

CODE OF STUDENT CONDUCT

HANDBOOK

SANFORD GRAMMAR SCHOOL

7th Street & Myrtle

Phone 322-1942

Principal --- Clay C. Carroll

## CODE OF STUDENT CONDUCT

### RESPONSIBILITIES

Students are expected to:

Report on time with proper materials to classes or school activities to which they have been assigned;

Cooperate with and show respect for principals, teachers, school staff, other students;

Respect school property;

Know and observe school rules;

Do classroom assignments;

Not disrupt school in any way or interfere with the rights of others--especially their right to an education.

### RIGHTS

Students have the right to:

Express themselves, including freedom of speech and written expression;

Take part in in-school (instructional) activities in a quiet, orderly atmosphere;

Take part (if they wish to) in after school (extracurricular) activities;

Help make school rules and give input on curriculum (courses);

Have a fair hearing on charges against them and go through due process;

File grievances and have them considered.

### STUDENTS' RIGHTS - FREEDOM OF EXPRESSION

Students have the right to express themselves in writing or speaking, to exchange ideas, to hold meetings or use a bulletin board so long as they follow guidelines set by the administration, faculty and student government, and so long as restricted material is not used.

Restricted material is anything that is obscene, libelous, disruptive to the educational process, incites disorderly conduct, violence or unlawful acts, is degrading to others or anything that violates attendance regulations as determined by the school principal.

Violation of rules can result in a reprimand, suspension or expulsion, depending on the circumstances.

Students may use bulletin boards if they follow rules. Notices must identify the student or group posting them. Notices must be dated and taken down after a reasonable time, so other students may use the board. No restricted material may posted.



Students have the right to distribute handbills or leaflets and collect signatures on petitions provided the material has approval of the administration before it is posted or given out. Distribution must be done outside school hours except during lunch. It cannot interfere with normal traffic flow and cannot involve force.

Students have the right to wear what they wish but it should reflect cleanliness, modesty, safety and good taste. Student wear should not disrupt school activities, should not be obscene or defamatory or worn in "suggestive" places. Footwear with soles must be worn for safety.

Students have the right to participate in all school or extra-curricular activities regardless of sex, race, religion, national origin or any other reason that doesn't concern their individual abilities.

#### RULES FOR STUDENT ACTIVITIES AND CLUBS

Clubs and activities must be open to all students who qualify. Members cannot be selected by secret ballot.

Clubs cannot interfere with school activities.

All clubs or activities must have a charter and a constitution that state the membership qualifications and the rules of conduct. The size of the club may be limited if the number allowed is established by the constitution. Qualifications and rules must be written together by members and sponsor and filed so that all students, parents, and school personnel may read them.

The activity must have a faculty sponsor approved by the administration.

There can be no probationary period of membership.

There can be no hazing of club members or prospects.

The dues must be reasonable.

Meetings must be held on school grounds except special meetings or events approved by the administration. The faculty sponsor must attend all meetings and social events must be chaperoned.

All money collected by the club must be handled through the school.

#### STUDENT GOVERNMENT

An elected representative student government will be established in each secondary school.

Activities must meet school guidelines. Those that do not may be cancelled or restricted.

The student government establishes election procedures and decides what the officers' qualifications will be.

The student government will work to make communication among students, teachers, parents and the administration better. The administration may use the student government to get student opinions



on courses, procedures, teacher-student relationships and student conduct.

The student government will operate under a written constitution that has been written and adopted by the students and approved by the administration.

#### STUDENT DISCIPLINE

Discipline (punishment) must be fair and consistent. Punishment cannot be cruel or unusual, demeaning, humiliating or unreasonable. Except where a student has become disruptive or broken a serious rule, the student has a right to know what the charges are against him, what kind of punishment can be expected for breaking a rule and he has the right to give an explanation in his own defense. Discipline and punishment are determined by circumstances and conditions, but, generally speaking, discipline can be classified as informal and formal.

#### INFRACTIONS INVOKING INFORMAL DISCIPLINE

Informal discipline is brought about by the student disregarding school rules or the rights of others. These are things such as:

- being tardy
- failing to have required equipment or materials (not bringing textbook or pencils to class)
- cheating
- causing minor class disturbance
- plagiarism
- mild profanity (cursing)

The punishment is informal and consists of, but is not limited to:

- a written reprimand or warning to the student and his parents
- school detention - detention will be supervised by school personnel and cannot start unless student and parents have been given one day's notice
- withdrawing school privileges -- students may be prevented from taking part in extra-curricular activities temporarily
- probation in the place of suspension
- counseling
- appropriate make-up work

#### INFRACTIONS INVOKING FORMAL DISCIPLINE

Formal discipline is brought about by breaking more serious rules or by repeatedly breaking minor rules. Breaking the following rules (or in some cases criminal laws) can result in corporal punishment, suspension or expulsion for the remainder of the school year.

