposes underwear or body parts.
- Students should avoid attire that seriously distracts from the learning environment, is considered to be disruptive or could present a health or safety problem.
- Any interpretation of the dress code that is required of this policy shall be the responsibility of the principal of each school. The Superintendent is authorized to make the final decision regarding the interpretation, application and enforcement of this policy and to make certain that it is being uniformly applied and enforced at each of the schools within the District.

Any student who violates this specific policy of prohibited attire is subject to the following disciplinary actions:

- For a first offense, a student shall be given a verbal warning and the school principal shall call the student's parent or guardian.
- For a second offense, the student is ineligible to participate in any extracurricular activity for a period of time not to exceed five (5) days and the school principal shall meet with the student's parent or guardian.
- For a third or subsequent offense, a student shall receive an in-school suspension pursuant to §1003.01(5), Florida Statutes for a period not to exceed three (3) days, the student is ineligible to

participate in any extracurricular activity for a period not to exceed thirty (30) days, and the school principal shall call the student's parent or guardian and send the parent or guardian a written letter regarding the student's in-school suspension and ineligibility to participate in extracurricular activities.

Any interpretation of the dress code that is required of this policy shall be the responsibility of the principal of each school. The Superintendent is authorized to make the final decision regarding the interpretation, application and enforcement of this policy and to make certain that it is being uniformly applied and enforced at each of the schools within the District.

The Superintendent can add uniform requirements based upon the unique needs of the population served at a school.

This policy will expire after the 2020-2021 School Year and will be removed from the Policy Manual.

## ATTENDANCE

Parents are responsible for ensuring that children attend school regularly and arrive on time. Although teachers make every effort to provide extra help for children who have been absent, students learn more when they attend school regularly. *If a child is not well enough to participate in outside activities, he/she should be kept home as his/her condition may worsen or infect others.* Facilities are not available to care for students who cannot participate in the regular activities except for those having a medical excuse signed by a doctor. If a child comes to school they are expected to participate in all regular school activities.

**Signing In and Out of School:** Students arriving at school more than 5 minutes after the opening of school must report to the attendance office, sign in, and obtain a pass to enter class. Students will not be allowed to leave school during the day except in cases of emergency illness or dental and doctor appointments, and only then with prior administrative approval. Any student will be allowed to check out at any time without prior approval when the parent or guardian comes to the school. Students who do not sign in and out according to procedure could seriously jeopardize an absence appeal. Students may not sign out to leave campus for lunch.

**Appointments or Illness During the School Day:** All students who are to be dismissed earlier than regular dismissal time are to be signed out by a parent prior to departing school. Parents should make every effort to schedule medical and dental appointments after school hours. Should this not be possible, a note sent to the teacher in advance is requested. When students become ill enough to be sent home, they are to be picked up by their parent or an emergency contact individual listed on the Registration Card.

**Elementary Change of Routine:** **Written instructions to the teacher are required when there will be a change in the child's regular routine.** Example: The child will not be riding the bus or there will be a new destination for the child for one particular day. This also includes when someone other than the parent or guardian will pick up the child.

**Absences:** **By the next school day after an absence,** it shall be the responsibility of the parents or legal guardians to notify the school regarding the reason for each absence. The school principal or his/her designee shall contact the student's parent or guardian to determine the reason for any absence for which the reason is

unknown. Justification will be evaluated based on the policy below regarding excused or unexcused absences. The final decision for approval will rest with the school principal.

**Parent Notification:** Every attempt will be made to notify parents of each absence of their student through the use of the Parent Link automated dialing system. However, failure to successfully notify parents will **NOT** negate the attendance policy. **Parents should update contact information if it changes during the course of the school year by notifying the attendance clerk.**

**Administrative Probation:** **Students with four or more unexcused absences in a grading period shall be placed on Administrative Probation which shall include denial of participation in extracurricular activities through the end of the current grading period.**

**Absence During Exams:** Any student who signs out or is absent during a term exam due to illness may be required to bring a doctor's note in order to make up the exam. Those absences not verified by medical statement from a licensed physician will be subject to administrative review on an individual basis. All arrangements for make-up of term exams must be made within five (5) days of absence.

**Falsification of Attendance Information:** Falsification of attendance information (reason for absence, forged signature, unauthorized use of medical stationary, incorrect telephone number or mailing address, etc.) by students or parents will result in the denial of any absence appeal.

**Senior Skip Day:** The administration of Deane Bozeman School does not recognize or give excused absences to **ANY** students who take off for what is commonly called Senior Skip Day. Students who take off on a Senior Skip Day and are found to be absent for this reason will have their absences counted as **UNEXCUSED**. This can negatively impact a student's ability to make up assignments or tests missed on the day of the absence. A doctor's note may be required as documentation to excuse an absence in this particular case. For additional information regarding unexcused absences, please review the DBS handbook "Attendance Policies" section.

**The teacher's grade book will be the final authority in determining the number of absences for each student.**

## **DAILY ATTENDANCE (School Board Policy 7.105)**

Attendance Records. Daily attendance shall be taken for students who are enrolled in Pre-Kindergarten (age 3) through 12th grade.

It is the responsibility of each teacher to see that an accurate record of attendance is maintained in the manner prescribed by the State Board of Education and the Superintendent. The principal shall be responsible for the timely administration of attendance policies and procedures and for the accurate reporting of attendance in the school under his/her direction. The principal shall assure that all teachers and clerks are instructed in the proper recording of attendance, and it shall be his/her duty to see that such instructions are followed. The principal or his/her designee shall inspect and determine the completeness and accuracy of the records contained in the record keeping system for each of the required full-time equivalent student membership periods. At the end of each school year the principal or his/her designee shall certify the completeness and accuracy of the automated attendance records indicating that all attendance records have been kept as prescribed by law and rules of the State Board. An attendance record containing any material inaccuracies, resulting from willful or intentional falsification of data by or for the principal, shall be considered a false report for which the principal shall be subject to penalties as provided by law. Attendance verification is

adequately documented through the 20 day and 45 day attendance verification reports provided through the online district grade book. In order for the attendance verification reports to be accurate, teachers must input attendance by class period at the secondary level and daily at the elementary level.

**Leaving School During the Day.** Before releasing a student from school, the principal or his/her designee shall establish the identity and authority of any individual who seeks the release of a student from school. **A student shall be released only to the parents or legal guardians or other person authorized by the parents or legal guardians on the student's electronic registration portal.** Should a person other than one authorized by the parents or legal guardians request the release of a student, the principal or his/her designee shall first obtain verbal consent of the parents or legal guardians before releasing the student. In the event that a dispute arises between parents regarding who is authorized to pick up a student from school, the student shall be released only to the parents or legal guardians registering the student for school. It is the responsibility of the Enrolling Parent or legal guardian to maintain current contact information in the electronic registration portal.

Students in grades 9-12 age 18 or older may sign themselves out of school during the regular school day if the school has on file a written, notarized request from the student's parent allowing their student to check themselves out of school. The written request shall include an acknowledgment that the parent understands that the school will not notify the parent of excessive absences or tardiness if they allow their student this privilege. The written parental request may be waived by the principal in the event the principal determines through verification that the student is living on his/her own.

No teacher or other employee of the School Board shall permit or cause any student to leave school prior to the regular hour of dismissal except with the knowledge and approval of the principal or his/her designee.

**At the discretion of the principal, the parents/guardians may be asked to physically sign the student out. Parents/Guardians must have a picture ID** to prove they have authority to remove the student from campus.

No student may be excused from school during regular school hours in order to take private lessons, except as provided herein. All school campuses shall be closed during lunch periods. Each school year, the principal may request an exemption for eligible eleventh and twelfth grade students. If the exemption is approved by the school board, students must have a written notarized parent/guardian authorization form on file. No student shall be sent from the campus during the school day to perform errands or to act as a messenger, except with the prior approval of the principal. Approval shall be given only for urgent and necessary school business.

**Tardiness.** Each student is responsible for regular and punctual class attendance. Students must be inside the classroom by the end of the ringing of the tardy bell in order not to be considered tardy. Students who leave more than 15 minutes before a class is over will be given an Early Departure. Chronic tardiness will be investigated by a designated school representative.

**Absences.** By the next school day after the absence, it shall be the responsibility of the parents or legal guardians to notify the school regarding the reason for each absence. The school principal or his/her designee shall contact the student's parent or guardian to determine the reason for any absence for which the reason is unknown. Justification will be evaluated based on the policy below regarding excused or unexcused absences. The final decision for approval will rest with the school principal.



**Attendance Codes.** Absences, Tardies and Early Departures shall be recorded with the following codes, as defined in this policy:

A - Absent (Adult use only-Tom P. Haney Technical Center) B - Administrative Leave (excused) E - Excused Absence F - Family Leave – Pre Approved (excused) H - Hospital/Homebound I - In-School Suspension (excused) NS - No Show (used only during the beginning of the district school year No Show period as determined by Bay District Management Information Systems (MIS) department) O - Out-of-School Suspension (unexcused) P - Present (Adult use only) R - Religious Leave (excused) S - School Function Leave (excused) T - Tardy (unexcused) U - Unexcused Absence V - Tardy (excused) X - Early Departure (≥ 15 minutes)

**Excused Absences, Tardies or Early Departures.** For an absence to be considered excused, **documentation** must be filed with the principal's office **within three (3) days** of the absence. Excused absences, Tardies or Early Departures may be given for the following reasons:

1. Death in the family or other bona fide family emergency. 2. Illness of student. A written statement from a physician that the student is under the supervision of the physician and that the student's condition justifies the number of days absent may be required after a total of five (5) days of absences (absences do not have to be consecutive). 3. Appointments for medical or dental care (physician's statement required.) 4. Visits to licensed therapist. 5. Legal reasons. 6. Pre-approved family leave.

**Requests for Family Leave** must be in writing and approved before the student is to be absent and must comply with the following criteria. A. The student must have a C average or higher in all classes for the grading period. B. It must be demonstrated that the leave cannot be taken during school breaks. C. The requested leave cannot be for more than five (5) days per school year and may not be during semester/term exam days and/or during state assessments.

**School Function Leave.** Students shall be granted School Function Leave (excused leave) for school sanctioned events, including but not limited to:

1. School sanctioned activities. 2. Approved educational trips. 3. Curriculum related field trips with teacher chaperones and with principal approval. 4. Functions which the student is administratively recognized as a representative of a school.

**Administrative Leave.** Students shall be granted Administrative Leave (excused leave) for occasions which the principal feels are appropriate, including but not limited to:

1. Trips for college recruitment should be scheduled when school is not in session. The administration may make an exemption if the college has a planned program for a specific day or if the student has a specific appointment with a college official that is validated in writing. 2. Trips for military recruitment should be scheduled when school is not in session. The administration may make an exception if the recruiter makes arrangements with an administrator prior to the student being out of school. 3. Temporary Administrative Leave of a student, initiated by the principal, prior to the conclusion of a misconduct violation investigation.

The principal may temporarily assign a student to Administrative Leave while completing the misconduct violation investigation. When temporary Administrative Leave is necessary, the principal or designee shall inform the parents or legal guardians by the most rapid means (including telephone). As soon as feasible under the circumstances, the principal or designee shall hold a conference with the student or parents or legal guardians.

**Religious Leave.** Students shall be excused from any examination, study, or work assignment for observance of a religious holiday, religious instruction or because the tenets of his/her religion forbid secular activity at such time. No adverse or prejudicial effects shall result to any student who avails him/herself to the provisions of this rule. Major religious holidays include, but are not limited to: Rosh Hashanah, Christmas, Epiphany, Yom Kippur, Sukkot, Ash Wednesday, Palm Sunday, Shmini Atzeret, Simchat Torah, Good Friday, Easter, Passover, Shavout, Vietnamese New Year, Kwanza, and Ramadan.

1. A student with the written consent of his/her parents or legal guardians, or a student who has attained the age of majority, upon application of the student, may be excused from attendance in school in grades 9-12 for a period not to exceed one (1) hour, during each school day to participate in religious instruction at his/her place of worship or at any other suitable place away from school property designated by the religious group, church, or denomination. Responsibility for transportation of students released for religious instruction shall be that of the parents or legal guardians. Written consent shall consist of request for the release of the student; assumption of responsibility for the student while off the school campus; and identification of the person or institution to which the student is to be released. 2. Student in grades K-12, upon written request of his/her parents or legal guardian, may be released from school in order to participate in a religious observance.

**Unexcused Absences.** Unexcused absences are those absences that are not justified according to the rules of this policy by the parent or legal guardian. In addition, truancy, and/or skipping are considered unexcused absences. Skipping class is defined by one or more of the following criteria: 1. Failure to check out when leaving school before the end of the official school day. 2. Absent from class without parents or legal guardians knowledge and/or permission. 3. Absent from class without teacher knowledge and/or permission.

**Unexcused Absences and Athletic Eligibility.** If a student has had at least five (5) unexcused absences within a calendar month, or ten (10) unexcused absences within a ninety (90) calendar day period, the principal shall, unless there is clear evidence that the absences are not a pattern of non-attendance, refer the case to the school's child study team to determine if early patterns of truancy are developing. If the attendance child study team, after examining the student's attendance records and seeking input from the parent and the student's teachers, finds that a pattern of non-attendance has developed, they will notify the principal and/or designee who will then notify the student, parent, and athletic director that the student will be suspended from all extra-curricular activities until the end of the current grading period or until the student fulfills the terms of an attendance agreement (FHSA Policy 9.2.1.1. requires regular school attendance).

