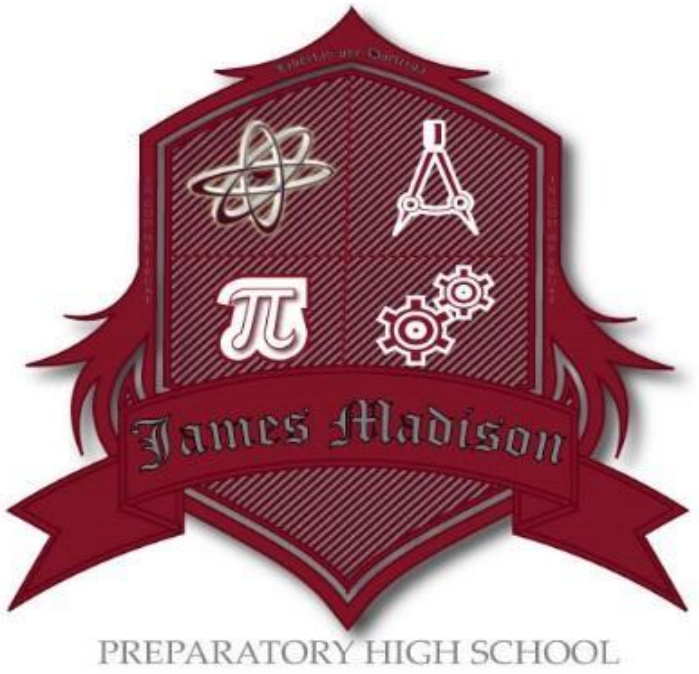


James Madison
Preparatory High School

2018-2019 Student Handbook

176 NW Crane Avenue Madison, FL 32340
Main Office: 850.253.2173
E-Mail: school@jmphs.org
Website: www.JMPHS.org

School Contact Information

Front Office: 850-253-2173
Fax: 1-800-584-2003
School E-mail Address: School@jmphs.org
School Web Address: www.JMPHS.org

Administration

Principal: Scot Bunch - sbunch@jmphs.org
Director of Academic Affairs: James Johnson - jjohnson@jmphs.org
Director of Institutional Effectiveness & Finance: Dr. Amy Gibson - agibson@jmphs.org
Office Manager: Denise Mattair - dmattair@jmphs.org
Lead Teacher: Alan Androski - aandroski@jmphs.org

Faculty

Math: Alan Androski - aandroski@jmphs.org
History/Online Coordinator: Patrick White - pwhite@jmphs.org
Engineering / Agri-Science: Rickey Walker - rwalker@jmphs.org
Science: Donna Law - dlaw@jmphs.org
English / Journalism / Reading Coach: Kaitlyn Ortega - kortega@jmphs.org
HOPE / PE / Digital Design: Bobby Hutchinson - bhutchinson@jmphs.org
English / Writing: Stephen Page II – spage@jmphs.org
Math / Shelly Renfroe - srenfroe@jmphs.org
ESE Coordinator/Personal Finance: Dela Carroll - dcarroll@jmphs.org
Art/Leadership: Michael Tolar - mtolar@jmphs.org
Intern/OJT Coordinator: Heather Johnson - hjohnson@jmphs.org
Paraprofessionals: Bobby Thompkins – bthompkins@jmphs.org

Staff

Reginald Davis - Custodial Staff
Margaret Johnson - Custodial Staff

School Hours

The JMPHS school day begins at 8:10am and ends at 3:15pm. Supervision will be provided from 7:45am until 3:45pm. On Early Release Days, students will be released at 12:30pm.

Principal's Welcome

Dear JMPHS Parents and Students,

It is my pleasure to welcome everyone back for another great year at JMPHS! We are looking forward to students filling our classrooms and flooding our campus with their vibrant energy and love for learning and continuing our school culture of academic success. Our goal of 'Empowering Students Toward a Brighter Future" will thrive this upcoming year as we continue to raise the bar for excellence in academics and personal growth. We hope that everyone who visits our campus feels welcomed, connected, and valued by our faculty & staff.

This summer we have been actively planning the curriculum and creating activities that will inspire our faculty and enable our administration to engage students in their learning, to help them develop a vision for their future, and to prepare them to leave JMPHS with confidence and success. Through multiple learning pathways, including challenging classroom environments, Career and Technical Education courses, opportunities for interaction with local business partners, and access to postsecondary education through dual enrollment at local colleges and vocational schools, students will be able to make great strides toward turning their dreams for the future into reality.

We also wanted to take a moment to briefly update you as to our progress over the last three academic years. In 2015-16 we were a 'C' (42%), 2016-17 we were a 'C' (53%), and this year we were awarded a School Grade of a 'B'(56%) by the state. We increased our school grade by 3% from last year but by 14% overall in 3 years (and we are diligently working for an 'A'). When the students succeed we all succeed.

Not only did JMPHS increase our total points to be within seven percentage points of an 'A' but we also increased student performance on state assessments in five components. Our graduation rate for our second graduating class was 93% and none of the state grade components reflect our students' high success rates on both the SAT & ACT as well as the PERT. We are working on becoming a STEM accredited school through AdvancED the Southern Association of Colleges and Schools (SACS). We still have much work to do, but with our CTE certifications and advanced classes we will continue to raise our school grade thus demonstrating the high learning standards we provide for your student(s).

As you and your student(s) finish preparing for the school year to begin it is our great hope that we can continue to offer the opportunities necessary for students to move from success in the classroom to success in the real world. If you have any questions please feel free to call the school at (850) 253-2173, email us at school@jmphs.org , visit our school website at www.jmphs.org, or visit our Facebook page.

It is a privilege to partner with you and your student(s) to ensure that they receive a high quality education to prepare themselves for future success. We are honored to be part of this community and look forward to all the joys and rewards this year offers.

Warm Regards,

Scot Bunch, Principal

JMPHS Vision

The vision of James Madison Preparatory High School is to empower students through learning by providing a diverse education that promotes the development of broader perspectives and the discovery of greater opportunities.

Therefore, JMPHS strives to instill the following core values:

Community-- Foster a spirit of fellowship and unity by promoting equality while respecting diversity to create an environment of mutual trust, respect, and appreciation.

Personal Development- Stimulate passion to excel and to lead by helping students achieve a high level of competency; confidence in their abilities; and balanced mind, body, and spirit.

Intellectual Curiosity-- Create an environment that fosters critical thinking and creative inquiry to help students develop analytical, practical, and creative skills necessary for future success.

Social Responsibility-- Nurture civic engagement and responsible stewardship locally, nationally, and globally by helping students understand their obligations as citizens and broaden their perspectives beyond their inner circles.

JMPHS Mission

The mission of James Madison Preparatory High School is to provide a rigorous college and career preparatory high school that promotes student ownership of learning through a content-rich curriculum emphasizing science, technology, engineering, and math (STEM).

Goal 1: Foster Student Success

By studying complex, real-world problems in an integrative and collaborative environment with college instructors, business professionals, and community leaders, students will unleash their potential for success.

Goal 2: Promote Civic Engagement

By setting high expectations and teaching our core values, JMPHS will promote good citizenship, develop ethical leaders, and produce graduates with a 21st century global perspective.

JMPHS Board of Directors

James B. “Justin” Davis IV
President

Annette Johnson
Vice President

James Durst

Julia Waldrep
Treasurer

Cary A. “Bo” Hardee III

Julie Townsend

Marvin “Merv” Mattair

Bell Schedule 2017-2018

Monday - Thursday

8:10am-9:45am~**1st / 2nd Period**
9:50am-11:25am~ **3rd / 4th Period**

11:25am-12:00pm~ **Lunch**

12:05am-1:35pm~ **5th / 6th Period**
1:40pm-3:15am~ **7th / 8th Period**

Fridays

8:10am-8:55am~**1st Period**
9:00am-9:45am~ **2nd Period**
9:50am-10:35pm~ **3rd Period**
10:45am-11:25pm~ **4th Period**

11:25am-11:55pm~ **Lunch**

12:00pm-12:45pm~ **5th Period**
12:50pm-1:35pm~ **6th Period**
1:40pm-2:25pm~ **7th Period**
2:30pm-3:15am~ **8th Period**

Student Schedule 1st Semester

Course/Room/Teacher

1st: _____

2nd: _____

3rd: _____

4th: _____

5th: _____

6th: _____

7th: _____

8th: _____

Career Focus: _____

Post-Secondary Goal: _____

Skyward Log-in: _____

Student's Full Name (Please Print) _____

School _____ Grade Level_____

2018-2019 PARENT AND STUDENT NOTIFICATION

The Madison County School District's Student Conduct and Discipline Code guide for Pre-K through grade 12 has been developed to help your son/daughter gain the greatest possible benefit from his/her school experience. Parents/guardians have the responsibility for the actions of their children and should be involved in their children's education. Parents/guardians should take special notice of the attendance and tardy sections of this Code as well as the suspension and expulsion provisions. Please note the attendance policies and their effect on other policies, such as sports eligibility, compulsory school age, and driving privileges. Parents/guardians should also take special note of information in Section II, entitled "Public Notice," which includes, but is not limited to, your child's educational records, the release of directory information (i.e., Armed Forces) and possible participation in student surveys (i.e., Florida Youth Substance Abuse Survey).

The school is in need of your help and cooperation. When you have read and discussed the Student Conduct and Discipline Code with your son/daughter, sign this sheet, remove it from the booklet, and return it to the school. This form will be kept in your son's/daughter's curriculum folder for the current school year.

James Madison Preparatory High School (JMPHS) is not responsible for the supervision of students on school grounds until 30 minutes prior to the start of the regular school day or a scheduled event, or beyond 30 minutes after the regular school day or scheduled event. Please refer to your school's beginning and ending hours and arrange for supervision of your child accordingly. [1003.31, Florida Statutes]

Failure to return this acknowledgement will not relieve a student, or the parent/guardian of the student, from responsibility for knowledge of the contents of the Student Conduct and Discipline Code and will not excuse non-compliance by the student of the Student Conduct and Discipline Code.

- A copy of the Student Conduct and Discipline Code guide has been received. Please mark your decisions in the two permission areas below and return a copy of the form to your child's school.

Permission 1: Parent Release

_____ Option 1: I, as parent/guardian of a student enrolled in a MCSD school, hereby give MCSD my consent and permission to: 1) Record said student's participation and appearance on video tape, audio tape, film, photograph, or any other medium; 2) Use said student's name, likeness, voice, and biographical material in connection with these records; and 3) To exhibit or distribute such recording in whole or in part without restrictions or limitation for any educational or promotional purpose which the MCSD, and those acting pursuant to its authority, deem appropriate. It is specifically understood that the recording may be submitted for use by a school or district newsletter, the local press, the school, or district cable television programming, and the school or district website. I expressly agree and give permission to allow the use of said media in all forms without any royalties, commissions, or other remuneration due to me or any other party, or parties associated with this production.

I expressly release and discharge the MCSD from any and all liability that may arise from the use of said media in this manner. Furthermore, I expressly waive any and all privacy rights that would otherwise have been accorded to these recordings or other media in accordance with §1002.20 and §1002.22 (2004), Florida Statutes.

_____ Option 2: I do not give permission for any of the Parent Release information noted in Option 1 of this area.

_____ _____

Parent/Guardian Date Student Date

_____

Witness Date Witness OR School Administrator

Witnesses required; must be at least 18 years of age, cannot be a current student.

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SECTION I: RIGHTS AND RESPONSIBILITIES

STUDENT RIGHTS

Students attending Madison County Public Schools have the right to a free and appropriate education, which includes the right to equal educational opportunities without regard to race, national origin, sex, disability, or marital status. Students are also vested with other fundamental rights. Among these is the right to:

1. Be informed of the Madison County School District (MCSD) policies and rules of the Student Conduct and Discipline Code
2. A safe and orderly environment in which to learn, have property respected, and to protect self and property against injury attempted by another
3. Know about and use school guidance services
4. Be treated with dignity and respect by other students, school personnel, and campus visitors
5. Reasonable and fair treatment and have rules enforced without discrimination
6. Be protected by laws prohibiting the release of personally identifiable information, other than directory information, to any unauthorized party without the consent of parents/guardians, or students 18 years of age or older
7. Free transportation as allowable by law
8. Be notified of failure or the potential for failure as outlined in the progress reporting schedule
9. Receive an academic program that promotes high student performance and is delivered by competent teachers in an atmosphere from bias and prejudice
10. Express viewpoints responsibly in writing or orally without jeopardizing relations with teachers or school, conduct meetings on school grounds or in school buildings in accordance with school rules and scheduled use of facilities, and organize clubs and groups
11. Have privacy of personal possessions unless appropriate school personnel have reasonable cause to believe a student has any object or material which is prohibited by law or School Board
12. Expect student records will be kept safe and private
13. Expect that other students and school personnel respect feelings, rights, their property, and privacy
14. Opportunity for hearing upon suspension from school
15. Upon written request by his or her parent, be excused from standing for or reciting the Pledge of Allegiance

DAILY CONDUCT CODE [§1003.31(4)(a-g), Florida Statutes]

By enrolling in a public school in Madison County, Florida, each student agrees to conduct himself/herself according to the Statute's Daily Conduct Code which requires that students:

1. Be respectful and obedient at all times
2. Not hurt another person with my words or my acts
3. Tell the truth, because it is wrong to tell a lie
4. Not steal, because it is wrong to take someone else's property
5. Not cheat or plagiarize the work of others
6. Respect my body and not take drugs
7. Show strength and courage, and not do something wrong just because others are doing it
8. Pledge to be nonviolent and to respect my teachers and fellow classmates

SCOPE OF AUTHORITY

The Student Conduct and Discipline Code applies to all students enrolled in Madison County Public Schools. The code is in effect on School Board owned or controlled property and whenever students are under the official supervision of School Board employees, including but not limited to: field trips, extracurricular activities, or while being transported to and from such places either by school bus, approved drivers, or other official means of conveyance.

