



# Student Code of Conduct

Approved: June 11, 2024

# CODE OF STUDENT CONDUCT

## A. INTRODUCTION

The Lee County Board of Education believes that instruction should occur in an environment that is conducive to learning. Effective instruction requires good order and discipline.

As students progress in our school system, it is reasonable to assume that an increase in age and maturity will result in students assuming greater responsibility for their actions. It is recognized that differences in age and maturity require different types of disciplinary action; however, the procedures described for violations of responsibilities shall apply to students in Grades K-12. To assist school personnel, parents, and students in maintaining an environment conducive to learning, the Code of Student Conduct is designed to accomplish the following:

1. Describe the responsibilities of the school personnel, parent(s)/guardian(s), and students.
2. Standardize procedures for administering formal disciplinary actions using a progressive discipline model by the principal and/or assistant principal.
3. Identify types of violations and describe alternative procedures for disciplinary actions by the principal and/or assistant principal.
4. Explain due process procedures relative to disciplinary action.
5. Explain attendance requirements.

## B. JURISDICTION OF THE SCHOOL BOARD

Students enrolled in Lee County Schools are subject to the policies of the Lee County Board of Education and to the rules and regulations of the schools. In addition, the authority of the school officials to control student conduct off school grounds and outside school hours is well settled in the law.

When students are engaged in school-sponsored activities held off-campus and/or after school hours, the authority of school officials is the same as if such activities took place during school. This authority applies to all school-sponsored activities on school property or at other establishments used by the school or school organization, including but not necessarily limited to the following: transportation on school bus or by private automobile; field trips; athletic functions; club and organization meetings; school-sponsored social events; school groups representing the school system in educational events; and all activities where appropriate school personnel have jurisdiction over students. Similarly, all school regulations and prohibitions shall apply to automobiles driven or parked on school property or at establishments used for school activities. Jurisdictional control over the student shall also be extended to the immediate vicinity of the school when the conduct of the student is detrimental to school property or to the health, safety, and welfare of school

personnel and students.

In addition, upon approval by the Superintendent, the school may exercise jurisdiction to discipline students for off-campus conduct unrelated to school activities under appropriate circumstances. Disciplinary actions, up to and including suspension, alternative placement, or expulsion may be imposed for serious misconduct away from campus, whether or not school is in session when such conduct occurs, if after investigation by school officials such off-campus activity may be **reasonably interpreted to directly threaten the ability of the district to maintain a safe, orderly, and disciplined educational environment**. This policy is not limited to school-related events.

### **C. ROLES OF SCHOOL PERSONNEL, PARENTS, AND STUDENTS**

In order for there to be effective instruction, there must be a cooperative relationship between the Board of Education, Superintendent, administration, teachers, parents, students, school personnel, and the school community. This relationship is described as:

#### **SCHOOL PERSONNEL WHO:**

- provide a comfortable, safe learning environment
- provide books, materials, and supplies in accordance with Alabama law
- adopt and implement policies for all phases of school life
- allow for suggestions, constructive criticism, and conferences by/with students and parents
- establish channels of communication that are clearly understood by students and parents
- identify and implement instructional objectives for each grade level and subject area
- inform parents of educational programs, events, and activities that complement the instructional program
- encourage parents to visit the schools and support their involvement in their children's education
- provide appropriate supervision of students
- arrive on time for classes and other school-related activities for which they have responsibility
- plan, prepare, and present lessons appropriate to grade level of students and subject matter being taught
- exhibit consistency in enforcing rules and regulations

#### **PARENTS OR GUARDIANS WHO:**

- maintain regular communication with the school concerning their child's progress and conduct
- ensure that their child is in daily attendance and promptly report and explain any absence or tardiness to the school

- provide their child with the resources needed to complete class work and other assignments
- assist their child in being healthy, neat, and clean
- inform proper school authorities of any problem or condition which affects their child or other children in the school
- discuss report cards and work assignments with their child
- provide up-to-date home, work, and emergency telephone numbers to proper school authorities
- assume leadership roles and/or participate in school organizations
- attend all scheduled parent/teacher conferences
- document their understanding of the Code of Student Conduct
- ensure that their child is free of contagion before returning to school following an illness or health-related condition
- reimburse the school for damages caused by the purposeful behavior of their child.