- disrupting school activities on purpose
- not going to class; leaving class without permission
- use of profane or foul language (cursing)
- disobeying school officials or being disrespectful
- defacing school property
- interfering with school staff or students
- intimidating others or threatening them with violence
- belonging to a secret society
- repeated misconduct



- interfering with operation of a school bus
- smoking on school property other than in an authorized smoking area
- doing anything that can harm other students or members of school staff - such as fighting
- illegal possession or use of alcohol or drugs
- stealing
- forgery

In addition to school punishment, breaking the law can also result in referral to proper law enforcement officials. Such infractions include, but are not limited to:

- arson (setting fires)
- assault
- burglary
- extortion (trying by force to get money or property from someone)
- possession or use of weapons or firearms
- indecent exposure
- larceny (stealing)
- malicious mischief, vandalism
- robbery
- possession, use, or sale of drugs or alcohol
- leading or taking part in a riot on school grounds
- trespassing

#### WHAT THE STUDENT SHOULD KNOW ABOUT SUSPENSIONS

Only the principal or his designated representative may suspend a student and only for ten days or less on any one occasion.

Before being suspended a student has the right to know what the charges are against him and what the basis for the charges is. If the student denies the charges, he has the right to give his side of the story and speak in his own defense. An exception to this procedure occurs if a student becomes disruptive or breaks a serious rule- in which case he may be suspended immediately for up to two days but the parents will be notified and later this, and any additional suspension, will go through the procedure outlined above.

#### BUS SUSPENSIONS

Students may also be suspended from riding the bus up to ten days by the principal or his designee. IN THIS CASE IT IS THE RESPONSIBILITY OF THE PARENT TO SEE THAT HIS CHILD IS TRANSPORTED TO SCHOOL.

#### RULES FOR RIDING THE SCHOOL BUS

1. Stand off roadway while awaiting bus.
2. Keep your seat at all times bus is moving.
3. Keep arms and heads inside windows.
4. Wait for the driver's signal before crossing. Cross the roadway immediately, in front of the bus.
5. Unnecessary conversation with the driver is dangerous. Please remain quiet. Absolutely no talking at railroad crossings.



6. Outside of ordinary conversation classroom conduct is to be observed.
7. The driver is in full charge of bus and pupils. Pupils must obey driver.
8. The driver has the right to assign pupils to certain seats if necessary to promote order on bus.
9. No eating, drinking or smoking allowed on bus.
10. Pupils must be on time; the bus cannot wait for those who are tardy.

PENALTY: For violating these rules a pupil will be reported by the driver to the school principal who has authority to suspend him from riding the bus.

#### WHAT THE STUDENT SHOULD KNOW ABOUT EXPULSIONS

Any student who assaults (or seriously threatens to assault) a member of the school staff will be suspended and recommended to the board for expulsion.

-Any student who is suspended for the third time in a school year will be recommended to the school board for expulsion.

-Only the school board has the right to expel a student or cancel an expulsion.

✓An expulsion can be only for the remainder of the school year.

-If a student is recommended for expulsion, the parents will get a letter telling them the reason for the recommendation. The parents have five days from the date of the third suspension to call the Superintendent and request a hearing. The hearing will be held before the school board, and student and parents have the right to legal counsel and representation, the right to present witnesses on the student's behalf, the right to cross-examine witnesses and present a statement in student's defense.

An expulsion from riding the bus follows the same rules and procedures as school expulsions.

#### DRUG ABUSE

Any student possessing, transferring, selling or under the influence of alcoholic beverages or drugs which require a physician's prescription or drugs of which possession is prohibited by Florida law shall be immediately suspended from school when such violation is verified by the principal and the appropriate law officials and student's parents will be called.

Any student convicted by a court of competent jurisdiction of the sale, possession, use or transfer of a drug as described above shall be immediately suspended and recommended to the school board for expulsion.

The policy on drug abuse will apply to students at school activities as well as on school grounds.

NOTE: Any student subject to discipline or expulsion for unlawful possession or use of drugs may be entitled to a waiver of the discipline or expulsion if he divulges information leading to the arrest and conviction of the person who supplied the controlled substance to him, or if he voluntarily discloses his unlawful possession prior to arrest.



## SOME THINGS TO KNOW ABOUT CORPORAL PUNISHMENT

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

-The punishment shall be administered by the principal or member of professional staff designated by him.

-The punishment shall be administered posteriorly (below waist and above knees) in presence of another certificated member who is informed beforehand and in the student's presence of the reasons for punishment.

-Corporal punishment shall not be administered with malice nor shall punishment be unreasonable.

-If so requested by parent or guardian, the person administering corporal punishment will provide the parent with a written explanation of the reason for the punishment and the name of the witness when punishment was administered.

The student has the right to know and understand the rule under which he is to be punished. He has the right to an inquiry, to call witnesses to speak on his behalf and to respond to witnesses against him.

## COMPULSORY SCHOOL ATTENDANCE

Regular school attendance is required of children between the ages of 7 and 16 except students who become or have become married, unmarried students who are pregnant and students who have already had a child out of wedlock. The above students do not have to attend school but they shall not be prevented from attending if they desire but may be assigned to a special class or program better suited to their needs.

Parents are responsible for the attendance of their children within the compulsory attendance age.

The parent of a child in K-8 shall -- as soon as practicable-- report and explain the cause of an absence to the principal. Parents may be required to bring a written excuse properly dated and signed by the parent. In any case if one parent of that school is required to submit a written excuse, all parents will be required to submit written excuses. The principal or his designee shall determine if the absence is excused or unexcused. A penalty may be assessed for unauthorized absences.

## ABSENCES FOR GRADES 9-12

A student will lose credit toward graduation if he has more than four unexcused absences in a quarter course or more than eight unexcused absences for a semester course.

In order for an absence to be excused, the parent must contact the school prior to or on the day of the absence.

These absences are excused: pupil's illness; death in immediate family; illness in family which requires the student to be home; an absence which the principal decides is an emergency; appointment with doctor or dentist (within reason).



These absences are unsatisfactory and unexcused: work (unless a hardship case approved by principal) religious instruction; shopping; non--school activities (recreation); paying bills or conducting family business; being "too tired"; going to beauty parlor; extra curricular lessons (music, art, etc.); suspension.

Parents will be notified when a student has three unexcused absences for a quarter course or 6 unexcused absences for a semester course.

Schools will make every reasonable effort to notify parents when a student has missed school three consecutive days.

#### LOCKER AND PERSONAL SEARCH

- An effort will be made to locate the student before the locker is opened.

- The student will be given a receipt for anything impounded (taken from locker).

- School officials can search a student if they have reasonable grounds to believe that the health or safety of the student or other students is threatened.

- The student will be told the reason for the search. If the student refuses to be searched, he will be separated from the other students and the school will ask the police to conduct the search.

- If a search appears desirable where health or safety is not involved (as in a theft), the principal will call the police or parents to make the search if the student is in middle or high school and refuses to allow search. If the student is in elementary school, every effort will be made to conduct the search without calling the police. The school will consider the age and maturity of the student when making this decision.

#### STUDENT GRIEVANCE PROCEDURE

If a student has a grievance (complaint), he/she should present it in writing to:

LEVEL 1: The school counselor who should schedule for an informal discussion of said grievance. The counselor must hold a conference within five school days' time of the date of filing.

LEVEL 2: If a student is not satisfied with the resolution made at level one, he/she may appeal in writing to the administrator responsible for pupil services for an informal conference and discussion of the grievance.

LEVEL 3: If a student is not satisfied with the resolution made at level 2, he/she may appeal to the building principal for an informal conference and discussion of the grievance. The decision at this level is binding unless the principal indicates that the grievance may be appealed to the superintendent.

On all three levels an informal conference is to be held within five days of filing so that no student's complaint shall consume more than 15 days' time in all. Grievances can be filed about anything dealing with the interpretation of the student's rights or responsibilities. Grievances cannot be filed to delay administrative action or punishment.



## EDUCATION RECORDS -- RIGHTS OF PARENTS

Education records are those records, files, documents or other materials containing information directly related to a student. Records are maintained under the direction of the school principal in each school and are used to facilitate the instruction, guidance and educational progress of the students or are used for the purposes of research.

Those persons having access to these records are the school board, the superintendent and his staff, professional staff of the school, state commissioner of education and his staff, or a court of competent jurisdiction. Those persons having access to an individual record are parents or guardians of a student or anyone with written permission of the parents or guardians.

Whatever rights are vested in parents or guardians shall pass to the student when he has attained eighteen years of age or is attending an institution of post-secondary education.

The parents or guardians\* have the right to review records maintained on their child and the right to a copy of the record (at a cost) and the right to contest information contained in the records.

Parents or eligible students wishing to contest objectionable information contained in the records begin first with the principal. If the hearing with the principal is not satisfactory, the parents may petition the superintendent. If the decision of the superintendent is not satisfactory, the parents may petition the school board. If the decision of the board is not satisfactory, the parents have the right to place in the student's records a written rebuttal of the objectionable part.

\* "Parent" includes a parent, guardian or an individual acting as a parent of a student in the absence of parent or guardian. A school may presume either parent has the authority to exercise the rights described above unless the school has been furnished with a court order or legal binding instrument governing divorce, separation or custody which states otherwise.