FAMILY RESPONSIBILITIES

By enrolling a child in a public school in Madison County, Florida, each parent/guardian agrees to comply with the essential parental responsibilities including but not limited to:

1. Reviewing the contents of the Student Conduct and Discipline Code guide with their child
2. Ensuring their child lives in the assigned school zone

3. Ensuring the daily attendance of their child and promptly report and explain any absences or tardiness from school
4. Providing their child with the resources needed to complete class work
5. Assisting their child in being healthy, neat, and clean
6. Bringing to the attention of the school authorities any problem or condition which affects their child or other children of the school
7. Ensuring their child does not bring inappropriate or contraband items to school
8. Discussing report card and work assignments with their child and monitor student academic progress in the FOCUS system (www.Madison.k12.fl.us)
9. Ensuring that the school has up-to-date home, work, and emergency telephone numbers
10. Ensuring that current emergency health care information regarding their child is on file with the school
11. Communicating with the school (i.e., talk to child's teacher, return requested forms, etc.)

RESPONSIBILITY MAKES A DIFFERENCE

Becoming a responsible adult begins with becoming a responsible student! Students have the responsibility to:
1. Adhere to the guidelines set forth in the school handbook and this Student Conduct and Discipline Code
2. Attend all classes daily and be punctual for all school days during the school year and to provide the school with adequate written explanation and appropriate documentation to explain an absence, and request make-up work assignments from teachers upon return to school and complete them within an appropriate length of time
3. Come to class with all necessary materials and be prepared to learn
4. Take advantage of learning opportunities
5. Use guidance services for educational and personal improvement
6. Show respect for and consideration to all individuals and property
7. Report hazardous or dangerous situations to an adult in authority
8. Immediately report illegal activities to appropriate authorities
9. Refrain from bringing inappropriate or contraband items to school
10. Abide by all rules and regulations established by school, teacher, and bus driver
11. To complete all classroom assignments, homework, and projects/reports as outlined by their current classroom teacher
12. Refrain from profane or inflammatory statements
13. Conduct themselves in a safe and responsible manner
14. Dress in a neat, clean, and well-groomed manner
15. Take responsibility for his/her own work and actions, and share with their parents/guardians grades and progress reports received relative to their progress in each class

Note: Students who report any of the above listed activities/information to the appropriate authorities may have their names held in confidence and the District agrees not to release the student's name to any other student.

SECTION II: PUBLIC NOTICE

ACCESS TO STUDENTS AND STUDENT RECORDS BY PARENTS

The parent that registers the student and provides information on the student data registration form will be considered that parent who controls and makes final decisions regarding the student. It is the parent's responsibility to supply the school with any documents that delineate custody issues. When parents are divorced or separated, both parents have full rights to participate in the child's school activities and know what is happening at school unless there is a court document limiting that access. A non-residential parent may have access to student records and information unless a court order prohibits such access. If a court has issued such an order, then the student's parent is responsible for providing the principal with a certified copy of the order. Additionally, the school will not resolve parental disputes regarding a student and/or student record
access. Normal school procedures for parent pick-up, eating with a student at school, and attendance at other school activities is permitted by both parents unless there is a court document that prohibits contact or severs parental rights. Schools do not have facilities nor is it appropriate to accommodate parent domestic visitations. If parents approach schools for these visitations, they will be requested to make arrangements for out-of-school visitation after school hours. [§61.13(2)(b)3, Florida Statutes]

CIVILITY POLICY

Employees of MCSD will treat parents and other members of the public with respect and expect the same in return. The District must

keep schools and administrative offices free from disruptions and prevent unauthorized persons from entering school/district grounds. Accordingly, this policy promotes civility, mutual respect, and orderly conduct among District employees.

CRISIS PROTOCOL

Providing a safe and secure environment for our students to learn is a top priority of the MCSD. Measures have been taken to ensure our staff and students are prepared in the event a crisis situation occurs in one of our schools. A comprehensive Crisis Management Plan has been created to guide our staff through a wide variety of situations. Fire drills, tornado drills, and lockdowns are practiced at each site to ensure that routines and safety procedures are well established and familiar to all.

Parents – Please cooperate with school and district authorities during a lockdown crisis:

• Please cooperate with school and/or district directives.

• Please consult local media for regular updates about the incident. Listen for information updates on local radio and television stations.

• You may be directed to an off-campus parent staging area for the latest information regarding a campus crisis.

• Please DO NOT call the school because phone lines will be needed for emergency communication; however, please consult the local media.

• Please DO NOT call your child's cell phone in order for cell towers to be clear for emergency use; however, please consult the local media.

• Please DO NOT go to the school if a lockdown situation should occur; however, please consult the local media. Roads are closed, doors are locked, and campuses are off-limits to anyone other than authorized personnel. Pursuant to Florida Statute 120.54, in the event of an emergency, the Superintendent or the School Board can enact additional rules governing student conduct which shall be enforced as included in this Student Conduct and Discipline Code.

DIRECTORY INFORMATION

JMPHS reserves the right to release "directory information" to the general public without obtaining prior permission from students or parents/guardians. Directory information includes the student's name, parent/guardian names, residential address, telephone number (if listed), date and place of birth, name of most recent previous school or program attended, participation in school sponsored activities and sports, height and weight of athletic team members, dates of school attendance, anticipated graduation date, honors and awards received, and diploma conferred. However, a student or his/her parents may notify the principal of the desire NOT to have directory information released. This notification must be submitted in writing to the principal within 30 days of distribution of the Student Conduct and Discipline Code or 30 days after initial enrollment. In that case, this information will not be disclosed except with the consent of a parent/guardian or eligible student, or as otherwise allowed by the Family Educational Rights and Privacy Act. In the absence of written notification to restrict the release of directory information, the school and the MCSD will assume that neither a parent/guardian of a student, or an eligible student, objects to the release of the designated directory information. The MCSD will routinely publish directory information in conjunction with press releases regarding school activities, honor roll announcements, athletic events, and other such activities. Under provisions of the National Defense Authorization Act and the Elementary and Secondary Education Act (No Child Left Behind), directory information may also be released to law enforcement agencies, other governmental agencies (U.S. Department of Justice, branches of Armed Forces, etc.) and to post-secondary programs to inform students of educational programs available to them. However, directory information shall not be released for commercial use, including among others, mailing lists for solicitation purposes.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

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

1. The right to inspect and review the student's education records within 30 days of the day the District receives a request for access. Parents/guardians or eligible students should submit to the principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent/guardian or eligible student of the time and place where the records may be inspected. If copies of these records are requested, the first five pages will be provided at no cost. For requests in addition to five pages, an amount of 15 cents per page will be charged.

2. The right to request the amendment of the student's education records that the parent/guardian or eligible student believes is inaccurate or misleading. Parents/guardians or eligible students may ask the MCSD to amend a record that they believe is inaccurate, misleading, or in violation of the student's privacy rights. When making such a request, a written statement to the principal should

clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent/guardian or eligible student, the District will notify the parent/guardian or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the FERPA authorizes disclosure without consent. The one exception, which permits disclosure without consent, is disclosure to school officials with a legitimate educational interest. A school official is a person employed by the District as administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. Upon request, the District discloses educational records, including record of disciplinary actions, without consent to officials of another school district in which the student intends to enroll.

5. When requesting basic information from students and parents/guardians, a request will be made for student's social security number under section §1008.386, Florida Statutes. In any case, disclosure of the social security number is voluntary and will be used only as a student identification number in the Information Technology (IT) system maintained
by the District.

6. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

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

INSURANCE (Student Accident)
JMPHS provides school accident insurance for their students in grades 9 through grade 12 in the event of an incident on any JMPHS property. Please note the type of insurance is accident only, not health insurance. School insurance information is available by calling 1-800-541-8256 or online at https://www.schoolinsuranceagency.com.

STATEMENT OF NON-DISCRIMINATION
James Madison Preparatory High School does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

If you wish to file a complaint alleging any violation of this Act, notify:
Scot Bunch
176 NW Crane Ave
Madison, FL 32340
850-253-2173
sbunch@jmphs.org

NOTIFICATION OF COMPLIANCE
JMPHS adheres to a policy of non-discrimination in educational programs/activities and employment and strives to provide equal opportunities for all as required by:

Americans with Disabilities Act Title II – Prohibits discrimination on the basis of disability in state and local government programs/services.

Child Find – The District has an obligation to identify, locate, and evaluate all children with disabilities.

Civil Rights Act of 1994 TITLE VII – Prohibits discrimination on the basis of race, color, religion, or national origin.

Florida Civil Rights Act of 1992 – Secures for all individuals within the state, freedom from discrimination because of sex, national origin, age, disability, pregnancy, or marital status.

Florida Education Equity Act – JMPHS prohibits discrimination on the basis of race, disability or marital status, sex, or national origin against students or employees in any educational program or activity, or in any employment conditions or practices. The supervisor responsible for compliance may be contacted at (386) 647-4633.

Section 504 of the Rehabilitation Act of 1973 – Prohibits discrimination against the disabled. It is the intent of the District to identify, evaluate, and provide appropriate educational accommodations to these students. Students may be disabled under this policy even though they do not require services pursuant to the Individuals with Disabilities Education Act (IDEA).

Students and parents/guardians have a right to due process under Section 504. A copy of parent/guardian rights afforded by Section 504 of the Rehabilitation Act of 1973 is available at all district schools and on the Student Services website. The Director of Student Services is the coordinator of Section 504 activities and may be contacted at (386) 647-4631.

Title IX of Education Amendments of 1972 states: No person in the United States shall, on the basis of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance. The MCSD affirmed in 1975 that it is in compliance with the requirements of Title IX and does not discriminate on the basis of sex in the educational program or activities which it operates. This statement of non-discrimination extends to JMPHS employment practices and to admission to school programs. A Title IX complaint is a claim by a person that he or she has been discriminated against on the basis of sex in the programs or activities operated by JMPHS. A person having a Title IX complaint should direct his/her concern to the Director of Human Resources who will either investigate the complaint or refer it to appropriate personnel. Title IX complaints should be addressed to:

Scot Bunch
176 NW Crane Ave
Madison, FL 32340
Office: (850)253-2173 Fax: (800) 584-2003

NOTIFICATION OF RISK

Be aware that playing or practicing to play/participate in any sport can be dangerous in nature and involve MANY RISKS OF INJURY. It is understood that the dangers and risks of playing or practicing to play/participate in interscholastic sports may result in complete or partial paralysis; brain damage; serious injury to virtually all bones, joints, ligaments, muscles, tendons, and other aspects of the muscular-skeletal system; serious injury to virtually all internal organs; serious injury or impairment to other aspects of the body; and general health and well-being. Understand that the dangers and risks of playing or practicing to play/participate in interscholastic sports may result not only in serious injury, but in a serious impairment of future ability to earn a living; to engage in other business; social and recreational activities; and generally to enjoy life. Because of the dangers of participating in interscholastic sports, it is important to follow and obey coaches' instructions regarding playing techniques, training, and team rules. The best investment that any parent can make is to invest in purchasing school accident insurance.

In consideration of JMPHS permitting tryouts for high/middle school team sports and engaging in all activities related to the team including, but not limited to, trying out, practicing or playing/participating in that sport; all employees, agents, representatives, coaches, and volunteers will be held harmless from any and all liability, actions, causes of actions, debts, claims, or demands of any kind and nature whatsoever which may arise out of or in connection with participation in any activities related to the high/middle school interscholastic sports team. The terms hereof shall serve as a release and assumption of risk

for heirs, estates, executors, administrators, assignees, and all family members.

PROTECTION OF PUPIL RIGHTS AMENDMENTS

Local educational agencies receiving funds from the U.S. Department of Education are required by federal law to comply with requirements for the collection and reporting of certain information by means of student surveys, as well as requirements to protect student privacy. The information that must be reported relates to student attitudes and behaviors on topics such as school safety, substance use and the prevalence of risky attitudes or behaviors, particularly with respect to alcohol and drug abuse. In addition, these surveys also collect information on general health practices and human sexuality. Such information is collected by survey anonymously on a sampling basis, and no personally identifiable information is obtained from or reported on any individual student. JMPHS cooperates with other agencies such as the Florida Department of Health in conducting these surveys.

It is the policy of JMPHS to notify parents/guardians of upcoming surveys that reveal information concerning one or more of the following items:

- Political affiliations or beliefs of the student or the student's parent/guardian
- Mental and psychological problems of the student or the student's family
- Sexual behavior or attitudes
- Illegal, anti-social, self-incriminating, or demeaning behavior
- Critical appraisals of other individuals with whom respondents have close family relationships
- Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers
- Religious practices, affiliations, or beliefs of the student or student's parent/guardian
- Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program)

Participation Voluntary – No student shall be required to participate in such a survey if the student or the student's parent/guardian, if the student is less than 18 years of age, objects to participation. Prior written parental consent will be obtained before a minor student takes a survey funded by U.S. Department of Education that includes any of the above topics. On all other surveys, parents/guardians will be given the opportunity to opt their child out of participation. Notification to parents/guardians will occur prior to students being given surveys.

Right to Inspect – A student or the student's parent/guardian, if the student is less than 18 years of age, has the right to inspect any such survey instrument before the survey is administered or distributed to students if a request is made within a reasonable period of time. Parents/guardians further have the right to inspect or review:

- Arrangements that will be made to protect student privacy
- Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes
- Instructional material used as part of the educational curriculum

Notification of Parents/Guardians – Parents/guardians will be notified of this policy annually, at the beginning of the school year, and within a reasonable period of time if any substantive change is made to this policy. Such notice shall include the specific or approximate dates during the school year when any such survey will be administered.

PUBLIC SAFETY INFORMATION ACT 1997 – SEX OFFENDER/SEXUAL PREDATOR LAWS

Information is available at each school. Contact your local principal.