#### **STUDENTS WHO:**

- attend all classes daily and are punctual in attendance
- are prepared in each class with appropriate supplies and assignments
- show respect for all individuals and property
- refrain from profanity or inflammatory statements and obscene gestures
- conduct themselves in a safe, responsible manner
- are neat and clean, and dress appropriately
- abide by rules and regulations contained within the Code of Student Conduct, the student handbook, and other policies adopted by the school.

#### **D. CLASSIFICATION OF VIOLATIONS**

Violations of the Code of Student Conduct are generally grouped into categories of increasing severity: Classroom Offenses, Class I, Class II, Class III, and Class IV offenses. Since the Code of Student Conduct applies to all students in Lee County Schools, Kindergarten through 12<sup>th</sup> grade, administrators determine the level of the offense and disciplinary consequences based on multiple factors, including but not limited to the age of the student, and have the discretion to apply the disciplinary process accordingly using a progressive discipline ladder. The progressive discipline ladder is used to ensure consistency throughout the entire school system. **There are multiple steps in the disciplinary ladder and once a consequence is used, it will not be used again.** Any additional offense will result in harsher consequences, regardless of the level of offense. It is important to note that some offenses are severe and steps will be skipped on the discipline ladder to match the offense.

Some disciplinary issues are best handled by classroom personnel without resorting to the more formal procedures contained within this Code of Student Conduct. Accordingly, each classroom teacher may deal with general classroom disruption by taking in-class

disciplinary action, by making an oral or written contract with the child's parent or guardian when feasible, and by scheduling conferences with parents, guardians, and other school staff. If the action taken by the teacher is ineffective or the disruption is severe, the student will be referred to the principal or his/her designee.

If a student is referred to the principal or his/her designee, the administrator will determine the nature and classification of the offense committed by the student. Each student will be provided due process to provide an explanation – to admit or refute any charges – prior to any final disciplinary action taken. It should be noted that some offenses carry the possibility of involving local law enforcement.

Parents and students should be reminded that in addition to mandatory compliance with school rules, students are also subject to the laws of the State of Alabama including the Criminal Code. Students are subject to arrest and prosecution for violation of Alabama laws while under the jurisdiction of the LCS Code of Student Conduct.

## **CLASSROOM OFFENSES**

The following are classified as Classroom Offenses and are prohibited by the LCBOE.

1. Non-compliance with a reasonable request by school personnel and other similar violations such as:

- a) lack of preparedness for class
- b) refusal to follow established classroom rules
- c) refusal to follow directions or to attempt assigned class work

2. Any other behavior that may reasonably be determined as a classroom offense.

## **DISCIPLINARY ACTION FOR CLASSROOM OFFENSES**

The teacher will use a variety of strategies to help the student comply with rules and directions, including but not limited to redirection, student conference, and/or parental contact.

Subsequent classroom offenses and/or specific circumstances **shall warrant parental contact** and may include referral to the administrator for other possible disciplinary action.

## **DUE PROCESS GUIDELINES**

The Board recognizes that observance of applicable substantive due process entails two basic considerations: (1) any objective sought to student governance must be legally defensible; and (2) the means taken to accomplish such objective must be within the constitutional limitations applicable to the in loco parentis position of school officials within the School District. To assure compliance with these two substantive aspects, the Board

has approved to following guidelines as applicable to all policies, rules, and regulations:

1. Each local school policy, rule, or regulation shall specify its purpose as it relates to accomplishment of a legally defensible objective.
2. Each local regulation shall be based on a Board policy.
3. All policies, rules, and regulations at any level shall be consistent with local, county, or city ordinances, statutes of the State of Alabama, and administrative regulations of duly authorized agencies, e.g., State Board or State Department of Education.
4. Both policies of the board and regulations designated by local school administrators shall be specific and precise.
5. No board policies or local school codes of conduct shall deny any student his/her constitutional rights.
6. Discharge of administrative responsibilities and exercise of authority shall recognize applicable legal parameters placed upon the in loco parentis position of school officials.
7. Authority exercised by administrators, teachers, or school officials, shall be capable of withstanding close judicial scrutiny and be free from arbitrary, capricious, discriminatory, or otherwise illegal practices.
8. Students, parents, citizens, teachers, and administrators should be participants in developing local school codes of conduct.