**Unexcused Absences and Extracurricular Activities.** Students with four (4) or more unexcused absences in a 9 week grading period (block schedule) or eight (8) or more unexcused absences in an 18 week grading period (7 period day) shall be placed on Administrative Probation, which shall include denial of participation in extracurricular activities through the end of the current grading period. Appeals. A parent or student may appeal within five (5) days of notification a decision to classify an absence as unexcused by notifying the principal in writing.

**Make Up Work - Excused Absences.** Students are expected to make up all work missed during excused absences. **The student must contact the teacher on the first day back in school in order to make arrangements to make up the work within five (5) school days.** The teacher and/or the principal may grant additional time for making up work if warranted by the individual situation. All assignments including tests and exams announced in advance of the student's absence must be made up on the day the student returns to school. Teachers have the prerogative to require a student on school or administrative leave to complete work assigned in advance of the leave.

**Makeup Work - Unexcused Absences.** Students are responsible for making up all work missed, including tests and exams, during an unexcused absence. If the unexcused absence is due to a suspension of one to three (1-3) days, the student must contact the teacher upon the student's return to class to make arrangements to make up within five (5) school days work missed. Parent(s)/guardian(s) of students suspended for more than three (3) days are responsible for contacting the school by the end of the third day of suspension and obtaining the missed work assignments. All work must be completed and returned to the classroom teacher upon the student's return to school.

**Minimum Attendance.** A student may be in jeopardy of being retained if he/she fails to attend school for at least 160 days in a school year

## ASSESSMENTS AND TESTING

<https://sites.google.com/a/bay.k12.fl.us/assessment/>

### **Definition of terms:**

Grading period = 4 1/2 weeks (mid-term)

Term = 9 weeks

Session = 18 weeks

**Exam Policy:** All students in grades 9-12 must take term exams. The exam will count for 1/7 of the final grades. Alternative examination provisions may be made for exceptional students.

**FSA Retakes:** All students who have attempted and not passed the tenth grade Florida Standard Assessment will be required to retake the FSA. Students may be eligible to apply an ACT/SAT concordant score to meet the graduation requirements. See your guidance counselor for more information. At this time, there is no summer retake option.

**Intensive Reading Courses:** According to State Law, students who do not pass the reading portion of the FSA exam must receive reading remediation. The length and intensity of the reading course will be determined by the student's developmental scale score, FSA achievement level, and fluency or disfluency status.

# GRADES AND REPORT CARDS

**Grade Forgiveness:** Any course in which a student makes a D or F may be taken over during the regular year to improve his/her GPA if space is available and scheduling permits. **The new grade will be used in lieu of the original grade to compute the GPA.** The original grade must remain on the record. Credit may not be earned twice for the same course. To compute the GPA, a student must use all unduplicated courses. If the GPA is less than 2.0, then the student may drop elective courses (above 26 credits) with the lowest grades from the calculation of grade point average.

**GPA (Grade Point Average):** The Grade Point Average is computed after each semester/term (9 weeks) using the quality points assigned to each letter grade: A = 4 B = 3 C = 2 D = 1 F = 0  
Divide the total of these quality points by the number of courses taken. Honors, Dual Enrolled, AP and other higher level classes may carry additional quality points. The cumulative GPA is determined by taking all the quality points or all non-duplicated high school courses taken to date and dividing by the total number of courses taken. A 2.0 cumulative GPA is required for graduation.

**New/Make-Up/Transfer Credit:** Students may earn new credit during the summer or additional credit during the regular school year through college summer institutes, dual enrollment courses, accredited correspondence courses, and/or Florida Virtual School (FLVS). Administrative permission must be obtained **BEFORE** students begin such programs. Sources for make-up credit are accredited correspondence schools, FLVS, or Rosenwald High School. Students who fail a course may also request placement in that same course during another term of the regular school year; however, space availability and scheduling conflicts may not allow this option. Students who withdraw from Bay District high schools and enter other educational institutions may transfer no more than ten (10) credits per year (August-August) with a maximum of 5 credits per semester when re-entering Bay District schools. Credits from accredited schools will be accepted at face value, but credit from non-accredited institutions will be validated on the basis of student performance standards, with the principal's approval. In order to receive a diploma from Deane Bozeman School, a student must be enrolled in Bozeman for the last nine (9) weeks of the senior year.

**Progress Reports/Report Cards:** BDS report cards are correlated to Florida standards and based on current assessment research. They are sent home four times per year at the end of each nine week grading period. Additionally, progress reports are also standards-based and correlated to the report card format. As a general rule, every student should bring home a progress report halfway through the nine week grading period.

<p><b>1<sup>st</sup> – 5<sup>th</sup> Grade Academic Scale:</b>  A - 90-100: Outstanding Progress  B - 80-89: Above Average Progress  C - 70-79: Average Progress  D - 60-69: Lowest Acceptable Progress  F - 50-0: Failure  I - Incomplete: Insufficient information available at this time  Not Assessed: not assessed this grading period</p>	<p><b>1<sup>st</sup> -5<sup>th</sup> Additional Curriculum Grading Scale:</b>  E - Exceeds: Student performance exceeds grade level expectations  S - Satisfactory: Student performance is acceptable  N - Needs Improvement: Student performance needs to improve  U - Unsatisfactory: student performance is unacceptable  Not Assessed: skills were not assessed this grading period</p>
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**Report Cards and Grade Reports:** Computer grade reports will be issued at the end of each term (9 weeks) and session (18 weeks) to all students. The number of tardies and absences will be clearly marked in the report. The grading scale, established by the state, determines numerical values for grades.

**Term Grades:** Term grades are final. One-half credit will be granted for each term course passed. Students need to meet yearly with their Guidance Counselor to insure all graduation requirements are met.

**BAY DISTRICT SCHOOL K-8 RETENTION and PROMOTION POLICY 8.402**

Student progression from grade to grade will be based on achievement/credits/units. A student may not be promoted based on age or other factors that constitute social promotion. When a student is retained, he/she must receive an intensive program that is different from the previous year’s program and that takes into account the student’s learning style. Students in grades K-8 who have not mastered the district identified curriculum for the grade level shall be retained. Students recommended for retention are subject to the provisions of §1008.25, Fla. Stat.

If at the end of the first semester a student is in danger of retention, a warning message will be printed on the student’s second quarter report card. Parent(s) or legal guardians must be notified by mail no later than 30 school days prior to the last day of school if the student appears to be in danger of retention. After this date, each student must continue to complete satisfactorily all assignments to assure promotion. Parents of students in grades 3, 5, and 8 will be notified of mandatory retention upon district-receipt of all FL state assessment scores and the reasons the student is not eligible for good cause exemption. Grade three notification must also include a description of proposed interventions and supports that will be provided to the student.

**Retention.** The principal has the final responsibility to ensure that all district and state policies regarding the retention and promotion of students are followed in accordance with § 1008.25, Fla. Stat. These criteria are intended to be a minimum for retention:

1. Failure to achieve state standards
2. Overall achievement/performance in all academic areas

3. Failure to achieve district level proficiencies per School Board Policy 8.301
4. Attendance in accordance with School Board Policy 7.104.

Students who are retained, and students needing remediation or intensive instructional support, will be matched to strategic and intensive instruction/interventions based on screening, progress monitoring, and diagnostic assessments.

K-8 Retention Guidelines. Students are subject to the provisions outlined in the K-8 retention guidelines. School personnel shall follow all requirements set forth in those guidelines.

3rd Grade

**Third Grade Mandatory Retention.** Students with a reading deficiency, as identified by §1008.25(5)(a), not remedied by the end of Grade 3, as demonstrated by scoring a Level 1 on the statewide assessment test in reading for Grade 3, shall be subject to mandatory retention. Such students shall:

- be provided intensive reading interventions as specified in School Board Policy 8.301 to ameliorate the specific reading deficiency, as identified by a valid and reliable diagnostic assessment;
- have the opportunity to complete a student portfolio or other alternative assessment;
- be provided with intensive instructional services as identified by law;
- be provided with a high-performing teacher as determined by student performance data and above-satisfactory performance appraisals

### **Requests for Good Cause Exemption from Mandatory Third Grade Retention**

After receipt of FL state assessment scores, the student's teacher shall submit a recommendation for good cause exemption with the student's existing progress monitoring intervention plan, IEP (if applicable), report card, alternative standardized reading assessment scores or student portfolio to the principal, who shall review and discuss with the teacher the recommendation. The principal shall make the determination as to whether the student should be promoted or retained. Recommendations for promotion should be made in writing to the Superintendent, who shall accept or reject the principal's recommendation in writing.

The Superintendent may only exempt 3rd grade students from mandatory retention for good cause under the following conditions:

1. Limited English proficient students who have had less than 2 years of instruction in an ESOL program.
2. Students with disabilities whose IEP indicates that participation in the statewide assessment program is not appropriate, consistent with the requirements of State Board rules.
3. Students who demonstrate an acceptable level of performance on an alternative standardized reading assessment approved by the State Board of Education.
4. Students who demonstrate, through a student portfolio, that the student is reading on a grade level as evidenced by demonstration of mastery of the state standards in reading equal to at least a Level 2 performance on the FL state assessment.
5. Students with disabilities who participate in the FL state assessment and who have an IEP plan that reflects that the student has received the intensive remediation in reading required above for more than 2 years but still demonstrates a deficiency in reading and was previously retained in kindergarten, Grade 1, Grade 2, or Grade 3.
6. Students who have received intensive reading intervention for 2 or more years but still demonstrate a deficiency in reading and who were previously retained in kindergarten, Grade 1, Grade 2, or Grade 3

for a total of 2 years. A student may not be retained more than once in Grade 3.

7. Students who have received the intensive remediation in reading as required above for 2 or more years but still demonstrate a deficiency in reading and who were previously retained in kindergarten, Grade 1 Grade 2, or Grade 3 for a total of 2 years. Intensive reading instruction for students promoted under this criteria must include an altered instructional day based upon PMP that includes specialized diagnostic information and specific reading strategies for each student.

FL state assessment shall not be the sole determiner of retention or promotion. Schools shall use additional evaluations, portfolio reviews, and other assessments in the body of evidence to determine student retention or promotion. A parent of a student in Grade 3 who is identified anytime during the year as being at-risk of retention may request that the school immediately begin collecting evidence for a portfolio.

Each elementary school will establish, where applicable, an intensive acceleration class for retained third grade students who subsequently score a Level 1 on the reading portion of FL state assessment. The focus of the class will be to increase the student's reading level at least two grade levels in one school year. The intensive acceleration class must:

- be provided to any student in third grade who was previously retained in grade 3
- have a reduced student/teacher ratio
- provide 180 minutes of reading instruction daily and incorporate 4th grade state standards
- use a reading program that is scientifically research-based
- provide intensive language and vocabulary instruction using a research-based program
- include weekly progress monitoring
- follow required reporting procedures to the Department of Education

Retained 3rd grade students shall be provided with a high-performing teacher as determined by student performance data and above-satisfactory performance appraisals. Student progression decisions consider the student's response to evidence-based instruction/interventions implemented with fidelity.

A student who is promoted to Grade 4 with a Good Cause Exemption shall be provided intensive reading instruction and intervention that include specialized diagnostic information and specific reading strategies to meet the needs of each student. The school district shall assist schools and teachers with the implementation of reading strategies which are research-based and have shown success in improving reading among students who have reading difficulties.

## **5th Grade**

In Bay District Schools, there will be no social promotion. A student who does not qualify for a good cause exemption will be retained in 5th grade if he or she meets the following criteria:

- FL state assessment ELA Score is Level 1 (using the most recent available score), **AND**
- FL state assessment Math Score is Level 1 (using the most recent available score), **AND**
- Receives a final grade of "F" in reading and/or math.

### **Good Cause Exemptions:**

Note: Before a student may be considered for a good cause exemption, the student must complete all tutorial/remediation programs offered to the student.

1. Limited English proficient students who have had less than 2 years of instruction in an ESOL program.

2. Students with disabilities whose IEP indicates that participation in the statewide assessment program is not appropriate, consistent with the requirements of State Board rules.
3. Students with disabilities who participate in the FL state assessment and who have an IEP plan that reflects that the student has received intensive remediation but still demonstrates a deficiency on FL state assessment. Before a student may be considered for a good cause exemption, the student must complete all tutorial/remediation programs offered to the student.
4. Students who have received intensive remediation but still demonstrate a deficiency on FL state assessment. Before a student may be considered for a good cause exemption, the student must complete all tutorial/remediation programs offered to the student.
5. The Superintendent, upon the recommendation of the principal, may promote a student based upon extraordinary circumstances that impacted the student's performance.

**NOTE:** If a student moves into Bay District Schools from another state after the administration of the FL state assessment, but prior to the end of the school year, the student may be promoted if the student meets all other promotion criteria.

## 8th Grade

In Bay District Schools, there will be no social promotion. Florida Statute 1003.4156 states all students must have successfully completed three middle school or higher courses in English, mathematics, social studies, science and one course in career and education planning. If a student has met all course requirements outlined in F.S. 1003.4156, he/she may still be retained if he/she meets the following criteria:

- FL state assessment ELA Score is Level 1, AND
- FL state assessment Math Score is Level 1

### **Good Cause Exemptions for Level 1 Students:**

Note: Before a student may be considered for a good cause exemption, the student must complete all tutorial/remediation programs offered to the student.