STUDENT GRIEVANCE PROCEDURES

JMPHS will promptly investigate alleged incidents of harassment or discrimination and appropriate, corrective action will be taken. Any student who alleges harassment or discrimination by another student or JMPHS employee shall report the harassment to the building principal, assistant principal(s), guidance counselor(s), or teachers. Filing of a complaint or otherwise reporting harassment in good faith, will not affect the student's status, extracurricular activities, grade, or any other assignments. However, willfully reporting a false claim of harassment or discrimination in bad faith is illegal and will subject the reporter of the false claim to disciplinary action. The harassment or discrimination complaint shall be in writing, state the act or acts, state the date(s), state the names of witnesses, and shall be signed by the complainant. The right to confidentiality, both of the complainant and of the alleged harasser, will be respected, consistent with the School Board's legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action when the conduct has occurred. Retaliation against any student for alleging harassment or discrimination

is strictly forbidden.

STUDENT RECORDS AND REPORTS – RIGHTS OF PRIVACY – NOTIFICATION

In accordance with §1002.22, Florida Statutes, students and their parents/guardians shall have rights of access, rights of challenge, and rights of privacy with respect to student records and reports. Every student shall have a right to privacy with respect to the educational records kept on him or her. Personally identifiable information contained in such records and reports is confidential. These records and reports cannot be released without the written consent of the student's parent/guardian, or of the student himself or herself if he or she is 18 years of age or older, unless the purpose for the release of such information is consistent with §1002.22(3)(d), Florida Statutes. Such a release of information without consent can be for any reason consistent with that in §1002.22(3)(d), Florida Statutes, including, but not limited to, purposes consistent with inter-local agreements with other agencies.

SUBPOENAS FOR STUDENT RECORDS

Federal and state law requires that school officials comply with court orders and subpoenas from a court of competent jurisdiction for the timely production of student records. If disclosure is made is response to a court order or subpoena, you will be notified, except where the law prohibits said notification. If a student (18 years old or older), or the parents/guardians of a minor student, object to the release of these records, an objection to a subpoena for non-party production must be timely filed and/or a protective order must be timely obtained from a court of competent jurisdiction.

SUPERVISION OF STUDENTS BEFORE AND AFTER SCHOOL AND SCHOOL ACTIVITIES

JMPHS is not responsible for the supervision of students on school grounds until 30 minutes prior to the start of the regular school day or a scheduled event, or beyond 30 minutes after the regular school day or scheduled event. Please refer to your school's beginning and ending hours and arrange for supervision of your child accordingly. [§1003.31, Florida Statutes]

SECTION III: GUIDELINES GOVERNING STUDENT BEHAVIOR

ACADEMIC ELIGIBILITY REQUIREMENTS FOR PARTICIPATION IN EXTRACURRICULAR ACTIVITIES

All high schools shall be members of the Florida High School Athletic Association (FHSAA) and shall be governed by the bylaws of that organization. These schools shall also follow the requirements for all extracurricular activities as prescribed by Florida law. For further details, refer to the FHSAA Handbook and the Florida Statutes. [§§1003.43(1) and 1006.15, Florida Statues]

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

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

C. 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).

1. Attendance – Students must be in attendance all day, at school, in order to participate in extracurricular/after school activities.

2. Alcohol/Drug – Prohibited acts include:
1) Possessing or consuming alcohol,
2) Operating a motor vehicle under the influence of alcohol,
3) Misrepresenting one's age for the purpose of purchasing, possessing, or consuming alcohol,
4) Public intoxications, and/or
5) Violations of additional team rules regarding alcohol use. Prohibited acts include:
    1) Possessing or using illegal substances, as defined by law,
    2) Possessing or using controlled substances as defined by law,
    3) Distributing, selling, or possessing with the intent to distribute illegal or controlled substances, as defined by law,
    4) The use of tobacco products by a student-athlete during practice, competition, or other team functions. A student found to be in violation of the alcohol/drug guidelines may be suspended and/or expelled from extracurricular/after school activities.

3. Academic – 2.0 GPA is required for Academic Eligibility. A middle/junior high student must have a 2.0 GPA, or the equivalent of a 2.0 GPA based on a 4.0 scale, at the conclusion of each semester. A high school student must have a cumulative 2.0 grade point average on a 4.0 unweighted scale, or its equivalent, at the conclusion of each semester to be academically eligible during the next semester (s. 1006.15(3)(a)1, Florida Statutes).

4. School Discipline – Students who have been Out of School Suspended for disciplinary reasons will not be eligible to participate in extracurricular/after school activities. All other school discipline as it relates to student-athlete eligibility for participation will be at the discretion of the principal or designee.

5. Bullying – see Student Conduct & Discipline Code (page 10)

6. Sportsmanship – Sportsmanship shall be defined in accordance with the standards of the FHSAA. In general, a sportsperson is one who can take a loss or defeat without complaint, a victory without gloating, and who treats opponents with fairness, generosity, and courtesy. Sportsmanship is respect for oneself, teammates, coaches, officials, opponents, and property. Sportsmanship also requires maintaining self-control, and refusing to be drawn into or encourage physical conflict not otherwise required by the proper execution of the sport. All student-athletes are obligated to represent themselves, the team, the Athletic Department, the school, their families, and their communities, with the highest level of sportsmanship. A student found to be in violation of the sportsmanship guidelines may be suspended and/or expelled from extracurricular/after school activities.

7. Dress Code – Students have a responsibility to be dressed and groomed in a manner that is consistent with the Student Conduct and Discipline Code. The principal or designee shall have the final authority for determining whether or not a student's apparel conforms to the dress code. The principal or designee may prohibit the use of clothing or items deemed inappropriate or to cause a disruption during school sponsored events to include extracurricular/after school activities.

8. Four-Year Limit of Eligibility – A student is limited to four consecutive school years of eligibility beginning with the school year he/she begins ninth grade for the first time. This does not imply that the student has four years of participation. After four consecutive school years, the student is permanently ineligible.

9. Age Limit – A student may participate at the high school level until the day he/she reaches the age of 19 years 9 months if the student has not exceeded his/her four year limit of eligibility. The student becomes permanently ineligible at the high school level on the day he/she reaches 19 years 9 months. Beginning with students entering the 9th grade in 2014-2015 and thereafter, a student who reaches the age of 19 on or after September 1st, and who has not exceeded his/her four-year limit of eligibility, may participate in interscholastic athletics during that school year.

10. Physical Evaluation (EL2 Form) – A student must have a physical evaluation each year and be certified as being physically fit to participate in interscholastic athletic programs. A physical evaluation shall be valid for a period not to exceed one calendar year from the date of the practitioner's signature. The student cannot be allowed to participate in any activity related to interscholastic athletic programs until the fully executed physical evaluation form is on file in the school (s. 1002.20(17)(b), Florida Statutes).

10a. Consent and Release from Liability Certificate (EL3 Form) – A student must have the consent of his/her parent(s) or legal guardian(s) to participate in interscholastic athletic programs at a member school. The student and his/her parent(s) or legal guardian(s) must also release the FHSAA, its member schools and contest officials, from all liability for any injury or claim that may result from the student's participation in interscholastic athletics. This consent and release from liability must be provided in writing on a form developed by the FHSAA for that purpose. The form must be signed by the student and his/her parent(s) or legal guardian(s). The student cannot be allowed to participate in any activity related to interscholastic athletic programs until the fully executed consent form is on file in the school

11. Transfer "authorized for good cause"

11.a. Transfer before a Sport Season – The student transfers and begins attending the new school on or prior to the beginning date of the sport season, as established in the FHSAA Calendar, meets all other eligibility requirements per the FHSAA and, (a) The transfer has been approved pursuant to district school board policies in the case of a transfer to a public school or pursuant to the private school policies in the case of a transfer to a private school; and (b) A form to be provided by the association (EL6 Form – Notice of Transfer) has been submitted to the association.

11b. Full and Complete Move – The student moves to a new home address due to a full and complete move by the student and the persons with whom he/she has been living for at least one calendar year that makes it necessary for the student to attend a different school and the student meets all other eligibility requirements per the FHSAA. A student and his/her parents cannot occupy a residence at more than one address, and only the student's current residence may be used for eligibility purposes.

11c. Necessary Relocation to Residence of Another Individual – The student transfers because he/she has to move into the residence of another person who lives at a residence that makes it necessary for the student to attend a different school and the student meets all other eligibility requirements per the FHSAA. This exception applies only to the following specific situations: (a) One of the persons with whom the student has been living dies; or (b) One of the persons with whom the student has been living is imprisoned or committed by court order to a mental facility; or (c) The student is made a ward of the court or state and is placed in a foster home by a court of legal jurisdiction. In this case, a certified copy of the court order, a copy of the petition upon which the order was based, and other evidence the court had to consider in issuing the order must be provided to the FHSAA Office. Permanent guardianship must be appointed legally by a court of competent jurisdiction.

11d. Move to New Residence Following Marriage – The student marries and immediately established a new residence with his/her spouse at a residence that makes it necessary for the student to attend a different school and the student meets all other eligibility requirements per the FHSAA. 11e. Reassignment by District School Board – The student is reassigned during the school year to a different school by the district school board, as long as the reassignment is not for athletic or disciplinary reasons, and is not requested by the student or his/her parents, and the student meets all other eligibility requirements per the FHSAA. In this case, the student may participate in interscholastic athletic competition at the public school where he/she is assigned or a private school he/she chooses to attend.

11f. Transfers of Schools within the First Twenty Days – The student transfers school within the first twenty (20) school days of the academic school year, meets all other requirements per the FHSAA and provided: (a) The student has not engaged in any athletic activities affiliated with either school prior to the transfer; and (b) The student has not been recruited; and (c) The student is not transferring in whole or in part for athletic reasons; and (d) The student is not transferring because of disciplinary reasons and/or misconduct; and (e) The new school principal communicates and verifies with the losing school principal that the student has not engaged in any athletic activities affiliated with either school prior to the transfer, and the student is not transferring due to disciplinary reasons.

ATTENDANCE RULES

The classroom experience is of unique value and cannot be duplicated by make-up work. The purpose of this attendance policy is to foster responsibility and reliability on the part of District students to attend all classes. Students will acknowledge greater emphasis on attendance at school because credit in their classes will be contingent upon their presence.

The District School Superintendent is responsible for enforcing school attendance of all students subject to the compulsory school age in the school district and supporting enforcement of school attendance by local law enforcement agencies. The responsibility includes recommending policies and procedures to the District School Board that require public schools to respond in a timely manner to every unexcused absence, and every absence for which the reason is unknown, of students enrolled in the schools.

Parents/guardians are responsible for the attendance of their children within the compulsory school age (6-16 years) unless the child files a formal declaration of intent to terminate school enrollment with the School Board on or after age 16. The declaration must acknowledge that terminating school enrollment is likely to reduce the student's earning potential and must be signed by the student and the student's parent/guardian. Parents/guardians who refuse or fail to have a child in school commit a misdemeanor, punishable as provided by law, 1003.21, Florida Statutes. Students, 18 years of age and older, shall have all rights accorded to their records, unless they are dependent on their parent/guardian as defined in the Internal Revenue Code. Students, 18 years of age and older, in K-12 educational programs are required to be in compliance with attendance and discipline policies of the MCSD.

Absences - Absence is nonattendance of a student at school or in an approved educational activity/field trip or program on days when school is in session. Absence occurs when a student is not physically present at school or not participating in an approved school activity as defined under the compulsory school law. Though school sponsored academic field trips are not considered absences, students are required to make up missed class work upon return to school. A student is considered absence for a class period if they show up more than 20 minutes late for a class due to state seat time regulations.

Excused Absences may include:
• Illness or injury of the student, as documented by a healthcare professional
• Illness or injury of the student's immediate family creating insurmountable condition of absence, as documented by health care professional
• Death of a member of the student's immediate family
• Documented appointments with health care professionals
• Administrative approval based upon written request/justification to principal or designee
• Recognized religious holidays
• Documented judicial actions-subpoena/summons
• Therapy prescribed and delivered by a licensed certified practitioner

Prior approval for absences for vacation or other anticipated reasons must be granted by an administrator, and the student must make arrangements for makeup of work prior to the absence. Excessive absences and academic standing may be factors in the decision to excuse or not excuse the absence.

Unexcused Absences - An unexcused absence takes place any time a student is out of school for reasons not recognized under the law. On the third unexcused absence within the previous 30 school days, a letter will be sent to the parent/guardian informing them of the compulsory school attendance law and their legal obligation to follow the law.

Excessive Absences or Truant - A student is considered truant or excessively absent when he/she has had at least five (5) unexcused absences, or absences for which the reasons are unknown, within a calendar month or 10 unexcused absences, or absences for which the reasons are unknown, within a 90 calendar day period; the student may be exhibiting a pattern of nonattendance and this may be considered excessive. Students who demonstrate truancy may forfeit their rights to attend Grad Bash, Prom, field trips or other extracurricular activities. The student may be referred to the school's Student Support Team to determine if early patterns of truancy are developing. If it is determined that an early pattern of truancy is developing, regardless of whether the absences are excused or unexcused, a meeting with the parent/guardian shall be scheduled to identify potential remedies. If absences continue to be a concern, despite intervention attempts, the school may make a recommendation for filing a truancy petition. (1003.26 and 984.141, Florida Statutes)

Habitual Truant - A student is considered habitually truant when he/she has 15 unexcused absences within 90 calendar days with or without the knowledge or consent of the parent/guardian. (1003.01, Florida Statutes) Accumulated tardies and early check outs shall be considered unexcused absences. At the high school level or at a 6-12 combination school, seven unexcused tardies or early checkouts will equal one unexcused absence for the purpose of defining a habitual truant. At the elementary school level, four unexcused tardies or early checkouts will equal one unexcused absence for the purpose of defining a habitual truant. At the middle school level, six unexcused tardies or early checkouts will equal one unexcused absence for the purpose of defining a habitual truant. Legal actions, including possible criminal charges, will be pursued when the parent/guardian ignores school attendance requirements. The Superintendent must provide the Department of Highway and Motor Vehicles (DHMV) with the name of each habitual truant student, age 14-18. The DHMV may not issue a driver's license or learner's permit to and shall suspend any previously issued license of any student who is habitually truant. (Chapter 322, Florida Statutes) Families receiving public assistance for a student through the State of Florida WAGES program may have that assistance withdrawn if the student is classified as a habitual truant.

Authorized Student Sign Out - Students may not leave or be signed out from a school campus without the presence of an adult who is listed as the parent or guardian of record or an adult who is listed as an emergency contact on the Annual Student Contact Form. A photo ID is required from the adult listed on the Annual Student Contact Form who is requesting the release of the student to his/her custody. Students who drive to school at BHS and SHS may not be released or signed out prior to the end of the regular school day over the phone by a parent, guardian, or other individual without the authorization of the principal/designee in emergency situations or circumstances that warrant leaving school campus without the presence of a parent, guardian, or other authorized individual. The principal is the final authority in determining if a student has permission to leave campus in the absence of the parent.

Parent Notes - Whenever a student of compulsory school age is absent without the permission of the person in charge of the school, the parent/guardian of the student will report and explain in writing the cause of such absence or tardy to the appropriate school personnel. This note should be provided to the school within three days upon the student's return to school. The principal or designee has the authority, within the guidelines of the law, to determine if an absence is excused or unexcused.

Make-Up Work - Parents and students with absences are responsible for making arrangements with the teacher to make up work and assignments missed while absent. Students with excused absences will be allowed to make up work for full credit. Students with unexcused absences will not be allowed to make up work for credit until their absence is excused. All missed work is due within 3 school days (not class meets) following the return to school with the following exceptions:

- Test or exams assigned prior to absence will be taken on the day the student returns to school
- Work assigned prior to absence will be taken on the day the student returns to school
- Long-term assignments and projects must be turned in on the day the student returns to school
- Students checking in or out on the day a long-term assignment is due must turn the assignment in by the end of that school day to be accepted as on time
- Teacher extends due date

Failure to comply with requirements may adversely affect academic standing.

Tardies - Tardies are disruptive to the learning environment and have a negative impact on student achievement. A student is tardy when they arrive to school or class after the beginning bell has sounded without an approved excuse. Leaving school early before the end of the school day also falls under this category. For K-8 students, the parent must accompany the student to the office when they are tardy. For secondary and 6-12 schools, the student must report to the attendance clerk in the Front Office. Tardies may be recognized and calculated in instances of truancy. For truancy purposes and documentation for court action, 6 (six) unexcused tardies to school or six (6) early checkouts from school will equal one unexcused absence at the high school or combination school. Four (4) unexcused tardies to school or four (4) early checkouts from school will equal one unexcused absence at the elementary level. Six (6) unexcused tardies to school or six (6) early checkouts from school will equal one unexcused absence at the middle school, this number being determined by the number of periods at the school.

Home School Students - Home school students with previous attendance concerns will be required to submit ongoing documentation regarding educational participation in a homeschool curriculum by submitting required documentation as requested to the Home School Coordinator.

BULLYING AND OTHER FORMS OF AGGRESSION

JMPHS is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. JMPHS encourages the promotion of positive interpersonal relations among all members of the school community. Aggressive behavior, bullying, harassment, and similar acts toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal (oral or written), electronically transmitted (cyber or high-tech), and psychological abuse. JMPHS will not tolerate any gestures, comments, threats, or actions, which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property or while enroute to or from school sponsored activities and those occurring off school property if the student or employee is at any school sponsored, school approved, or school related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business. "Bullying", including cyberbullying, is defined as and means systematically and chronically inflicting physical hurt or psychological distress on one or more students and may involve:

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

[§1006.147, Florida Statutes] [MCSD Policy No. 5.101]

Each school principal will be fully expected and authorized to implement and monitor the MCSD's policy on bullying.

BUS CONDUCT RULES

The bus is an extension of the school campus. Therefore, students will adhere to all conduct rules, including those addressing medication, while riding a MCSD school bus. Only a student who is regularly enrolled as a transported student and whose name appears on the bus driver's enrollment card for that bus, shall be permitted to ride such a bus while it is being operated on a regular school bus route except upon the written request of the parent/guardian of a student and with the written approval of the Director of Transportation. Such approval may be granted only when the student's welfare is involved due to an emergency condition in the home. When an emergency condition exceeds five days, the Superintendent's designee's approval shall be required. Approval shall not be allowed for: 1) student visitation, unless duly authorized; and 2) a student to obtain transportation to his/her regular place of employment. Students attending a school on a zone waiver must provide his/her own transportation.

Section 1006.10(1-7), Florida Statutes, gives school bus drivers the authority to monitor and control the behavior of students any time they are being transported to and from school or school functions at public expense.

Students being transported on a school bus must comply with the following rules:

1. Get on/off at their regularly appointed bus stop unless written parent/guardian permission is provided to the school administrator early in the day to allow time for verification.
2. Occupy the seat assigned by the driver and refrain from moving around while the bus is in motion. Seat belts must be correctly fastened upon taking assigned seat and worn at all times if the bus is designed with seat belts.
3. Wait until the bus has come to a complete stop before entering or exiting the front door of the bus. Students shall form a line in order to ensure safety in getting on or off the bus.
4. Be at the bus stop at least 5 minutes before bus arrival but not more than 15 minutes before arrival. Observe proper rules of conduct while waiting for the bus. Students shall stay at least 12 feet off the road and off private property.
5. If it is necessary for a student to cross a road to board a bus, the student should wait until the bus arrives and the driver deploys the stop arm and flashing red lights. The student should make visual contact with the driver, watching for the Department of Education's (DOE) adopted crossing signal. The student should then make a right and left check for traffic and cross 12 feet in front of the bus.
6. If it is necessary for a student to cross a road after unloading from a bus, the student should stand at the side of the bus in sight and hearing of the driver. The student should make visual contact with the driver, watching for the DOE's adopted crossing signal. The student should then make a right and left check for traffic and cross 12 feet in front of the bus.
7. Obey the driver, monitor, and volunteers at all times and follow the standards of conduct while riding the school bus. Report promptly to the principal when instructed to do so by the driver. Bus infractions may result in an out-of-school suspension.
8. Keep all body parts and belongings inside the bus windows.
9. Keep from littering, throwing, or propelling objects inside the bus.
10. Keep from throwing or propelling items outside the bus windows. (Behavior that violates this rule/expectation may be classified as a felony. The student and the parent/guardian shall be held responsible for any damages that result from such an act.)
11. Keep from defacing or vandalizing a school bus. Restitution will be required for any damages sustained to the bus.
12. Use the handrail when entering and leaving the bus. Be careful that loose straps or drawstrings on articles of clothing or backpacks do not get caught on the handrail.
13. Follow emergency evacuation procedures when appropriate.
14. Observe classroom conduct rules at all times (except for ordinary conversation). Silence on the bus shall prevail while the bus is stopped for railroad crossings or for discharging students. When the bus is in motion, only talk to the driver if it is necessary and be quiet when the driver turns the dome lights on, raises a hand, etc. One of these signals will be used at railroad crossings.
15. Use of profane or objectionable language or engaging in any other objectionable conduct is prohibited. There shall be no pushing, fighting, or any other type of misconduct at any time.
16. Possession of sharp/dangerous instruments or any type of weapons on the bus is prohibited. 17. Bring no animals, glass containers, skateboards, food, or drinks on the bus.
18. Do not use or have any tobacco products (smoking, chewing, dipping) or other mood altering substances while on the bus.
19. Bring no bulky or inappropriate objects on school transportation. This includes, but is not limited to, musical instruments, athletic equipment, etc., that cannot be held in the student's lap. No objects may block the aisles or emergency exits.
20. Students may not use cell phones while riding school buses to and from school. Cell phones may be used upon returning from a field trip or an extracurricular activity beyond normal school hours. The teacher/coach and the bus driver will jointly give permission for students to call parents to give an estimated time of arrival.

Note: MCSD buses are equipped with video/audio cameras for security purposes. Students are being taped during their ride. These tapes may be used to determine violations of the Student Conduct and Discipline Code. Only authorized school personnel can view a bus video/audio recording, when the need arises, due to the protection of other students' privacy.

All bus incidents requiring potential discipline intervention will be referred to school administration for determination of appropriate consequences.

Procedures for students with disabilities are described in the subsection ESE: Suspensions and Expulsions.

BUS SUSPENSION/EXPULSION

When a student is suspended or expelled from the bus, they are not permitted to use any MCSD school bus for extracurricular activities or field trips during the suspension or expulsion timeframe. At the principal's discretion, a student with a Level I or Level II infraction may be allowed to ride the bus for extracurricular activities only for field trips that are academic in nature. A student who uses School Board provided transportation must abide by the rules of safety and behavior necessary for the operation of the system. Bus riders must follow rules in the Student Conduct and Discipline Code. Serious or repeated infractions of these rules may cause the student to lose the privilege of riding the bus. It is the responsibility of the parent/guardian to see that the student follows the rules or to provide for the student's own transportation. Suspension from a school bus does not affect the requirements of attendance laws and regulations. Level II or Level III offenses may result in an out-of-school suspension. Level III and Level IV offenses may result in expulsion from school. By statute, criminal penalties may be imposed. See Mandatory Consequences for Bus Violations. [§§1001.42, 1003.26, 1006.10, and 1006.21, Florida Statutes] Parents/guardians are responsible for their children at the bus stop. However, school officials may address misconduct by students at a bus stop. Bus drivers may issue bus referrals based on behavior they observe at bus stops and administrators may investigate and discipline accordingly. [§§1006.07(2)(h), 1006.09(1)(b), and 1006.10, Florida Statutes]

CELL PHONES AND/OR ANY ELECTRONIC COMMUNICATIONS DEVICES

Cell phones that are heard, or are in use on school grounds during school hours without the consent of school personnel, or on school transportation will be confiscated. The MCSD recognizes the need for students to have cell phones. However, during school hours or on school buses, cell phones, and/or any other electronic communications device are not to be used unless specifically authorized by school staff. Only electronic communications approved by school officials for a school assignment will be permitted. Any other electronic communications will be considered a violation and will be prohibited. Electronic communications include, but are not limited to, video/audio records, photographs, and/or text messages. The school will not be held responsible for lost or stolen cell phones and/or any electronic devices. No student may have in his or her possession any wireless communication device or any other item that records, stores, or transmits data during any standardized testing (FSA, EOC, etc.). This policy applies to grades PreK-12 as does everything in the Student Conduct and Discipline Code. Violation of this provision may result in the loss of the student's privilege to possess a cell phone on campus in addition to any other prescribed disciplinary intervention. If a cell phone/electronic device is visible, being handled, or otherwise used in any manner during a test or exam, it will be considered cheating and the student may receive a zero for that test or exam.

Note: Use of a wireless communications device includes the possibility of the imposition of disciplinary action by the school or criminal penalties if the device is used in a criminal act. [§1006.07(2)(e), Florida Statutes]

DRESS CODE

Student Appearance and dress code Responsibility for the dress and appearance of students enrolled in JMPHS primarily rests with parents and the students. Some student apparel, however, may not be appropriate to wear to school even though that same apparel may be appropriate to wear in other settings. To assist parents and students in making appropriate fashion and grooming decisions for school, the School Board has established the following minimal guidelines for the appearance and dress of students (Florida Statutes 1001.43(1)(b) and 1006.07(2)(d)).

The standards of appearance for students shall ensure that the students be clean, neat, and properly dressed. Students shall maintain standards of dress and personal grooming which are appropriate for the academic environment. It is the responsibility of the principal to ensure that the dress and/or appearance of any student shall not be extreme nor to the point of creating a disturbance that is hazardous to him/herself, others, or to school property, even if the specific case is not covered by the information below.

Note: The principal or principal's designee has the final authority for determining whether or not a student's apparel/appearance conforms to the dress code. The principal or designee may prohibit the use of clothing or items that cause disruption during school, on school transportation, or during school sponsored events. When it is determined that the apparel is inappropriate, the parent/guardian will be asked to bring clothing to the school that conforms to the Code of Student Conduct. Repeated violations of dress code guidelines will be considered insubordination and will be subject to disciplinary interventions.

Note: Students attending Madison County Excel Alternative Education Center must adhere to the approved dress code described in the school's dress code/ policy found in this Code of Conduct.

Rights

Students have the right to dress comfortably in clothing that is appropriate for school, is not dangerous to health and safety, and does not create a substantial and material disruption to the school. Responsibilities:

(1) HEAD

• No sunglasses, hats, bandanas, caps, visors, hoods or other head coverings (i.e. bonnets, wave caps, scarfs, etc.) may be worn inside the buildings, except with administrative permission (i.e. medical necessity, religious, school related events, outdoor activities).
• All hoodies must remain off the head while inside the buildings.

(2) UPPER GARMENTS

• Students may wear the following upper garments: shirts with or without collars, t-shirts, or button-down shirts that are any color or color pattern. These shirts may have writing or logos as long as they are deemed appropriate by school site administration. (Printed profanity or language/symbols/styles that promote the use of alcohol, drugs, tobacco products, gang-related or other illegal activities are prohibited.)
• Garments must be of a length and fit that are suitable for the build and stature of the student.
• Clothing exposing the torso or midriff, either front, back or sides shall not be worn. The following items are prohibited: halter tops, tube tops, backless dresses/tops, spaghetti straps, tank tops, one-strap/one-shoulder tops, and strapless tops.
• Garments may not be made of transparent or "see through" material.

Note: If undergarments are visible the upper garment is not permitted.

• Necklines of all upper garments must be modest. Low cut necklines are prohibited, and the cut of garments must not expose undergarments or cleavage.
• Shirts must touch, at a minimum, the top portion of lower garments at all times.
• Garments that are offensive, distracting or inappropriate are prohibited, including but not limited to those with see-through materials, skintight items, pajamas, rips/tears, printed profanity, or language/symbols/styles that promote the use of alcohol, drugs, tobacco products, gang-related or other illegal activities.

