

SCHOOL BOARD PROCEDURES MANUAL
FOR SCHOOL DISTRICT OF
WASHINGTON COUNTY

CHAPTER 5.00: STUDENTS

Admission to Post-Secondary Vocational Programs	5.13+
Student Assignment	5.20+
Student Control	5.30+
Student Detention, Search and Seizure	5.31+
Zero Tolerance for School Related Crimes	5.32+
Expulsion of Students.....	5.34+
Student Attendance.....	5.40+
Students with AIDS or Communicable Diseases.....	5.63+
Student Records	5.70+
Parental Access to Information	5.711+
Athletics.....	5.80+

**ADMISSION TO POST-SECONDARY
VOCATIONAL PROGRAMS**

5.13+

The procedures to implement Florida Statutes and State Board of Education Rules (SBER) which pertain to students with learning disabilities or other impairments who enter post-secondary programs in vocational technical education centers are contained in the Special Programs and Procedures Manual.

REVISION DATE: 02/14/05

In-County Procedures

Residential attendance zones are established by the School Board. Students residing **within** the school district shall be assigned to a school for attendance by the Superintendent or designee. Students who wish to attend a school **outside** their attendance area must request this in writing to the Superintendent and may be granted permission on the basis of space availability in each program/grade. In such case, the school district is not obligated to provide transportation.

Out-of-County Application Procedures for Initial Enrollment

Students whose legal residence is in a county other than Washington must apply **annually** for approval to attend Washington District Schools. All out-of-county requests must be approved by the Washington County School Superintendent prior to enrollment.

A. Any parent wishing to apply for out-of-county approval should complete the following steps:

1. The parent / guardian will send a letter to the Superintendent of their "home" county requesting permission to attend a school in Washington County. The home county in turn sends an approval letter to Washington District Schools.
2. The parent / guardian will send a letter to Washington District Schools requesting permission to attend a school in Washington County. Letter should include: applicable school year, the child's name, address, phone number, grade, school requested and alternate choice of schools.
3. The parent / guardian will complete an **Out-of-County Performance Contract** available at any Washington District School or the District School Board Office at 652 Third Street, Chipley, Florida.
4. The parent / guardian will provide evidence that the student has a minimum of 2.0 GPA, a score of 3 or better on FCAT, and no out-of-school suspensions or expulsions within the past calendar year or placement in an alternative school. For K-3 students, documentation of an achievement test score indicating student is on grade level is required.

B. Once the Washington District School Board office receives the approval letter from the home county superintendent, the parent letter of request, the signed Performance Contract, and proof of GPA, FCAT or achievement test score and discipline, the request will be reviewed. All requests must be completed and submitted to the Superintendent at least one (1) week prior to anticipated enrollment.

Upon approval by the Superintendent, a letter will be sent to the parents and to the school the student was approved to attend. Only then may a parent / guardian register the student in Washington County at the approved school.

Send request letters to:

*Washington District Schools
652 Third Street
Chipley, FL 32428*

**WASHINGTON DISTRICT SCHOOLS
STUDENT SUPPORT SERVICES**

***OUT-OF-COUNTY
Student Performance Contract***

You have elected to attend a school in Washington District Schools instead of your home county school. Washington District Schools is proud of its tradition of excellence and the academic challenges it offers to students. As such, you will be expected to adhere to these standards.

I _____ will be attending _____
a Washington District School in the _____ school year rather than a school in
_____ County, to which I am zoned. By signing this contract I agree
to abide by the following:

- A. **Grades:** I understand that I must maintain a minimum 2.0 cumulative grade point average. K-1 students must maintain satisfactory academic performance.
- B. **Attendance:** I understand that I must abide by the Washington County School Board attendance policy.
- C. **Discipline:** I understand that I must not have any repeated discipline referrals in violation of the Code of Student Conduct.

I understand that if I fail to comply with any one of the above standards my Out-of-County approval will be revoked, and I must immediately return to my home zoned county.

This contract is good only for the current school year. I understand that a new contract must be signed prior to the beginning of each new school year.

Student Signature

Date

Parent/Guardian Signature

Date

Out-of-County Student Checklist

Any parent / guardian wishing to apply for **out-of-county** approval for their child must complete **ALL** the following steps.