1. Limited English proficient students who have had less than 2 years of instruction in an ESOL program.
2. Students with disabilities whose IEP indicates that participation in the statewide assessment program is not appropriate, consistent with the requirements of State Board rules.
3. Students with disabilities who participate in the FL state assessment and who have an IEP that reflects that the student has received intensive remediation but still demonstrates a deficiency on FL state assessment. Before a student may be considered for a good cause exemption, the student must complete all tutorial/remediation programs offered to the student.
4. Students who have received intensive remediation but still demonstrate a deficiency on FL state assessment. Students exempted from retention in this category may be assigned an alternative placement. Before a student may be considered for a good cause exemption, the student must complete all tutorial/remediation programs offered to the student.
5. The Superintendent, upon the recommendation of the principal, may promote a student upon extraordinary circumstances that impacted the student's performance.

**NOTE:** If a student moves into Bay District Schools from another state after the administration of the FL state assessment, but prior to the end of the school year, the student may be promoted if the student meets all other promotion criteria.



**Parental Request for Retention in Grades K-8.** A student’s parent(s) or legal guardian may request, in writing, that the principal allow the student to be retained in their current grade for an additional year based on academic need. The principal shall have the final authority for student retention based on parental requests. The request, and all related documentation, shall be placed in the student’s cumulative folder, whether the request is granted or not.

# HIGH SCHOOL PROMOTION AND GRADUATION

All students who are eligible to earn diplomas from Deane Bozeman School during the school year are eligible to participate in commencement activities. Attendance at all practices is mandatory.

## Promotion (High School) and Graduation

The following credits will be required for promotion and graduation:

Students entering 12th grade in 20-21 will need 24 credits to graduate.

Students entering 11th grade in 20-21 will need 24 credits to graduate.

Students entering 10th grade in 20-21 will need 24 credits to graduate.

Students entering 9th grade in 20-21 will need 24 credits to graduate.

The following credits will be required for promotion for the 19-20 school term for Bozeman:

5 credits to become a sophomore

11 credits to become a junior

17 credits to become a senior

24 and meet the graduation requirements outlined in School Board Policy 8.403

\*Extenuating circumstances for transfer students new to the district can be approved on an individual basis by the Superintendent.

## Academic Letters and Honors

- High school students who maintain a 4.0 GPA or higher in each of the first three terms will receive a “Gold Academic Letter.”
- High school students who maintain a 3.50 to 3.99 GPA or higher in each of the first three terms will receive a “Silver Academic Letter.”
- High school students who maintain a 3.0 to 3.49 GPA or higher in each of the first three terms will receive an Academic Certificate.

**Graduation Ceremonies:** Each school will have its graduation at the end of the second semester. A student must meet all the requirements for the type of diploma that he/she will earn before participating in graduation exercises. Students meeting all the district-identified graduation requirements by the end of the first semester of their senior year may receive a letter certifying that all graduation requirements have been met. These students will be eligible to participate in the regular graduation ceremony at the end of the second semester. Students who meet all of the graduation requirements at the end of summer school will be given a high school diploma at this time. Diplomas not issued after the conclusion of summer school must be destroyed by the respective high school. Students meeting graduation requirements after the conclusion of summer school must be issued a diploma for the current school year in which the requirements were met.

Senior class GPA academic achievements will be calculated at the end of the first semester and recognized as follows:

\*Valedictorian

\*Salutatorian

4.0 and higher (weighted GPA) – (with Distinction)

3.75 – 3.99 (weighted GPA) – (with Excellence)

3.5 – 3.74 (weighted GPA) – (with Honor)

Students who graduate with Distinction will select at least one speaker from within the with Distinction graduates for participation in the graduation ceremony.

**Graduating With Honors:** To graduate with honors a standard curriculum student must have cumulative average of 3.5 excluding the last term of his/her senior year. Beginning with the graduating class of 2015, senior class GPA academic achievements will be calculated at the end of the third nine weeks and only recognized as follows:

- 4.0 and higher (weighted GPA) - with Distinction
- 3.75-3.99 (weighted GPA) - with Excellence
- 3.5-3.74 (weighted GPA) - with Honor

Students who graduate with Distinction will select at least one speaker from within the Distinction graduates for participation in the graduation ceremony.

**Senior Recognition Day:** Each year one day is set aside for Senior Recognition Day to honor outstanding seniors and recognize their contributions. If your student receives an honor or scholarship, please notify the guidance department so he or she can be recognized.

**Hall Of Fame:** To qualify, a student must meet one or more criteria in each of the following categories during his/her years at Deane Bozeman School:

1. Scholarship—2.50 cumulative GPA.
2. Leadership—

Officer of Student Government, Class or a school club,  
Secretary or Treasurer of two school clubs or for two years,  
Athletics (by recommendation of athletic director),  
Captain of Cheerleaders, Band, Athletic or Academic Team Captain  
Drum Major or Field Commander, President of Choir or Band,  
Student Conductor of Choir, or ROTC Group Commander.

3. Service (participation in school-sponsored activities).
4. Character—abides by school rules and policies.

\* A suspension may be grounds for disqualification.

## COLLEGE PREPARATION AND SCHOLARSHIPS

**Bozeman Collegiate Academy:** Bozeman Collegiate Academy (BCA) is Deane Bozeman School's advanced academic program. In a competitive academic arena, students must have every opportunity to challenge themselves through high standards and expectations of exceptional achievement. BCA is not only a college preparatory program, but a college preparatory program seeking to lead students to career success. BCA seeks to strengthen students by providing both Advanced Placement (AP) courses and pre- AP courses, alongside career choice guidance. Our goal is to attain academic excellence in a caring atmosphere while

BCA seeks applications for admission from students who are looking for academic success, are highly motivated, and students who desire a rigorous middle school and high school experience while preparing for their future. BCA students have access to college application programs, scholarship opportunities, and a strong support system with guidance counseling services. BCA is available for high school students and pre-BCA is available for middle school students. For more information contact our guidance department at 850-767-1313.

**College Preparatory Curriculum:** The Florida Board of Regents identifies the following curriculum as required for state university admission.

- \* English 4 credits (Three with substantial writing)
- \* Math 4 credits (At Algebra I and above levels)
- \* Natural Science 3 credits (Two with substantial lab)
- \* Social Science 3 credits
- \* Foreign Language 2 credits (In the same language.)
- \* **TOTAL 16 CREDITS**

**Calculation of a student's GPA will be based ONLY on these college preparatory courses.**

**Honors/Dual Enrollment:** Honors, and dual enrolled courses which apply towards an associate of arts degree may carry one (1) additional credit quality point. Honors and dual enrollment classes in English and social studies require summer reading as preparation. Lists are available each spring when application to these programs is made. **Placement in all special programs and courses requires an application and parent permission, as well as teacher approval. Computerized Placement Test Requirements (PERT): Most dual enrollment courses require college placement scores in reading, English, or math. Consult your guidance counselor for course specific information prior to registering.**

**Vocational/Technical Programs:** Students may attend a HALF DAY at Haney Vo-Tech School their junior and/or senior years and receive a Deane Bozeman High School diploma. To attend, a student must meet all requirements for grades 9, 10, and 11 as listed in the Pupil Progression Plan. For more information, see your guidance counselor.

**Florida's Bright Futures Scholarship Program Information:** This program establishes a lottery-funded scholarship to be awarded to high school graduates who are Florida residents to recognize high academic achievement. Students may attend Florida public or private post-secondary educational institutions. The Bright Futures Program is an umbrella program for all state-funded scholarships based on academic achievement in high school. It includes the Florida Academic Scholars award, the Gold Seal Vocational Endorsement Scholars award, and the Florida Medallion Scholars award. **Application for these awards must be made during the last semester before high school graduation.** Requirements subject to change – see current year's requirements or your guidance counselor. The Florida Department of Education, Office of Student Financial Assistance (OSFA) will no longer provide printed copies of the Florida Bright Futures Scholarship brochures. You may view or print a copy at [www.FloridaStudentFinancialAid.org/SSFAD/bf](http://www.FloridaStudentFinancialAid.org/SSFAD/bf).

**Early Admission To College:** Students who meet the requirements for an early admission and advanced studies program may be graduated in fewer than four years in grades 9-12. Information may be obtained from your counselor in the Guidance Office. This program prohibits students from participating in ALL school activities and trips or from receiving school and district awards and/or honors.

**Transcripts:** Most colleges require a student to send a transcript (copy of your student grades) when you apply for admission. The Guidance office will provide a transcript for a student to mail to the college of his/her choice. If transcripts are sent electronically to a Florida college or university, there will be no charge.

If any student needs a transcript for out of state or other purposes, there will be a \$ 3.00 charge per transcript, payable in advance. A minimum of three days notice is required.

**Bay District Schools offers Career and Technical Education Pathways (CTE), including career academies** wherein students may earn industry certifications. Career and Technical Education Pathways (CTE) includes middle and high school students taking courses in one of the following career pathways.

Advanced Manufacturing	Agriculture	Athletic Training	Computer Science
Construction Science	Cyber Security/IT	Culinary Arts	Digital Design
Digital Video Technology	Early Childhood	Engineering	Entrepreneurship
Game/Visual Design	Health Science	Hospitality/Tourism	Marketing
Unmanned Aircraft	Web Design		

These Career Pathways are designed to prepare students to be successful in a rapidly changing workforce and equip them to make informed decisions about future college and career opportunities. CTE offers students opportunities to earn highly valued industry certifications and to develop a multitude of skills while experiencing rigorous curriculum with real world applications. CTE students who complete 3 courses in a Career Pathway are eligible for many scholarships, including the Gold Seal Vocational Scholars (GSV) and Gold Seal Cape Scholars (GSC) Bright Future Scholarships.

The district's career and technical programs are open to all eligible students in the district and is committed to a policy of nondiscrimination in employment and educational opportunity. No person shall be discriminated against or harassed in any educational program, services, or activities, or employment conditions or practices on the basis of race, color, national origin, religion, sex, age, disability, marital status or sexual orientation.

Admission is open to students with limited English proficiency. In order to eliminate barriers, the district assesses each student's ability to participate and benefit through placement testing and counseling. Based on assessments, services or referrals are provided to help prepare students for successful participation.

Questions, complaints, or requests for additional information regarding discrimination or harassment may be sent to Shirley Baker, Executive Director/Equity Coordinator/ Human resources and Employee Support Services @ 850-767-4100 ([bakersy@bay.k12.fl.us](mailto:bakersy@bay.k12.fl.us))

# STUDENT BODY ACTIVITIES

In order to participate in a school activity, a high school student must be in attendance for at least two (2) of his or her scheduled classes on the day of the activity (athletes, band members, cheerleaders, choir members, etc.) A middle school student must be in attendance for at least three (3) of his or her scheduled classes on the day of the activity.

**Dances:** Students may have the opportunity to participate in several dances throughout the school year. Only Bozeman students may attend school dances unless administrative approval is given.

**Elections:** Election of SGA officers and class officers occurs in the spring. SGA officers are elected school-wide, while class officers are elected by their respective classes. Incoming freshmen elect their class officers in the fall. Candidates for office must not have any serious attendance or disciplinary infractions and must maintain a 3.0 GPA. Clubs may have other requirements for officer candidates.

**Homecoming:** Homecoming occurs during the fall football season and is an occasion for Bozeman alumni to visit their alma mater. Only seniors are eligible to be candidates for Homecoming King and Queen.

**Out-Of-Town Trips:** **Going on a school sponsored field trip (e.g. sports, GradNite, etc.) is a privilege. The faculty and staff reserve the right to deny any student permission to attend any trip based on behavior, discipline, and/or attendance.** Out-of-town activities must be school-sponsored or approved by F.H.S.A.A. A statement from parents, giving consent and assuming responsibility, must be obtained from each participating student. Travel time is limited to hours of 6:00 a.m. to 10:00 p.m., except when traveling by commercial vehicle or school-approved bus transportation. Experienced chaperones must be provided. All trip details must be planned in advance and approved by the principal. There will be no variations from these plans unless the principal is contacted and approval given. All rules and regulations, as well as responsibilities, of both students and chaperones must be explained and assumed by all parties concerned. This should be done at a meeting with the principal or his designee prior to departure.

**Pep Rallies:** Pep rallies are held throughout the year to build school spirit and feature athletes in all sports. Students are urged to support our teams through attendance at these events. Students must attend pep rallies as directed when they occur during regular school hours.

**Senior Recognition Day:** Each spring, seniors are recognized at Senior Recognition Day. Academic and leadership achievements are recognized, and scholarships are presented by school and community members. **ATTENDANCE IS MANDATORY FOR ALL SENIORS.**

**Sports Banquets:** Sports banquets are held following each sport season to honor participating athletes.

**School Sponsored Field Trips:** Student permission forms must be completed for all school sponsored field trips. If a child has paid to attend a field trip and is later unable to participate for any reason, a refund of the amount paid, total or partial, may not be possible due to the shared cost of some services which must be prepaid. Refunds must be requested through the School Principal and there is no guarantee of reimbursement.