3) LOWER GARMENTS

Students may wear lower garments designed with tears or rips provided such tears or rips are below the knee. Rips/tears above the mid-thigh must be patched so that no skin is visible. Shorts, tights or any other type of undergarment worn underneath the pants may be considered as patches (at the discretion of the administration or their designee).
• Undergarments and the buttocks MUST remain entirely covered even while seated.
• Dresses, skirts, and shorts must be no shorter than mid-thigh above the knee.
• Leggings may only be worn under a top that covers the student's rear-end.
• The waistband of pants, shorts or skirts must be worn and secured between the hips and the waist.
• Undergarments as outerwear, pajama pants, bathing suits, cheer shorts, bike shorts and spandex material bottoms are prohibited.

(4) FOOTWEAR

• Students must wear shoes that are safe and appropriate for the learning environment.
• Cleats, slippers, and shoes with wheels are not permitted to be worn on campus. Cleats may be worn for appropriate extracurricular sports in proper areas • Grades PK-8: All footwear must be "closed toe and heel". No flip flops, sandals or "Crocs" are permitted.

(5) ACCESSORIES

• Clothing, jewelry, and accessories shall not convey messages that are: crude, vulgar/profane, violent/death-oriented, gang related, sexually suggestive, promote alcohol, drugs or tobacco.

• Jewelry or accessories, to include body piercings that pose a safety concern for the student or others are prohibited. Dog collars, wallet chains, combs, large hair picks or chains that connect one part of the body to another are prohibited.
• Blankets should not be brought to school unless approved by school administration.

NOTE: The principal or the principal's designee has the final authority for interpreting whether a student's apparel/appearance conforms to the dress code and hinders the education/safety of all students.

VIOLATION OF DRESS CODE
If the principal determines that a student's clothing does not comply with Board policy, his/her parent/guardian may be asked to bring an appropriate change of clothes to school, or the student may be asked to leave an after-school activity. The student may also receive a disciplinary consequence for violating the school's dress code policy. Repeated violations may result in progressively more serious consequences.

Sagging Pants Law – Per Florida Statute 1006.07, clothing that exposes underwear or body parts in an indecent or vulgar manner or that disrupts the orderly learning environment shall, on the first offense, receive a verbal warning and the principal shall call the student's parent/guardian. For a second offense, the student is ineligible to participate in any extracurricular activity for a period not to exceed five days and the school principal must meet with the student's parent/guardian. For a third or subsequent offense, a student must receive an in-school suspension for a period not to exceed three days and the student is ineligible to participate in any extracurricular activities for a period not to exceed 30 days, and the school principal must call the student's parent/guardian and write a letter regarding the student's suspension and ineligibility to participate in extracurricular activities.

GANGS AND GANG-RELATED ACTIVITY
JMPHS will not tolerate any gang related activity on school grounds, school sponsored events, and/or on school transportation, to include dress, tattoos, bandanas (to be used as gang identifiers), graffiti, hand signals, or verbal slang. Gang related activity may include, but is not limited to, engaging in any verbal, written, or physical act, which is associated with becoming a member of a gang, being a member of a gang, or participating in gang identified rituals or behaviors on a school campus or at a school sponsored program or activity. Violations that disrupt the educational process will lead to disciplinary action. If a student is identified or qualifies as a gang member, the student may be subject to expulsion. If a student qualifies as a gang member, subsequent violations of the Student Conduct and Discipline Code may be raised to the next level (i.e., Level I to Level II; Level II to Level III; Level III to Level IV).

It is therefore the policy of the JMPHS that gangs and gang activities are prohibited in Madison County Schools according to the following:
1. Gang is defined as any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of criminal/violent acts, and having a common name or common identifying sign, colors or symbols, or the purposeful violation of any MCSD policy.
2. No student on or about school property or at any school activity shall:
    a. Wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign, or other item that evidences or reflects membership in, or affiliation with, any gang.
    b. Communicate either verbally or non-verbally (gestures, handshakes, slogans, drawings, etc.) to convey membership affiliation in any gang or that promotes gang affiliation.
    c. Engage in any act that encourages or promotes interest in any gang or gang activity, including, but not limited to:
    (1) Soliciting membership in, or affiliation with, any gang
    (2) Soliciting any person to pay for protection, or threatening any person, explicitly or implicitly, with violence or with any other illegal or prohibited act
    (3) Painting, writing, or otherwise inscribing gang-related graffiti, messages, symbols, or signs, on school or personal property
    (4) Engaging in violence, extortion, or any other illegal act or other violation of school policy
    (5) Soliciting any person to engage in physical violence against any other person
    (6) Engaging in the use of technology that encourages or promotes interest in any gang or gang activity

JMPHS is working in conjunction with the Madison County Sheriff's Office, Department of Juvenile Justice, and the local police department to deter gang activity on school campuses. Any student exhibiting gang activity/characteristics as described in this section may be photographed and information will be shared with local law enforcement. A student identified as a gang member by the

School Resource Officer/Deputy will be photographed and entered into the Florida Department of Law Enforcement's Gang Net. [§§874.03 and 874.05, Florida Statutes]

HARASSMENT

The purpose of this policy is to inform and educate students of their responsibilities, rights, and complaint/grievance procedures with regards to harassment. The term harassment includes verbal or physical conduct that denigrates or shows hostility or aversion toward an individual. Harassment includes, but is not limited to, racial slurs, jokes, epithets, negative stereotyping, threats, intimidation, hostile acts, denigrating or hostile written or graphic material in student's possession or constructive possession (i.e., book bag, locker, etc.), worn, posted, circulated in the workplace or schools. The term also includes sexual harassment, which is defined as unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal, non-verbal, or physical conduct of a sexual nature when such conduct has the purpose or effect of unreasonably interfering with a student's educational performance. This includes dating violence as per Florida Statute and MCSD policy.

VIOLENT OR DISRUPTIVE BEHAVIOR

The MCSD is committed to providing an environment supported by educators for improving school safety and increasing access to mental health supports for children and youth. The District will not tolerate violent and disruptive behavior which interferes with the orderly environment and the academic process of the school. Violations may lead to the removal of a student from the regular school setting and placement and or referral to an Alternative School and/or to mental health services. A committee will be established to consider the consequences of such behavior. The purpose of the committee is to review all relevant data for making a determination of placement and services. Appropriate school and district level staff, will be included in the committee. The parent/guardian will be notified in writing but does not have to be present for placement decisions. Any student who is determined to have brought a firearm or weapon must be referred to mental health services identified by the District.

Any student who is determined to have made a threat or false report must be referred to mental health services identified by the District for evaluation or treatment, when appropriate.

HEALTH SERVICES PROVIDED

School health staff provides health counseling, health education, health screenings, and referral and follow up of suspected or confirmed health problems. They also provide consultation with students' parents/guardians regarding the need for health evaluation by the family physician, dentist, or other specialist when definitive diagnosis or treatment is indicated. School health staff review and maintain records on incidents of health problems, corrective measures taken, and other information that may be needed to plan and evaluate health programs and policies. The school nurse provides health information, when necessary, regarding the placement of students in exceptional student programs and the reevaluation at periodic intervals of students placed in such programs.

ANNUAL EMERGENCY INFORMATION AND HEALTH UPDATE

It is very important that you complete the Annual Emergency Information and Health Update form and return it to your child's school the first week of school. PLEASE provide us with emergency contacts and inform us of any health problems your child may have which can affect them in the school setting.

Current accurate health and telephone information enables the school to contact you in case of emergency, accident, or illness, and will help us to ensure the health and well-being of your child. If any information changes during the school year, please contact the school immediately. It is the parent/guardian's responsibility to keep their child's health and contact information (telephone numbers, address, etc.) updated. In case of a serious accident or illness at school, your child will be transported by ambulance to an emergency medical facility. The parent/guardian is responsible for all expenses.

MEETING EMERGENCY HEALTH NEEDS

Onsite emergency health needs are provided at each school by school health staff employed by MCSD, the Madison County Health Department, and/or other trained MCSD staff who are currently certified by a nationally recognized certifying agency to provide first aid and CPR. Onsite emergency health needs means management and aid for illness or injury pending the student's return to the classroom or release to a parent/guardian, designated friend, or designated health care provider.

Please list on the Annual Emergency Information and Health Update form, friends and/or relatives who may serve as emergency contacts for your child when you cannot be reached. Please list your best contact information such as a cell phone number, if applicable.

SCHOOL ENTRY HEALTH EXAMINATION

Students in grades Pre-K through 12th grade who are making their initial entry into a Florida school must present a record of a physical examination completed within the past 12 months. The exam record shall be completed on a DH3040 form.

The exam record should be taken to the child's school upon enrollment. It must be completed by a health care provider licensed to perform physical examinations. For students transferring to a Florida school, a comparable form from another state would be acceptable, if completed within one year. [§1003.22(1), Florida Statutes; Rule: Chapter 6A-6.024, FAC]

FLORIDA IMMUNIZATION REQUIREMENTS FOR SCHOOL ENTRY 2018-2019 SCHOOL YEAR

Section 1003.22 (10) Florida Statutes, requires each district school board and the governing authority of each private school to refuse admittance or temporarily exclude from attendance any student who is not in compliance with the immunization requirements for school attendance.

Pre-Kindergarten

- 4 DTP/DTaP (Diphtheria, Tetanus, Pertussis)***
- 3 Polio ***
- 4 Hib ***

➢ Haemophilus influenza type b (Hib) vaccination is required for public/private preschool, childcare, and family daycare home attendees from two months through 59 months of age. The number of doses of Hib may vary according to age that series was started or vaccine used. If child was over 15 months when first vaccine was given, one dose will be given.

- 1 MMR
- 3 Hepatitis B
- 1 Varicella (chicken pox)

***Pre-K students must have started the series and have a current immunization certificate.

<u>2018-2019 School Entry Requirements</u>

Before entering or attending school in Florida (kindergarten through 12th grade), each child must provide a Florida Certification of Immunization (DH 680 form), documenting the following vaccinations:

Public/Non-Public Schools Kindergarten through 12th Grade:

- Four or five doses of diphtheria-tetanus-pertussis (DTaP) vaccine*
- Three doses of hepatitis B (Hep B) vaccine
- Three, four, or five doses of polio (IPV) vaccine**
- Two doses of measles-mumps-rubella (MMR) vaccine
- Two doses of varicella vaccine*** for kindergarten and grades one through ten
- One dose of varicella vaccine*** for grades eleven through twelve

Seventh Grade Requirements

In addition to kindergarten through 12th grade vaccines, students entering or attending seventh grade need the following vaccinations:

- One dose of tetanus-diphtheria-pertussis (Tdap) vaccine in grades seven through twelve
- An updated DH 680 form to include Tdap, must be obtained for submission to the school

*The fifth dose of DTaP vaccine is not necessary if the fourth dose was administered at age four years or older.

**If four or more doses are administered before age four years, an additional dose should be administered at age four through six years and at least six months after the previous dose. A fourth dose is not necessary if the third dose was administered at age four years or older and at least six months after the previous dose.

***Varicella vaccine is not required if varicella disease is documented by the health care provider.

EXEMPTIONS
There are only two types of exemptions: MEDICAL and RELIGIOUS. Your child's doctor (MD or DO) must fill out the DH-680 form (Part C) indicating a valid reason for MEDICAL EXEMPTION. Only the Health Department can grant a RELIGIOUS EXEMPTION.

MENINGOCOCCAL VACCINES
Meningococcal vaccines are not required for school entry or attendance, but are recommended for all children at their routine preadolescent visit (11-12 years of age). For those who have never previously received Meningococcal vaccines, a dose is recommended at high school entry.

HUMAN PAPILLOMA VIRUS VACCINES (HPV/GENITAL HERPES)
Human Papilloma Virus vaccines are not required for school entry or attendance, but are recommended for girls at their routine preadolescent visit (11-12 years of age). Males that are 9-26 years of age may receive HPV vaccine.

MEDICATION ADMINISTRATION
Administration of medications during school hours is discouraged unless a physician determines that a student's health needs require them to be given while at school. Medication must be transported to and from school by the parent/guardian or a responsible adult designated by the parent/guardian. MCSD has a "Zero Tolerance" drug policy. Don't put your child at risk of disciplinary action! As the parent/guardian, you can avoid potential problems for your child. Don't send any medications to school with your child. Remember, even over the counter medications, such as Tylenol and Advil, are considered drugs. Instructions on using medication shall be provided in writing by the Florida licensed prescribing healthcare practitioner or as described on the medication container provided by the pharmacist and/or the Florida licensed prescribing healthcare practitioner. All medications shall be delivered to the school office or health clinic with the Authorization for Medication Administration Form completed and signed by the student's parent/guardian and the Florida licensed prescribing healthcare practitioner (form is available online on the Student Services webpage at www.Madison.k12.fl.us). A separate Authorization for Medication Administration Form must be completed for each medication that must be given during school hours or school sponsored activities. First dosage of any new medication shall not be administered during school hours because of the possibility of an allergic or adverse reaction.
• Only medication in its ORIGINAL container from the store or pharmacy will be accepted.
• All medications being received at school must be counted with the parent/adult delivering the medication and a school health staff and/or a school employee who is receiving the medication. Verification of the count shall be made, in writing, on the medication administration log notes by the person delivering the medication(s) and the person receiving the medication(s).
• Medication should be given as close to the prescribed time as possible. It is acceptable medical practice to give the dose one hour before or after specified time on a routine basis.
• Narcotic analgesics will not be administered at school. Narcotics are known to cause decreased coordination and decreased levels of consciousness, thus presenting both impaired learning and safety issues for the student.
• No medications, prescription or non-prescription, with an expired prescription date or that is past the manufacturer's expiration date will be administered at school or during school sponsored activities.
• The medication in the bottle must match the label, match the student's name, match the authorization form, and have a current prescription label (within the past 30 days for controlled substances and antibiotics; within the past 12 months for other prescribed medications) on the bottle (if it is a prescribed medication).
• Prescription labels shall not be altered with handwriting by a parent, school staff, or school health staff.
• A new prescription bottle with correct labeling is required for any dosage and/or time changes. • The school cannot alter dosages without a new Authorization for Medication Administration Form completed by the parent/guardian and the Florida prescribing healthcare practitioner.
• Unused medication should be retrieved from the school/office within one week after medication is discontinued or by the end of the last student school day of the current school year. Otherwise, the school will dispose of the medication.

AUTHORIZATION FOR STUDENTS TO CARRY A PRESCRIPTION, INHALER, EPIPEN, INSULIN, PANCREATIC ENZYME SUPPLEMENT OR OTHER APPROVED EMERGENCY MEDICATION
If you have a student who has asthma or other health-related conditions that require self-administration of medicine or emergency type(s) of medication, or a student who needs to carry medication and self-administer on his/her person, you must complete an Authorization for Students to Carry a Prescription, Inhaler, Epipen, Insulin, Pancreatic Enzyme Supplement or Other Approved Medication Form. You may obtain a form from your child's school or online at

Madison.schooldesk.net/Department/Health/Medications/tabid/19339/Default.aspx. This form requires signatures of a Florida licensed healthcare practitioner, the parent/guardian, and the student.

The school nurse (who is a registered nurse), upon performing a nursing assessment of the student, shall determine whether or not this student is ready to responsibly self-carry and self-administer medications at school or during school sponsored activities without endangering the health and safety of themselves, school staff, and/or fellow students. If the school nurse determines that a student is not ready to responsibly self-carry and self-administer medications at school or during school sponsored activities, the medication(s) will be administered by school health staff and/or trained school staff.

• Parents are strongly encouraged to keep a "back up" supply of any emergency medications, such as an inhaler, epipen, diabetes medication, etc., in the school clinic. For further instructions, please call or visit your child's school nurse.

Emergency Injectable Medications such as Epi-pens, Glucagon, etc.:

• Must be accessible immediately in case of an emergency. Only these medications with the exception of inhalers will leave the building in the event of an emergency.

• Should be kept in the clinic. It is not recommended to keep emergency medications in the classroom unless the student has been checked off to self-carry.

• May be kept in a secure but unlocked location in the clinic. If stored this way, there should be a sign on the outside of the medication cabinet indicating where the emergency medications are located.

Under NO circumstances should students show, share, dispense, or deliver prescription or non-prescription medication(s) to/with another student!

JMPHS's definition of substance abuse:

• The use of any drug when such use is unlawful, and the use of any drug when such use is detrimental to the user or to others but is not unlawful.

STUDENT USE OF SUNSCREEN

Students may possess and use non-aerosol topical sunscreen without a physician's note or prescription if the sunscreen is regulated for over-the-counter use to limit ultraviolet light-induced skin damage.

HEALTH SCREENINGS

The Madison County Health Department and the MCSD provide health screenings to students in Madison County Schools. Florida Statute 402.32 of the School Health Services Act requires these screenings. These screenings are designed to detect health problems that could affect student's learning and/or growth. The screenings conducted are those outlined in our current School Health Plan. The screenings for our county include:

• Vision – Kindergarten, first, third, and sixth grade students and students entering school for the first time

• Hearing – Kindergarten, first, and sixth grade students and students entering school for the first time

• Growth and Development (height and weight) with BMI calculation – first, third, and sixth grade students

• Scoliosis – Sixth grade students These screenings will not harm your child in any way. Mass screenings as listed above will take place within the first semester. If your child does not pass any part of the screening exam(s), you will be notified in writing. Results of your child's health screenings will remain confidential and shared only with school personnel with a need to know.

EXCLUDING STUDENTS FROM SERVICES

Parents who do not desire their child to participate in health screenings or health education are requested to send a written letter of exclusion to the school nurse no later than two (2) weeks after the date of enrollment of current school year.

HEALTH INSTRUCTION

Health instruction will be provided by properly trained personnel as mandated by the Florida House Bill 1739, which requires that public school curriculum include instruction to reduce destructive behavior in children, human growth and development, AIDS, and pregnancy prevention. This legislation established abstinence from sexual activity outside marriage as the expected standard for all school age children and states that human growth and development education will stress this standard. Parents/guardians may review the content of the curriculum by calling the school for an appointment.

PARKING/VEHICLE RULES

The parking of a student's vehicle on campus is a privilege that is granted by JMPHS that may be conditioned upon the purchase of a parking decal at the school of attendance. Students who repeatedly violate campus-parking rules may have their parking decal revoked and/or are subject to disciplinary interventions. Students must follow the school policies on driving and parking. Violation of the Student Conduct and Discipline Code policies or the school parking/driving policies may result in loss of privileges, suspension, or expulsion from school. [§1001.43(1)(f), Florida Statutes)]

Note: Privileges and Responsibilities – Parents are encouraged to review Florida law pertaining to the operation of motor vehicles by their children. High school students with operator's licenses may not be legally allowed to drive their vehicle home after a late ballgame. It is the student and parent's responsibility to know the law.

1. A student will not be permitted to drive any vehicle to school until filing with the principal the written consent of the student's parent/guardian and a written agreement to comply with all rules of the MCSD and local school officials. Students parking vehicles on campus without authorization are subject to disciplinary interventions.
2. A student leaving home for school shall proceed directly to the school campus. After arriving at school, a student shall remain on school grounds unless given permission to leave the grounds as provided in these rules. At the close of the school day, the student shall leave the school grounds promptly unless under the supervision of a faculty member.
3. The student shall park a car driven to school in the area designated for student parking.
4. Each student who parks a vehicle on a school campus is presumed to know what is contained in the vehicle and will be held accountable for any weapons, drugs, contraband, etc., which may be found in the vehicle.
5. No student shall loiter in or around the parking area or areas.
6. Students shall not occupy cars during class hours, between classes, or before or after school except as they arrive and leave for the school day and travel to and from approved programs at other locations.
7. The principal shall cooperate with law enforcement officers. A 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 the student's own safety or that of others, may at the principal's discretion lose the privilege of driving a vehicle to school. Any student violating such directives shall be subject to suspension or expulsion from school.
8. Students must follow all Florida DHMV traffic laws and regulations while on school property or be subject to citations.
9. Habitual truants will have their driver's license withheld/suspended by the DHMV.
10. Student parking is provided only at the high school facilities, therefore, no middle or elementary school students are permitted to drive themselves to school.

TECHNOLOGY – STUDENT ACCEPTABLE TELECOMMUNICATIONS/ELECTRONIC COMMUNICATIONS USE POLICY AND AGREEMENT

JMPHS provides computers and network capabilities to students for the purpose of enhancing instruction through technological resources. Students may be granted access to the District's electronic communication system that includes access to the internet. A student's activities while using this system must be in support of education and research and be consistent with the educational objectives of the JMPHS. This access is a privilege, not a right, and inappropriate use will result in the cancellation of this privilege by the Information Technology (IT) Department and/or disciplinary action by school officials. Students are responsible for good behavior on school computer networks just as they are in a classroom or school hallway. The District may suspend or revoke a student's access to the District system upon violation of District policy and/or procedures, including the JMPHS Student Conduct and Discipline Code. JMPHS provides filtering software in an attempt to restrict access to inappropriate materials on the internet. However, users must recognize that filtering cannot block access to everything that might not be of educational value. REMINDER: Network storage areas will be treated like school lockers. School and IT authorities have the right to review and monitor all information stored on the network.

Using the network to access, or to attempt to access, the accounts of others, or to penetrate, or attempt to penetrate, security measures of JMPHS or another entity's computer software or hardware, electronic communications system, or telecommunications/electronic communications system is prohibited.

Using the services for any activity which adversely affects the ability of other people or systems to use JMPHS's network or the internet is prohibited. This includes denial of service attacks against another network host or individual user. Interference with or

disruption of other network users, network services, or network equipment is prohibited, unless the user is connected to the "Guest" wireless account.

Using or attempting to use a teacher's credentials to access network resources or the internet is prohibited. Other uses that the Superintendent/designee may find unacceptable are prohibited.

Using electronic resources, including, but not limited to, network access, internet access, digital cameras, tablets (i.e., Windows mobile devices, iPod Touch, Palm, etc.), personal communication devices (i.e., cell phones, pagers, messaging devices, telephones, digital recorders), MP3 players, iPods, USB flash drives, email, computers, and laptops are prohibited, unless student has permission from the classroom teacher where the electronic resource will be used.

The following are examples of unacceptable use of telecommunications/electronic communications and students must not attempt to:

• Use or share another individual's username and password
• Leave computer unattended while logged on
• Read, create, send and/or receive email unless using a District-provided email account.
• Access, download, store, send, or display text, images, movies, or sounds that contain pornography, obscenity, or language that offends or degrades others
• Use social network sites including, but not limited to, twitter.com, facebook.com, chat rooms, etc.
• Video streaming not related to educational purposes or curriculum set by the school or District
• Download music or videos not authorized by the school or District
• Install services or electronic file sharing mechanisms
• Access, modify, harm, or destroy another user's data
• Attempt to send or send anonymous messages of any kind or pretend to be someone else while sending a message
• Cyberbullying on or off campus (i.e., threatening, harassing, embarrassing, terrifying, insulting, stalking, or attacking others which includes, but is not limited to, online threats and insults intended to embarrass, harass, or terrify others via electronic resources)
• Post personal information about self or others, sharing confidential information about students or employees
• Agree to meet with anyone met online
• Intentionally waste limited resources
• Bypass the filtering by use of anonymous proxies or unauthorized proxies and services
• Download and/or install games, software, tools, or any executable file.
• Connect to any unauthorized wireless access point or internet service provider

STUDENT TECHNOLOGY AND DEVICE GUIDELINES

JMPHS provides computers and network capabilities to students for the purpose of enhancing instruction through technological resources.

All students and parents must read, be familiar with and sign and return to school the Network Responsibility Contract. A copy can be found in the back of the Code of Student Conduct and on the District website at http://Madison.schooldesk.net/Departments/InformationTechnology/tabid/7270/Default.aspx.

1. Students are responsible for good behavior on the MCSD network and devices just as they are in a classroom or school hallway.
2. JMPHS Devices and its Network shall only be used for instructional and school related purposes.
3. Devices and network storage areas will be treated like school lockers. School and IT authorities have the right to review and monitor all devices and information stored on the network.
4. Students must notify a school administrator or teacher of device or network malfunctions immediately.
5. All JMPHS devices must be made available for immediate inspection by JMPHS staff with or without prior notification.
6. Scheduled device checks will occur throughout the year; all devices must be brought to school every day.
7. Students and/or parents must notify a school administrator or teacher of device damage immediately.
8. Devices will be expected to be maintained in good working order. If misuse is evident, the full price of repair or replacement of the device becomes the responsibility of the parent.
9. It is strongly suggested that protective equipment, covers, bags, etc. are used to ensure an additional layer of protection from damage to the device.
10. Students may not use the device for purposes in contrast to the JMPHS Acceptable Use Policy.

11. If a student violates this policy, the JMPHS device must be immediately returned in good working order.
12. If a device is damaged, the student is responsible for the cost or repair in accordance to the following:
a. Screen Replacement: $50
b. Keyboard Assembly or Replacement: $75
c. Charger: $40
d. Battery: $40
e. Full replacement: $200
If a student violates any of these guidelines, his/her access to the network or JMPHS devices may be suspended/terminated and appropriate disciplinary and/or legal action will be taken.

SECTION IV: DISCIPLINARY INTERVENTIONS
The JMPHS philosophy of student behavior is one that employs a structured, systematic approach designed to support learning. Classroom management, student motivation, and positive reinforcement generate an atmosphere where student rules are viewed as guidelines for academic success.

JMPHS will provide a safe, comfortable classroom and campus environment and maximize opportunities for student learning which are the most important factors in governing student behavior. All students' interests, strengths, and cultural backgrounds are welcomed and valued.

JMPHS believes that all students have the right to a safe and effective learning environment and that teachers have the right to a safe and effective teaching environment. Discipline issues are minimized when students are engaged in meaningful and interesting activities. Students do best with positive reinforcement techniques. Students need to have structure and limits.

JMPHS believes that discipline and classroom management exist as additional learning experiences for students. Discipline should come from a desire to teach students to self-assess and self-regulate their behavior. A well-disciplined student understands what is socially and personally healthy and productive, and can correct his or her own behavior when straying from that ideal. This kind of student can resolve conflicts in a healthy way and knows what behavior is productive within social communities. Likewise, classroom management exists to guide students toward positive behaviors. It not only maximizes the time spent learning in the classroom, but it also serves to eliminate many situations in which students are tempted to exhibit negative behaviors. Effective classroom management helps ensure student success.

JMPHS believes that as professional educators, JMPHS is charged with providing a safe, structured, and orderly environment for all students, staff, and school visitors. Further, JMPHS believes that expecting, teaching, and upholding high behavioral standards are key components in preparing students to be successful and productive citizens in the greater society. In order to fulfill these responsibilities and achieve these goals, JMPHS will:
• Follow the Student Code of Conduct and School Board Policies
• Provide training for staff and parents in effective behavior practices
• Promote positive behavioral supports
• Administer disciplinary measures with fairness and consistency
• Engage parents as partners in identifying and maintaining student behavior as an educational priority for all JMPHS students

Abusive, Profane, Obscene, Discriminatory Language/Material - The use of oral or written language, electronic messages, pictures, objects, gestures, or any other physical act (engaging in unwelcome or inappropriate touching) that is considered to be offensive, socially unacceptable, or not suitable for an educational setting; the deliberate use of inappropriate language (profanity) with the intent for others to hear, the use of obscenity toward a school staff member, or the use of obscene gestures.

Alcohol Possession/Use/Sale SESIR - Possession, being under the influence, sale, or distribution of alcoholic beverages while on a school campus, a school bus, at a school or School Board sponsored function, or while at other School Board facilities. Use means the person is caught in the act of using, admits to use, or is discovered to have used in the course of an investigation.

Arson SESIR - Intentionally setting a fire on/with school property to damage or cause to be damaged, by fire or explosion, any dwelling, structure, or conveyance, whether occupied or not, or any contents therein.

Battery/Physical Attack SESIR - The physical use of force or violence by an individual against another against his/her will. The attack must be serious enough to warrant consulting law enforcement and result in more serious bodily injury. To distinguish from fighting, report an incident as battery only when the force or violence is intentional and carried out against a person who is not fighting back.