1. A letter from your "Home" county school district granting permission to attend school in Washington County.
2. Provide school record showing the student has a minimum of 2.0 GPA. K-1 students must provide documentation of satisfactory academic performance.
3. Provide a copy of the most recent FCAT scores (reading, math and writing). Must have a **3** or higher in all areas. Grades K-3 students, achievement score indicating student is **on** grade level.
4. Provide school record showing no out-of-school suspensions or expulsions within the past calendar year or placement in an alternative school.
5. A letter to "Washington District Schools" requesting permission to attend a school in Washington County.
6. Complete an **Out-Of-County Performance Contract**.

Send all documentation to the Washington District School Board Office. Upon approval by the Superintendent, a letter will be sent to you and the school your child was approved to attend. Only then may you register your child in Washington County.

***Washington County School Board
652 Third Street
Chipley, Florida 32428***

(850) 638-6222

REVISION DATE: 02/14/05; 07/23/07

STUDENT CONTROL**5.30+**

Procedures to implement this policy are contained in the Student Code of Conduct which is approved by the School Board and incorporated by reference.

REVISION DATE: 02/14/05

- (1) Any instructional or administrative staff member shall be authorized to temporarily detain and question a student under circumstances which reasonably indicate that such student has committed, is committing, or is about to commit a violation of Florida Statutes or School Board rules. No student shall be temporarily detained longer than is reasonably necessary. Such temporary detention shall not extend beyond the place where it was first effected or the immediate vicinity thereof.
- (2) If, at any time after the onset of the temporary detention, a reasonable suspicion arises that the detained student is concealing or has concealed stolen or illegal property or contraband on his/her person, or within his/her locker or other student storage space, an administrative staff member may search the personal property of the temporarily detained student or his/her locker or other storage space for the purpose of disclosing the presence of suspected stolen or illegal property.
- (3) Stolen or illegal property which is seized during a search of the personal property of the student or his/her locker or other student storage area shall be given to law enforcement authorities, when appropriate.
- (4) Each principal shall place a sign which is clearly visible to students and in a prominent location(s) within the school. The sign shall contain the following text:

Notice to Students

School authorities may search student lockers or other areas when reasonable suspicion that prohibited or illegally possessed substance or object is contained within the area pursuant to Florida Statutes.

- (5) The following provisions shall apply to canine searches for screening for illegal substances:
 - (a) Canine sniffers shall be used primarily for school purposes to bring disciplinary action against students who are found in possession of illegal substances.

- (b) Parents, students, School Board employees, and the public shall be informed that public school campuses, including, but not limited to, buildings, parking areas, athletic and recreational areas, and lockers are School Board property and no one using said property, whether as a student or in any other capacity, has the expectation of privacy in or around said property.
- (c) Students shall be informed that automobiles, trucks, vans, or other transportation means located or operated on School Board property is a privilege granted by the School Board and students whose vehicles are so located shall not have any expectation of privacy in or around said vehicles.
- (d) The Superintendent or designee shall determine at what times and in which schools the canine sniffers shall be utilized. The school principal or designee shall be notified each time the canine sniffers are brought on campus.
 - (1) The canine sniffers shall be controlled and directed at all times by qualified handlers from the Sheriff's Department or local police departments.
 - (2) Searches shall be conducted at the qualified handler's direction in cooperation with the School Board's administrative personnel.
 - (3) School Board administrative personnel shall be responsible for necessary parental notification, student disciplinary action, student due process, and public relations related to such searches.
 - (4) Custody, analysis, and disposal of the illegal substance shall be the responsibility of law enforcement.
- (e) The primary purpose of the canine sniffer program shall be to refer students to police authorities for criminal prosecution. The circumstances in some cases may make it advisable to refer that case to law enforcement due to the serious nature of the offense, dangerous nature or sizable amount of the contraband seized, past school disciplinary or criminal record of the suspect, or serious disruption of school that has occurred or is likely to occur. The decision to refer a case to police authorities shall be made by the school principal, after consultation with the qualified handler and

CHAPTER 5.00 - STUDENTS

Superintendent or designee.

- (f) Annual written notice of this policy shall be included in the Code of Student Conduct and in the school student/parent handbook.