# ATHLETIC POLICY

*This policy was developed based on guidelines set forth in the FHSAA Bylaws and Policies Handbook as well as the Bay District Schools Middle and High School Manuals.*

<b>Levels/ Sports offered at Deane Bozeman School:</b> B= Boy's G=Girl's	
<b>Varsity / JV:Jr High</b>	<b>Varsity only:</b>
Football (B) Volleyball (G) Basketball (B & G) Cheerleading (G) Softball (G) Baseball (B)	Weightlifting (B & G) Wrestling (B) Soccer (B & G) Track (B & G)  All students at Bozeman grades 6-12 may try out for varsity teams.

A sport season begins at the first preseason meeting and ends when all equipment/uniforms are turned in.

### **Eligibility**

- All Students must have an updated physical, which is good for 12 months.
- Every student must have a signed and notarized parent permission form that is updated each school year.
- Per Bay District Policy, all students must have proof of insurance; Medicaid is not acceptable as a form of insurance. School Health insurance is available for purchase if needed.
- Students and parents must complete an EL 3CH regarding Concussions and Heat
- A student will lose their eligibility for 12 months upon the plea/ conviction of a felony criminal episode.

### **Middle School:**

- Students must maintain a 2.0 GPA with no more than 1 F from the previous 9 weeks.
- To be eligible for the 1st 9-week period, the student must have been promoted from their previous grade.
- The student may only participate one year at each grade level.

### **High School:**

- Must be under 19 years 9 month of age
- Must have a cumulative GPA of 2.0
- The students may have a maximum of 4 consecutive years of opportunity for athletic eligibility from the date of entering the 9th grade.

**Middle and High School Athletic Attendance Policy:** In order to practice or participate in extracurricular event, if a student has had at least five unexcused absences, or absences for which the reasons are unknown, with a calendar month or 10 unexcused absences or absences for which the reasons are unknown, within a 90 calendar day period the principal shall, unless there is a clear evidence that the absences are not a pattern of nonattendance, refer the case to the school's child study team to determine if early patterns of truancy are

developing. If the child study team, after examining the student's attendance records and seeking input from the parent and the student's teachers finds that a pattern of nonattendance has developed they will notify the principal who will then notify the student, pattern and athletic director that the students will be suspended from all extracurricular activities until the end of the current grading period or until the student fulfills the terms of the attendance agreement (FHSAA Policy 9.2.1.1 requires regular school attendance).

### **Deane Bozeman Player Expectations**

- Athletic participation is a privilege not a right. To earn this privilege, students must abide by the rules and meet standards of academic performance and personal behavior that are related to school purposes.
- Players are expected to attend all practices, games and fundraisers on time and through completion.
- Players are expected to take pride in their scheduled program by helping set up, break down, and clean up the facilities.
- Players must finish one sport before they will be allowed to start a new sport. If a student quits or is removed from the team by a coach, that player is not eligible to participate in the second sport until the first sport season has ended.
- Players must pay for items that were issued to them that they lost. If a player fails to pay for lost items, they will not be allowed to participate in any sport or receive their diploma until the issue is resolved.
- Any player actions that result in the school receiving a fine from the FHSAA will be required to pay said fee. Player will not be allowed to participate in any extra curricular activity until the fine is paid in full.

## **CLUBS AND ORGANIZATIONS**

All school or club activities must be chaperoned by faculty members. All club meetings must be held on campus before or after school hours, unless administrative approval has been obtained to do otherwise. Membership in clubs not approved by school authorities is against Florida law for students. Club members who participate in activities which result in disciplinary action will be suspended and the club placed on probation. School time shall not be used for club parties.

Clubs and organizations must be approved by the principal before they can operate within a school and must comply with established policies. The purposes, qualifications for members, and rules of conduct of clubs are available to all students and instructional personnel. Initiation ceremonies must be submitted to the faculty sponsor for review and approval by the principal. Dues are required for many clubs but must be reasonable. Meetings are to be held on school property in school facilities, although special events may be exempt from this through request by the faculty sponsor from the administration. Club monies are accounted for through the school's internal accounting system. Students are encouraged to become involved in the opportunities for school and community service, leadership, and personal growth offered by school clubs and organizations.

**Note:** A student may hold only one club office position unless permission is obtained from the sponsors of both organizations.

**Annual Staff/Yearbook:** The school yearbook is published annually by the yearbook journalism class under the direction of the faculty sponsor. Pictures of all classes, teams, clubs, faculty, and student activities are

included in the publication which is sold through reservation several times a year. The yearbook is distributed at the close of school. 53

**Band:** The **Sound of Roaring Thunder** or DBS Marching Band provides musical entertainment and school spirit. This award-winning group is composed of musically talented students who both perform and compete in music festivals and parades throughout the year. The band is well-known for its outstanding performances at community events and celebrations. Marching band membership for the 2009-2010 school year is limited to 7th through 12th grade students. Marching band membership for the 2010-2011 school year will be limited to 8th through 12th grade students. Students study under the direction of the faculty band director.

**Beta Club:** Beta Club draws its membership from students who demonstrate high standards of character, scholarship, leadership, and service. A 3.0 GPA is required for this elite honor and service club. After applications are submitted, students are tapped on an honors day in the fall.

**Buck ITV:** The Buck ITV staff is responsible for the production and broadcast of our two daily announcement shows on the school instructional television channel, as well as the video bulletin board that gives information to the school about events and activities. Membership in the club is by application only.

**Cheerleaders:** Varsity and Junior Varsity cheerleading squads offer opportunities for students interested in both performing and competing. Try-outs are held in the spring.

**Choir and Ensemble:** These organizations are regular, daily classes which perform and compete at both district and state levels.

**Colorguard:** Colorguard tryouts for students interested in precision flag twirling performance are held each spring. This auxiliary unit performs with the band and competes at various levels.

**Drama Club:** Drama Club is open to students interested in all phases of drama, including acting, scenery construction, lighting, and make-up. Students present several first-rate dramatic and musical performances each year and compete in district and state dramatic competition.

**Fellowship of Christian Athletes:** FCA is a Christian faith sponsored club. Our purpose is to uplift the name of Jesus Christ in the high school arena through the venue of athletics. Our enrollment is open to all students at Bozeman.

**I.C.C.:** Interclub Council consists of the presidents of all clubs at Bozeman. Its leadership coordinates the activities of clubs so that functions support the overall goal of school and community service.

**Key Club:** Kiwanis Educating Youth is a national service club sponsored by the local Kiwanis club. Applications for membership are taken in the fall, and students are involved in many community service projects.

**National Honor Society:** NHS is an elite honor society for students with a cumulative 3.5 GPA. Members, who must be juniors or seniors, are nominated by faculty in the spring and tapped at the honors ceremony. Students participate in school and community service projects.

**Outdoor Ed Club:** For students who love the great outdoors, this club offers an opportunity to participate in cookouts, hunting and camping lessons, and nature trail design in a regular class setting.

**Pep Club:** Pep Club is open to elementary students who want to show school spirit through attending athletic events.



**R.O.T.C.:** The Army ROTC group of Deane Bozeman School. Members participate in numerous service activities in addition to their classroom duties and competitions. The program requires application. See the guidance department for application and the appropriate schedule times.

**Robotics Club:** Students interested in science and engineering make up the membership of this club which participates in various activities throughout the school year.

**SGA:** Student Government Association leaders are elected by the student body to coordinate student interests and concerns. SGA is made up of class officers. Representatives are involved in community service, as well as school activities such as school dances and an annual trip.

**Spanish Club:** Students who take Spanish classes and are interested in Spanish culture have the opportunity to take field trips and participate in community service through Spanish Club.

## CODE OF CONDUCT

The mission of DBS is to strengthen a student's self-worth, dignity, and teach social responsibility. We believe that every student enrolled at DBS is entitled to attend school in an atmosphere that is safe and is conducive to learning. Each student has the responsibility to conduct himself or herself in a positive manner that will promote the right of all to learn and grow. A copy of the BDS Student Discipline Policy is included in this handbook and can be viewed at [www.bay.k12.fl.us](http://www.bay.k12.fl.us). All parents are encouraged to read and share the appropriate contents with their child/children.

**Student Control and Jurisdiction (School Board Policy 7.201)** Each student enrolled in the District school system shall be subject to the policies of the School Board and the administrative control and direction of the principals, other members of the administrative or instructional staff, or bus drivers to whom such responsibility has been assigned. 1. During the time he/she is enroute to and from school at public expense. 2. During the time he/she is attending school. 3. During the time he/she is attending or participating in a school sponsored activity. 4. While a student is on the school premises before and after school and before and after a school sponsored function.

**BULLYING, HARASSMENT, CYBERSTALKING, OR TEEN DATING VIOLENCE AND ABUSE (School Board Policy 7.207)** It is the policy of the School Board of Bay County, Florida (the "District" or "School Board") that all of its students and school employees have an educational setting that is safe, secure, and free from harassment, bullying, and dating violence and abuse of any kind. The District will not tolerate bullying, harassment, or teen dating violence and abuse of any type. Conduct that constitutes bullying, harassment, or teen dating violence and abuse as defined herein, is prohibited, including discrimination on the basis of race, color, national origin, sex and disability. The full policy (7.207) is found in Chapter 7 of the School Board Policy, available at your child's school or [www.bay.k12.fl.us](http://www.bay.k12.fl.us).

**Bullying** includes cyberbullying 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:

1. Teasing
2. Social Exclusion
3. Threat

4. Intimidation
5. Stalking
6. Physical violence
7. Theft
8. Sexual, religious, or racial harassment
9. Public or private humiliation
10. Destruction of property

This definition is inclusive of, but not limited to, behaviors which are motivated by the victim's sex, race, color, religion, national origin, age, disability (physical, mental, or educational), marital status, socioeconomic background, ancestry, ethnicity, gender, gender identity or expression, linguistic preference, political beliefs, sexual orientation, or social/family background, or any such traits the harasser attributes to the victim based upon the harasser's perception of the victim.

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

**Harassment** means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student or school employee that:

1. Places a student or school employee in reasonable fear of harm to his 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
3. Has the effect of substantially disrupting the orderly operation of a

**Bullying and harassment** also encompass:

1. Retaliation against a student or school employee by another student or school employee for asserting or alleging an act of bullying or harassment. Reporting an act of bullying or harassment that is not made in good faith is considered retaliation.
2. Perpetuation of conduct listed in the definition of bullying or harassment by an individual or group with intent to demean, dehumanize, embarrass, or cause emotional or physical harm to a student or school employee by:
  - a. Incitement or coercion
  - b. Accessing or knowingly and willingly causing or providing access to data or computer software through a computer, computer system, or computer network within the scope of the District
  - c. Acting in a manner that has an effect substantially similar to the effect of bullying or harassment

**Sexual Harassment:** Sexual harassment will not be tolerated on the school campus or at any school function. Examples of sexual harassment include **unwanted sexual advances, flirtations, or**

**propositions; demands for sexual favors in exchange for favorable treatment; unwanted sexually oriented remarks; verbal abuse of a sexual nature; graphic verbal commentary about an individual's body or sexual prowess; coerced sexual acts or assault; physical contact such as grabbing, pinching, or patting unnecessarily; leering, whistling, or gestures of a sexual nature.** Students guilty of sexual harassment will face severe disciplinary action.

**Hazing and Initiations:** There will be no school hazing. Hazing is defined as “any conduct or method of initiation into any student organization or activity, whether in school or off campus, which willfully or recklessly endangers the physical or mental health of any student.” All initiations must be approved by the administration; this includes off-campus initiations. The Department of Education has issued a memorandum 2005-103, regarding the Chad Meredith Act Pertaining to School Hazing – Chapter 2005-146, Laws of Florida. The memorandum may be viewed at [http://info.fldoe.org/dscgi/ds.py/Get/File-3135/k12\\_05-103.pdk](http://info.fldoe.org/dscgi/ds.py/Get/File-3135/k12_05-103.pdk).

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

**Teen Dating Violence and Abuse** is a pattern of emotional, verbal, sexual, or physical abuse used by one person in a current or past dating relationship to exert power and control over another when one or both of the partners is a teenager. Abuse may include insults, coercion, social sabotage, sexual harassment, stalking, threats and/or acts of physical or sexual abuse. The abusive partner uses this pattern of violent and coercive behavior to gain power and maintain control over the dating partner. This may also include abuse, harassment, and stalking via electronic devices such as cell phones and computers, and harassment through a third party, and may be physical, mental, or both.

**Stay-Away Agreement.** The school-based alternative to a legal protective order is called a Stay-Away Agreement. The Stay-Away-Agreement provides a list of conditions that must be followed by the alleged perpetrator while on school grounds or at school-sponsored activities. It is designed to ensure the safety of the victim.

**Support person.** All parties involved in a teen dating violence or abuse case have the right to have a support person present during all stages of the investigation. A support person includes domestic violence victim advocates, parents/guardians, or other advisors.

**Weapons on Campus:** Students WILL NOT have weapons of any kind (or objects which might be used as weapons), including laser pens, on the school campus, in their vehicles, or at any school function. Violation of this policy will result in severe disciplinary action which may include suspension or possible expulsion. It is a third degree felony to exhibit on school property a sword, sword cane, firearm, electronic weapon or device, destructive device, or other weapon, in front of one or more persons in a rude, careless, angry or threatening manner. Toy weapons such as guns or knives WILL NOT be brought on the school campus. A student may be suspended for bringing such items on campus.

**Fire Alarms:** The fire alarms at Deane Bozeman School are fully activated and will alarm when a pull station is pulled. A student who falsely pulls a fire alarm or reports a bomb threat will be suspended up to ten (10) days and may be recommended for expulsion. Under Florida Statute 806.101, a person who pulls a false fire alarm could be charged with a first degree misdemeanor.

**Student's Responsibilities and Rights (School Board Policy 7.208)** Students have rights and responsibilities relative to the knowledge and observation of school and School Board rules; attendance; right

to learn; participation in school programs and activities; respect for persons and property; assembly and free speech, student publications, and appropriate dress.

## BEHAVIOR MANAGEMENT

**Classroom Rules:** Classroom rules are posted in each room and shared with parents at the beginning of the school year. Students are expected to be familiar with and follow these rules. *Inappropriate behavior may result in the loss of the privilege of attending future school activities such as field trips.*

<p><b>Playground Rules:</b></p> <ul style="list-style-type: none"><li>● Line up quickly and quietly</li><li>● Stay in the designated playground areas</li><li>● Play appropriately-Playing shouldn't hurt others.</li></ul>	<p><b>Cafeteria Rules:</b></p> <ul style="list-style-type: none"><li>● Talk quietly</li><li>● Allow for personal space</li><li>● Be sure to use table manners</li><li>● Leave your area clean</li><li>● Enter and exit the cafeteria in a quiet line</li></ul>
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## STUDENT DISCIPLINE POLICY (BOARD POLICY 7.203)

**Note:** Discipline matrices are available for viewing on the Bay District School website under Parent Information– School Safety & Discipline. The following discipline information is taken from the Code of Conduct which also available on the website.

### STUDENT DISCIPLINE (School Board Policy 7.203)

It is the policy of the School Board that there shall be no tolerance of misbehavior. Schools and teachers may develop individual rules and disciplinary practices which supplement the School Board rules but do not conflict with those rules. Discipline should be applied after consideration of the eventual effect on the behavior of the student and should promote improved conduct. Students shall be subject to the provisions of this policy while attending school or on school premises, at any school function, or on any school sponsored transportation, or under the supervision of School Board personnel, whether on or off campus. Students may be subject to discipline even if that conduct occurs on property not owned or controlled by the School 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. Parents, legal guardians or adult students will be financially responsible for any damage to school property. A student's academic grade shall not be reduced as a disciplinary measure. In accordance with this policy, violent or disruptive students may also be assigned to an alternative educational program or referred for mental health services.

### Behavior Qualifying for Minor Disciplinary Measures.

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

- Absences

- Disrespect for school staff
- Distribution of unauthorized materials
- \*Eating or drinking on the bus
- Excessive talking
- Failure to follow instruction or direction of administrator/teacher/staff
- \*Failure to wear seat belt
- Libelous statements
- \*Loading or unloading on unassigned bus or bus stop
- Loss or damage of materials belonging to the school
- Minor disruption of class or school activities
- \*Not in assigned bus seat
- \*Out of seat without permission while bus in motion
- Possession or use of skateboards
- Skipping class or off campus without permission
- \*Talking while lights are on at railroad crossing
- Tardiness
- Teasing and horseplay
- Unauthorized assembly
- Unauthorized use of school property
- Violations of School Board policy regarding computer and Internet usage

\*The behaviors starred are identified as Minor Disciplinary Offenses that occur on district approved transportation.

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

- Verbal Correction
- Counseling
- Parental Contact
- Administrative Probation
- Detention
- In-School Suspension
- Work Detail (with parental consent)
- Seat re-assignment

**Behavior Qualifying for Major Disciplinary Measures.**

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

- Aiding and abetting another person in committing an act which would be a violation of School Board policy
- Any posting through the connection or use of wireless devices or internet including, but not limited to, blogs, social networks, emails, or texts that causes a foreseeable risk of substantial disruption to the work or discipline at a district facility
- Assault (threat of physical harm)
- Attempting to or gaining unauthorized access to school=s or the district=s computers or network

- Battery
- \*Breaking and entering
- \*Bullying, Harassment, or Cyberstalking as defined herein ● Bus conduct violation
- Cheating or plagiarism, including unauthorized grade changes
- \*Commission of any felony
- Class disturbance or disruptive behavior
- Damage to personal property of students or staff members
- Excessive tardies
- \*Extortion
- \*Falsely activating a fire alarm
- Failure to report to a school assigned under an Administrative Placement or Alternative Placement in lieu of Expulsion ● Failure to report to or refusal to accept detention or work detail
- Fighting (mutual altercation)
- \*Fighting resulting in bodily harm
- Forgery
- Harassment and/or physical or verbal abuse or bullying of students
- \*Hazing
- \*Indecent exposure
- Insubordination or defiance
- Intentional false accusations that jeopardize the professional reputation, employment, or professional certification of a teacher or other member of the school staff
- Intimidation
- \*Larceny or theft of personal or school property
- \*Lewd or lascivious behavior
- Lying to school officials
- Motor vehicle infraction
- Obstruction of an investigation by school officials or other authorities
- \*Participation in or leading a riot or disturbance
- \*Participation in secret societies, including gangs
- Possession of any device designed to expel a projectile by air or gas
- \*Possession, sale, use or under the influence of any controlled substance under Chapter 893, Fla. Stat., any counterfeit controlled substances as defined in §831.31, Fla. Stat., model glue or other inhalant, or any over-the-counter or prescription drug, medication, supplement, or alcohol or commercial non-alcoholic beverage as advertised by the beer and liquor industries, or the possession, use or sale of any paraphernalia designed for use of such substances
- \*Possession, use or sale of dangerous articles, or chemical propellant sprays
- \*Possession, use or sale of fireworks or other destructive devices
- Possession, use or sale of matches or cigarette lighters except at Tom P. Haney Technical Center by any adult student
- Possession, use or sale of tobacco products of any kind (both smoking and non-smoking) or electronic cigarettes
- \*Possession of knives of any type, razor blades, box cutters, or similar devices
- Possession, sale, or distribution of pornographic material
- Public display of affection
- \*\*Putting belongings or any part of the body outside of the bus window while the bus is in motion
- \*Robbery
- Rude or obscene behavior and/or language (profanity)
- \*Sexual offenses
- \*Sexual harassment

- \*\*Throwing objects in/out of the bus
- Trespassing
- Unauthorized alteration or changing, or aiding and abetting or participating in the alteration or changing of a student=s grades or attendance records
- Unauthorized possession of radios, tape decks, or any other audio equipment
- Unauthorized use of a free and/or reduced lunch number
- Unauthorized entrance on grounds of another school or campus
- Use of wireless communications devices in violation of School Board Policy 7.311
- \*Vandalism or defacement of school property
- Violation of vehicle use or parking regulations
- Violation of requirements of detention or work detail
- Violation Behavior Contract in Lieu of Expulsion
- Violation of a Re-entry Behavior Contract

\*The behaviors starred are identified as SESIR incidents and are considered serious threats to school safety.

\*\*The behaviors double starred are identified as Major Disciplinary Offenses that occur on district approved transportation.

Major Disciplinary Measures. Behavior qualifying for major disciplinary measures may result in any of the disciplines under Minor Disciplinary Measures, as well as the following as deemed appropriate by an administrator:

- Out-of-School Suspension
- \*Bus Suspension
- Administrative Placement (documented pattern of minor behavioral issues)
- Alternative Placement in lieu of Expulsion
- Expulsion
- \*Bus Expulsion

\*Disciplinary Measures for Major Disciplinary Offenses that occur on district approved transportation.

### Zero Tolerance

**Any disciplinary action taken against a student who violates this zero-tolerance policy must be based on the particular circumstances of the student’s misconduct.**

### Behavior Qualifying for Discipline based upon Zero Tolerance

1. Behavior which shall result in a 1-10 day suspension and may result in expulsion: possession, sale, use or under the influence of any controlled substance under Chapter 893, Fla. Stat. any counterfeit controlled substance as defined by §831.31, Fla. Stat., model glue, other inhalant, or alcohol. However, a principal may, at his/her absolute discretion, reduce the length of the out of school suspension if the student is a first time alcohol or drug offender who possesses or is under the influence of any substance controlled under §893, Fla. Stat., or is under the influence of model glue or other inhalant or alcohol. **This option is only available to the principal for small amounts of a**

**controlled substance which the principal determines is for the student's individual use and not for distribution, delivery or sale to other students.**

2. The Superintendent has the authority in drug or alcohol cases to offer the student an Alternative Placement in lieu of Expulsion under this policy.
3. Felony possession or sale, regardless of quantity, shall result in a ten (10) day suspension and may result in expulsion. Any student who is a first time offender who is subject to discipline or expulsion for unlawful possession or use of any substance controlled under Fla Stat. Chapter 893 may be entitled to a waiver of the discipline or expulsion:
  - a. If the student divulges information leading to the discipline or arrest of the person who supplied such controlled substance to him/her, or if the student voluntarily disclosed his/her unlawful possession of such controlled substance. Any such information divulged which leads to an arrest and conviction is not admissible in evidence in a subsequent criminal trial against the student divulging such information or
  - b. If the student commits him/herself, or is referred by the court in lieu of sentence, to a state-licensed drug abuse program and successfully completes the program.
4. Behavior which shall result in a ten (10) day suspension and expulsion and referral for criminal prosecution:
  - Homicide (murder, manslaughter);
  - Sexual battery;
  - Robbery or attempted robbery;
  - Aggravated battery;
  - Battery or aggravated battery on a teacher or other school personnel;
  - Kidnapping or abduction;
  - Arson;
  - Possession, use, or sale of any explosive device.
5. Behavior which shall result in a ten (10) day suspension, expulsion for no less than one (1) full year and a referral for criminal prosecution:
  - Possession, use or sale of a firearm or weapon. This includes a firearm or weapon found in a student's vehicle, either at school or at a school sponsored event. The student shall be considered to be in possession of the firearm or weapon if it is determined by the principal, based upon evidence, that the student knew of the presence of the firearm or weapon in the vehicle. The School Board specifically waives the exception in §790.115(2)(a)(3) for purposes of student and campus parking privileges.
  - A student shall not be subject to mandatory expulsion proceedings if it is determined by the Superintendent or the School Board (1) that the student was unaware he/she was in possession of the weapon or firearm, or (2) the student immediately returned the firearm or weapon to the person who gave it to him/her, or (3) if the student took the weapon or firearm to a staff member or was in the process of taking it to a staff member.
  - Any threat, regardless of the location from which it is made, to throw, project, place or discharge any destructive device with intent to do bodily harm to any person or with intent to do damage to any property of any person, or the making of a false report with intent to deceive, mislead, or otherwise misinform any person, concerning the placing or planting of any bomb, dynamite, or other deadly explosive or concerning the use of firearms in a violent manner involving school or school personnel's property, school transportation, or a schoolsponsored activity.



Note: Simulating a firearm or weapon while playing or wearing clothing or accessories that depict a firearm or weapon or express an opinion regarding a right guaranteed by the Second Amendment to the United States Constitution is not grounds for disciplinary action or referral to the criminal justice or juvenile justice system under Section 1006.07 or Section 1006.13, Florida Statutes. Simulating a firearm or weapon while playing includes, but is not limited to:

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

However, a student may be subject to disciplinary action if simulating a firearm or weapon while playing substantially disrupts student learning, causes bodily harm to another person, or places another person in reasonable fear of bodily harm. The severity of consequences imposed upon a student, including referral to the criminal justice or juvenile justice system, must be proportionate to the severity of the infraction and consistent with district school board policies for similar infractions. If a student is disciplined for such conduct, the school principal or his or her designee must call the student's parent. Disciplinary action resulting from a student's clothing or accessories shall be determined pursuant to Policy 7.209 unless the wearing of the clothing or accessory causes a substantial disruption to student learning, in which case the infraction may be addressed in a manner that is consistent with district school board policies for similar infractions.

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

If the Superintendent, after reviewing the particular circumstances, determines that the behavior poses a serious threat to school safety, the Superintendent shall recommend expulsion of the student to the School Board.

**Zero Tolerance Criminal Referrals.** All actions which are determined by this policy to be serious threats to school safety, shall be reported to law enforcement.

This zero tolerance policy does not require the reporting of petty acts of misconduct and misdemeanors to a law enforcement agency, including, but not limited to, disorderly conduct, disrupting a school function, simple assault or battery, affray, theft of less than \$300, trespassing, and vandalism of less than \$1,000.00.

### **Out-of-School Suspension.**

A student may be suspended from school by the principal or his/her designee for violation of any behavior qualifying for Major Disciplinary Measures. A good faith effort shall be made by the principal or his/her designee to employ parental assistance or other alternative measures prior to suspension or expulsion except in the case of emergency or disruptive conditions which require immediate suspension or expulsion.

## **Bus Suspension or Expulsion**

A student may be suspended or expelled from district approved transportation by the principal or his/her designee for violation of any behavior qualifying for Major Disciplinary Measures. A good faith effort shall be made by the principal or his/her designee to employ parental assistance or other alternative measures prior to suspension or expulsion except in the case of emergency or disruptive conditions which require immediate suspension or expulsion. During the period of suspension or expulsion, it is the responsibility of the parent or legal guardian to provide transportation to and from school for the student.

**Determination of Out-of-School Suspension or Bus Suspension.** To determine whether out-of-school suspension or bus suspension is appropriate and to decide the length of suspension, the principal or his/her designee shall review the student's individual record and consider:

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

**Procedures for Out-of-School Suspension or Bus Suspension.** The following procedures shall be utilized in suspending a student, including those instances in which there is also a recommendation for expulsion to the Superintendent.

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

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

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

**Procedures for Out-of-School Suspension on the Basis of Felony Charges Off School Property.** The following procedures shall be utilized by the principal in instituting and conducting an administrative hearing in the suspension of a student on the basis of felony charges:

1. Upon receiving proper notice from the State Attorney that a student has been formally charged with a felony, the principal shall immediately notify the parents or legal guardians of the student, in writing, of the specific charges against the student and of the right to a hearing prior to disciplinary action being instituted under the provisions of §1006.09, Fla. Stat.
2. Such notice shall stipulate a date for the hearing which shall be not less than two (2) school days nor more than five (5) school days from postmarked date, or delivery, of the notice and shall also advise the parents or legal guardians of the conditions under which a waiver of suspension may be granted, as prescribed in subsections (2) (a)-(b) of §1006.09, Fla. Stat. Pending such hearing the student may be temporarily suspended by the principal.
3. The hearing shall be conducted by the principal or his/her designee, and may be attended by the student, the parents or legal guardians, the student's representative or counsel, and any witnesses requested by the student or the principal.
4. The student may speak in his/her own defense, may present any evidence indicating his/her eligibility for waiver of disciplinary action, and may be questioned on his/her testimony. However, the student shall not be threatened with punishment or later punished for refusal to testify.
5. In conducting the hearing, the principal or his/her designee shall not be bound by the rules of evidence or any other courtroom procedure, and no transcript of testimony shall be required.
6. Following the hearing, the principal shall provide the student, parents or legal guardians, and Superintendent or his/her designee with a decision, in writing, as to whether or not a ten (10) day suspension will be made. In arriving at this decision, the principal shall consider the conditions prescribed by subsection (2) (a)-(b) of §1006.09, Fla. Stat., under which a waiver of suspension may be granted, and may grant such a waiver when he/she determines such action to be in the best interests of the school and the student. The principal shall have authority to modify the decision to either grant or deny a waiver, at any time prior to adjudication of the student's guilt by a court, provided that any such modification adverse to a student shall be made only following a hearing conducted in accordance with this rule.

7. Any student who is suspended as a result of such proceedings may be suspended from all classes of instruction on public school grounds during regular classroom hours for a period of time, which may exceed ten (10) days, as determined by the Superintendent or his/her designee. If the suspension is extended beyond ten (10) days by the Superintendent or his/her designee, the student will be enrolled in an alternative education program pending adjudication of guilt.

### **Administrative Placement.**

Initiated by the principal and approved by the Superintendent or his/her designee, the intent of this placement is for students who have a documented pattern of minor attendance/behavioral issues (as defined in School Board Policy 7.203).

1. If the Administrative Placement is accepted by the student and parent/guardian, the receiving school may elect to implement a Behavior Contract. If the Administrative Placement is not accepted, Alternative Placement in lieu of Expulsion proceedings will be initiated.
2. The length of administrative placement will be as follows, based on the most recent incident date:
  - Prior to October 15th - remainder of the current school year;
  - Between October 15th and March 15th - remainder of the current school year, plus the first semester of the following school year;
  - After March 15th - the remainder of the current school year, plus the following school year.
3. Administrative Placement locations include Rosenwald, C.C. Washington, and Bay Virtual School.
4. If a change in school placement is contemplated for ESE students, an IEP meeting with the student's parents must be initiated. This meeting must include a review of the present IEP and a discussion to determine if additional supports are needed for the student to be successful at the present school or whether a change in schools is needed. In addition to the locations listed above, IEP teams may also consider St. Andrew and New Horizons Learning Center as options for ESE students. Regardless of the school chosen, if a change of placement occurs, the IEP must be rewritten.
5. Students who are administratively placed remain eligible for extra-curricular activity in accordance with School Board policy 8.801.
6. A placement letter will be mailed from the Superintendent or his/her designee to the student's parent/guardian informing him/her of the student's change in placement.
7. Students will have ten (10) school days from the date of the placement letter to the parent/guardian to comply with the Administrative Placement option. If not enrolled within ten (10) school days, student will be recommended for Alternative Placement in lieu of Expulsion.
8. After a minimum of ninety (90) school days or at the Superintendent's discretion and with the recommendation of a placement review team designated by the principal, the student and parent/guardian may request in writing to the Superintendent to be allowed to return to a nonadministratively placed school in accordance with the District's school choice policy contingent upon behavior, attendance and academic progress during the administrative placement period. If granted, the student will be allowed to return at the beginning of the next academic semester following a reentry meeting to be held at the receiving school where a behavior contract may be initiated.

### **Alternative Placement in lieu of Expulsion.**

Initiated by the principal and approved by the Superintendent or his/her designee, the intent of this placement is for students who have committed an offense qualifying for Major Disciplinary Measures (as defined in School Board Policy 7.203).

1. If the Alternative Placement in lieu of Expulsion is accepted by the student and parent/guardian, the receiving school must enter into a Behavior Contract. The Contract shall place the expulsion process in abeyance pending the student's successful completion of the Alternative Placement in lieu of Expulsion. If the Alternative Placement in lieu of Expulsion is not accepted, expulsion proceedings will be initiated.
2. The length of alternative placement will be as follows, based on the original incident date:
  - Prior to October 15th - remainder of the current school year;
  - Between October 15th and March 15th remainder of the current school year, plus the first semester of the following school year;
  - After March 15th - the remainder of the current school year, plus the following school year
3. Alternative Placement in lieu of Expulsion locations include Central Academy or an alternative facility designated by the District, Florida Virtual School, Home School and a GED option offered through the Haney Adult Program
4. New Horizons and St. Andrew are options for ESE students if deemed the appropriate placement through the IEP process
5. Once recommended for Alternative Placement in lieu of Expulsion, all eligibility for extra-curricular activity is forfeited regardless of the child's educational setting. Eligibility to participate in extra-curricular activities is restored upon completion of the original terms or length of the alternative placement period or pending the outcome of an appeal.
6. A placement letter will be mailed from the Superintendent or his/her designee to the student's parent/guardian informing him/her of the student's change in placement.
7. Students will have ten (10) school days from the date of the placement letter to parent/guardian to comply with the Alternative Placement in lieu of Expulsion option. If the student is not enrolled within ten (10) school days, Expulsion proceedings will be initiated.
8. After a minimum of ninety (90) school days or at the Superintendent's discretion, the student and parent/guardian may request in writing to the Superintendent to be allowed to return to Bay District Schools contingent upon behavior, attendance and academic progress during the alternative placement period. If granted, the student will be allowed to return at the beginning of the next academic semester following a reentry meeting to be held at the receiving school where a behavior contract must be initiated.

### **Expulsion of Students.**

Initiated by the principal, recommended by the Superintendent to the School Board and approved by the School Board. The intent of this decision is to remove the right and obligation of a student to attend a public school who has committed an expellable offense that threatens the integrity of Bay District Schools or the safety of other students in the school district (as defined in School Board Policy 7.203).

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

1. Upon receipt of the notice of suspension and recommendation of expulsion, the Superintendent, if he/she concurs in the recommendation for expulsion, shall notify the parents or legal guardians by

certified mail with a return receipt requested or by hand delivery, stating that the School Board will meet at a specified time and place to hear the charges and to act on the expulsion recommendation. The parents or legal guardians shall be fully advised that they will be given an opportunity to appear before the School Board during the hearing. The principal and his/her designee shall also be informed as to the time and place of the hearing. Any student being considered for expulsion shall be accorded due process of law prior to expulsion in the manner provided by § 120.57(2), Fla. Stat. and Section 1.105(3) of these rules.

2. When the principal suspends a student and initiates the recommendation for expulsion, the Superintendent may extend the suspension assigned by the principal beyond ten (10) days if such suspension period expires before the next regular or special meeting of the School Board or the following School Board meeting when ample parental notification time is required. Where such an extension of a suspension is made by the Superintendent, he/she shall notify the parent or guardian in writing prior to the expiration of the suspension assigned by the principal. Such notice shall state the period of time for which the additional suspension is made. A copy of the notice of the additional suspension shall be sent to the principal.
3. The length of the expulsion period will be recommended by the Superintendent and must be approved by the School Board.
4. Once recommended for Expulsion, all eligibility for extra-curricular activity is forfeited regardless of the child's educational setting. Eligibility to participate in extra-curricular activity is restored upon completion of the original terms or length of the expulsion period.
5. After completion of the expulsion period, the student will be allowed to return at the beginning of the next academic semester following a reentry meeting to be held at the district office where a written reentry plan must be developed prior to the return of an expelled student to the school program. Each plan is to be developed in cooperation with all parties involved, including the student and parent/guardian.

### **Expulsion Re-Hearing Procedures.**

After a minimum of 180 school days or at the Superintendent's discretion, the student and parent/guardian may request in writing to the Superintendent that he/she recommend to the School Board a modification of the expulsion order based upon the student's behavior and academic progress (if applicable) during the expulsion period. All requests for modification of the expulsion order must go through the Superintendent.

If granted, the student will be allowed to return at the beginning of the next academic semester following a reentry meeting to be held at the district office where a written reentry plan must be developed prior to the return of an expelled student to the school program. Each plan is to be developed in cooperation with all parties involved, including the student and parent/guardian.

### **Discipline of Students with Disabilities.**

For the purpose of this rule a student with disabilities is defined as any student appropriately classified as 504 or Exceptional Student Education and presently placed in an exceptional student education program, excluding gifted. Parental notification of policies, procedures, and student rights regarding discipline of students with disabilities shall be provided, in writing, at the eligibility staffing meeting or when parental consent for 504/ESE placement is documented. Parental safeguards and rights of due process shall, in addition, be observed and followed at all steps in the process. Additional information is available in the "Florida Department of Education District Implementation Guide for Section 504 (504 Guide)" or the

"Special Programs and Procedures for Exceptional Students (SP&P)," adopted by the Board pursuant to Section 1.103 and hereby incorporated by reference as a part of the Rules of the Bay County School Board.

### **Suspension of Students with Disabilities.**

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

When a bus incident occurs, a student with disabilities may be suspended from the bus. It is the principal's responsibility to ensure that a bus suspension will not interfere with the student's access to a free and appropriate public education.

Following procedures outlined in the 504 Guide or the SP&P Manual, the school must conduct a functional behavioral assessment and develop a behavioral intervention plan. This must occur no later than ten (10) business days after removing the student for more than ten (10) school days in a school year. If the student has a behavioral intervention plan, the 504/IEP Team shall meet to review the plan and consider modifying the plan to address the behavior.

**Suspension After Accumulation of Ten Suspension Days.** At such time that accumulated suspensions exceed ten (10) days within a school year and a pattern of removal has been determined, the principal shall convene the 504/IEP Team and include the principal or his/her designee. This Team shall review the student's program and conduct a manifestation determination meeting to determine whether or not the student's disability is a precipitating factor in the disciplinary infraction.

If the 504/IEP Team determines that the student's behavior is related to the student's disability, then using procedures outlined in the 504 Guide/SP&P, the Team will amend the student's Plan to address the behaviors.

If the 504/IEP Team determines that the student's behavior is not related to the student's disability, the Team shall document the rationale for this decision in a manifestation determination meeting. In this case, procedures for disciplinary action will follow its regular course of action, as designated in School Board Policy 7.203. Parents must be informed of this decision. In no case will services cease for a student with a disability.

**Expulsion of Students with Disabilities.** If the student to be expelled is a student with disabilities, the following procedures from the 504 Guide/SP&P must be followed. Instances in which students with disabilities engage in behavior that could warrant expulsion action are described in School Board Policy 7.203.

1. Expulsion of an identified student with disabilities constitutes a change in educational placement and may not be an exclusion from educational services.

2. When a principal plans to recommend expulsion for a student with disabilities, the Superintendent or his/her designee shall be notified that a 504/ IEP Team meeting will be held. The Team shall meet to determine whether the student's misconduct is a manifestation of his/her disability.
3. The 504/IEP Team shall determine the relationship of the student's behavior to the student's disability and amend the Plan to provide the alternative placement and/or programming. In no case may the District cease provision of educational services.
4. Policies and procedures for conducting 504/IEP meetings and providing procedural safeguards to parents or legal guardians of students with disabilities consistent with Fla. Admin. Code R. 6A-0331(3) apply to this meeting.
5. A copy of these policies and procedures shall be given to parents or legal guardians of students with disabilities at eligibility and 504/IEP manifestation determination meetings.

### **Disciplinary Decision Appeal Procedures.**

A disciplinary decision of a teacher may be appealed to the principal. The principal's decision may be appealed to the Superintendent or his/her designee. An electronic copy of the decision and notification of the right to appeal shall be furnished to the student, parents, or legal guardians via Parent Portal. The student, parents, or legal guardians shall have five (5) working days from receipt of notification of the disciplinary decision to appeal.

### **Definitions:**

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

Bus Expulsion. The removal of district approved transportation privileges for a period of time to be determined by the School Board. During the expulsion period, it is the responsibility of the parent or legal guardian to provide transportation to and from school for the student.

Bus Suspension. Bus suspension is defined as the temporary removal of a student from district approved transportation for a period not to exceed ten (10) school days. During the bus suspension period, it is the responsibility of the parent or legal guardian to provide transportation to and from school for the student.

Counseling. Guidance and written direction given to a student in a conference with teachers, Guidance Counselors, and/or school administrators where problems are discussed and future expectations outlined.

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



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

Electronic cigarette (e-cigarette). Any oral device that provides a vapor of liquid nicotine and/or other substance, and the use or inhalation of which simulates smoking. The term shall include any such devices, whether they are manufactured, distributed, marketed or sold as e-cigarette, e-cigars, e-pipes, or under any other product name or descriptor.

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

Firearm. Any weapon (including a starter gun) which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; any destructive device; or any machine gun. The term firearm does not include an antique firearm unless the antique firearm is used in the commission of a crime.

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

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

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

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

School Environmental Safety Incident Reporting (SESIR). Incidents that are against the law or represent serious breaches of the code of student conduct. This includes those incidents considered severe enough to require the involvement of a School Resource Officer (SRO) or incidents to be "Reported to Law Enforcement."

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

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

Weapon. Any dirk, metallic knuckles, slingshot, billie, tear gas gun, chemical weapon, knife, or any other deadly device except a firearm, a common pocketknife with a blade not exceeding 4", a plastic knife, or a blunt-bladed table knife.

## **POSSESSION AND USE OF WIRELESS COMMUNICATIONS DEVICES** (School Board Policy 7.211).

For the purposes of this policy, "personal electronic mobile device" ("PEMD") shall include, but not be limited to, the following: cellular or satellite telephones of any type, pocket PCs, laptops, and personal data assistants ("PDA") owned, used or possessed by a student but shall not include such devices if owned and provided for use by the District.

Beginning 2012–2013, Bay District schools will allow the use of personal electronic mobile devices during specified times. Students will be allowed to bring their own device (BYOD). High schools will be allowed to participate in this initiative beginning with the 2012-2013 school year. Middle and elementary schools will be allowed to use personal electronic mobile devices when wireless infrastructure is available at the school location. BYOD access will be granted only after teachers have participated in BYOD professional development and with the approval of the Superintendent and principal.

It is not mandatory for students to bring their own personal electronic mobile devices. When personal electronic mobile devices are used to enhance student learning in the classroom, students without a PEMD will be provided access to an appropriate digital device. Students who choose to bring their personal electronic mobile devices **MUST** log in and use BDS filtered wireless network during the school day.

**NOTE: Students will bring personal electronic mobile devices to school at their own risk. The district WILL NOT be responsible if a phone or other device is lost, stolen, misplaced, damaged, or confiscated. The district WILL NOT be responsible for virus, malware, or other computer related issues associated with connecting to the BDS network.**

Beginning 2012–2013, students may utilize electronic mobile devices in the classroom for educational purposes when the teacher deems appropriate and with a signed AUP on file. While the district encourages students to use electronic mobile devices for educational purposes in the classroom, *high school* students may use these devices during lunch and before and after school. *Middle and elementary* students may use these devices before and after school, not during lunch. All students may use devices in the classroom setting with teacher permission and supervision. Use is **STRICTLY** prohibited for all students during passing periods due to safety issues.

Use of electronic mobile devices during the school day is a privilege. Adherence to the guidelines below is essential to maintaining an academic environment and the integrity of the classroom.

Teachers that wish to allow students to use mobile devices in the classroom must first participate in professional development opportunities provided by the Bay District Schools Instructional Technology Department.

## **ELECTRONIC MOBILE DEVICE GUIDELINES**

- Using functions on electronic devices that disrupt the educational environment, from within or from outside the classroom, or violates the rights of others, including, but not limited to using the device to cheat, violate school conduct rules, harass or bully staff or students or use their device for unlawful purposes will be subject to disciplinary action; up to and including suspension, expulsion, and being reported to local authorities.
- Cell phone conversations during instruction or class time should take place only under the supervision of staff personnel unless otherwise directed.
- Using any device that permits recording voice or image of another in any way that disrupts the educational environment, invades privacy of others, or is made without prior consent of individuals being recorded is **prohibited**. Also, using any device that permits recording voice or image of another to take, disseminate, transfer, or share audio, images, video, or photos that reveal private parts of the body that are ordinarily covered by clothing is **prohibited**. The possession of pornographic images or video on any electronic device is **prohibited**.
- Students must comply with staff directives, including but not limited to, using appropriate device volume. When in use, devices must be on vibrate or silent mode so that no audible tone is heard.

PEMDs misused in accordance with this policy shall be confiscated from the student and only returned to the student's parent upon notification from the school office. Continued misuse of PEMDs may subject the student to disciplinary action, as determined by the principal. Use of a PEMD will subject the student to the possibility of the imposition of disciplinary action by the school or criminal penalties if the PEMD is used for the purposes of a criminal act.

Parents may request special permission for their student to use cellular or satellite telephones if the parent has requested such use in writing to the school principal and has provided a physician's statement that provisions for immediate medical needs are necessary. If such permission is granted by the principal at the principal's discretion, the cellular telephone will be placed on "vibrate" so not to disturb other students. Misuse of the cellular telephone under these circumstances will subject the student to disciplinary actions, as determined by the principal.

### **STUDENT DETENTION, SEARCH, AND SEIZURE (School Board Policy 7.204).**

Any member of the instructional or administrative staff may temporarily detain and question a student when there is reasonable suspicion that the student has committed, is committing, or is about to commit a violation of law or School Board policy. No student shall be temporarily detained longer than is reasonably necessary. Such temporary detention shall not extend beyond the place where it was first effected, or the immediate vicinity thereof. Searches should be conducted discreetly and with an eye toward causing the least amount of embarrassment to the student as possible.

If reasonable suspicion exists, including proper identification by a drug detection dog and its trainer, that a student is concealing or has concealed stolen, prohibited, or illegally possessed substances or objects (contraband) on his/her person, within his/her locker or other storage place, or vehicle owned or operated by the student, then the principal or a school employee designated by the principal may search the student, his/her locker or other storage space, or his/her vehicle owned or operated by the student. Student searches and questioning should be conducted and witnessed by school officials of the same gender as the student.

If the search reveals prohibited, or illegally possessed substances or objects (contraband), such property shall be seized and, when appropriate, turned over to law enforcement authorities.

Any prohibited, illegally possessed substances or other contraband found to be in the possession of students shall be confiscated by the principal and turned over to appropriate law enforcement personnel.

Each principal shall place a sign within the school, in a place readily seen by students, which shall contain the following text:

### **Notice to Students**

"Student lockers, other student storage spaces provided by the school system, and student vehicles are subject to search by school authorities at any time, upon reasonable suspicion, for prohibited or illegally possessed substances or objects."

### **BULLYING, HARASSMENT, CYBERSTALKING, OR TEEN DATING VIOLENCE AND ABUSE (School Board Policy 7.207)**

It is the policy of the School Board of Bay County, Florida (the "District" or "School Board") that all of its students and school employees have an educational setting that is safe, secure, and free from harassment, bullying, and dating violence and abuse of any kind. The District will not tolerate bullying, harassment, or teen dating violence and abuse of any type. Conduct that constitutes bullying, harassment, or teen dating violence and abuse as defined herein, is prohibited, including discrimination on the basis of race, color, national origin, sex and disability. The full policy (7.207) is found in Chapter 7 of the School Board Policy, available at your child's school or [www.bay.k12.fl.us](http://www.bay.k12.fl.us).

### **HAZING (School Board Policy 7.2075)**

Hazing activities of any type are prohibited at any time in school facilities, on school property, and/or off school property if the misconduct is connected to activities or incidents that have occurred on school property. No student shall plan, encourage, or engage in any hazing activities of any type as a condition for membership and/or participation in a District club or activity or a non-district sponsored club or activity or for acceptance by any group of students. No administrator, faculty member, or other School Board employee shall encourage, permit, authorize, condone, or tolerate any hazing activities of any type as a condition for membership and/or participation in a District club or activity or a non-district sponsored club or activity or for acceptance by any group of students. The full policy (7.2075) is found in Chapter 7 of the School Board Policy, available at your child's school or [www.bay.k12.fl.us](http://www.bay.k12.fl.us).

## **ELIGIBILITY FOR PARTICIPATION IN INTERSCHOLASTIC EXTRACURRICULAR ACTIVITIES** (School Board Policy 8.801)

A student not currently suspended from interscholastic or intrascholastic extracurricular activities, or suspended or expelled from school, pursuant to district school board's suspension or expulsion powers provided by law, including ss. 1006.07, 1006.08, and 1006.09, is eligible to participate in interscholastic and intrascholastic extracurricular activities.

A student's eligibility to participate in any interscholastic or intrascholastic extracurricular activity may not be affected by any alleged recruiting violation until final disposition of the allegation pursuant to s.1006.20(2)(b).

A student may not participate in a sport if the student participated in the same sport at another school during that school year, unless the student meets criteria in s. 1006.15(3)(h).

The full policy (8.801) is found in Chapter 8 of the School Board Policy, available at your child's school or [www.bay.k12.fl.us](http://www.bay.k12.fl.us).

# **BUS TRANSPORTATION**

Bus numbers and routes will be displayed in classrooms and in the front office. Inquiries about bus routes or delays in bus arrivals should be directed to 767-4495. The school has neither the authority nor the responsibility for school bus routing or scheduling.

Riding the bus is a privilege. Anyone who rides the bus must follow all rules. Failure to follow the rules may result in suspension. Your parents will not be happy if they have to drive you to school! You are expected to:

1. Obey the bus drivers at all times. They are responsible for your safety.
2. Stay off the road while waiting for the bus.
3. Do not cross the road until the driver signals you to do so.
4. Remain seated while the bus is moving
5. No talking is allowed while at the railroad crossings.
6. Never stick anything out the bus window.
7. All school rules apply to the bus.

**BUS PASSES:** If you wish to ride another bus or get off at a different stop, you will need a written note from your parent or guardian. Make sure you include your full name, the bus number you wish to ride, and a telephone number for your parent or guardian. Bring this note to the main office for administrative approval before 12:00 p.m. You will be issued an official bus pass.

**Bus Conduct:** It is the responsibility of students to abide by the rules of the School Board in order to assure the safety of all students. Failure to abide by School Board rules will result in disciplinary action. The principal has the authority to suspend and/or recommend expulsion of the student from bus riding privileges. See also 6.312, Authority of Bus Drivers of Transported Students. In addition to following the rules of the School Board, all transported students must:

- Occupy the seat assigned by the bus driver and refrain at all times from moving around while the bus is in motion. In cases where standing is necessary, the student shall stand in the area designated by the bus driver.

- Singing, shouting or other unnecessary noise is prohibited. Absolute silence on the bus shall prevail while the bus is stopped for railroad crossings or for discharging students.
- Obey all directions given by the bus driver.
- Wait until the bus has come to a complete stop before attempting to get on or off the bus. Students shall form a line in order to insure safety in getting on or off the bus.
- Observe proper rules of conduct while waiting for the bus. All rules of conduct of the school shall apply while the student is at the bus stop. In addition students at, or in the vicinity of, a bus stop or transfer station shall:
  - \* Not trespass on or abuse private property;
  - Stay off the roadway far enough to avoid traffic hazards;
  - Not leave litter or refuse;
  - Not harass or intimidate other students, passers-by or traffic;
  - Refrain from the use or possession of tobacco products.
- Enter or leave the bus only at the front door after the bus has come to a complete stop except in cases of emergency or on instructions from the bus driver.
- If necessary, cross the highway in the proper manner and as instructed by the bus driver after leaving the bus.
- Keep all parts of the body inside the bus windows at all times.
- Refrain from throwing objects inside or outside the bus at any time.
- Refrain from the use of profane or objectionable language and from engaging in any other objectionable conduct. No pushing, fighting, or any other type of misconduct shall be permitted at any time.
- Cross the roadway ten (10) feet in front of the bus so that the bus driver can observe students at all times.
- Refrain from bringing animals or anything in a glass container on the bus, including science specimens, etc. without at least one (1) day prior permission from the bus driver.
- Proceed to their final destination by School Board provided transportation unless otherwise authorized by the principal.

**Enforcement and Penalties.** The following minimum penalties shall be applied by the principal for any violations of the rules set forth above or School Board rules. If warranted in the opinion of the principal, the penalties for the first three (3) referrals may be bypassed and more severe penalties imposed.

1. First Referral:
  - A. Warning by principal; and/or
  - B. Conference with a counselor or parent; and/or
  - C. Loss of bus riding privileges for up to three (3) days.
2. Second Referral.
  - A. Conference with parent; and/or
  - B. Loss of bus riding privilege for three (3) days; and/or
  - C. Application of corporal punishment in accordance with School Board rules.
3. Third Referral.
  - A. Loss of bus riding privilege for three (3) to five (5) days; and/or
  - B. Application of corporal punishment in accordance with School Board rules.
4. Fourth Referral.
  - A. Loss of bus riding privilege for five (5) to ten (10) days; or
  - B. Recommendation of expulsion from bus transportation for the remainder of the semester.
5. Fifth Referral.

A. Recommendation of expulsion from bus transportation for the remainder of the school year.

Parents or legal guardians of a student provided bus transportation shall annually obtain, sign, and return a form containing rules for the conduct of students at bus stops and on school buses. Such form must be returned to the Transportation Department within five (5) days of the date transportation is initiated for the student.

Students who have been suspended or expelled from bus transportation shall be required to attend school. Transportation shall be the responsibility of the parents or legal guardians.