Bomb Threat/Explosives - Intentionally making a false, verbal or written, report to any person, including school personnel concerning the placement or use of any bomb, dynamite, explosive, chemical compounds, or arson causing devices.

Breaking and Entering SESIR - Unlawful entry with force, or unauthorized presence in a building or other structure or conveyance with evidence of the intent to damage or remove property, harm a person(s), or intent to commit a crime.

Bullying SESIR - Unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing acts, by an adult or student, that are severe or pervasive enough to create an intimidating, hostile, or offensive educational environment, to cause discomfort or humiliation, or unreasonably interfere with the individual's school performance or participation.

Bus Misconduct - Violation of any code of conduct rules or transportation rules.

Cell Phone/Electronic Device Violation - Disruptive and inappropriate exposure/use of cell phones, text messaging, web access, portable music devices, digital cameras, and like communication devices during the instructional day.

Cheating/Plagiarism - Cheating on any assignment, test/quiz, or online classwork to include the possession of inappropriate or deliberate distribution, or use of information, including, but not limited to: computer files or folders, passwords, electronic devices, or oral or written notes, materials, or work of another person in the completion of an academic exam, test, or assignment.

Class/Campus Disruption (Minor) - Disruption of all or a significant portion of campus activities, school-sponsored events, a classroom, other portions of a school or School Board facility, and school bus transportation that poses a threat to the learning environment, health, safety, or welfare of others.

Class/Campus Disruption (Major) SESIR - Disruption of all or a significant portion of campus activities, school sponsored events, a classroom, other portions of a school or School Board facility, and school bus transportation that poses a serious threat to the learning environment, health, safety, or welfare of others. These include bomb threats, inciting a riot, and initiating a false fire alarm.

Combustibles/Fireworks - Possessing, using, selling, storing, distributing, constructing, or detonating any combustible substance, or a destructive device, such as a bomb, letter bomb, pipe bomb, grenade, rocket, or similar device that is designed to explode.

Contraband - The possession or storage of items which are prohibited at school, including, but not limited to: ecigarettes/paraphernalia, ammunition clips, bullets or cartridges, flammable liquids, combustible materials, poisonous substances, matches, lighters, firecrackers, bottle rockets, smoke bombs, or other similar devices, and laser pointers or light pens.

Dangerous Implement - Possession of a tool, instrument, appliance, or utensil which may/may not be intended to cause harm to another.

Defiance/Insubordination - Not submitting to authority, disobedience, failure to follow reasonable request by School Board employee, not telling the truth when requested by School Board employee.

Defiance of Authority and School Rules - The flagrant or hostile challenge of the authority of a school staff member, bus driver, or any other adult in authority.

Destruction of School Property (Minor) - To deliberately destroy or deface school property with a value of less than $300.

Destruction of School Property (Major) - To deliberately destroy or deface school property with a value of more than $300.

Disorderly Conduct (Minor) - Any act that substantially disrupts the orderly conduct of a school function or substantially disrupts the orderly learning environment.

Disorderly Conduct (Major) - Engaging in disorderly conduct that seriously interferes with the orderly operation of school or a school function or poses a threat to the health, safety, or welfare of others, or causes personal injury, or results in damage or destruction to public or private property.

Dress Code Violation - Failure to comply with the established dress code policy.

Drug Sales and Distribution SESIR - The manufacture, cultivation, sale, purchase, or distribution of any drug, narcotic, controlled substance, or substance represented to be a drug (look-alike), narcotic, or controlled substance.

Drug Possession/Use SESIR - The use or possession of any drug, narcotic, controlled substance, or any substance when used for chemical intoxication. Use means the person is caught in the act of using, admits to use, or is discovered to have used in the course of an investigation.

Fight (Minor) - Incidents that involve personal contact to include: pushing, shoving, acting aggressively toward another student, or attempting to fight, which could include the following: instigating, inciting/enticing fights verbally or through social media.

Fight (Major) - Mutual combat and/or mutual altercation. When two (2) or more persons mutually participate in use of force or physical violence that requires either physical restraint or results in injury requiring first aid or medical attention.

Forgery (Minor) - To fraudulently or falsely make or alter a document.

Forgery (Major) - To make a false or misleading written communication to a school staff member with either the intent to deceive, or under circumstances which would reasonably be calculated to deceive the staff member, or producing or possessing any false document, item, or record represented to be an authentic school document, item, or record.

Gang-Related SESIR - Engaging in any verbal, written, or physical act which is associated with becoming a member of a gang, being a member of a gang, or participating in gang-identified rituals or behaviors on a school campus, transportation, or at a school-sponsored program or activity.

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

Hazing SESIR - Any action that endangers the mental or physical health or safety of a student at a school with any of grades 6 through 12 for purposes of initiation or admission into or affiliation with any school-sanctioned organization. "Hazing" includes, but is not limited to: (1) pressuring, coercing, or forcing a student to participate in illegal or dangerous behavior; or (2) any brutality of a physical nature, such as whipping, beating, banding, or exposure to the elements.

Homicide/Murder/Manslaughter SESIR - The unjustified killing of one human being by another.

Instigating a Fight - A person instigating, inciting, or encouraging a fight or confrontation between individuals.

Kidnapping SESIR - Abduction of an individual. Forcibly, or by threat, confining, abducting, or imprisoning another person against his/her will and without lawful authority.

Larceny/Theft SESIR - Knowingly obtaining, possessing, selling, using, disposing of, or attempting to obtain, possess, sell, use, or dispose of the property of another with intent to either temporarily or permanently deprive the other person of their property or benefit

from the property or appropriate the property to his or her own use or to the use of any person not entitled to the use of the property without the permission or consent of the owner or person lawfully in possession of the property. Value must be over $300.

Medication Policy Violation - Failure to comply with the guidelines for possessing or administering prescription medications and over-the-counter medications.

Misuse of School Computer - Use of a school computer for anything other than instructional purposes or unauthorized use of a computer or computer network with the intention of deleting, obstructing, interrupting, altering, damaging, or in any way causing the malfunction of the computer, network program(s) or data.

Motor Vehicle Theft - The theft of a motor vehicle from any property owned and operated by the MCSD.

Other (Minor) - Minor incidents that do not fit within the other definitions.

Other (Major) SESIR - Major incidents that do not fit within the other definitions. Any serious, harmful incident resulting in the need for law enforcement intervention not previously classified. Examples include student producing or knowingly using counterfeit money, participating in gambling activities, possession of child pornography, possession of drug paraphernalia.

Public Display of Affection (PDA) - Failure to comply with the established PDA policy of the individual school.

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

Self Defense – A student has the right to protect self from uninvited physical harm or injury. A valid claim of self-defense requires the danger of bodily harm to have been imminent, that the student was unable to decline or escape the conflict, the student did not say or do anything for the purpose of provoking another student, and that the student used reasonable force and restraint in protecting him/herself. Retaliation is not self-defense.

Sexual Assault SESIR - An incident that includes a threat of: rape, fondling, indecent liberties, child molestation, or sodomy. Both male and female students can be victims of sexual assault. The threat must include all of the following elements: (1) intent, (2) fear, and (3) capability.

Sexual Battery SESIR - Any sexual act directed against another person, forcibly or against that person's will, or not forcibly against that person's will where the victim is not capable of giving consent.

Sexual Harassment SESIR - Undesired sexual behavior. Unwanted and repeated verbal or physical behavior with sexual connotations by an adult or student that is severe or persuasive 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. An incident when one person demands a sexual favor from another person under the threat of physical harm or adverse consequence.

Sexual Offense (Minor)- Undesired behavior of a sexual nature.

Sexual Offense Other (Major) SESIR - Sexual contact, including intercourse, without force or threat of force, subjecting an individual to lewd sexual gestures, sexual activity, or exposing private body parts in a lewd manner.

Skipping Class - Not reporting to or leaving an assigned class, activity, or area without receiving proper prior approval and/or following the established procedures for checking out of a class.

Strike/Adult - The uninvited, hostile touching or striking of a school employee or volunteer against their will. Strike/Student - The uninvited, hostile touching or striking of a student against their will.

Tardiness (Excessive) - A student will be considered tardy to class when he/she is not in the classroom when the tardy bell rings. Any student arriving late must go to the attendance/front office to sign in before attending class.

Theft (Minor) - The unauthorized taking, carrying, riding away, or concealing the property of another person which is less than $300 in value, without threat or bodily harm.

Threat/Intimidation SESIR - Instilling fear in others. A threat to cause physical harm to another person with or without the use of a weapon that includes all of the following elements: (1) intent (an intention that the threat is heard or seen by the person who is the object of the threat), (2) fear (a reasonable fear of apprehension by the person who is the object of the threat that the threat could be carried out), and (3) capability (the ability of the offender to actually carry out the threat directly or by a weapon or other instrument that can easily be obtained).

Throwing/Propelling Objects - To drive forward an object by means of force that imparts motion.

Tobacco Possession/Use/Sale SESIR (Cigarettes or other forms of tobacco) - The possession, use, distribution, or sale of tobacco or nicotine products on school grounds, at school-sponsored events, or on school transportation by any person under the age of 18.

Trespassing SESIR - The unauthorized entry into JMPHS School Board owned property, into a school function, or an extracurricular activity, or remaining on School Board owned property after being directed to leave that location by a school staff member or law enforcement official or while subject to suspension, expulsion, or assignment to an alternative placement.

Unauthorized Area/Location - Being present in buildings, rooms, or other areas on a school campus restricted or not open to student access during all or portions of a day.

Unauthorized Leaving of Campus - Failure of student to follow proper procedures to leave school campus.

Unauthorized Sales - The selling of goods which has not been authorized by administration.

Unsubstantiated Bullying - After a complete investigation and follow up of a reported bullying incident, the investigator determines that there is not enough evidence to substantiate that the incident meets the criteria of a prohibited act under the definition of bullying, as listed in the Jeffrey Johnston Stand Up for All Students Act (Section 1006.147, F.S.).

Unsubstantiated Harassment - After a complete investigation and follow up of reported harassment incident, the investigator determines that there is not enough evidence to substantiate that the incident meets the criteria of a prohibited act under the definition of harassment, as listed in the Jeffrey Johnston Stand Up for All Students Act (Section 1006.147, F.S.).

Vandalism (Minor) - The intentional destruction, damage, or defacement of public or private/personal property without consent of the owner or the person having custody or control of it. This definition includes graffiti, as well as the malicious attempt to harm or destroy electronic data. (Damage must be $1000 or less).

Vandalism (Major) SESIR - The intentional destruction, damage, or defacement of public or private/personal property without consent of the owner or the person having custody or control of it. (Damage must be $1,000 or more to report in SESIR.)

Vehicle Violation - Failure to follow established rules and regulations concerning the privilege of driving and parking vehicles on a school campus, to include parking in unauthorized areas, driving or parking without proper sticker, improper driving on campus, or unauthorized driver on campus.

Weapon SESIR - Possessing, storing, distributing, selling, or purchasing any instrument or object that may inflict harm on another person, or be used to intimidate another person, including, but not limited to: fixed blade knives, folding knives, switchblade knives, common pocket knives, razor blades, box cutters, sharp cutting instruments, ice picks, dirks, chains, pipes, nunchakus, brass knuckles, Chinese stars, billy-clubs, chemical irritants, mace, tear gas, pepper spray, poisonous gases, slingshots, electrical weapons or devices, starter pistols, stun guns, BB or pellet guns, propellants, and "look-alike" weapons. Possession of a common pocket knife is exempted from state zero tolerance expulsion requirement, per Section 1006.07(2), F.S. However, law enforcement should be notified of any weapon or knife, including pocket knives, for investigation.

Discipline by levels - To establish reasonable consistency in the schools, a uniform Discipline Code has been developed. Definitions of terms used can be found in the Glossary. Consistent with the Code of Student Conduct, the principal or designee is responsible for discipline and determines the level of the behavior and its appropriate consequence. Schools and teachers may develop individual rules and disciplinary practices which supplement the Code but do not conflict with it. It is the intent of the DSBMC that the principal or designee of each school has a reasonable degree of choice in determining the level of a student's behavior and the resulting consequences. The factors to consider include, but are not limited to:

* Seriousness of offense
* Premeditation, impulse, or self-defense
* Age and/or disability
* Strength of evidence
* Cooperation/remorse
* Disciplinary history

Behaviors and are divided into levels. Each level represents progressively more serious misbehavior and therefore the consequences for such behaviors shall progress as appropriate. School support staff and/or community resource agencies may be involved when deemed necessary.

Under the Individuals with Disabilities Education Act (IDEA), students who have been identified as educationally disabled and are receiving ESE services are subject to additional disciplinary guidelines that are different than those for non-disabled students.

Level I Discipline – Positive Behavior Support (PBS)

Level I offenses are minor acts of misconduct which interfere with orderly classroom procedures, school functions, extracurricular programs, approved transportation, or a student's own learning process. These offenses may be handled first by the teacher or other staff member involved. If additional action is necessary because of continued violation or other concerns, the student will be referred to the principal or designee for appropriate disciplinary action. The teacher or school administrator/designee, after review of the student's explanation, consultation with other persons involved and further investigation (when needed), will determine appropriate disciplinary action consistent with this Code and attempt to contact parents.

Level II Discipline

Level II offenses are intermediate acts of misconduct which require administrative intervention, including, but not limited to, repeated minor misconduct and acts directed against persons or property but which do not seriously endanger the health or safety of others. After review of the student's explanation, consultation with other persons involved, and further investigation (when needed) the school administrator/designee will determine appropriate disciplinary action consistent with this Code and attempt to contact parents.

Level III Discipline

Level III offenses are serious acts of misconduct, including, but not limited to, repeated similar misbehavior, serious disruptions of the orderly conduct of school, threats to health, safety, or property and other acts of serious misconduct. These offenses must be reported to the principal/designee and may result in immediate removal of the student from the school or extracurricular activities. The principal/designee will investigate the behavior and determine appropriate disciplinary action consistent with this code and contact parents.

Level I	Level II	Level III
Abusive, Profane, Obscene, Discriminatory Language/Materials Directed to a Student	Abusive, Profane, Obscene, Discriminatory Language/Materials Directed to an Adult	Alcohol Possession/Use/Sale SESIR
Bus Misconduct	Contraband	Arson SESIR
Cell Phone/Electronic Device Violation	Dangerous Implement	Battery/Physical Attack SESIR
Cheating/Plagiarism	Destruction of School Property (Minor)	Bomb Threat/Explosives
Class/Campus Disruption (Minor)	Disorderly Conduct (Major)	Breaking and Entering SESIR
Disorderly Conduct (Minor)	Fight (Minor)	Bullying SESIR
Dress Code Violation	Forgery (Major)	Class/Campus Disruption (Major) SESIR
Forgery (Minor)	Instigating a Fight	Combustibles/Fireworks
Medication Policy Violation	Medication Policy Violation	Contraband
Misuse of School Computer	Sexual Offense (Minor)	Dangerous Implement
Other (Minor)	Strike/Adult	Destruction of School Property (Major)
Public Display of Affection (PDA)	Strike (Student	Drug Sales and Distribution SESIR
Skipping Class	Theft (Minor)	Drug Possession/Use SESIR
Tardiness (Excessive)	Tobacco Possession/Use/Sale SESIR	Fight (Major)
Throwing/Propelling Objects	Vandalism (Minor)	Gang-Related SESIR

Unauthorized Area/Location	Defiance/Insubordination	Harassment SESIR
Unauthorized Leaving of Campus	Defiance of Authority and School Rules	Hazing SESIR
Unauthorized Sales		Homicide/Murder/Manslaughter SESIR
Unsubstantiated Bullying		Kidnapping SESIR
Unsubstantiated Harassment		Larceny/Theft SESIR
Vehicle Violation		Motor Vehicle Theft
		Other (Major) SESIR
		Robbery SESIR
		Sexual Assault SESIR
		Sexual Battery SESIR
		Sexual Harassment SESIR
		Sexual Offense Other (Major) SESIR
		Strike/Adult
		Strike/Student
		Threat/Intimidation SESIR
		Trespassing SESIR
		Vandalism (Major) SESIR
		Weapon SESIR

DISCIPLINARY ACTIONS

Teacher Managed Consequences	Punitive Assignment	Parent Contact
Parent Conference	Alternative Placement	OSS
OSS Pending IEP Meeting for Manifestation	ParentTraining Requirement	Verbal Reprimand/Warning
Time Out	Written Apology	MTSS Referral
ISS	Computer Expulsion	Detention
Schedule Change	Suspension of Driving/Parking privilege	Suspension of Privilege
Buse Suspension	Tobacco Module	Guidance Referral
Lunch Detension	Computer Suspension	Work Detail
Behavior Contract	Restitution	Suspension of Lunch Privilege

Removal from After School/Summer School	Technology Module	Social Skills Module
Other		

SECTION V: DUE PROCESS

In order to protect student rights, certain procedures are followed with regard to major disciplinary actions. These procedures are developed as suggested or required by law or regulation.

DUE PROCESS FOR SUSPENSIONS

A student accused of an offense, which in the opinion of the principal/designee, would require suspension from school or bus, shall be afforded the following due process procedures. If a student is formally charged with a felony occurring off property owned by JMPHS by a prosecuting attorney, the principal/designee shall determine if the student's presence on campus threatens the orderly environment or safety of others. An administrative hearing should be scheduled if it is determined the felony charge is upheld. The information shall be provided to the Superintendent who shall determine the length of the suspension by an administrative placement in an alternative setting. A recommendation to expel a student shall be determined by the Superintendent and submitted to the School Board if the student is adjudicated guilty of a felony. Additional procedures for students with disabilities are described in the subsection ESE: Suspension and Expulsions. In emergency situations, these procedures may be modified so long as reasonable efforts are made to provide substantially similar opportunities for due process.

• Step 1 – The student must be told by the principal/designee of the reason(s) for consideration of suspension from school or from the school bus (not to exceed 10 days).

• Step 2 – The student must be given the opportunity to present the student's side of the matter either verbally or in writing and must have the opportunity to present witnesses to the incident.

• Step 3 – The principal/designee shall make a determination as to whether or not the student is guilty of the misconduct, and if so, what the terms of the disciplinary response will be. The student shall be informed of the determination. If the determination is to impose suspension, the notice of suspension shall be in writing. The following information shall be included in the written notice of suspension to the parent/guardian, of the minor student, or the adult student, and the Superintendent:

➢ Nature of the offense

➢ The date of the offense, the beginning date of the suspension, and the date on which the student may return

➢ Any condition involving the suspension, such as a possible reduction of the suspension

• Step 4 – The principal/designee shall report each suspension from school or the school bus in writing to the student's parent/guardian and to the Superintendent/designee. Any suspension notice to an adult student, or the parent/guardian, or custodian of a minor student, shall be hand-delivered by the principal or an administrative staff member, or shall be sent by first class mail if the principal or an administrative staff member documents a personal contact (not an attempt or recorded message) with the parent/guardian concerning the suspension and that the paperwork is being sent by mail. If contact cannot be made with the parent/guardian, then the notice may be sent by certified mail. This report shall be mailed and delivery initiated within 24 hours of the start of the suspension or on the next regular workday. Reasonable efforts shall be made to contact the parent/guardian prior to the start of the suspension. If the parent/guardian cannot be reached prior to the start of the suspension, the principal/designee may determine that the suspension will start without the prior contact with the parent/guardian.

• Step 5 – The student and parent/guardian have a right to a conference with the principal/designee upon request of the parent/guardian to appeal the discipline imposed. The principal shall have the discretion to reduce or cancel the suspension if it is felt that it would be in the best interest of the student and school to do so.

• Step 6 – If the parent/guardian feels that due process was not provided, they may appeal by contacting the office of Student Services or the Assistant Superintendent of Administration to further discuss the matter. This shall not be interpreted as permitting the District administrator to substitute their judgment for the judgment of the principal.

DUE PROCESS FOR ALTERNATIVE SCHOOL PLACEMENT (Same as for suspension decisions.)

DUE PROCESS PROCEDURES FOR EXPULSION

A student accused of an offense which, in the opinion of the principal/designee, may require expulsion from school or bus, shall be afforded the due process described below. Additional procedures for students with disabilities are described in the subsection ESE: Suspension and Expulsions. In emergency situations, these procedures may be modified, as long as reasonable efforts are made to provide substantially similar opportunities.

• Step 1 – The student must be told by the principal/designee of the reason(s) for consideration of expulsion.

• Step 2 – The student must be given the opportunity to present the student's side of the matter either verbally or in writing and must have the opportunity to present witnesses to the incident.

• Step 3 – The principal/designee shall make a determination as to whether or not the student is guilty of the misconduct, and if so, what the terms of the disciplinary response will be. The student shall be informed of the determination. If the principal/designee determines that there are sufficient grounds for expulsion, then the principal/designee shall inform the student of the suspension from school for ten days and that a recommendation for expulsion is being considered.

• Step 4 – The principal/designee shall report in writing to the student's parent/guardian and the Superintendent that the student has been suspended for ten days and that a recommendation for expulsion is being considered. Any suspension notice to an adult student, or the parent/guardian, or custodian of a minor student, shall be hand-delivered by the principal or an administrative staff member, or shall be sent by first-class mail if the principal or an administrative staff member documents a personal contact (not an attempt or recorded message) with the parent/guardian concerning the suspension and that the paperwork is being sent by mail. If contact cannot be made with the parent/guardian, then the notice may be sent by certified mail. This shall be mailed within 24 hours of the start of the initial 10-day suspension or on the next regular workday. Reasonable effort shall be made to contact the parent/guardian prior to the start of the suspension. If the parent/guardian cannot be reached prior to the start of the suspension, the principal/designee may determine that the suspension will start without the prior contact with the parent/guardian.
• Step 5 – The Superintendent/designee shall review the principal's recommendation for expulsion within five school days of receipt and shall recommend whatever action is deemed appropriate. The Superintendent shall notify the parent/guardian and the principal/designee of the decision within 24 hours.
• Step 6 – The parent/guardian shall have the right to a hearing with the Superintendent/designee to challenge the extension or imposition of an expulsion. The hearing shall be informal in nature and shall be granted on written request.
• Step 7 – The student's parent/guardian or the adult student shall be informed of any alternatives, if appropriate, and changes shall be made in the student's assignment or program.
• Step 8 – If the Superintendent decides to recommend expulsion, the parent/guardian shall be notified by certified mail of the hearing at which the School Board will consider the recommendation. Failure to request a hearing in writing in a timely manner shall be considered a waiver of the student's right to a hearing to contest the charges.
• Step 9 – The parent/guardian shall have the right to appear before the School Board, as designated depending on circumstances leading to expulsion, which will act on the Superintendent's recommendation for expulsion.
• Step 10 – A student who is expelled from the District by School Board action shall not be afforded a rehearing before the School Board unless prior evidence is proven to be false or new evidence is substantiated that was omitted from the original hearing. A request for a rehearing shall be made by the parent/guardian to the Superintendent/designee. The Superintendent's office shall determine whether the expulsion shall be reheard by the School Board.

Note: The Superintendent/designee may recommend to the School Board expulsion of a student who is found guilty of a felony. However, any student subject to discipline or expulsion for the unlawful possession or use of any substance under Chapter 893, Florida Statutes may be entitled to a waiver of the discipline or expulsion if the student divulges information leading to the arrest and conviction of the person who supplied such controlled substance or if the student voluntarily discloses the unlawful possession of such controlled substance prior to arrest. For the purpose of this section, "voluntarily discloses" means that the individual comes forward on their own volition, without coercion from outside influences. [§1006.09, Florida Statutes]

ESE: SUSPENSIONS AND EXPULSIONS
Students with disabilities identified as exceptional education students may be suspended in accordance with JMPHS policy for a total of ten days. In case of serious breach of conduct involving the health, safety, and welfare of students and JMPHS employees, appropriate alternatives for allowing the student to continue receiving educational programs and services during the suspension may include, but are not limited to, a reduced day program, transfer to a more restrictive placement for a designated period of time, attendance for special class(es) only, modified school day (i.e., student may come to the school campus at the end of the school day for the instructional program), home instruction, and other options.

Any recommendation for the expulsion of any exceptional education student with a disability shall be made in accordance with the rules promulgated by the State Board of Education and Federal Regulations outlined in IDEA. The expulsion of an exceptional education student shall not result in a complete cessation of educational services; the District is responsible for providing the student's education during the expulsion in accordance with a revised individual education plan (IEP). The principal/designee is responsible for taking appropriate action consistent with School Board policy and the Procedural Safeguards for Parents of Students with Disabilities. The following procedures shall be followed for the expulsion of exceptional education students:

• Step 1 – The principal shall be responsible for convening a manifestation committee. The committee shall include, but not be limited to, the Director of Student Services/designee, the school psychologist, the guidance counselor, ESE school specialists, the involved ESE teacher, and the principal/administrative designee. Proper parent/guardian notification/invitation procedures must be followed.
• Step 2 – The committee shall review the student's IEP and shall determine whether the student's behavior bears a relationship to the student's exceptionality. This decision will be taken into consideration when reviewing all evidence and making recommendations. If

the committee determines the student's behavior is in relation to the exceptionality, the team may modify the student's IEP in accordance with current needs, and expulsion will not be applied (cessation of educational services is not an option for a student with a disability). Procedures in State Board of Education Rules shall apply when a student's conduct does not bear a relationship to the exceptionality.

• Step 3 – The decision of the committee shall be documented. The student's IEP may be revised to reflect a modification of the current special program or an alternative placement, or an indication that the exceptionality is not a precipitating factor and the student is expected to behave in accordance with the rules established in the Student Conduct and Discipline Code.

• Step 4 – Any change from the student's school placement to an alternative education setting must be reviewed within 45 days. The principal/designee of student's home school must attend the meeting to review the interim alternative education placement prior to extending the alternative setting or returning the student to their home school.

• Step 5 – The principal/designee is responsible for taking appropriate action consistent with School Board policy and the Procedural Safeguards for Parents of Students with Disabilities.

SCHOOL COUNSELING PROGRAMS

JMPHS has certified school counselors that provide a variety of services to students. These services are presented to students in classrooms, small groups, and in individual counseling sessions. If you do not wish your child to have access to these programs and activities, please notify the school principal in writing.

May 21, 2018
Board Approved

Madison County School District
2018-2019 STUDENT Calendar

Teacher Planning No School | Early Release | Student 1st and Last Days | Report Cards | End of Marking | Progress Reports | Holiday No School | Students Return From Break

July 2018

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

July 4 – Independence Day

August 2018

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

1st – Teachers Return
13th – Students Return

September 2018

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

3rd – Labor Day
14th - Progress Reports Issued

October 2018

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

5th – Homecoming (Subject to Change)
8th – 12th – FTE Week
12th – End 1st 9 Weeks
19th – Report Cards Issued

November 2018

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

9th – Progress Reports Issued
19th-23rd – Fall Break

December 2018

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	~~18~~	~~19~~	20	21	22
23	24	25	26	27	28	29
30	31					

18th – Early Release
19th -Early Release/Last Day of 1st Semester

20th – Winter Break Begins

January 2019

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

4th- - Teacher Work Day
7th – Students Return
11th – Report Cards Issued
21st – MLK, Jr. Day

February 2019

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

6th – Progress Reports Issued
11th – 15th – FTE Week
18th – Presidents' Day

March 2019

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

8th – End 3rd Marking Period
11th -1th 5 – Spring Break
22nd – Report Cards Issued

April 2019

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

18th Progress Reports Issued
19th – Good Friday
22nd – Teacher Work Day – No School

May 2019

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	~~23~~	~~24~~	25
26	27	28	29	30	31	

23rd – Early Release
24th – Last Day for Students/Early Release

27th – Memorial Day
28th & 29th -Post Planning

June 2019

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

June 3rd – 4 Day Work Week Begins
June 10th – Summer School Begins