REVISION DATE: 02/14/05

It is essential that schools be safe and orderly to provide environments that foster learning and high academic achievement. This policy implements the State Board of Education's zero tolerance policy as outlined in State Board rules.

- (1) Students found to have committed the following offenses on school property, school-sponsored transportation or during a school-sponsored activity shall be brought before the Board for expulsion:
 - (a) homicide (murder, manslaughter);
 - (b) sexual battery;
 - (c) armed robbery;
 - (d) aggravated battery;
 - (e) battery or aggravated battery or threats to a teacher or other school personnel;
 - (f) kidnapping or abduction;
 - (g) arson;
 - (h) possession, use, or sale of any firearm or weapons;
 - (i) possession, use, or sale of any explosive device;
 - (j) possession, use, or sale of controlled substances;
 - (k) threat or false report to do harm related to bombs or weapons; and
 - (l) victimization of students.

The expulsion limit is a minimum mandatory one (1) full year.

- (2) Prior to taking such action against any student, the School Board shall ensure that appropriate due process procedures are followed. If a student committing one of the offenses outlined in subsection (1) of this rule is identified as disabled and participating in a program for exceptional students, then school personnel shall follow procedures in State Board of

CHAPTER 5.00 - STUDENTS

Education rules. This provision shall not be construed to remove a School Board's discretion in cases where mitigating circumstances may affect decisions on disciplinary action.

- (3) The School Board may assign more severe consequences than normally authorized for violations of the Code of Student Conduct when the offender appears motivated by hostility toward the victim's real or perceived race, color, religion, sexual orientation, ethnicity, ancestry, national origin, political beliefs, marital status, age, social and family background, linguistic preference, or disability.
- (4) Local law enforcement authorities shall be notified immediately when one of the offenses listed above is committed on school property, on school-sponsored transportation, or during a school-sponsored activity. Additionally, if the offense involves a victim, school officials shall notify the victim and the victim's parents or legal guardian if the victim is a minor, of the offense and of the victim's rights to press charges against the offender. School personnel shall cooperate in any investigation or other proceedings leading to the victim's exercise of rights as provided by law.
- (5) The school principal shall monitor the administration of discipline of students to ensure that discipline is administered equitably without regard to real or perceived race, color, religion, sexual orientation, ethnicity, ancestry, national origin, political beliefs, marital status, age, social and family background, linguistic preference, or disability. Annually, the principal shall review school discipline data with the school advisory council in developing school improvement plans to maintain a safe and healthy school environment that protects the civil rights of all students.

REVISION DATE: 02/14/05

EXPULSION OF STUDENTS

5.34+

The principal or the principal's designee may suspend a student only in accordance with the rules of the district school board. The principal or the principal's designee shall make a good faith effort to immediately inform a student's parent by telephone of a student's suspension and the reasons for the suspension. Each suspension and the reasons for the suspension shall be reported in writing within 24 hours to the student's parent by United States mail. Each suspension and the reasons for the suspension shall also be reported in writing within 24 hours to the district school superintendent. A good faith effort shall be made by the principal or the principal's designee to employ parental assistance or other alternative measures prior to suspension, except in the case of emergency or disruptive conditions which require immediate suspension or in the case of a serious breach of conduct as defined by rules of the district school board. Such rules shall require oral and written notice to the student of the charges and an explanation of the evidence against him or her prior to the suspension. Each student shall be given an opportunity to present his or her side of the story. No student shall be suspended for unexcused tardiness, lateness, absence, or truancy. The principal or the principal's designee may suspend any student transported to or from school at public expense from the privilege of riding on a school bus for violation of district school board transportation policies, which shall include a policy regarding behavior at school bus stops, and the principal or the principal's designee shall give notice in writing to the student's parent and to the district school superintendent within 24 hours. School personnel shall not be held legally responsible for suspensions of students made in good faith.

The principal or the principal's designee may recommend to the district school superintendent the expulsion of any student who has committed a serious breach of conduct, including, but not limited to: willful disobedience, open defiance of authority of a member of his or her staff, violence against persons or property, or any other act which substantially disrupts the orderly conduct of the school. A recommendation of expulsion or assignment to a second chance school may also be made for any student found to have intentionally made false accusations that jeopardize the professional reputation, employment, or professional certification of a teacher or other member of the school staff, according to the district school board code of student conduct. Any recommendation of expulsion shall include a detailed report by the principal or the principal's designated representative on the alternative measures taken prior to the recommendation of expulsion.