Before being punished for violation of board policies or school regulations, a student shall have the right of the following minimum due process procedures:

1. The student shall be given oral and written notice of the charges against him/her.
2. The evidence against the student shall be explained.
3. The student shall be given an opportunity to present his/her own version of the facts concerning the charges.

When a student is facing possible expulsion, the board shall afford the student the following:

1. Immediate suspension of the student until an investigation can be conducted by the Superintendent or designee.
2. If the Superintendent upholds the Director of Student Services and the Principal's decisions and recommends expulsion to the Board of Education, the student will remain suspended (if hearing can be scheduled within suspension time frame), or will be placed in the Alternative School if the disciplinary hearing is beyond the original suspension dates. Based upon the recommendations of punishment from the Superintendent and/or the Director of Student Services, the parent or legal guardian may accept the punishment and opt-out of a formal disciplinary hearing.
3. If the parent or legal guardian wishes to have a disciplinary hearing, the case will be heard by the Board. At the Board disciplinary hearing, the student has the right to be represented by an attorney (at the expense of the parents/guardians), to present evidence on his/her behalf, and has the opportunity to question witnesses.
4. Concluding the Board disciplinary hearing, the Board will convene in an Executive Session to determine if expulsion is an appropriate consequence and has the authority

to accept the length, as recommended by the Superintendent, or amend the length to a longer duration.

5. Upon conclusion of a decision by the Board, a written record of the Board decision will be provided to the parents/guardians of the student and a record placed into the student's disciplinary file.

\*A school may not unilaterally cease the provision of educational services for more than 10 days within a school year to a student whose education is governed by an Individualized Education Plan (IEP) without conducting a Manifestation Determination Hearing.

## **CLASS I OFFENSES**

The following are classified as CLASS I Minor Offenses and are prohibited by the LCBOE:

- 1.01 Failure / refusal to complete discipline assigned for Classroom Offenses.
- 1.02 Theft of property or possession of stolen property (Minor)- knowingly taking, receiving or possessing property that belongs to another valued less than \$50. Restitution is required.
- 1.03 Minor violations of cell phones/devices and other audio/video devices policy as outlined in this Code of Conduct.
- 1.04 Unauthorized absence from class – student purposefully skips class without permission or the student is out of the assigned area.
- 1.05 Minor distraction of other students - any behavior that distracts others in a non-malicious manner (i.e. being silly, making noises)
- 1.06 Inappropriate Display of Behavior within the hallway, classroom, lunchroom, gym, school bus, or during any school-sponsored function including but not limited to horseplay, shoving, tripping, & rudeness.
- 1.07 Profanity / vulgarity – possession or indirect use of profane or vulgar language (written or spoken), vulgar drawings or pictures, or obscene gestures. This includes intentional accessing or downloading of such materials on the computer. (Indirect profanity)
- 1.08 Inappropriate display of affection.
- 1.09 Violation of Check-Out/Check-In Policy.
- 1.10 Third (3rd) or subsequent violation of Tardy Policy to school or per class

within the current grading period (tardies reset after each grading period)

- 1.11 Minor disruption on a school bus.
- 1.12 Repeated minor violations of classroom/grade level discipline plan as documented on referral form by the teacher.
- 1.13 Dress Code - Third (3rd) or subsequent dress code violation.
- 1.14 Miscellaneous violations of the Student Acceptable Use Agreement not otherwise covered by the Code of Student Conduct.
- 1.15 Any other behavior that the principal may reasonably determine is to be a Class I violation.

#### **POSSIBLE DISCIPLINARY ACTION FOR CLASS I VIOLATIONS**

The school administrator's discretion for Class I violations will include but not be limited to the following:

- Student conference and/or parent conference or contact
- Suspension of on campus driving privileges (HS Only)
- Restitution of property or damages where appropriate
- After School Detention
- Disciplinary work assignment during school
- Saturday School
- In-School Suspension (ISS)
- Out of School Suspension (OSS)
- School bus suspension
- Other sanctions approved by the Superintendent
- Any combination of multiple or an accumulation of Class I offenses MAY result in a Class II offense
- **THERE ARE NO APPEALS FOR CLASS I VIOLATIONS**

#### **CLASS II OFFENSES**

Class II Offenses are classified as intermediate offenses by the LCBOE and are prohibited and may necessitate the involvement of legal agencies:

- 2.01 Theft of property or possession of stolen property- knowingly taking, receiving or possessing property that belongs to another valued at more than \$50.00 but less than \$200.00. Restitution is required.



- 2.02 Criminal Mischief/Vandalism—deliberate action resulting in damages of less than \$200 to public or personal property. Restitution is required.
- 2.03 Fireworks - possession of fireworks.
- 2.04 Group disorder—inciting or participating in a group (5 or more) that disrupts the operation of the school and/or programming
- 2.05 Direct use of obscene, profane language or gestures toward peers
- 2.06 Unauthorized organization—any attempt to use the school day for unauthorized activities that are not school-related or school-sponsored
- 2.07 Academic Dishonesty / Cheating / Plagiarism / Altering School Documents
- 2.08 Tobacco/Vaping—possession or use of tobacco products, electronic cigarettes or other nicotine vapor delivery systems
- 2.09 Fighting without a weapon—mutual participation in a violent physical confrontation where there are two participants on school grounds, school-authorized vehicles, or at school events
- 2.10 Possession of gang-related writings, drawings, or symbols, as identified or verified by a law enforcement agency
- 2.11 Causing physical injury- incidental harm to another person through carelessness or rough play.
- 2.12 Unauthorized possession of any object or device that may reasonably be considered as a dangerous implement or weapon, but which is not deemed to be a —“deadly weapon” or —“firearm” as defined in other sections of this Code. (Note: Threatened or actual use of the object as a weapon will constitute a more serious violation.).
- 2.13 Disorderly Conduct:
  - (A) Any conduct that disturbs the peace, order, or discipline at school
  - (B) Any conduct that obstructs the teaching and learning process of others within the classroom
- 2.14 Minor Violation of Medication Policy. (possess OTC non-prescription meds)
- 2.15 Gambling
- 2.16 Intermediate violations of cell phones and other audio/video devices policy as outlined in this Code of Conduct. (examples include, but aren’t limited to, inappropriate pictures or videos taken during school operating hours;

posting to social media; making phone calls)

- 2.17 Intentionally providing false information to school personnel, such as forgery of parents' names, changing grades on papers, or any similar dishonesty.
- 2.18 Repeated Class I violations.
- 2.19 Any other intermediate behavior that the principal may reasonably determine to be a Class II violation.

### **POSSIBLE DISCIPLINARY ACTION FOR CLASS II VIOLATIONS**

The administrator's discretion for Class II violations will include but not be limited to the following:

- Student conference and/or parent conference or contact
- Suspension of on campus driving privileges (HS Only)
- After School Detention
- Disciplinary work assignment during school
- Saturday School
- In-school Suspension (ISS)
- Out of School Suspension (OSS)
- School bus suspension
- Restitution of property and damages where appropriate
- Alternative School Placement at LC2 (determined by Director of Student Services)
- Referral to outside agency, including the criminal justice system
- Other sanctions approved by the Superintendent
- Any combination of multiple or accumulation of Class II offenses MAY result in a Class III offense
- **THERE ARE NO APPEALS FOR CLASS II VIOLATIONS**

### **CLASS III OFFENSES**

Class III Offenses are classified as major offenses by the LCBOE and are prohibited and may necessitate the involvement of legal agencies:

- 3.01 Major Violation of Medication Policy. (possess own prescription meds)
- 3.02 Unauthorized videotaping / photography / social media use that causes emotional harm to students and/or disrupts the school.
- 3.03 Insubordination - Deliberate defiance of school personnel or any school board employee.

- 3.04 Using obscene profane language or gestures toward school personnel
- 3.05 Bullying / intimidation of students—constant, habitual, and intentional behavior intended to intimidate or humiliate others, including the making of threats or of repeated statements that ridicule or cause emotional injury.
- 3.06 Trespassing - willfully entering or remaining in/on any structure, conveyance or property without being authorized to do so.
- 3.07 Theft of property or possession of stolen property- knowingly taking, receiving or possessing property that belongs to another valued at more than \$200.00. Restitution is required.
- 3.08 Sexual acts—engaging in a consensual sexual act, including intimate touching.
- 3.09 Indecent exposure--exposing one's private body parts (genitalia, etc.) publicly or causing the exposure of another intending to cause offense, alarm, or embarrassment.
- 3.10 Fire alarms and Extinguishers—the unjustified activation of the fire alarm system or extinguisher. (If school is disrupted, it will be considered a Class IV violation).
- 3.11 Threat to school personnel—a threat, whether spoken or written, to cause bodily injury to school personnel when made directly to such personnel, or when made outside the victim's presence so as to cause alarm or disruption of school operations.
- 3.12 Possession of any object or device realistically resembling a weapon that is perceived to cause harm or intimidate others.
- 3.13 Harassment / discriminatory treatment—speech or written expression tending to insult or stigmatize others on the basis of their sex, race, color, disability, religion, sexual orientation, ethnic group, or national origin or to promote extremist or hate groups that stigmatize or infringe upon the rights of others. Written expressions may include symbols or drawings.
- 3.14 Sexual Harassment – is unwelcome conduct of a sexual nature. Sexual harassment can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature.
- 3.15 Group violence—conflict involving five or students that results in physical harm.
- 3.16 Assault- The actual and intentional touching or striking of another person

against his or her will with the intent to cause bodily harm.

- 3.17 Threat to cause serious physical harm—any substantial threat, whether spoken or written, to inflict serious bodily injury when made with the apparent ability to carry out the threat or under circumstances where the threat is likely to cause fear of serious physical injury; OR any intentional display of force that gives the victim a reason to fear or expect serious physical harm.
- 3.18 Fighting that causes a major school disruption—mutual participation in a violent physical confrontation where there are two participants that causes a major school disruption (including loss of instructional time, reschedule of classes or events, or causing change to bus operations).
- 3.19 Oral or written communication related to or involving an attempt to sell, purchase, or otherwise transfer drugs or other illicit substances.
- 3.20 Major Criminal Mischief/Vandalism—deliberate action resulting in damages of more than \$200 to public or personal property. Restitution is required.
- 3.21 Leaving school grounds without permission - student purposefully leaves school campus without permission.
- 3.22 Fireworks - Unauthorized igniting fireworks
- 3.23 Repeated Class II violations.
- 3.24 Major disruption on a school bus
- 3.25 Any other behavior that the principal may reasonably determine to be a Class III violation.

### **POSSIBLE DISCIPLINARY ACTION FOR CLASS III VIOLATIONS**

The administrator's discretion for Class III violations will include but not be limited to the following:

- Suspension of on campus driving privileges (HS Only)
- After School Detention
- In-school Suspension (ISS)
- Out of School Suspension (OSS)
- School bus suspension
- Restitution of property and damages where appropriate
- Alternative School Placement at LC2 (determined by Director of Student Services)
- Expulsion
- Referral to outside agency, including the criminal justice system

- Loss of extracurricular privileges (including athletics, clubs, dances, prom, graduation, etc.)
- Placement in Virtual Learning for a specified amount of time (includes loss of extracurricular privileges)
- Other sanctions approved by the Superintendent
- Any combination of multiple or accumulation of Class III offenses MAY result in a Class IV offense
- **THERE ARE NO APPEALS FOR CLASS III VIOLATIONS OR LC2 PLACEMENT UNLESS EXPULSION IS RECOMMENDED (APPEALS ARE HEARD BY THE BOARD DURING A DISCIPLINARY HEARING)**

#### **CLASS IV OFFENSES**

Class IV Offenses are classified as severe offenses by the LCBOE and are prohibited and WILL necessitate the involvement of legal agencies:

- 4.01     Drugs - Involvement with any type of drug, controlled substance, narcotic, paraphernalia, etc. on school property or at school-sponsored events. Involvement includes unauthorized possession, transfer, use, purchase, distribution or sale of drugs, drug paraphernalia, or other substance with a potential for abuse which might create a hazard to the user's health or the safety of another, including attendance at school or school events while affected by or under the influence of such drugs. This includes having used any quantity of such drugs prior to school activities. This policy may apply to legal substances if misused in an effort to become intoxicated / high or when represented by the student to be a controlled substance. *NOTE: Students are advised that law enforcement agencies make periodic, unannounced visits to local schools for the purpose of detecting the presence of illegal drugs.*
- 4.02     Alcohol – Involvement with alcoholic beverages on school property or at school-sponsored events. Involvement includes possession, transfer, use, distribution, or sale, including attendance at school or school events while affected by or under the influence of alcohol. This includes having consumed any quantity of alcohol during or prior to attendance at school or school activities.
- 4.03     Arson - the willful and malicious burning of/or attempting to burn public and/ private properties.
- 4.04     Assault and battery or attempted battery
- 4.05     Robbery - the taking of money or other property from another by force, violence, assault, or intimidation.
- 4.06     Firearms - possession, discharge, transfer, or sale of any firearm including,

but not limited to, starter guns, and pellet guns.

- 4.07 Deadly weapons - possession of any object that is designed, made, or adapted for the purpose of inflicting serious physical injury or death.
- 4.08 Threat or Intimidation- the intentional demonstration of the ability to carry out a malicious threat or act creating considerable fear in the person threatened or attacked.
- 4.09 Bomb threat or terroristic threat - any communication, plan, or documentation of such threat (*or being an accessory to*) that has the effect of interrupting the educational environment.
- 4.10 Explosives - possession of explosive substances capable of causing serious bodily injury or property damage.
- 4.11 Sexual assault or sexual violence - refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent. A number of different acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, and sexual coercion. All such acts of sexual violence are forms of sexual harassment covered under Title IX.
- 4.12 Indecent exposure - exposing one's private body parts (genitalia, etc.) publicly or under circumstances in which the conduct is intended to cause offense or alarm.
- 4.13 Aggravated assault - intentionally causing serious bodily harm, disability, or permanent disfigurement by use of a weapon.
- 4.14 Gang activity - active participation in recruiting, initiation, or other active conduct associated with gang activity as identified /verified by local law enforcement agencies.
- 4.15 Pornography – possession or distribution of pornographic materials or images. This includes accessing or downloading such materials on any personal or school owned electronic devices.
- 4.16 Hazing – any action taken or situation intentionally created that causes embarrassment, harassment, or ridicule *and* risks emotional and/or physical harm to members of a group or team regardless of the person's willingness to participate.
- 4.17 Breaking, entering, or remaining in a structure or conveyance during the hours the premises are closed to the public.
- 4.18 Repeated referrals to Alternative School Placement or having a

disciplinary situation while attending Alternative School Placement

- 4.19 Repeated Class III violations within a 2-year period of time (automatic referral to the Director of Student Services)
- 4.20 The charge of a crime as defined under the laws of the city, State of Alabama, or United States while on school property or participating in a school activity. (Sect. 16-1-24.1, Code of Alabama, 1975)

#### **DISCIPLINARY ACTIONS FOR CLASS IV VIOLATIONS**

A student who commits a Class IV violation may be recommended for expulsion from Lee County Schools. In addition, Class IV violations result in the notification of law enforcement officials as appropriate and required by law. A student who commits a Class IV violation shall be suspended, or placed at LC2, from attending classes until a due process hearing is held. Administrators should refer to the Due Process Guidelines to preserve the constitutional rights of the student. The following procedures shall apply for a student who commits a Class IV violation:

Step 1: Principal shall notify law enforcement, the Superintendent, the Director of Student Services, and the special education teacher (if applicable).

Step 2: Principal shall contact the parent or legal guardian of the student and explain the pending charge(s). The student shall remain suspended until a formal hearing with the Director of Student Services can be scheduled. If the student is in special education or 504, a manifestation determination hearing must be scheduled within 9 days of suspension, and prior to the hearing with the Director of Student Services.

Step 3: After conducting a formal hearing with the Director of Student Services, a decision will be rendered on an appropriate consequence for the violation. The incident and any past disciplinary incidents can be used to determine the appropriate placement. If the Director determines the most appropriate consequence is a placement at the Alternative School, that decision is final and is not appealable. If the recommendation of the Director is expulsion, the Superintendent or designee shall conduct an investigation to determine if expulsion is an appropriate disciplinary consequence for the infraction. The investigation and ruling by the Superintendent shall take place in a reasonable amount of time.

Step 4: Concluding the investigation and decision, the Superintendent shall notify the parent or legal guardian of the decision. If the Superintendent determines the appropriate discipline for the student is assignment to the Alternative School or less, the ruling is final and no additional hearing will be conducted.

If the Superintendent determines the appropriate discipline is expulsion, the parent or legal guardian is provided two options. **Option 1:** the parent or legal guardian agrees the punishment is acceptable and declines a formal disciplinary hearing in front of the Board. A meeting will be held for the Board of Education to formally accept the recommendation of the Superintendent. The term of the expulsion will begin immediately following the ruling of the Board. **Option 2:** the parent or legal guardian wishes to have a formal disciplinary hearing in front of the Board. While awaiting a hearing, the student will be placed at the Alternative School until an expulsion hearing is scheduled with the Board. Once a hearing is scheduled, the student and parent/guardian will be notified of the date, time, and place of the hearing. The student has the right to be represented by an advocate of his/her choice, including legal counsel (at his/her expense). The student has the right to present evidence, call witnesses, and cross-examine adverse witnesses.

Step 5: Concluding the hearing, the Superintendent, or his/her designee, shall notify, in writing, the student and his/her parent or legal guardian of the action taken by the Board. If the student is expelled from Lee County Schools, he/she may apply for readmission to the Director of Student Services and/or Superintendent within 14 days of the end date of the expulsion. Any student returning from an expulsion or placement in a treatment facility (from Lee County or a different system) will be placed at the Alternative School for 20 days to transition back to traditional school. The Principal at LC2 has the authority to decrease or increase the days based upon the behavior of the student.

## **ADMINISTRATIVE DISCIPLINARY OPTIONS**

This listing of disciplinary methods is not all-inclusive, and is not meant to suggest that other reasonable disciplinary actions are disapproved by the Board. Professional discretion will be exercised by school administrators in assigning or recommending appropriate discipline.

**Before or After School Detention** The principal, or his/her designee, has the authority to assign students to a designated area at the beginning or end of the regular school day for a reasonable and specified period of time. A parent or guardian is responsible for providing transportation in these cases. A reasonable attempt will be made to notify a parent or guardian prior to the assignment of a student to detention. If the parent or guardian is notified on the day of the misbehavior, the student may be assigned on that day; if not, the student will be assigned following notification of parent or guardian.

**Disciplinary Work Assignment** The principal, or his/her designee, has the authority to assign supervised activities related to the upkeep and maintenance of school facilities for a reasonable and specified period of time. Work assignments shall not interfere with any student's core class schedule. A parent or guardian will be notified of the student's placement in a work or clean-up assignment.



**In-School Suspension (ISS)** ISS is a structured disciplinary action in which a student is isolated or removed from regular classroom activities but not dismissed from the school setting. The principal, or his/her designee, has the authority to assign students to the ISS program for up to ten (10) consecutive days. Extended ISS assignments beyond ten days will require approval of the Director of Student Services. Students assigned to the ISS program will be counted present to school and will be allowed to continue current academic work. Students assigned to ISS may be required to perform written work assignments as directed by the ISS staff member. Students are not permitted to participate in extracurricular activities until the ISS placement is complete.

**School Bus Suspension** The principal, the transportation director and/or assistant director, or his/her designee, has the authority to deny a student the privilege of riding a bus. This denial, based on the misconduct of the student, will be for a reasonable and specified period of time. A parent or guardian will be notified prior to suspension from the bus and will be responsible for providing transportation in such cases.

**Out of School Suspension (OSS)** is the temporary removal of a student from a school for violation of school rules and regulations. The principal, or his/her designee, has the authority to suspend a student from school. All suspensions will be in accordance with prescribed Board policy. A student recommended for suspension will be made aware of the charges and given an opportunity to respond. Any time an action warrants suspension, a reasonable effort will be made to contact a parent or guardian by telephone and/or by written notice delivered by the student or U.S. Mail. The student is responsible for notifying his/her parent/guardian of all written communications from the school. Failure to do so may result in further disciplinary action. Suspension days constitute unexcused absences. A student who is suspended from school may not make up any assigned work during the period of suspension. A student who is suspended may not attend or participate in extracurricular or other school activities while suspended.

NOTE: No student assigned an Out of School Suspension from another school district can attend classes in the Lee County Schools without first completing the full term of their suspension. LCS officials reserve the right to deny enrollment of any student not residing in Lee County if they have received an Out of School Suspension at any point in their educational career.

**Alternative School Placement** Students may be assigned to an alternative setting by the principal, or his/her designee, for disciplinary reasons. Alternative School Placement at LC2 is a structured disciplinary action in which a student is isolated or removed from regular classroom activities but not dismissed from the school setting. Details outlining the Alternative School at LC2 can be found within this handbook.

Note: A student assigned to LC2 will not be allowed to attend or participate in any school activity until the placement has concluded. During the placement, the student will not be allowed to ride the school bus to or from school. During the student's intake meeting with the student and parent, the principal will explain all rules, regulations, and times of operation. Upon arrival each day, students may be searched randomly to ensure the safety

of staff and students placed at LC2..

Note: Expulsion may be considered and recommended by the Director of Student Services if a student is unsuccessful while placed in LC2. In such a case, the student shall be out of school suspended by the principal pending a hearing before the Board of Education.

NOTE: No student assigned an Alternative School Placement from another school district can attend classes in Lee County Schools without first completing the full term of their placement. LCS officials reserve the right to deny enrollment of any student not residing in Lee County if they have been placed in an alternative school at any point in their educational career.

NOTE: Any student returning to LCS that has served an expulsion sentence or served in/for a treatment facility, etc. may be subject to serving 20 days at the LC2 for a transitional period. A readmittance hearing will be set with the Director of Student Services and/or the Superintendent.

**Expulsion** is the permanent or long-term removal of a student from school in Lee County Schools for violation of school rules or regulations. In the case of offenses warranting such action, the principal has the responsibility to recommend student expulsion to the Director of Student Services. The Director will then recommend expulsion to the Superintendent in accordance with Board policies and procedures.

The process for expulsion has been outlined in the CLASS IV guidelines.

NOTE: An expelled student shall not attend Lee County Schools, enter onto any Board property, or attend or participate in any school or Board-related activities, regardless of the nature or location of the activity. Any student removed from the school system who is found in violation of the above will be considered trespassing.

NOTE: No expelled student can enroll or reenroll into Lee County Schools without completing the full term of their expulsion regardless if they are currently a LCS student or are enrolling from another school district.

NOTE: Any student who returns from expulsion must fulfill a return to school transition period in the Alternative School at LC2 for a minimum of 20 days (a reduction is based upon behavior and is at the discretion of the principal of LC2). The goal is to return the student to traditional school as soon as possible; however, grading periods will be taken into consideration when the student returns to traditional school.

**Notification of Legal Authorities** In situations where notification or involvement of legal authorities is warranted and/or is required by law, school officials are authorized and encouraged to contact law enforcement officials for assistance. Incidents involving physical violence, some CLASS II, all CLASS III, and all CLASS IV violations of Board policy may require intervention by law enforcement officials, up to and including arrest, immediate removal of the student from the school environment, filing of a formal police report, and prosecution.