## STUDENT DRIVING

Any student driving to school must have a registration form completed and approved to be assigned a parking spot. Driving and parking at school without the proper authorization may result in disciplinary action. Each student who desires to acquire a parking space on campus at Deane Bozeman School shall meet the following qualifications:

- Must be a junior or senior before the beginning of the school year
- Pay a \$10.00 fee per year (non-refundable if privilege is revoked)
- Must have a valid Florida Driver's License\* and proof of car insurance (\*Military residents are an exception.)
- Must have a 2.0 cumulative GPA by the end of the previous school year (includes summer school)
- Must maintain a good attendance record—no more than four absences per 9 weeks
- May not have been suspended (in-school or out-of-school for the previous school year)
- Must have cleared all deficiencies (ex. textbooks, uniforms, club dues & monies, library books, etc.)

If a student does not meet these qualifications, he/she will not receive a parking assignment. The student body, senior class, and junior class presidents will receive assigned parking spaces. All other spaces will be issued based on a first come—first serve basis. The date and time for issuance of parking spaces will be announced publicly so that all students will have an equal opportunity to get a parking space.

Any student who receives an in-school or out-of-school suspension during the school year may lose his/her parking space. That space will be re-issued based on the above criteria and the waiting list. Any student receiving a parking space may lose that privilege for any and all types of disciplinary issues (e.g., suspensions, deficiencies, etc.).

In addition, no student may loiter in or around vehicles in the parking areas. Students shall not occupy vehicles during class hours, between classes, during lunch, or before or after school, except as they arrive and leave for the school day. The principal shall cooperate with law enforcement officers. Any student who receives a citation for a traffic violation while traveling to or from school or who is known to be operating a vehicle in such a manner as to endanger his/her own safety or that of others may be directed by the principal not to drive a vehicle to school. Any student violating such a directive shall be subject to suspension or dismissal from school.

**If a student fails to observe the procedures herein, the principal may revoke his/her privilege of driving a vehicle to school for an appropriate period of time. Any vehicle parked on School Board**

**property in violation of any procedures outlined herein may be towed at the owner's expense. Violation of School Board policies or rules may result in the loss of a student's parking privilege.**

NOTE: Exceptions may be made as reviewed by the administration. The administration reserves the right to amend this policy as needed.

**Automobile Search Policy:** Student lockers, other student storage spaces provided by the school system, **and student vehicles** are subject to search by school authorities at any time, upon reasonable suspicion, for prohibited or illegally possessed substances or objects. *Authority: §1001.41, Fla. Stat., Law Implemented: §§1006.07, 1006.09(9), Fla. Stat., History: New, June 12, 1989, Revised: July 24, 1997; December 10, 2008*

Students who receive parking assignments must be aware of and consent to the Automobile Search Policy in place at this school. *“By entering this area, the person driving any vehicle is deemed to consent to complete search of the vehicle for any reason. Such search may be conducted by school officials or by law enforcement officers at school request. If any person in the car other than the driver is the current custodian of the vehicle, consent to search is deemed given by the custodian also. The area of search will include the entire passenger compartment, engine compartment, trunk and undercarriage, and all containers therein, locked or unlocked.”*

**Unexcused Absences and Driving Privileges:** Each principal or his/her designee shall notify the School Board and the superintendent of each minor in its jurisdiction who accumulates fifteen (15) unexcused absences in a period of 90 calendar days. The superintendent must provide the Department of Highway Safety and Motor Vehicles the legal name, sex, date of birth, and social security number of each minor who has been reported under this paragraph and fails to otherwise satisfy the requirements of Florida State Statute 322.091. Appeals based on hardship waivers shall be the responsibility of the school principal or his/her designee and shall meet the requirements of Florida State Statute 322.091(3). The Department of Highway Safety and Motor Vehicles **may not** issue a driver's license to, and **shall suspend** any previously issued driver's license or learner's driver's license of, any such minor, pursuant to the provisions of this Statute.

**Procedures for Suspended/Blocked Driver's License:** Listed below are the procedures that must be followed for a suspension or block on a student's driver's license. A license will be suspended/blocked if the student is between 14 and 18 and:

1. the student has 15 or more unexcused absences in any class period within 90 calendar days; or
2. the student drops out of school; or
3. the student withdraws to attend adult education (W26) or another Bay District School (W02) and does not enroll within 3 weeks; or
4. homeschool evaluations are more than 30 days past due.

Once the Department of Highway Safety and Motor Vehicles identifies a student as meeting this criteria, a letter is sent to the parents and students by DHSMV stating that their license is in danger of being suspended/blocked. From the date of this first letter, the parent has **15 days** in which to dispute the unexcused absences with the school or file a hardship waiver. If no hardship waiver is filed within that 15 days, a second letter is sent out by DHSMV giving a specific date of the suspension/block. ***If the District Office is not notified within the 15 days, the process continues even if the student's attendance improves.***

In order to have a license reinstated or a block lifted, a student must turn 18 years of age, or:

1. attend school for 30 **school** days without an unexcused absence (beginning the day after the last unexcused absence, excused absences are not part of the 30 days); or
2. attend adult education classes for 6 weeks; or



3. graduate or obtain a GED

Students must get a completed form HSMV 72870 (10/03) from the District Office and take it to the local driver's license office along with \$35 to have the license reinstated.

***Letters from the school or copies of diplomas are not accepted by DHSMV.***

## HEALTH AND SAFETY

Routine health screening programs are conducted during the school year. The screenings include: hearing, vision, height, weight, and dental.

**Health Certificates:** All students must have a completed Florida Certificate of Immunization as required by Florida Statutes to attend school. In addition, all freshmen are required to have a physical examination and have on file a record of such examination. This also applies to any new student entering Bozeman School from an out-of-state school.

**Medication:** Ideally students will not take medication during school hours. If it is necessary for a student to take any form of medication while at school (prescription or non-prescription, even aspirin and medicated cough drops), a Permission to Administer Medication Form must be obtained in the health room, signed by the prescribing physician and parent or guardian, and returned to the health room. The completed form and the medicine must be delivered to the office by an adult. All medication must be in a pharmacy labeled container with the name of the student and the time and amount to be taken. Storing and dosage accommodations must be made through the office. Students are allowed to carry and self administer epi-pens or metered dose inhalers with parental and physician written authorization. Unclaimed medication is disposed of at the end of each school year.

**Illness:** Many illnesses are more contagious in the early stages before the illness is recognizable and diagnosed. If children are kept at home at the first signs of illness, fewer children are exposed and the sick child benefits by resting and getting well. This leads to fewer lost days of attendance. Please notify the school if your child has a contagious disease. Any time your child misses school send a note to the teacher. The following are reasons to keep your child at home:

1. temperature of 100 degrees or greater
2. diarrhea
3. vomiting
4. continual coughing
5. pain

Children should remain at home for 24 hours after the last period of vomiting or diarrhea. If your child is found to have a temperature of 100 degrees or greater, you will be required to pick up your child. When children are sent to school, it is expected that they will participate in the entire school program to include outdoor play. If there is a physical reason for the curtailment of outdoor play or PE, a written note will be required.

***The following health problem requires treatment prior to returning to school:***

**Head Lice:** Head lice are not selective as to whom they infest. We will do everything possible to keep the problem minimal. Please check your child at home if you notice scratching or know that they have been exposed. BDS has a "nit-free" policy. Head lice/nits are a common problem in any elementary school. If your

child is found to have head lice/nits, you will be required to pick up your child and provide treatment. The student must be certified "nit-free" by office personnel with the parent or guardian present before being readmitted to school. Students missing more than three days of school as a result of having lice/nits, will be referred to the district's attendance officer.

## GENERAL INFORMATION

**Announcements:** Information is relayed through morning ITV and scrolling announcements. Students should avail themselves of the opportunity to be informed through this technology. Student organizations which wish to make announcements should contact the ITV sponsor.

**Campus Sales - Candy Sales:** Items sold on campus must have administrative approval. Only candy being sold as an approved fund-raiser may be sold at school; however, the teacher in each classroom has the authority to decide when and if candy may be sold in each individual class. No student should go door-to-door making sales representing the school.

**Fund-Raising Activities:** All fund-raising projects must be pre-approved by the administration. A request for each activity must be completed and turned in to the administrator at least two weeks prior to the scheduled fund-raising project. Request forms are available from the main office.

**Hall Passes:** At times other than before and after school, students may not be out of class or their assigned area without a hall pass signed by a teacher. The pass should indicate the date and the time issued as well as the student's destination.

**Lockers:** Student lockers, other student storage spaces provided by the school system, and student vehicles are subject to search by school authorities at any time, upon reasonable suspicion, for prohibited or illegally possessed substances or objects. Students are to use their assigned lockers only. Sharing without authorization is not permitted. Students are not permitted to "jam" or "rig" their lockers so as to disengage the locking mechanism. Any and all damage caused to a locker by a student will be the financial responsibility of that student. Locker doors are not to be slammed, kicked, marked, scratched, or have materials glued on them. Students should not keep live animals in his or her locker. **Students must have lockers cleaned out by the date designated by the administration. Any items remaining after this date will be discarded.**

**Lost and Found:** Students should exercise appropriate care for their personal belongings at school. The school will not violate the right of students to learn by interrupting classes to search for lost or stolen personal items. Students who find articles are requested to take them to the front office. Lost articles may be claimed by providing proper identification.

**Media Center/Library Use:** The library is open each day for students use. Students may use the library at times scheduled by their regular classroom teacher and the library staff. Students must be accompanied by or have a signed pass from their regular classroom teacher. The length of time for checking out library material will depend upon availability. Check with library staff for more information.

Audio-visual equipment is available for on-campus use. Computers are available for on-campus use by students who can demonstrate basic literacy skills to library staff. Word processing, Internet research, and presentation programs are typical software available in our library. A student who has lost or overdue library books or materials or has exceeded the maximum allowed items to be checked out at one time may not be permitted to check out additional materials until the deficiency is cleared.

**Posting of Signs and Posters:** Signs and posters will only be displayed in designated areas on campus and must have prior administrative approval before posting.

**Religious Expression Bill (SB 436):** Students in Florida's public schools cannot be punished for including religious materials in their coursework, and that they may pray at school during non-course time. It further states that school employees also may participate voluntarily in religious activities that are initiated by students before or after the school day.

# ANNUAL NOTICE REGARDING DISCLOSURE OF STUDENT DIRECTORY INFORMATION

Federal and State laws require that Bay District Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from a student's education records. However, Bay District Schools may disclose appropriately designated directory information without written consent UNLESS you advise Bay District Schools to the contrary.

Parent(s), adult students or former students shall have 30 days from the day of receipt, to inform the student's school principal, in writing, that any or all of the directory information should not be released without their consent. Such directory information includes Bay District Schools has designated the following information as directory information:

- A student's name, address, and telephone number (if there is a listed number)
- Image or likeness in photographs, videotape, film or other medium
- Date and place of birth
- Major field of study
- Current grade level
- Participation in officially recognized activities and sports
- Weight and height of athletic team members
- Dates of attendance
- Degrees and awards received
- Most recent previous educational agency or institution (school or center) attended by the student.

Directory information is generally not considered harmful or an invasion of privacy if released. Directory information relating to students shall be released only to the following:

In-school use of student directory information for official school business.

Student directory information, without addresses or telephone numbers, for school annuals, school newspapers, honors lists, and printed materials or programs for extracurricular activities.

Student directory information of junior and senior students may be furnished, upon request,

- to Armed Forces Recruiting Officers, including the U.S. Coast Guard, for their use in providing for mail out information to student in regard to opportunities available to them in the United States Armed Services; provided, however, that any student may request that his/her name not be given for this purpose.
- Florida public universities and colleges.
- United States Congressman and Senators and Florida legislators

## Board Policy 2.111 (Non-Discrimination)

No person shall on the basis of race, color, religion, sex, national origin, disability, age, or marital status, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under, any educational program or activity or work environment. This practice shall apply equally to students, employees, applicants for employment and all persons having business with the School Board.

# HELP LINES

Your guidance counselor is **ALWAYS** available to assist you when you are facing major problems, but there are also many community agencies available to help students. Such agencies are completely confidential.

Alateen .....	1-888-425-2666
Host meetings and counseling sessions to help teenagers with problems related to their own or a family member's alcohol abuse	
Anchorage Children's Home.....	
763-7102	
Help for runaway, neglected, or abused youth	
Bay County Health Department Services.....	872-4720
Special clinics for teens addressing sexually transmitted diseases; HIV and pregnancy testing	
Catholic Social Services .....	763-0475
Counseling services and pregnancy testing	
C.A.R.E.....	872-7676
Chemical Addictions Recovery Effort (CARE) outpatient counseling related to drug and alcohol abuse	
Crime Stoppers .....	www.pcstips.com 850-785-TIPS
No name required-cash rewards	
Drug Abuse Hotline .....	1-800-662-4357
Life Management Center.....	769-9481
Personal and family counseling; diagnostic services	
National Child Abuse Hotline.....	1-800-422-4453
National Runaway Safe Line .....	1-800-RUN-AWAY (1-800-786-2929)
Pregnancy Resource Center .....	763-1100
Salvation Army Domestic Violence Center.....	769-7989
Salvation Army 24-hr. hotline .....	769-0706
Medical and counseling services for victims of abuse; temporary emergency shelter	
Save-A-Friend Hotline.....	1-866-621-7169

**Help to protect yourself, your friends, and your school! Show that you care... report.**