The principal or the principal's designee shall include an analysis of suspension and expulsions in the public school accountability report. Suspension proceedings, pursuant to rules of State Board of Education, may be initiated against any enrolled student who is formally charged with a felony, or with a delinquent act which would be a felony if committed by an adult, by a proper prosecuting attorney for an incident which allegedly

CHAPTER 5.00 - STUDENTS

occurred on property other than public school property, if that incident is shown, in an administrative hearing with notice provided to the parents of the student by the principal of the school pursuant to rules adopted by the State Board of Education and to rules developed pursuant to s.1001.54, to have an adverse impact on the educational program, discipline, or welfare in the school in which the student is enrolled. Any student who is suspended as the result of such proceedings may be suspended from all classes of instruction on public school grounds during regular classroom hours for a period of time, which may exceed 10 days, as determined by the district school superintendent. The suspension shall not affect the delivery of educational services to the student, and the student shall be immediately enrolled in a daytime alternative education program, or an evening alternative education program, where appropriate. If the court determines that the student did commit the felony or delinquent act which would have been a felony if committed by an adult, the district school board may expel the student, provided that expulsion under this subsection shall not affect the delivery of educational services to the student in any residential, nonresidential, alternative, daytime, or evening program outside of the regular school setting. Any student who is subject to discipline or expulsion for unlawful possession or use of any substance controlled under chapter 893 may be entitled to a waiver of the discipline or expulsion:

- (a) If the student divulges information leading to the arrest and conviction of the person who supplied the controlled substance to him or her, or if the student voluntarily discloses his or her unlawful possession of the controlled substance prior to his or her arrest. Any information divulged which leads to arrest and conviction is not admissible in evidence in a subsequent criminal trial against the student divulging the information.
- (b) If the student commits himself or herself, or is referred by the court in lieu of sentence, to a state-licensed drug abuse program and successfully completes the program.

REVISION DATE: 02/14/05

CHAPTER 5.00 - STUDENTS

STUDENT ATTENDANCE

5.40+

Attendance requirements as well as specific procedures to be used to address attendance related problems are found in the Code of Student Conduct.

REVISION DATE: 02/14/05

A. Statement of Purpose

All students diagnosed as having Human Immunodeficiency Virus Infection (HIV) Disease or Acquired Immune Deficiency Syndrome (AIDS), including clinical evidence of infection with the AIDS - associated virus (HIV) and receiving medical attention, are able to attend regular classes unless their condition is a threat to themselves or others. Federal and State laws also mandate, pursuant to the laws protecting disabled individuals, that those individuals not be discriminated against on the basis of their disability, and that if it becomes necessary, some reasonable accommodations be made to enable qualified students to continue to attend school.

B Confidentiality

1. Only persons with an absolute need to know should have medical knowledge of a particular student's case. In individual situations, the Superintendent may notify one or more of the following:
 - a. Principal
 - b. School Nurse
 - c. Student's Teacher
2. Notification should be made through a process that would maximally ensure patient confidentiality. Ideally, this process should be direct person-to-person contact. Persons who become so informed will be expected to maintain strict confidentiality.
3. All procedural safeguards required by the Section 504 and ADA regulations apply to students handicapped solely by reasons of AIDS. The procedural safeguards include notice, an opportunity for the parents or guardians to examine relevant records, an impartial hearing with opportunity for participation by the student's parents or guardians and representation by counsel, and a review procedure.

CHAPTER 5.00 - STUDENTS

C. Conditions which may warrant convening of Advisory Panel

All children diagnosed as having Human Immunodeficiency Virus Infection (HIV) Disease or Acquired Immune Deficiency Syndrome (AIDS), including clinical evidence of infection with the AIDS-associated virus (HIV) and receiving medical attention, are able to attend regular classes. However, if a child so diagnosed evidences any one of the following conditions, the Superintendent will convene an Advisory Panel for the purpose of making recommendations on the most appropriate educational placement of the student:

1. Manifestations of clinical signs and/or symptoms which indicate progression of the illness from HIV Diseases to AIDS.
2. Demonstration of "risky or harmful" behavior to self or others.
3. Unstable or de-compensated neuropsychological behavior.
4. Presence of open wounds, cuts, lacerations, abrasions, or sores on exposed body surfaces where impervious occlusion cannot be maintained.
5. Impairment of gastrointestinal and/or genitourinary function such that control of internal body fluids cannot be maintained.

D. Advisory Panel Composition

The Advisory Panel shall be composed of:

1. Superintendent;
2. County Health Officer;
3. Attending physician of the student with HIV infection;
4. Secretary to the Superintendent, to serve ex-officio and as official recorder of the Panel's review meeting;
5. Parent(s) of the HIV-infected student, when and as appropriate or requested;
6. Infectious disease speciality physician, when and as determined by the Superintendent as appropriate;

CHAPTER 5.00 - STUDENTS

7. Legal counsel for School Board, when and as determined by the Superintendent as appropriate;
8. Legal counsel of HIV-infected student, when and as appropriate or requested;
9. Other District staff when and as appropriate;
10. Persons listed in (a) - (c) shall constitute the Advisory Panel;
11. Persons listed in (e) - (l) may participate at the invitation of the Superintendent or at their request.

E. Advisory Panel Responsibilities

1. The general intent of the Advisory Panel is to serve as an expert professional resource to advise the Superintendent in special situations where information about appropriate environment may not be available, complete, clear, or readily amendable to lay interpretation. It is expected that recommendations of the Advisory Panel shall be based solely upon current medical information consistent with established ethical guidelines and considerations in accordance with Guidelines of the Centers for Disease Control and other scientific and relevant professional bodies.
2. Responsibilities of Advisory Panel shall include:
 - a. Review student's medical history, and current status, social data, and prior school assignments.
 - b. Assess risk-benefit options.
 - c. Reduce findings, options, and recommendations to writing and review draft report before submission to Superintendent, focusing on key issues, unresolved problems, if any, and summary recommendations.
 - d. Submit written report to Superintendent and remain available as needed.
 - e. Re-evaluate all Panel cases on a continuing basis at least once every six months and more often as circumstances change in the categories listed in Number 3 above.

CHAPTER 5.00 - STUDENTS

F. Advisory Panel Protocol

If the Superintendent determines that any one of the conditions in Number 3 exists, the student in question will be placed on Homebound Instruction.

1. The Superintendent shall have 15 work days (equivalent to three calendar weeks) to collect data relevant to the case. He must also schedule and notify Advisory Panel members of the initial review meetings, date, time and location.
 - a. The Superintendent shall obtain written consent from parents of students for release of medical information and past medical history, laboratory tests and other relevant records.
 - b. Critical medical tests and other procedures will be conducted during this period as requested by the student's physician, the County Health Officer, or other medial practitioners as warranted.

2. The Advisory Panel shall have 10 additional work days (two more calendar weeks) to review the data collected and to make a recommendation to the Superintendent.
 - a. If a medical review indicates that continuation of special placement is not indicated, the Advisory Panel will recommend that the student return to school.
 - b. If a medial review indicates that continuation of special placement is indicated, the Advisory Panel will recommend that risk-benefit options and placement options will be discussed with the student's parents. If a student's Individualized Education Plan needs to be revised, a Staffing Committee meeting shall be convened.

REVISION DATE: 02/14/05

STUDENT RECORDS

5.70+

The procedures for maintaining, reviewing and releasing student records are contained in the Student Services Plan.

REVISION DATE: 02/14/05

CHAPTER 5.00 - STUDENTS

PARENTAL ACCESS TO INFORMATION

5.711+

The rules and procedures related to student privacy, parental access to information and administration of physical examinations to minors are incorporated in the Board approved Student Services Plan which is required by the No Child Left Behind Act.

REVISION DATE: 02/14/05

CHAPTER 5.00 - STUDENTS

ATHLETICS

5.80+

Procedures for use of the automatic external defibrillators are on file at each school and at the District Office.

ADOPTED DATE: 01/08/07
REVISION DATE: