



**2023 - 2024**

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**STUDENT HANDBOOK**

**BRADEN RIVER HIGH SCHOOL**

6545 STATE ROAD 70 EAST, BRADENTON, FL 34203

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# General Information

## Mission Statement

The mission of Braden River High School is to empower students to be strong, responsible leaders who value personal integrity, academic excellence, and civic involvement.

## Equity Statement

The School Board of Manatee County does not tolerate discrimination or harassment based on race, sex, sexual orientation, color, religion, age, national origin, or disability. The District Section 504 Coordinator for the School District of Manatee County is the Supervisor of Student Services. Contact George Schrier for further information on the Americans with Disabilities Act, Age Discrimination Act, and Title IX.

## School Contact Information

Braden River High School - 6545 State Road 70 East, Bradenton, FL 34203

Web address: [www.manateeschools.net/bradenriver](http://www.manateeschools.net/bradenriver)

Main.....941-751-8230

Fax.....941-751-8250

## Where to Go for Help

Absences/Tardies.....	Attendance Office
Academic Advice.....	School Counselor and Teachers
Academic Records.....	Registrar’s Office
Activities Calendar .....	Activities Director
Admission .....	Registrar’s Office
Advanced Notice of Absence .....	Attendance Office
Assemblies .....	Activities Director, Assistant Principals
Bus Information .....	Call Transportation at 782-1287
Career Information .....	School Counselor
Checking In/Out of School .....	Student Services
Class Absences .....	Teachers
Class Activities.....	Class Sponsor, Assistant Principals
College Information .....	School Counselor
Course Content .....	Teacher, Department Chair, Curriculum Coordinator
Discipline Problems/Referrals.....	Teacher, School Counselor, Dean
Excessive Absences/Tardies .....	Attendance Office, School Counselor
Grade Point Average .....	School Counselor
Grades.....	Teacher, Department Chair, Assistant Principals, School Counselor
Occupational Advice .....	School Counselor
Organizations/Clubs.....	Head of Organization, Sponsor
Rank in Class .....	School Counselor
Report Card Correction .....	Teacher, Registrar
Schedule Problems.....	School Counselor
Sports.....	Coach, Athletic Director, Assistant Principals, Principal
Student/Teacher Conflict .....	Teacher, Department Chair, Assistant Principals, Principal
Student/Student Conflict .....	Teachers, Sch. Counselor, Dean, Asst. Principals, Principal
Test Results/Interpretation.....	School Counselor

## REGISTRAR

### School Records

Student's school records are kept by the office. Federal law prohibits revealing this information to anyone without the parent's permission. However, recommendations are frequently requested from teachers and administrators who are aware of the content of the student's record. A copy of your school records will be sent upon your request. Transcripts may be sent electronically at no cost. Any transcript printed has a processing fee. Graduating seniors' final transcript (1) will be sent free through June 30<sup>th</sup> by notifying the Registrar.

### Transcripts

In all cases where students have transferred to Braden River from another school, the office accepts only the transcript that is mailed directly from the office of the school previously attended. A student graduating or withdrawing will be furnished a final transcript without cost. Please allow 5 days to process transcript requests. Additional transcripts are available at a cost of \$4.00 each (price is subject to change).

### Withdrawal Procedures

If a student needs to withdraw from school, the parent/guardian must come to school and sign a withdrawal form and the student must complete an exit interview. We request that the parent/guardian provide us with a name and contact information for the school the student is transferring to. Withdrawals from school cannot be done by telephone or by sending the form home. Please bring all books, uniforms, or other items needed to be returned to school.

### Change of Address

Any student who moves during the school year must record the change of address by providing proof of residence to the Registrar. A current electric bill, water bill, or lease agreement in the parent /guardian's name will be needed. Any change of telephone number must be corrected with the Registrar.

## Student Services/Clinic/Attendance

### Tardy Policy and Procedures

Tardies to class result in lost instructional time for the tardy student and an interruption of the teaching and learning activities for others. The warning bell signals that students should be moving toward class. When the tardy bell rings, students must be inside their assigned area.

When the tardy bell rings, teachers will close the door and not admit students to class. Tardy students must immediately proceed to Student Services for a Tardy Pass. Students will be allowed one (1) excused emergency tardy per period each quarter, without disciplinary consequence. Admittance to class will require the appropriate pass from Student Services. After this excused tardy, disciplinary consequences will be assigned. Students will be allowed 2 parent notes for late to school (tardy) arrival per quarter. After you have used your two tardies, a parent or parent note is NOT considered appropriate documentation. Administration will schedule the detention to be served by the student.

This is the students' official notification of the detention and failure to serve will automatically result in additional discipline consequences. It is the student's responsibility to inform their parent/guardian that a detention has been assigned. No additional notification will be issued regarding detention. **Parent/guardian may reschedule (1) detention per quarter by noon on the day of the scheduled detention. If student does not attend the assigned consequence and no approved rescheduling has been done the student will receive a referral and consequence based on the discipline matrix for failure to serve.** Students return to class with a Tardy Pass. Students who do not follow the procedure will be considered "failure to report" and will receive an additional consequence. Student drivers who earn their 5<sup>th</sup> unexcused tardy will be assigned a defiance referral for "excessive tardies" and will have their Driving/Parking permits suspended for 45 consecutive school days and will be required to surrender their passes to Student Services.

### **Unexcused Tardies (cumulative, not per class)**

**Parent Contact is made on each tardy infraction via automated phone call and email. Contact is made based on FOCUS information. See Discipline Matrix for specific Consequences.**

## **Attendance Policy**

Attendance is a critical component for success in the classroom. Florida Compulsory School Law (F.S. 1003.21) states all children who are either six years of age (or who will be six years old by February 1 of any school year), but who have not attained the age of 16 18 must attend school regularly during the entire school term. Braden River will notify parents by automated phone call when their student is absent one or all periods. Parents may only phone in nine (9) absences for the school year. After the 9th absence, documentation is required for an excused absence and an automated phone call will go home. Continued absences may result in referral to juvenile court.

## **Notifying the School of an Absence**

On the day of your absences, a parent or guardian should call the school to explain the absence. The absence will be excused if it meets the criteria outlined below. The parent or guardian must contact the school within 48 hours of the absence or appropriate documentation is required within 5 days. If this contact is not made, the absence will not be excused. When a student is going to be absent from school, the parent or guardian should call the Attendance Office at 751-8230 ext. 31018, and then follow the prompts for reporting an absence. This service is available 24 hours a day. When calling, please provide all requested information. If the parent / guardian is aware that your child will be absent for any length of time, have the student come to the Attendance Office and pick up a Parent Request Form from the attendance secretary. The form must be signed by all teachers and returned to the Attendance Office one week prior to the scheduled the absence. Florida State law requires all absences to be recorded as unexcused unless they are documented within five days and fall under any of the following documented reasons:

- An absence for religious instruction or for a religious holiday.
- An absence due to sickness, injury, or other insurmountable condition.
- An absence due to participation in an academic class or program.
- A subpoena or a forced absence by any government agency.
- An appointment with a doctor or dentist; or

- A School Board approved activity.

## Assignments from Absences

- Make-up work is the responsibility of the student.
- Work assigned prior to the absence is due the day the student returns.
- Major assignments are due on the original due date.
- Work assigned during the student's absence is due no later than the length of time (number of days) of the student's absence.
- Suspended Students: Refer to the "Suspended Students" section for makeup work instructions.
- If a student has prior knowledge of an absence, class work and homework must be turned in prior to the absence, unless prior arrangements have been made with the teacher to do so upon return. It is the student's responsibility to make these arrangements with his/her teachers.
- Skipping class constitutes prior knowledge. A student will receive zeroes for all class work, tests, quizzes, or assignments missed. Appropriate consequences will result.
- After an excused absence, you must arrange with your teacher for any make-up work. You have the same number of days you were absent to make up your work. This rule does not apply to some long-term assignments. (A long-term assignment is when a student has 10 or more days to complete the work.) These long-term assignments will be due on the specified date unless excused in writing by the teacher or principal. It is your responsibility to make these arrangements and to submit the make-up work within the deadlines set by the teacher(s). You do not have the right to make up work if your absence was unexcused.
- Makeup work should be submitted within two weeks of the prior semester's end in order for the class rank to be accurate.

## Attendance Required for Participation in School Activities

No student will be permitted to participate in school activities on any day that he/she has been absent from school for more than one-half of the school day.

## Sign-In/Sign-Out Procedures

Students arriving after 7:30AM should go to Student Services and sign-in. Students are required to have their student IDs when signing in or out of school. With the proper state-mandated documentation, parent sign-in or parent note (limited to two per quarter), the student will be given a pass and sent to class. Appropriate documentation is required if you are late more than twice.

Any student, who arrives on campus after 7:30AM and fails to sign-in with Student Services before going to class, will receive a discipline consequence.

Students needing to leave campus for appointments during the day must bring a note to the Attendance Office prior to 7:45AM that morning to receive a release pass. The note must contain student name, grade, parent/guardian's name and signature, home phone, work phone, brief explanation of reason, date and time to be released, and parent/guardian signature. Students who are 18 or older cannot sign themselves out without following the above rules. It can be difficult to locate students during lunch or when classes are working in other areas when parents arrive without advance notice. Only a note received before school can guarantee a timely release of a student.

Numerous early dismissals are unacceptable and unfair to the other students whose instruction is interrupted each time a student leaves early. Every three unexcused early dismissals within a grading period, or every three unexcused tardies, or a combination of both, will count as one unexcused absence. Please note that 5 unexcused absences in one month or 15 unexcused absences in a 90-day calendar period may result in Truancy Court for the parent/student.

### **Leaving Campus with Parental Permission**

Sign-out with parent permission may only be done through the attendance office, clinic, or Student Services. Once a student leaves campus, he/she may not return that day unless accompanied by a parent or with appropriate documentation. Students may not leave prior to parent permission. If a student leaves campus without permission and the parent calls after the fact, the appropriate consequence will be assigned.

### **Leaving Campus without Parental Permission**

Leaving campus without permission will result in disciplinary consequences, including suspension/revocation of parking privileges.

### **End-of-Day Policy**

Students will not be removed from class for sign out the last 30 minutes before the dismissal bell. Students needing to be released during this time must make prior arrangements in Student Services.

### **Suspended Students**

Students suspended from school are not allowed to be on campus or attend off campus school related activities during the time of their suspension. Additional days of suspension may result, or trespass charges may be filed. It is the responsibility of the student to contact teachers to receive work during the time of the suspension and to arrange for someone to pick up work from school. Students should check their teacher's website for work. If the website is not up to date, email the teacher using the staff directory found on the BRHS website. The student can also call the school at 751-8230 and dial the information directory to find a teacher's extension. All makeup work is due the day a student returns from suspension. The student must arrange to take all missed tests/quizzes or a zero will be posted for those assignments.

Any major assignment or project is due on the original due date. Students must arrange with teachers by the due date on major assignments. Students who participate in extracurricular activities and are suspended for a total of 10 days (cumulative or single incident) in a school year may not be eligible to participate in any extracurricular activities for 180 calendar days.

A student may appeal the 180-day suspension after 90 calendar days. The appeal must be in writing to the principal. The appeal process will take into consideration the student's attendance, grades, discipline, teacher comments, any other pertinent information, and student interview during a parent conference. The suspension from extracurricular activities will not be less than 90 calendar days. Should the suspension from extracurricular activities be changed to a period less than 180 calendar days, the student will be on probation until the conclusion of the 180 calendar day period.



## Hall Passes

Students in the halls during classes must carry the appropriate pass. Passes are to be filled out with student name, destination, and time out before the student leaves class. Students are to write the time in upon return to class. If a student is in the hallway without a pass, the student will be sent to the discipline office. Leaving class without teacher permission will result in disciplinary action.

## Clinic

The clinic is located in the main office building. Students must have a pass to the clinic. Per Florida's parental bill of rights, at the beginning of each school year, parents are notified of all healthcare services offered via the school's website and Student Handbook. Students are directed not to call home to be picked up due to illness prior to reporting to the clinic for evaluation. Students who do not report to the clinic or follow proper protocol may be putting themselves or others at risk.

Parents are provided with the opportunity to individually consent to or decline each service through the return of the Annual Health Card, sent out the first week of school. The Annual Health Card along with all other forms can be found on the school's website. If a student declines to return the Annual Health Card, there is no written consent for services.

## Medication Philosophy:

Medications for acute (active disease) or contagious illness should not be given in schools. Children should be at home under those conditions. Whenever possible, medication schedules should be arranged so all medication is given at home. Students MAY NOT transport medication to school or be in possession of any medications while on school property (i.e. Aspirin, Tylenol, etc.).

## Medication Guidelines:

- Only prescription medication will be administered at school. Over-the-counter or sample medications must be accompanied by a doctor's prescription. Medication must be delivered by a parent or guardian to school in the container in which it was purchased (dispensed). A parent authorization form must be signed before medication can be administered. Special authorization forms are needed for injectable medications and for medications to be given on field trips. If medication is taken at home and at school, a separate supply must be kept at school. Medication will not be transported between home and school on a daily or weekly basis. Please ask your pharmacist for a second container with a prescription label.
- The label must indicate the student's name, name of medication, physician's name, dosage amount and time or frequency.
- If the medication requires equipment for administration (i.e., spoon, cup, dropper, etc.) the parent is responsible for supplying the articles labeled with the student's name.
- New parental authorization forms will be requested yearly or with any change in medication.
- When medication is discontinued or at the end of the school year, medication not taken home by the parent will be destroyed.

- Self-medication: Students who have a history of severe allergic reactions and asthma attacks may self-medicate if they have a written prescription from their physician stating they may self-medicate and carry medication on their person. For the protection of the student, the parent must complete a self-medication form.
- If medications routinely given at home are missed, parents must provide a written request for the health staff to give the missed dose and adjust the time interval for the next dose to be given at school.
- Periodic backpack checks will be conducted throughout the school year.
- These guidelines were developed to meet Florida Statute: 232.46 and School Board Policy 508.01.

For more information on the SDMC Medical Policy, please review the SDMC Student Code of Conduct <https://www.manateeschools.net/policy>.

## Delivery of Items to School

Braden River High School does not accept delivery of any items delivered to the school during regular school hours. These items include, but are not limited to, floral deliveries, books, money, food or drink, clothing, athletic equipment, or uniforms. It is the responsibility of the students to bring everything needed for the school day. As a reminder, students may not use school telephones during school hours unless authorized by an administrator. If permitted, students may only use the phone in the administrative office. Cell phone use is prohibited once a student steps on campus. Additionally, cell phones are prohibited in common areas and will be confiscated if used or seen on campus outside of a BYOD classroom activity. Baked goods and balloons are prohibited in classrooms, cafeteria, or any other part of the campus.

## Assessments/Grades/Graduation

### Exams/Assessments

#### Exams:

Each semester, all students will take a comprehensive examination covering the work of that semester. Grades received for the first quarter, the second quarter, and the semester examination will determine the semester average. **According to county policy, no early examinations may be given.** See posted exam policies & procedures for more information. This information is subject to change based on District directives and school needs. See Braden River High School's website for the most up to date information.

## Assessments:

**Florida Assessment of Student Thinking Progress Monitoring for Reading:** The FAST PM includes 9th and 10th grade English Language Arts (ELA) Reading assessments that are aligned to the B.E.S.T. Standards and are administered three times per year (PM1, PM2, and PM3). The PM3 in the 4th quarter is used to determine achievement levels that assist in course placement for the following year. Students must earn a level 3 on the PM3 in 10th grade in order to meet the reading graduation requirement in order to graduate with a standard diploma (see FLDOE website or a school counselor for more information on concordant opportunities for graduation requirements).

**BEST Writing Assessment:** Writing will be administered during each spring for 9th and 10th grade student to monitor and assess student writing skills. Writing scores will be reported separately from the reading assessment. Writing will be computer-based in all assessed grades, and prompts will be in response to texts.

**BEST Algebra 1 EOC:** The End-of-Course assessment is a computer-based test designed to measure student achievement of the specified standards of Algebra 1. The assessment is 30% of a student's semester grade. In addition, a level 3 or higher on the assessment is a graduation requirement for a standard diploma (see FLDOE website or a school counselor for more information on concordant opportunities for graduation requirements).

**BEST Geometry EOC:** The End-of-Course assessment is a computer-based test designed to measure student achievement of the specified standards of Geometry. The assessment is 30% of a student's semester grade.

**NGSSS Biology EOC:** The End-of-Course assessment is a computer-based test designed to measure student achievement of the specified standards of Biology. The assessment is 30% of a student's semester grade.

**NGSSS US History EOC:** The End-of-Course assessment is a computer-based test designed to measure student achievement of the specified standards of US History. The assessment is 30% of a student's semester grade.

**Florida Civics Literacy Exam:** The FCLE measures civic literacy competency for students completing a U.S. Government course.

### ACT and SAT

The SAT and ACT are college entrance exams required for admission into a four-year college, university, and for Bright Futures. Tests are given on various Saturdays throughout the school year. Students may register online at [SAT-  
www.sat.collegeboard.com](http://www.sat.collegeboard.com) and ACT- [www.actstudent.org](http://www.actstudent.org). It is recommended that students take one or both for the first time by early spring of the junior year.

## Grade Point Average - GPA

Grade point average is calculated by assigning points to the letter grades earned each quarter and semester. The cumulative grade point average is calculated on semester grades only. The weighted grade point average assigns an extra point in Honors, AP, and DE courses.

**High Honor Roll** recognizes students with a minimum un-weighted 3.6 or weighted 4.0 quarter GPA. A student who has been on the high honor roll for the first three quarters of the same school year shall be eligible for an academic award.

## Grades and Grade Points

BRHS uses Focus, an online grade book. Parents/Guardians may access Focus by filling out paperwork that is available online and in Student Services. Grades are based on a five (5) letter system: A, B, C, D, F. Progress reports are issued midway through each quarter. Report cards are issued every nine (9) weeks. Letter grades indicate the following numerical ranges.

**A = 90 - 100    B = 80 - 89    C = 70 - 79    D = 60 - 69    F = 0 - 59**

## Citizenship

The quarterly progress report will carry a citizenship mark from each teacher. These indicate the behavior and cooperation of the student as follows:

**1 - Excellent    2 - Satisfactory    3 - Needs to Improve    4 - Unsatisfactory**

## Graduation Requirements

Graduation requirements are based on the year a student enters high school. Contact your school counselor or visit the Florida Department of Education website: <http://www.fldoe.org/BII/StudentPro/grad-require.asp> for further information.

Participation in graduation ceremonies is a privilege and an honor. It is not a right. The principal reserves the right to deny to any student the privilege of participation in the commencement exercises if that student has not met the graduation standards. These standards include, but not limited to, fulfilling any unpaid senior debts, successfully completing Senior Project, attending all mandatory senior events, and not engaging in inappropriate behavior.

Seniors must attain the required number of credits, maintain a minimum unweighted cumulative grade point average of 2.0, and pass the state mandated assessments to receive a high school diploma. All graduation requirements must be met prior to graduation ceremonies.

## Diploma Completion

A **Standard Diploma** is awarded to students who have successfully completed the minimum number of academic credits, including Algebra I and other requirements, as prescribed by the Manatee County School Board and Florida State Legislature.

## School Counseling

The school counseling department is in the main office. If you have questions or concerns regarding scheduling, setting up parent conferences, graduation requirements, etc., please contact Student Services at 751-8230, ext. 31019 and ask to be directed to the appropriate counselor.

## Scholarships

Scholarships, another form of financial aid, can be categorized into four types:

1. **The State of Florida's Bright Futures Scholarship Program**, which includes the Florida Academic Scholars Award, the Florida Medallion Scholars Award, the Florida Gold Seal Vocational Scholars Award, and the Gold Seal CAPE Vocational Scholarship.
2. **Scholarships given by local and national organizations** are posted and announced during the school year (most have specific requirements in the areas of GPA, community service, area of study, family heritage, or monetary need). The scholarship list is available on the BRHS website. There are scholarships for students in every grade level.
3. **Scholarships given by organizations nationwide** that can be accessed by the student through either scholarship resource books, web sites, or search engines.
4. **Scholarships available directly from the post-secondary institution** that you will be attending. You should inquire into the availability of these scholarships with the Financial Aid Director or Admissions Counselor. You may also be automatically awarded a school-based scholarship based on your need and/or merit. Students are encouraged to complete the Free Application for Federal Student Aid (FAFSA) form for additional financial aid opportunities at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) in October of the student's senior year in high school.

## Community Service

Community service hours that count towards the Bright Futures Scholarship program may be earned starting in the summer before 9th grade. All projects **must be preapproved** before the project begins. Once approved, students track their hours and submit an evaluation of their project. For an explanation of what counts as community service and the necessary forms, please visit the Parents and Students section of our website and click the community service link. If you have additional questions, please contact the community service coordinator.

## Florida Bright Futures Scholarship Program

(Also known as Florida Academic Scholars, Florida Medallion Scholars, Gold Seal Vocational Scholars, and Gold Seal CAPE Vocational). Please visit the Bright Futures website for details:

<http://www.floridastudentfinancialaid.org/SSFAD/bf>

- Lottery-funded scholarship to reward high academic achievement
- Any Florida high school graduate who meets eligibility criteria is eligible
- Can be used at any eligible Florida post-secondary educational institution
- Students have up to 2 years from high school graduation to begin using the scholarship.
- Students may begin to apply by October 1 of their senior year. They have until the last day of their senior year to complete the application and until August to meet Bright Futures requirements.

## General Eligibility Requirements

- Be a Florida resident
- Earn standard high school diploma
- Enroll in eligible Florida public or private post-secondary educational institution
- Be enrolled for at least 6 semester hours
- Not be guilty of a felony charge

- It is recommended that students annually complete and submit the free application for Federal Student Aid (FAFSA)
- These are subject to change with each Legislative Session

### **Florida Academic Scholars Requirements**

- 3.5 weighted G.P.A. in 16 credits of college prep academic courses
- 1330 SAT (not including Writing) or 29 ACT (not including Writing)
- 100 hours of community service \*as documented with high school
- see website for details regarding tuition awards

### **Florida Medallion Scholars Award**

- 3.0 weighted G.P.A. in 16 credits of college prep academic courses
- 1210 SAT (not including Writing) or 25 on ACT (not including Writing)
- 75 hours of community service \*as documented with high school.
- see website for details regarding tuition awards

### **Florida Gold Seal Vocational Scholars Award**

- 3.5 unweighted G.P.A. in three credits in one vocational program
- 3.0 weighted G.P.A. in the 16 core credits required for high school graduation
- Earn a 24 in Reading, a 25 in Writing, and a 24 in Math on the SAT or a 17 in English, 19 in Reading, and a 19 in Math on the ACT, or a 106 in Reading, 103 in Writing, and 114 in Math on the PERT. These are subject to change with each Legislative Session
- 30 Hours of Community Service; see website for details regarding tuition awards

### **Florida Gold Seal CAPE Scholars Award**

- Meet the general requirements for Bright Futures
- Earn a minimum of 5 postsecondary credit hours through CAPE industry certification which articulate for college credit
- Complete 30 service hours

## **NCAA Clearinghouse for Athletes**

If you are planning to participate in collegiate athletics at a NCAA Division I or II school, you will need to complete a NCAA Clearinghouse form at the end of your sophomore year. For more information regarding NCAA Clearinghouse information, please refer to the following website: [www.ncaa.org](http://www.ncaa.org).

### **ATTENTION:**

Any student who is receiving educational services outside of Braden River High School (Hospital Homebound, State College of Florida, On-the-Job-Training, Manatee Technical Institute, etc.): school activities and announcements happen on a regular basis. It is your responsibility to check the **school website** or contact school personnel for details.

## **Schedule Change Policy**

The registration process and the development of student schedules takes place in the spring at which time faculty and staff counsel with students. The process includes input from students, parents, teachers, school counselors and administrators. The master schedule is then built around the registration requests.

Students are expected to honor their commitments and to attend and complete the courses for which they register during the registration period. Requests for schedule changes will be considered for **only** the following reasons:

- If a student has already earned credit in the course.
- If a student has failed to meet the prerequisite for the course.

- If a student is scheduled for too many or not enough classes.
- If there was a clerical error.
- The school administration receives a district or state directive regarding course progression.



## Civic Concerns

### Academic Integrity

Together with the School District of Manatee County, Braden River High School is committed to fostering a culture of academic integrity. Students, teachers, administration, and parents understand that hard work produces great results.

As a student at Braden River High School, I understand that...

- I learn best when I complete my own work.
- I am responsible for protecting my own work.
- Asking for help when I do not understand how to complete my work is a positive practice.
- I will not represent work generated by Artificial Intelligence (AI) as my own or submit such work in a way that is inconsistent with the expectations of my teachers.
- It is important to give credit to sources and their authors.
- There are academic and disciplinary consequences for cheating.
- **CHEATING** includes all of the following, **but is not limited to**:
  - copying work of others or claiming someone else's work to be mine
  - allowing others, including family, friends, or classmates to complete my work.
  - completing work for someone else
  - using archived work from previous terms
  - sharing answers, questions, or work, unless specifically instructed to do so by my classroom teacher.
  - participating in inappropriate testing behavior
  - using electronic devices, the Internet, or social media to achieve any of the above
  - plagiarizing, whether it is done intentionally or accidentally.
- **PLAGIARISM** includes all the following, **but is not limited to**:
  - copying from sources without directly quoting and properly citing those sources
  - paraphrasing from sources without citing those sources taking ideas from sources without citing those sources

### MTSS/CHAMPs/Resiliency Standards

See SDMC Code of Conduct at <https://www.manateeschools.net/policy> for more information.

## Fortify Florida/Threats

When threats of harm are made against the school or any member of our school community, each district school has a specially trained threat management team to assist in mitigating the threat of potential harm. The members of the threat management team are charged with investigating any threat of harm and developing appropriate safety plans to help ensure the threat cannot be carried out and that supports are provided to the students involved. Each school's threat management team includes school administrators, discipline personnel, counselors, and other staff, as well as local law enforcement. The SDMC, local law enforcement, and local community mental health providers work together to ensure our policies and procedures are in compliance with all legal requirements and that our schools provide the highest level of safety for all members of their community. If you become aware of an explicit or implied threat of harm to a school or any member of our school community, please report the concern immediately. In nearly all mass casualty acts of violence in our schools, the perpetrator(s) announce their plans in advance through a phenomenon known as "leakage". Whether on social media or through face-to-face communication, too often these warning signs of impending violence are dismissed or go unreported. The state of Florida has established a reporting system called FortifyFL, which can be downloaded as an app for mobile devices and computers. FortifyFL is designed for suspicious behavior and serious threats that have been made against our schools and school community members. In addition to FortifyFL, the SDMC operates an anonymous reporting system for all acts of bullying, harassment, or other dangerous or unwelcome behaviors that target our students. Each district school has a link on the front page of their website for reporting and there is also a link found on our district website. Together, these reporting systems are designed to help ensure that all concerning or suspicious behavior can be immediately reported and investigated.



**NOTE:** If you make a threat or false report - to include a bomb threat, bomb threat hoax, or a knowingly false report - concerning the use of a destructive device or firearm in a violent manner, as defined by F.S. 790.162 and 790.163, involving a school or school personnel's property, school transportation, or a school-sponsored activity, you may be expelled (with or without continuing education services) from your regular school for a period of not less than one full year, as well as referred for criminal prosecution and mental health services identified by the school district, pursuant to F.S. 1012.584(4) for evaluation or treatment, when appropriate (1006.07 (2) (l) F.S.). The Superintendent may consider the expulsion requirement on a case-by-case basis and request the School Board to modify the requirement by assigning you to a disciplinary program, if it is determined to be in the best interest of you and the school system. Commission of either of these offenses is a second-degree felony, punishable by up to 15 years imprisonment and a \$10,000 fine. The School Board must maintain a policy for all threats to commit violence or harm. Even threats made in jest or in exaggeration must be treated as serious and may subject you to suspension, reassignment, or expulsion. This includes simulating realistic gunfire, explosions, or acts of violence using apps or other technology. If you make a threat of violence, the school administration will assess the situation and where appropriate, take administrative action.



## Freedom of Expression

The free expression of student opinion is an important part of education in a democratic society. Student's verbal and written expression of private opinion on school premises is to be encouraged as long as it does not disrupt the educational process or interfere with the rights of others.

Distribution of written material, oral expression, or any other expressive activity (including the wearing of symbols, clothing, hairstyle or other personal effects) may be restricted where a disruption of the educational process is likely to result or does result from such activity. Disruption includes:

- inability to conduct classes or school activities, or inability to move students to/from class or other activities
- breakdown of student order
- widespread shouting or boisterous conduct
- physical violence, fighting, or harassment of any kind among students
- intimidation, harassment, or other verbal conduct (including swearing, disrespectful or insulting speech to students, teachers, administrators, or school personnel) creating a hostile educational environment
- defamation or untrue statements
- statements that attack ethnic, religious, gender, or racial groups, or that tend to provoke a physical response, including gang symbols or apparel, insults, or other fighting words that could reasonably be anticipated to provoke a physical or otherwise disruptive response will result in suspension.
- student participation in a school boycott, sit-in, stand-in, walk-out or similar activity
- Speech likely to result in disobedience of school rules or health and safety standards (such as apparel advertising alcohol, drugs, tobacco, etc.)
- Official school publications (such as newspaper or yearbook) and student expression that occurs under circumstances where it is sponsored or endorsed by the school (such as speech at student assemblies or dramatic productions) are not private speech of students. Rather, they are public communicative activities of the school, over which the school retains control to the extent permitted by the First Amendment and state statute. Such speech shall be subject to regulation not only under the standards set forth in the paragraph above, but also for any other legitimate educational reasons as determined by the school. Students who violate the standards for verbal and written expression shall be subject to corrective action or disciplinary action, up to and including suspension or expulsion.

## Harassment

No one should be subjected to harassment or bullying at school for any reason. It is expected that all students will treat others in ways that convey respect and consideration for individuals, regardless of race, marital status, national origin, creed, religion, gender, sexual orientation, age, or disability. Both bullying and harassment are prohibited at school, during school-related activities (whether on or off campus), on the school bus, at school bus stops, and through the use of computers or other electronic devices, which is known as cyberbullying. Cyberbullying and harassment are also prohibited through the use of off-campus internet posting, phone calls, or text messaging, if such behavior disrupts the orderly environment of any district school or activity or interferes with the educational opportunities of others.

Such conduct referencing or directed at an individual or group that demeans the person/group based on race, ethnicity, Religion, gender, sexual orientation, creed, age, disability or other extraneous factors is prohibited and shall be grounds for disciplinary action. Disciplinary action for students guilty of bullying or harassment will be dependent upon, but not limited to, the student's attitudes, intent, the effect on other students and/or staff, mitigating circumstances, and the student's disciplinary history. Consequences and appropriate remedial action for students who engage in bullying or harassment may range from positive behavioral interventions up to and including suspension, reassignment to an alternative program, and expulsion.

Racial harassment in the form of name-calling, taunting, gestures, intimidation, conduct, jokes, pictures and slurs is prohibited. Such conduct referencing or directed at an individual or group that demeans that person/group based on race or ethnicity is prohibited and shall be grounds for disciplinary action, including suspension and/or expulsion.

Sexual harassment and "sexting" - includes all unwanted, uninvited and non-reciprocal sexual attention as well as the creation of an intimidating, hostile, or offensive school or work environment. This can include:

- sexually suggestive looks or gestures
- sexual jokes, pictures or teasing
- pressure for dates or sex
- sexually demeaning comments in person or online or in social media
- deliberate touching, cornering, or pinching
- attempts to kiss or fondle
- threats, demands, or suggestions that favors will be granted in exchange for sex or tolerance of sexual advances

If while under the jurisdiction of the school district you post, send or forward to anyone else a nude or sexually revealing photo of a person through the internet or text message, or if you show such photos to other people, you will be suspended from school, and you may be recommended for reassignment or expulsion. You may also be subject to arrest for violation of child pornography laws if the student in the photo is a minor. If you are found to have sent any such images or messages to other members of the school regardless of time or location, you still may be subject to school-based consequences under Florida cyberbullying and harassment laws.

Disciplinary action for students guilty of sexual harassment will be dependent upon, but not limited to, the student's attitudes, intent, the effect on other students and/or staff, mitigating circumstances, and the student's disciplinary history. Based on these factors, discipline may be imposed, up to and including suspension or expulsion. Law enforcement may be contacted. Please refer to the Manatee County Student Code of Conduct for further information.

## Hazing

Students shall not participate or conspire for others to participate in harassing acts that may injure, degrade, disgrace, or put others at risk in any way. Hazing may result in suspension or expulsion.

## Student Associations

### Student Clubs / Activities / Honor Organizations

Clubs/school organizations are established each year based on student interest and availability of club sponsors. Honor Organizations include National Honor Society (NHS), Tri-M Music Honor Society, and Mu Alpha Theta. Each club / organization has its own guidelines for acceptance and participation. Students should see the sponsor for details.

Students may form new organizations by having three or more student's petition for organization, completing a request for a new club form, finding a staff sponsor, and completing a charter. Student participation is encouraged. Involvement in clubs/activities is governed by the Athletic policies.

## Student Athletics Policies

**A. General Guidelines**-Participation in interscholastic Athletics is a Privilege, not a right.

1. A student on a team should attend every scheduled practice unless an emergency prevents this. The coach should be made aware of the reason for an absence so he/she will not be depending on that athlete that day. Failure to notify the coach may result in loss of playing time. Continued unexcused absences from practice may result in dismissal from the team.
2. A student must be in attendance a minimum of a ½ day of school unless documented (doctor's note, field trip, subpoena, etc.), to practice or participate in a contest on that day unless approved by the athletic director or principal.
3. All athletes should present a neat appearance at all school and athletic functions, in accordance with Manatee County School dress code.
4. Parents are responsible for the transportation of students to and from school practice sessions for school related events, including athletics unless principal determines transportation will be provided by the school. School personnel will not assist parents in arranging transportation when the school does not provide it.
5. The principal will develop a plan for administrative coverage of home games and key away games.

### **B. Athletic Eligibility**

1. High school interscholastic contests are governed by the Florida High School Athletic Association (FHSAA). All Manatee County secondary schools maintain a membership in this organization and comply with the rules and regulations set forth in the constitution and by-laws. The Manatee County School Board may adopt higher standards.
2. The FHSAA eligibility rules are followed in all cases. These rules will be explained to all athletes prior to the season.
  - No athlete will begin workouts/practice unless they have obtained a Pre-participation physical by a licensed physician, osteopathic physician, licensed chiropractic physician, licensed physician assistant or certified advanced nurse

practitioner. This is for the protection of the athletes as well as for the protection of the athletic trainer and Manatee County School Board.

- No athlete will begin practice unless they have turned in a completed medical history form signed by a parent or guardian.
  - No athlete will begin practice unless he/she has paid for the supplemental insurance policy as offered through the School Board. This will ensure that each athlete has at least minimum insurance coverage. This policy is a Secondary insurance coverage. Additional School Board coverage is required for football.
  - No athlete will begin workouts/practice unless he/she has signed and turned in the EL2 and EL3 forms:
    - A. Consent and Release from Liability Certificate
    - B. Liability Certificate for Concussion, Cardiac Arrest and Heat Related Illness
3. If a female athlete becomes pregnant, she is to be placed on the disabled list until a physician determines her level of activity. A written recommendation will be returned to the school and kept in the athlete's file. The purpose of this policy is to protect the mother as well as the fetus. It is not the intention of this policy to remove the athlete from her team because of pregnancy.
  4. Any high school student not currently attending a public school in the district is eligible to participate in FHSAA activities at a public school if all FHSAA eligibility requirements are met.

#### **C. Addressing Questions/Concerns**

If students and/or parents have questions or concerns regarding a specific team, they may do the following:

1. First, meet with the coach to discuss the questions or concerns.
2. Second, meet with the athletic director if you still have questions or concerns.
3. Third, meet with the Administrator over athletics if you still have questions or concerns.

#### **D. Reporting Injuries**

Athletic Injuries and Care. The coach is responsible for reporting all injuries of team members. The following must be adhered to:

### **Athlete Responsibilities**

1. Any school-connected injury shall be reported to the coach and trainer.
2. The Accident Report Form must be filed with the athletic trainer.
3. If an individual has any special medical problem, the athletic director must be informed.
4. Should an injury be discovered after the athlete has returned home, the athlete should go to his/her physician and report to their coach and trainer and will need a physician's note of clearance prior to participation.

### **School Responsibilities**

In case of injury, school personnel should:

1. Administer minor first aid
2. If hospital care is necessary, call an ambulance
3. Notify parents or guardian
4. If unable to contact parents, notify family doctor
5. Accompany injured player to hospital if parent is not available
6. Coaches must follow medical staff recommendation concerning student injuries.

#### **E. Athlete Conduct**

1. Tobacco use is forbidden. In addition to school consequences, the following athletic consequences apply. For the 1<sup>st</sup> offense, a one game suspension will occur. The 2<sup>nd</sup> offense will result in dismissal from the team.
2. An athlete knowingly possessing, using, transferring, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind, or any facsimile regardless of content, **on or off** campus, will be suspended from athletic participation for 180 school days. See section G.3 for specific details.
3. Any action by an athlete that causes embarrassment to the team, athletic department or school may result in up to a 180 school day athletic suspension. See section G.3 for details.

#### **F. Cut from a Squad**

1. A student who is not selected for a team is eligible to try out for another sport.
2. Students are selected for teams at the discretion of the head coach.

#### **G. Suspension**

1. Any athlete or manager who is suspended from a team or has quit a team is not permitted to try out for another sport while the original sport is still in season. The season is officially over when the team plays its last game of the year, including play-offs.
2. A student suspended from the team may not use any of the department's facilities or equipment until his suspension is officially terminated.
3. Any Student Athlete found to have committed a level 3 or level 4 offense on the School District of Manatee County discipline matrix will be suspended from all interscholastic athletic activities including practice and competition for 180 calendar days. Please refer to the School District of Manatee County Code of Student Conduct for information pertaining to the 180 day suspension.

#### **H. Quitting a Squad**

If a player quits a team, he/she shall not be permitted to try out for the next season's sport at the same school until the season ends including play-offs in the initial sport from which the athlete quits. For example, quitting football to try out for basketball.

#### **I. Criminal Offenses**

1. Criminal Offense: After a hearing with the Principal, a student charged with a criminal offense may be suspended from extracurricular or co-curricular activities by the school principal until the charge is adjudicated.
2. Adjudication Withheld: A student who has been suspended from extracurricular activities because of a criminal charge may be reinstated at the principal's discretion if adjudication is withheld.
3. Felony: A student's conviction in "adult" court or judgment of "delinquency" in a juvenile court for any act that would have been felonious in "adult" court will mandate loss of eligibility to participate in any student activity for the duration of the years enrolled in a Manatee County public high school from the time of conviction. After one calendar year following conviction, the student may request a review of his/her eligibility by the principal. Students are expected to self-report any felony arrest to their Principal and Athletic Director within 48 hours of the arrest.
4. Misdemeanors: A student's conviction in "adult" court or judgment of "delinquency" in a juvenile court for the following misdemeanors (assault or battery, possession of concealed weapons, lewdness or indecent exposure, theft, drug possession/sale) will mandate loss of eligibility to participate in any student activity for six months from the time of conviction. After three calendar months following conviction, the student may request a review of his/her eligibility by the principal.

5. Felony charges may result in your immediate removal from all athletic activities or extracurricular activities.
6. There shall be no team penalty for students charged with crimes, whether a misdemeanor or felony. Sanctions as described herein will be attached only to the individual student.
- J. **The FHSAA handbook states in 11.11.3** “in matters pertaining to personal conduct in which interscholastic competition is not involved, the member school which the student(s) attend shall be the judge as to whether the student(s) may play on its team.”
- K. **Requirements for Student Athletic Awards** - Student Athletic Awards may be earned at the Varsity, Jr. Varsity or 9<sup>th</sup> Grade level. For specific details please contact the Athletic Director at 751-8230 x31045.



## Campus

### Supervision of Students While on Campus

The district’s supervisory responsibility of students on school grounds begins 30 minutes before school or before a school related activity begins and ends 30 minutes after school or after a school related activity ends. Parents should not rely on additional supervision beyond these times.

### Cafeteria Rules

For safety and security purposes, parents/guests are not permitted to eat lunch in the school cafeteria with students. To celebrate special occasions, a parent/guardian may reserve the front conference room at least 24 hours prior to the event by calling 751-8230, ext. 31019. Only that parent’s child will be allowed to eat with them.

Failure to comply with proper behavior may result in disciplinary action, including but not limited to cafeteria clean up, work detail, extra school, ISS, or OSS.

- No food or drinks may be taken outside of the cafeteria at any time.
- No cutting in line or saving a place in line allowed.
- Students must be in line or be seated, not standing and talking.
- Students may pick up only the food/drinks they are purchasing for themselves.
- No passing of food/drinks in the lunch line.
- No throwing of food/drink items.
- Noise must be kept at a conversational level.
- All trays and trash must be removed from tables.
- Any food or drink spilled by a student must be cleaned up by the student.

### Care of School

A school building is not a school until students occupy it. When a building becomes a school, it takes on character and meaning and expresses itself to the student body and visitors. The respect that students offer to a campus is reflected in its appearance. It is a matter of personal and school pride that each student makes a commitment to help maintain the appearance of our school and grounds. This commitment includes using common sense. Trash belongs in trash cans; food is to be eaten only in designated areas; please use the sidewalks; **keep off the grass**, graffiti has no place on campus; and gum belongs in the trash, not on desks, floors or sidewalks. The furniture and other property

at our school is for your use, please do not abuse it. Help save taxpayer's money, including that of your parents, by helping to take care of our school. Take pride in keeping our halls and grounds clean.



## Media & Technology

### Media Center

1. Students wanting to use the media center should be prepared to read or study.
2. Books may be checked out for a 21-day period. Up to three books may be checked out at a time.
3. You must show a valid BRHS ID card to check out a book. Lost cards can be replaced for a fee.
4. A fine of 10 cents per school day per book will be charged for overdue books.
5. Students will be charged for lost or damaged books.
6. No food or drink is allowed in the media center.
7. Students MUST have a student ID to access computers in the media center.
8. The computers in the media center are for research, assignments, and general browsing for enrichment. Students may save files to their server folder or a flash drive. Files saved on the hard drive or the desktop will be deleted. Any misuse of computers is considered inappropriate use of school equipment and will be subject to disciplinary action.

### Student Debt Collection

Students are financially responsible for all class, club, or team materials issued to them. They are expected to reimburse the school immediately when they owe money. Teachers will notify students and parents that additional books and equipment will not be issued until the debt is paid. Textbooks are issued to students at the beginning of each course. Periodically, a check on the condition of the books is made. The student must pay for any book that is lost, mutilated, or damaged. Students do not receive diplomas until all textbooks assigned to them have been returned or paid for. If books show abuse, a reasonable charge is assessed. Any book assigned to a student MUST be paid for if lost or stolen. Any student who owes money may not participate in extracurricular activities until the debt is paid. These activities include, but are not limited to: Clubs, sports, band, JROTC, field trips, grad night, prom, graduation ceremonies, etc.

### Student ID

Each student is required to have his/her student ID, worn on a lanyard around the student's neck, at all times while on campus. Any student who forgets or loses his/her ID must report to Student Services to receive a temporary sticker and disciplinary consequence. New ID's and lanyards may be purchased before or after school in the media center. Carrying the ID in a pocket or backpack, possessing/wearing/using another student's ID, defacing an ID photo, and displaying an ID from another school are prohibited actions and are subject to disciplinary action. Each student must use his/her own student ID to purchase lunch in the school cafeteria and to check out materials from the school media center. Failure to produce a student ID when requested will result in disciplinary action. Failure to display an approved student ID at any time will result in a disciplinary action. Student ID consequences are part of our progressive disciplinary matrix and will reset at the end of each quarter.

## Technology Policy

Computers are to be used for instructional purposes. We ask that the following policies be adhered to so that the integrity of the school, the school's network, and the equipment will be maintained.

- Installation of unauthorized software is prohibited. Copyright laws will be strictly enforced and observed.
- Altering, deleting, or installing unauthorized software will result in student suspension.
- Students shall log into the network using their student ID and password, unless it is for testing or a teacher led program. In those cases, they will log in utilizing the appropriate log in provided by the school staff.
- Students shall not save any work, documents, programs, videos, music, or assignments on school owned computers/tablets. Students shall save their material to their OneDrive folder or thumb drive.
- Moving, reconfiguring, or tampering with hardware will result in student suspension/expulsion. Tampering includes but is not limited to the following: changing, altering, or deleting any setting, adding or deleting any programs or settings, adding passwords or other lockout devices, maliciously damaging any equipment such as removing keys, defacing hardware or disassembling a mouse, hacking into systems.
- To avoid viruses, any disks or files brought from home and/or off campus may be subjected to a virus check prior to being viewed on the school's equipment.
- Manatee County's Internet Policies will be strictly enforced when accessing the Internet. Violations of the policies may result in notification of parent/guardian, denial of Internet use at school, and other discipline consequences.

### Manatee County Network Information Services Guidelines

The school district is providing access for staff and students to electronic information services such as the Internet. These services provide access to: Electronic mail (e-mail) with the ability to communicate with people all over the world; information and news from many sources; public domain and shareware software of all types; discussion groups on a wide variety of topics; access to many college and university libraries, and the Library of Congress. The benefits for staff and students to such information access are obvious, but there are potential problems. There is the possibility of users finding material that may not be considered to have educational value. District staff will continue to direct learners to appropriate material. However, on a global network it is impossible to control all materials. The district believes that the valuable information available on this worldwide network far outweighs the potential problems, but parents need to be aware of the situation.

The following links provide detailed information and guidelines that have been established for Manatee County schools. If any user violates any of these provisions, his or her access to electronic information services may be terminated and all future access could possibly be denied. Some violations may lead to disciplinary action. Criminal offenses are referred to law enforcement for prosecution under state or federal laws.

- Student Social Media Guidelines – [https://www.manateeschools.net/cms/lib/FL02202357/Centricity/domain/1115/policy/SocialMediaGuidelines\\_Student.pdf](https://www.manateeschools.net/cms/lib/FL02202357/Centricity/domain/1115/policy/SocialMediaGuidelines_Student.pdf)
- IT Technology Acceptable Use Policy - <https://www.manateeschools.net/Page/10483>



The network management accepts no responsibility for harm caused directly or indirectly by its use. Never consider electronic communications to be completely private. The school district does have the right to review the contents of all e-mail created and stored on school district equipment using e-mail systems operated by school district staff. If you have any questions about these guidelines, please contact your school.

### **Code of Responsible Computing**

**Respect for Privacy** - I will respect other's rights to privacy. I will only access, look in, or use another individual, organization, or company's information on a computer or through telecommunications if I have the permission of the individual, organization or company who owns the information.

**Respect for Property** - I will respect other's property. I will only make changes to, or delete computer programs, files or information that belong to others if I have been given permission to do so by the person, organization or company who owns the program, file, or information.

**Respect for Ownership** - I will respect other's rights to ownership and to earning a living for their work. I will only use computer software, files or information which I own or which I have been given permission to borrow or use. I will only use software programs that have been paid for or are in the public domain. I will only make a backup copy of computer programs I have purchased or written and will only use it if my original program is damaged. I will only make copies of computer files and information that I own, have created or have permission to use. I will only sell computer programs or information, which I have created or have been authorized to sell by the author. I will pay the developer or publisher for any shareware programs I decide to use.

**Respect for Others and the Law** - I will only use computers, software and related technologies for purposes that are beneficial to others, that are not harmful (physically, emotionally, psychologically, financially, or otherwise) to others or others' property, and that are within the law. Computer Learning Foundation™, permission to reprint granted 3/17/00: [www.computerlearning.org](http://www.computerlearning.org)

### **Communication/Electronic Devices**

Cell phones or other wireless communication devices shall not be used during the school day within the perimeter of the school and should be powered down when a student steps on campus. Cell phones, tablets, and other electronic devices must remain off and out of sight at all times while at school. The only exception to this policy will be in classrooms where teachers authorize personal devices for educational use under the school's Bring Your Own Device (BYOD) policy. Students involved in a BYOD activity may use their electronic devices in class but must turn them off immediately at the end of the lesson or the class. Under no circumstances may students use their devices in common areas including hallways, courtyard, restrooms, or the cafeteria. The school is **NOT** responsible for stolen or lost cell phones and headphones. Students found using devices in these prohibited areas will have the device confiscated and will receive a disciplinary action. If school officials have reasonable suspicion that electronic items contain evidence of a violation of the Code of Student Conduct, or criminal activity, they may conduct a search of the contents of the electronic item.

All electronic devices are to be kept turned off and out of sight on school grounds unless an administrator or designee gives permission to use the device. Teachers may also allow you to utilize personal electronic devices for the completion of specific

assignments, as a component of your coursework. Absent such permission, teachers or other school staff may confiscate your electronic device, per F.S. 1006.07. These electronic devices include, but are not limited to, the following: music playback or streaming devices, camera, cellular phone (including the camera that may be part of the phone), video or digital recorder, video gaming devices, computer or tablet (unless specifically authorized for academic purposes), Smartwatches or other smart devices that may or may not connect to the Internet, Earbuds or headphones. If this rule is violated, an administrator may ask you to surrender the device and will hold it until you or your parent comes to retrieve it.

Refusal to surrender the device will be considered defiance and will result in appropriate administrative action. If the item is not picked up by July 1st following the end of the school year, the item will be deemed abandoned. Neither the school nor school staff members are responsible for any such items if they are lost, stolen, broken or damaged.

A student may not electronically record any teacher or a classroom SDMC employee or facility without the teacher's written or explicit permission. This does not apply to school-sanctioned events or activities that may warrant such recording. Additionally, students may not record other students or guests on campus without their explicit permission, nor can students post to the Internet or transmit electronically any recordings of code of conduct violations including but not limited to fighting, acts of bullying, assault, or battery, whether staged or real – regardless of time or location.

During any district, state, or federally required assessment administration, if you are found with an electronic device that reproduces, transmits, calculates, or records (e.g., a cell phone, camera, or calculator) in your pocket, at your desk, or within your reach during testing, your test will be invalidated. Additionally, the device will be confiscated, and you will be disciplined.

### **Bring Your Own Device (BYOD) Policy:**

The goal of BYOD programs is to expand opportunities for 21<sup>st</sup> Century learning. However, using personally owned devices at school is a privilege, not a right and may only be used for learning purposes at the discretion of the classroom teacher. This privilege may be revoked at the discretion of the administration. Therefore, it is important that students use their devices responsibly, respect the property of others, and demonstrate that this use benefits them academically and helps them develop into good digital citizens.

### **Devices Permitted:**

The following devices, though currently permitted, may be prohibited at the discretion of the school administration.

- Laptops, Smart Watches, netbooks, Chromebooks
- Tablets (iPad, Xoom, Galaxy, Surface, etc.)
- eReader/Tablets – (Kindle, Nooks, etc.)
- Internet Accessible Cell Phones (iPhone, Android, Windows based Smart Phones, etc.)
- Google glass is a prohibited device.

### **Rules and Conditions:**

The following rules and conditions are specific to Braden River's BYOD program. All other school/District rules and policies also apply, including, but not limited to, the Code of Conduct and Technology AUP. Parents will be able to retrieve confiscated devices **after 2:25 PM** on or after the day the device is confiscated.

### **Where/When/Storage:**

1. Students may only use their device in the classroom when instructed to do so by their teacher.
2. Students may not use their device to text or update personal sites/accounts during school hours.
3. Students may not use their device in common areas (hallways, bathrooms, locker rooms, cafeteria, etc.) unless specifically instructed to do so by a teacher or school administrator.
4. Students may only use electronic devices in the library/media center with the permission of the media specialist. If sound is required, headphones must be used.
5. Students should not ask teachers or staff to 'hold onto' or store their device.
6. Administrators/Staff should not be asked to retrieve devices left in school and/or vehicle.
7. Devices must be off and out of sight when not being used in the classroom.

### **Network/Internet Access/Electrical:**

1. Students should always use the school's wireless network, not personal data plans, to access the web. BYOD privileges may be revoked for students found to be visiting websites that are blocked by the District's filter.
2. Personal devices may only connect to the school's guest network. Although some devices may not be able to connect to the guest network, the school will not alter network settings to allow such devices to connect.
3. No guarantee is made that the school's wireless network will always be available. Network outages may occur without notice. In addition, no quality of wireless signal is promised. Signal strength may vary depending on the location in the school and the number of devices simultaneously connecting to the network. All schools are not currently equipped to support all students connecting to the wireless network.
4. Students should bring devices fully charged to school. Access to electrical outlets or computers for charging is **not permitted**.
5. Students will not have access to network printers using their own device. The Media Center has printers that are accessed through district issued computers.

### **Theft/Loss /Damage/Troubleshoot/Inspection:**

1. The School/District will not be held financially responsible for lost or stolen devices, nor are school administrators responsible for conducting searches for lost/stolen devices.
2. The School/District will not be held responsible for any physical damage or data loss, including damage/data loss resulting from connecting devices to the school's wireless network or power outlets.
3. School/District staff, including Technology staff, will not configure, troubleshoot, or repair student devices.
4. School officials may read, examine, or inspect the contents of any personal device upon reasonable suspicion that the contents or recent utilization of the device contains evidence of a violation of these or other rules and policies, as well as any local, state, or federal laws.

## Phone Call Procedures

Students are not to use the phones in the classrooms. If a student has an emergency that requires a phone during the school day, the student should report to Student Services. Phones are available for student use before school and after school in the front office. Additionally, all medical concerns/calls must be made in the clinic under medical supervision. No student should be using personal cell phone to call parent/guardian about a medical issue without explicit permission from the nurse. Cell phone use during the school day is prohibited—except for learning in conjunction with a teacher-approved Bring Your Own Device (BYOD) activity—and will result in confiscation and a discipline consequence.



## Student Transportation

### Student Drop-Off

For safety reasons, students may only be dropped off in the parent loop at the front of school. This area starts just after the curve in front of the gym and extends to the curve by the auditorium. Parent vehicles are not permitted in the staff parking lot unless the driver has business inside the school building. Dropping off students in any area other than the designated area will result in a disciplinary consequence.

### Bus Transportation

**All questions regarding bus scheduling, bus stops /routes, and late busses, should be directed to the transportation department at 782-1287.** The School Board believes you and your fellow students, as well as the bus driver, should be able to ride safely on school buses. You may be disciplined for any action on the bus or at the bus stop when the bus is present if you are subject to discipline for the same offense if it had happened at school. You should assume that you are being recorded any time you are riding a school bus. Braden River High School supports all bus drivers in their attempt to maintain a safe environment on the school bus. Any referral from a school bus driver will be processed according to the Manatee County School District Code of Student Conduct.

**Bus Discipline Protocol** – please see the SDMC Transportation Procedures & Registration for more information on discipline and more, <https://www.manateeschools.net/Page/5922>.

## Parking Lot Policy

The Manatee County School Board provides transportation for all students outside a two-mile radius from the school. Therefore, driving and parking on campus is a privilege. The following is a list of regulations for Braden River High School student drivers.

1. Parking permits are required to park on campus. Permits are issued at the beginning of each school year. If you do NOT have a parking permit, you are subject to disciplinary action which could include towing your car. The designated parking lot for students is the parking lot adjacent to the football stadium.
2. Your parking pass will be checked as you enter the student parking lot. It must remain visible at all times on campus.
3. Obey all traffic rules and regulations on campus. Follow the directions of parking assistants. Reckless driving is unacceptable and can result in the loss of parking privileges.
4. Once you park, go into the school courtyard. The student parking lot is not a "hang out." Students not leaving the parking lot immediately will be subject to disciplinary action.
5. Students are not allowed in the parking lot during the day. If you sign out, a pass will be given to you.
6. Your car is not your locker. Passes will not be given to students to retrieve items from their car.
7. At the end of the day, when you go to your car, you are to leave campus immediately. Again, the student parking lot is not a "hang out." Students not leaving the parking lot will be subject to disciplinary action.
8. Any problems in the student parking lot should be reported to the discipline office.
9. The school is not responsible for any damage that occurs in the parking lot.
10. Failure to follow Administrator or School Officials directions will result in parking privileges being suspended.

## Driving - Discipline Consequences

Driving to school is a privilege, not a right. Students are expected to adhere to all safety and driving rules. Students permitted to drive onto school grounds will do so in a responsible and mature manner. Students will have their driving privileges suspended or revoked permanently for the following offenses:

- **Excessive Tardies** – Any student driver, who receives five (5) first period tardies, in a nine (9) week period, will have his/her driving privileges suspended for forty-five (45) consecutive school days. Buses arrive on time, and those students who cannot, must find alternative transportation.
- **Skipping** - Any student driver who skips class by driving off campus without permission three (3) or more times in a nine week period will have his/her driving privileges suspended for forty-five (45) consecutive school days.
- **Leaving campus with unauthorized students** - Any student driver who takes a student who is unauthorized to leave will have his/her driving privileges suspended for forty-five (45) consecutive school days.
- **Reckless driving/Failure to Follow School Representatives Commands** – Any student driver who fails to obey school rules, school official, state laws, or who creates unsafe driving conditions on campus, will have their driving privileges suspended for (45) consecutive school days. This includes failure to comply with School Officials directives in the student parking area.

- **Tag** - A student's parking permit (mirror hangtag) will be returned to that student after suspension from school has been served. A lost permit can be obtained at its original price.



## Discipline

### Dress Code

The dress and grooming of District students shall be neat and clean, promoting a safe and positive educational environment. Apparel that disrupts educational activities and processes of the school may result in the removal of the student from the regular learning environment until acceptable apparel can be secured for the student. Failure to comply with the dress code may result in disciplinary consequences outlined in state statute and the district discipline matrix.

Pursuant to F.S. 1006.07, wearing clothing that exposes underwear or body parts in an indecent or vulgar manner or that disrupts the learning environment will have the following specific consequences. In addition to these consequences, the violation shall be corrected before the student is allowed back in the regular school environment.

#### **Requirements for student dress in all schools are listed below:**

- a. All shirts and blouses must cover midriff, back, sides, and all undergarments including bra straps at all times. All shirts, tops, and dresses shall have sleeves and cover the shoulders.
- b. Shorts, skirts, divided skirts, dresses and culottes are allowed. They must be mid-thigh length or longer.
- c. All trousers, pants, or shorts must totally cover undergarments, including boxer shorts.
- d. All clothing, jewelry, or tattoos shall be free of the following: profanity; violent images, wording or suggestion; sexually suggestive phrases or images; gang related symbols; alcohol, tobacco, drugs or advertisements of products or companies that are deemed not appropriate for school by Administration.
- e. Safe and appropriate footwear must be worn. Inappropriate footwear includes, but is not limited to, roller skates, skate shoes, and bedroom slippers.

#### **Further Clarification/other requirements:**

- a. Form fitting leotard/spandex/lycra type clothing is not allowed unless proper outer garments are worn properly over them and that extend down below backside and evenly cover all the way around to the front of the students' body. All bottoms must be clearly visible with properly worn outer garment. **NO BIKER SHORTS (SPANDEX/LYCRA MATERIAL SHORTS) ARE ALLOWED.** All final decisions on what is appropriate will be made by Administration.
- b. See through or mesh fabric clothing may only be worn over clothing meeting requirements.
- c. Clothing must be appropriate size, with the waist of the garment worn at the student's waist.
- d. Clothing and footwear traditionally designed as undergarments or sleepwear shall not be worn as outer garments. This includes but is not limited to pajamas or house slippers. All final decisions on what is appropriate will be made by Administration.
- e. Sunglasses may not be worn inside unless a parent provides a doctor's note to the school. Field trips are exceptions.

- f. Bandanas or sweatbands are not allowed to be visible on school grounds during the regular school hours.
- g. Hats or other head coverings may be worn during outside P.E. activities and may not be worn during any portion of the regular school day without the expressed permission of the principal.
- h. If the school has a mandatory school uniform policy, the student must adhere to those requirements. All final decisions on what is appropriate will be made by Administration.

## **Discipline Code – Refer to discipline matrix**

**All students must comply with the Manatee County Student Code of Conduct, issued by the School Board.** Braden River High School expects all students to come to school and learn in a safe school environment. The staff will make every effort to work with students to accomplish this goal. Student discipline will be fair and consistent given the breach of conduct. Parent contact will be made at every opportunity to assist with any problems that may occur.

### **Misconduct That Requires Specific Consequences See SDMC Code of Conduct for more specific information on consequences and alternative placement process.**

Acts that require specific consequences include the following:

- Bullying or Harassment
- Possession or Use of Tobacco Products
- Possession or Use of Illegal Drugs or Alcoholic Beverages
- Bombs and Bomb Threats
- Chemical or Biological Attacks or Threats
- Dating Violence and Abuse
- Possession of Guns, Weapons, or Dangerous Objects
- Violent and Aggressive Acts
- Sexting
- Making False Accusations or Reports
- Felony Charges and Convictions
- Felony Arrests

## **Investigations at School**

### **1. Administrative**

If you are suspected of violating the District Code of Student Conduct, school officials can question you without first contacting your parent. **You do not have the right to have your parent present or the right to an attorney during questioning.**

### **2. Criminal**

If you are a suspect in a criminal police investigation that may result in your being arrested and/or charged with a crime, an administrator will try to contact your parent before police begin questioning you. If a parent cannot be located, the police may proceed with questioning. If your parent is contacted, the police may allow your parent to be present during your questioning.

### **3. Victim or Witness**

If you are a victim or a witness, the police or administrative investigators are allowed to question you without first contacting your parent. If the investigation involves child

abuse, the official conducting the investigation will decide who can be present during your interview.

#### **4. Removal of Student from School Property**

If you are a witness, the police cannot remove you from school property without a subpoena or first obtaining the consent of your parent. If you are subject to arrest, with or without an arrest warrant, the officer can remove you without your parents' consent or the consent of school officials. The administrator will try to notify your parent before you are removed or as soon after your removal as possible.

#### **5. Searches and Seizures**

Your locker, vehicle, purse, backpack, and other personal possessions can be searched if there is a reasonable suspicion any of them contain drugs, weapons, contraband or other items not permitted on campus. **Trained sniff-screening dogs are allowed in the schools to prevent drugs and weapons at school.** Routine checks by the dogs are not considered a search by law. They are safety precautions to help provide you a safe school in which to learn.

#### **6. Confiscated Items**

Prohibited items brought to school, including but not limited to: Lighters, Inappropriate Clothing or Jewelry, and Contraband will be confiscated and will be returned to a parent or guardian at the principal's discretion. E-cigs, illegal substances and all other items that are subject to police investigation will not be returned. Items deemed returnable must be picked up by July 1<sup>st</sup>. Items that may be part of a legal investigation will be handled per Sheriff's Office Policy.

#### **7. Threats against Schools and Persons**

If you are involved in making a destructive device, fake destructive device, or planning the use of such a device, either at school, or at a school activity, or while you are at school or at a school activity, you will be suspended for up to 10 days, recommended for expulsion, and reported to law enforcement for prosecution. The same actions will be taken if you make a threat by any means against the school, school property, school personnel, or students, regardless of any disruption on campus or any school-related function. This includes direct, veiled, or implied threats communicated verbally, in writing, or through social media platforms. If you make any such threat, you will be referred to your school's threat management team. This team is charged with helping to ensure the safety of all persons in your school and will take steps that may include interviews with friends, teachers, staff, parents, or employers regarding any concerns they may have. The threat management team is also responsible for making referrals for mental health services and to law enforcement for continued investigation, if you pose a concern or threat to the school or any member of the school community. You are subject to school-based consequences for any threats communicated online or through the use of technology, regardless of the time, 20 day, or location where the threat was made.

## **Discipline Consequences**

Consequences for disciplinary infractions will be assigned in accordance with the Manatee School District Student Code of Conduct and the BRHS Discipline Matrix found in this handbook. Consequences are defined as follows:

- **Administrative Warning**
- **After School Detention (ASD)** - Tuesday and Thursday from 2:30pm
  - 3:00pm in Café. Parent must arrange for transportation.
  - **Behavior Contract Made (BCM)**
  - **Counsel & Warn (CAW)**



- Clean Up – Vandalism (CUP)
- Conflict Resolution/Restorative Justice (CFR)
- Extra School (EXS) – Wednesday from 2:30pm – 4:00pm in Café. Parent must arrange for transportation.
- In School Suspension (ISS)
- Loss of Privilege (LOP)
- Lunch Detention (LDT)
- No Contact Order (NCO)
- Out of School Suspension (OSS)
- Parent Contact Made or Attempted (PPH)
- Parent Pick Up (P/U)
- Restitution Required (\$ or REST)
- Reassignment / Expulsion (ALT)
- Referred to Law Enforcement (RLW)
- Response to Intervention MTSS (RTI)
- Safe Program (SAFE)
- Search (S)
- Time Out (TMO)
- Vape Course (VC)
- Work Detail (WD)

For more information on the Out of School Suspension and the Expulsion/Disciplinary Reassignment policy and expectations, please see the SDMC Code of Conduct, <https://www.manateeschools.net/policy>.

## Discipline Matrix

The consequences below are guidelines and may change depending on the nature of the circumstances and/or student's discipline record. All consequences assigned align with the SDMC's Code of Conduct and deviation of from the matrix is allowed with administrative approval.

**NOTE:** The term SESIR is found 24 throughout the discipline matrix and is an acronym for School Environmental Safety Incident Reporting. These discipline incidents are defined by the state and reported to the Florida Department of Education on a monthly basis.

LEVEL 1 OFFENSES	FIRST	SECOND	THIRD	FOURTH	FIFTH
Class disruption	ASD	EXS	1 DAY ISS	2 DAYS ISS	3 DAYS ISS
Cutting in lunch line	ASD	EXS	1 DAY ISS	2 DAYS OSS	4 DAYS OSS
Defacing ID	CAW	ASD	EXS	2 DAYS ISS	3 DAYS ISS
Dress Code	CAW	PPH, LOP	ASD	EXS, LOP	1 DAYS ISS, LOP
Disrespect towards others	ASD	1 DAY ISS	2 DAYS ISS	2 DAYS OSS	3 DAYS OSS
Inappropriate behavior (Minor)	ASD	EXS	1 DAY ISS	2 DAYS ISS	2 DAYS OSS
Inappropriate Use of Technology (minor)	ASD	EXS	1 DAY ISS	2 DAYS ISS	2 DAYS OSS
Inappropriate comments	EXS	1 DAY ISS	2 DAYS OSS	3 DAYS OSS	4 DAYS OSS
Failure to display Student ID	CAW	ASD	EXS	1 DAYS ISS	2 DAYS ISS

Failure to follow class procedures/rules	ASD	EXS	1 DAY ISS	2 DAYS ISS	2 DAYS ISS
Horseplay	ASD	EXS	1 DAY ISS	2 DAYS OSS	3 DAYS OSS
Leaving class without permission	ASD	ASD	1 DAY ISS/RTI	2 DAYS ISS	3 DAYS ISS
Leaving Trash/Trays on tables or floor	CUP/CAW	CUP/ASD	CUP/ 1 DAY ISS	CUP/ 2 DAYS ISS	CUP/3 DAYS ISS
Littering on campus	ASD	EXS	1 DAY ISS	1 DAY OSS	2 DAYS OSS
Out of area	ASD/S	EXS/S	1 DAY ISS/S	1 DAY OSS/S	2 DAYS OSS/S
Drop Off/Pick Up Out of Area	CAW, PPH	ASD	EXS	2 DAYS ISS	2 DAY OSS
Medication Policy Violation	CAW, PPH	ASD	EXS	2 DAYS ISS	2 DAYS OSS
Profanity	ASD	1 DAY ISS	2 DAYS ISS	1 DAY OSS	2 DAYS OSS
Possession/use of an electronic device	CAW/CFS	ASD/CFS P/U	EXS-P/U	2 DAYS ISS/P/U	2 DAY OSS P/U
Public display of affection	PPH/ASD	EXS	2 DAY OSS	4 DAY OSS	5 DAY OSS
Sleeping in Class *Will be Escalated to Defiance based on Circumstances	ASD	EXS	1 DAY ISS	2 DAYS ISS	2 DAYS OSS
Skipping 1 class	ASD	EXS	1 DAY ISS/RTI	2 DAYS ISS	3 DAYS ISS
Skipping Full Day more than 1 class in a day	1 DAY ISS	2 DAYS ISS	1 DAY OSS/RTI	2 DAYS OSS/RTI	3 DAYS OSS/ALT
Tardies (Non- Driver after 1 excused per class per quarter)	ASD	ASD	EXS/PPH	EXS	LOP/BHC/1 DAY ISS
Tardies (Driver)	ASD	ASD	EXS/PPH	EXS	LOP/BHC/1 DAY ISS
Throwing Objects	ASD	EXS	1 DAY ISS	2 DAY ISS	2 DAY OSS
Walking on the Grass	CAW	ASD	ASD	EXS	1 DAYS ISS
<b>LEVEL 2 OFFENSES</b>	<b>FIRST</b>	<b>SECOND</b>	<b>THIRD</b>	<b>FOURTH</b>	<b>FIFTH</b>
Aggression (non-physical)	1 DAY OSS	2 DAYS OSS	3 DAYS OSS	4 DAYS OSS	5 DAYS OSS
Bullying / Harassment / Intimidation	1 DAY OSS	2 DAYS OSS	3 DAYS OSS	4 DAYS OSS	5 DAYS OSS
Cheating/Plagiarism	0 grade/PPH/ASD	0 grade/EXS	0 grade/	0 grade/2 DAYS ISS	0 grade/2 DAYS OSS

			1 DAY ISS		
Computer Inappropriate use (major)	2 DAYS ISS	1 DAY OSS	3 DAYS OSS	4 DAYS OSS	5 DAYS OSS
Computer/Tech tampering	1 DAY OSS	2 DAYS OSS	3 DAYS OSS	4 DAYS OSS	5 DAYS OSS
Contraband, Possession	2 DAYS ISS/S	2 DAYS OSS/S	3 DAYS OSS/S	4 DAYS OSS/S	5 DAYS OSS/S
Defiance of authority	2 DAYS ISS	3 DAYS ISS	2 DAYS OSS	3 DAYS OSS	5 DAYS OSS
Destruction of personal property	2 DAYS ISS	2 DAYS OSS	3 DAYS OSS	4 DAYS OSS	5 DAYS OSS
Disrespect to a staff member	2 DAYS ISS	3 DAYS ISS	3 DAYS OSS	4 DAYS OSS	5 DAYS OSS
Disruption in ASD	EXS	1 DAY ISS	1 DAY OSS	2 DAYS OSS	3 DAYS OSS
Disruption in EXS	1 Day ISS	1 DAY OSS	2 DAYS OSS	3 DAYS OSS	4 DAYS OSS
Disruption in Testing	EXS	2 DAYS ISS	3 DAYS OSS	4 DAY OSS	5 DAYS OSS
Disruption in ISS/TO	1 DAY OSS	2 DAYS OSS	3 DAYS OSS	4 DAYS OSS	5 DAYS OSS
Electronic Smoking Device Possession	2 DAY ISS/VC/S	2 DAYS OSS/S	3 DAY OSS/S	4 DAY OSS/S	5 DAYS OSS/S
Endangerment to others/school	2 DAYS ISS	1 DAY OSS	3 DAYS OSS	4 DAYS OSS	5 DAYS OSS/ALT
Excessive Tardies – After 4	1 DAY ISS FOR EACH OFFENSE/BHC SEE TARDY POLICY/WILL BE PROCESSED AS DEFIANCE				
Failure to identify self to staff	2 DAYS ISS	3 DAYS ISS	2 DAYS OSS	3 DAYS OSS	5 DAYS OSS
Failure to report to location	2 DAYS ISS	3 DAYS ISS	2 DAYS OSS	3 DAYS OSS	5 DAYS OSS
Failure to serve Consequence (Considered Defiance)	1 Day ISS	2 Days ISS	3 Days ISS	1 Day OSS	2 Days OSS
Failure to sign in/out	2 DAYS ISS	3 DAYS ISS	2 DAYS OSS	3 DAYS OSS	5 DAYS OSS
Forgery/altering of a school document	1 DAY OSS	2 DAYS OSS	3 DAYS OSS	4 DAYS OSS	5 DAYS OSS
Found in opposite sex area	2 DAYS ISS/S	3 DAYS ISS/S	3 DAYS OSS/S	4 DAYS OSS/S	5 DAYS OSS/S
Horseplay resulting in injury	1 DAY OSS	2 DAYS OSS	3 DAYS OSS	4 DAYS OSS	5 DAYS OSS
Impeding an investigation	1 DAY OSS	2 DAYS OSS	3 DAYS OSS	4 DAYS OSS	5 DAYS OSS

Inappropriate behavior (major)	1 DAY OSS	2 DAYS OSS	3 DAYS OSS	4 DAYS OSS	5 DAYS OSS
Inappropriate gestures to students (major)	EXS	2 DAYS ISS	2 DAYS OSS	4 DAYS OSS	5 DAYS OSS
Inappropriate gestures to staff member	2 DAYS ISS	2 DAYS OSS	3 DAYS OSS	4 DAYS OSS	5 DAYS OSS/ALT
Inappropriate use of school equipment	2 DAY ISS	2 DAY OSS	3 DAYS OSS	4 DAYS OSS	5 DAYS OSS
Leaving campus without permission	2 DAYS ISS/S	3 DAYS ISS/S	2 DAYS OSS/S	3 DAYS OSS/S	5 DAYS OSS/S
Lying to a staff member	2 DAYS ISS	3 DAYS ISS	3 DAYS OSS	4 DAYS OSS	5 DAYS OSS
Offensive Comments	2 DAYS ISS	3 DAYS ISS	3 DAYS OSS	4 DAYS OSS	5 DAYS OSS
Parking on campus without a permit	EXS	1 DAY ISS	2 DAYS ISS	2 DAYS OSS	4 DAYS OSS
Possession of E-Cig/ Tobacco products ☹	2 DAYS ISS/VC/S	2 DAYS OSS/S	3 DAYS OSS/S	4 DAYS OSS/S	5 DAYS OSS/S
Profanity directed toward staff	2 DAYS ISS	3 DAYS ISS	3 DAYS OSS	4 DAYS OSS	5 DAYS OSS
Racial slur/offensive comments	2 DAYS ISS	2 DAYS OSS	3 DAYS OSS	4 DAYS OSS	5 DAYS OSS
Smoking on grounds (possession/use of tobacco) ☹	2 DAYS ISS/VC/S	2 DAYS OSS/S	3 DAYS OSS/S	4 DAYS OSS/S	5 DAYS OSS/S
Theft/Larceny (less than \$750) ☹	1 DAY OSS/S	2 DAYS OSS/S	3 DAYS OSS/S	4 DAYS OSS/S	5 DAYS OSS/S
Two or more students in a bathroom stall	2 DAYS ISS/S	2 DAYS OSS/S	3 DAYS OSS/S	4 DAYS OSS/S	5 DAYS OSS/S
Unauthorized use of ID	2 DAYS ISS	3 DAYS ISS	3 DAYS OSS	4 DAYS OSS	5 DAYS OSS
Vandalism ☹ \$ (under \$1,000)	1 DAY OSS/REST/S/CUP	2 DAYS OSS/REST/S/CUP	3 DAYS OSS/REST/S/CUP	4 DAYS OSS/REST/S/CUP	5 DAYS OSS/REST/S/CUP
Violation of Administrative Warning/Directive	2 DAYS ISS	3 DAYS ISS	2 DAYS OSS	3 DAYS OSS	5 DAYS OSS
<b>LEVEL 3 OFFENSES</b>	<b>FIRST</b>	<b>SECOND</b>	<b>THIRD</b>	<b>FOURTH</b>	<b>FIFTH</b>
Aggression (physical)	2 DAYS OSS	4 DAYS OSS	5 DAYS OSS	6 DAYS OSS	7 DAYS OSS

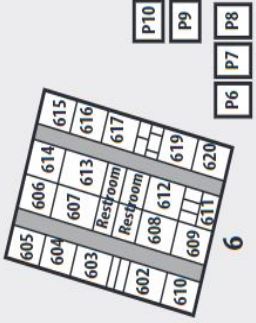
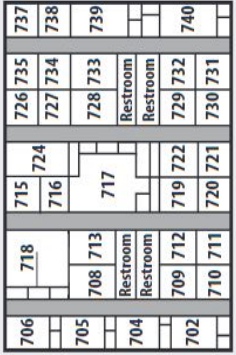
Alcohol selling ☹	10 DAYS OSS/SAFE/ S	10 DAYS OSS/ALT(AUTO)/S			
Alcohol use/possession ☹	10 DAYS OSS/SAFE/ S	10 DAY OSS/ALT (AUTO)SAFE/S			
Bullying / Harassment (SESIR)	3 DAYS OSS	4 DAYS OSS/ BCM	5 DAYS OSS	6 DAYS OSS	
Destruction of School Board property ☹ \$	5 DAYS OSS/REST/ S	7 DAYS OSS/ REST/S	10 DAYS OSS/ALT/REST/S		
Fighting ☹	5 DAYS OSS	10 DAYS OSS	10 DAYS OSS/ALT (AUTO)		
Gang Activity ☹	5 DAYS OSS	10 DAYS OSS/ALT			
Lewd/Lascivious Act	5 DAYS OSS/ALT	10 DAYS OSS/ALT			
Other Serious Misconduct	3 DAYS OSS	5 DAYS OSS/LOP	6 DAYS OSS	7 DAYS OSS/ALT	
Possession/Use of illegal substance/drug ☹	10 DAYS OSS/SAFE	10 DAYS OSS/ALT(AUTO)			
Sexting ☹	2 DAYS OSS	3 DAYS OSS\ LOP	4 DAYS OSS	6 DAYS OSS	7 DAYS OSS/ALT
Sexual harassment ☹	5 DAYS OSS/RLW/ ALT	10 DAYS OSS/RL W/ALT	10 DAYS OSS/ALT		
Other Sexual Offenses	5 DAYS OSS/RLW/ ALT	10 DAYS OSS/RL W/ALT	10 DAYS OSS/ALT		
Theft (school or personal property – \$750 or more) ☹ \$	3 DAYS OSS/REST/ S	4 DAYS OSS/ LOP/ REST/S	5 DAYS OSS/RE ST/S	6 DAYS OSS/ALT/REST/S	
Trespassing (school property/function) ☹	1 DAY OSS	2 DAYS OSS/LOP	3 DAYS OSS	4 DAYS OSS	5 DAYS OSS/ALT
Under the influence (drugs/alcohol) ☹	10 DAYS OSS/SAFE/ S	10 DAYS OSS/ALT/S			
Vandalism ☹ \$	5 DAYS OSS/RLW/ ALT/CUP	7 DAYS OSS/RL W/ALT/ CUP	10 DAYS OSS/ALT/CUP		
<b>LEVEL 4 OFFENSES</b>	<b>FIRST</b>	<b>SECOND</b>	<b>THIRD</b>	<b>FOURTH</b>	<b>FIFTH</b>
Arson ☹	5 DAYS OSS	10 DAYS OSS/ALT			
Battery (physical attack/harm) ☹	10 DAYS OSS	10 DAYS OSS/ALT	10 DAYS OSS/ALT		

Bomb Threat 🚔	7 DAYS OSS/TA	10 DAYS OSS/ALT /TA	10 DAYS OSS/ALT/ TA
Burglary 🚔	10 DAYS OSS/ALT	10 DAY OSS/ALT	
Cyber Attack/Threat 🚔	7 DAYS OSS/TA	10 DAYS OSS/ALT /TA	10 DAYS OSS/ALT/TA
Disorderly conduct (req. SRO) 🚔	5 DAY OSS/ALT	10 DAY OSS/ALT	10 DAY OSS/ALT
Extortion/Blackmail 🚔	7 DAYS OSS/TA	10 DAY OSS/ALT	10 DAYS OSS/ALT
Drug Distribution 🚔	10 DAYS OSS/ALT (AUTO)/S/SAFE		
False Accusation	5 DAYS OSS	10 DAYS OSS/ALT	
False Fire Alarm/Expelling Extinguisher 🚔	5 DAYS OSS	10 DAY OSS/ALT	
Fighting, SESIR 🚔	7 DAYS OSS	10 DAYS OSS	10 DAYS OSS/ALT
Fireworks (possession/use) 🚔	5 DAYS OSS	10 DAY OSS/ALT	
Gambling 🚔	5 DAYS OSS	10 DAY OSS/ALT	
Hazing 🚔	5 DAYS OSS	10 DAY OSS/ALT	
Inciting/Participating Major Disruption 🚔	5 DAY OSS/ALT	10 DAY OSS/ALT	10 DAY OSS/ALT
Other Sexual Offense 🚔	5 DAYS OSS/ALT	10 DAYS OSS/ALT	10 DAYS OSS/ALT
Inhalant/Huffing 🚔	5 DAYS OSS/S	10 DAYS OSS/ALT/S	
Intent to sell illegal substance 🚔	5 DAYS OSS/S/ ALT/SAFE	10 DAY OSS/ALT/S	
Intimidation/Threat 🚔	7 DAYS OSS/TA	10 DAYS OSS/ALT /TA	10 DAYS OSS/ALT/TA
Physical Attack 🚔	5 DAYS OSS	10 DAYS OSS/ALT	10 DAYS OSS/ALT
Pornography 🚔	5 DAYS OSS/S	10 DAYS OSS/ALT/S	
Possession/Use of a firearm 🚔	10 DAYS OSS/ALT(AUTO)/TA/S		
Use of pepper spray/mace 🚔	5 DAYS OSS/S	10 DAYS OSS/ALT/S	
Possession/Use of prescription drugs 🚔	5 DAYS OSS/SAFE/ S	10 DAYS OSS/ALT/S	
Possession of stolen property 🚔	10 DAYS OSS/S	10 DAYS OSS/ALT/S	

Possession/Use of a weapon 🚔	10 DAYS OSS/ALT(AUTO)/TA/S	
Sexual harassment of staff member 🚔	10 DAYS OSS/ALT	10 DAYS OSS/ALT
Sexual Assault 🚔	10 DAYS OSS/ALT	10 DAYS OSS/ALT
Sexual Battery 🚔	10 DAYS OSS/ALT	10 DAYS OSS/ALT
Sale/Distribution of illegal substance 🚔	10 DAYS OSS/ALT(AUTO)/SAFE/S	
SRO Assisted Removal 🚔	5 DAYS OSS	10 DAYS OSS/ALT
Weapon-Like Contraband 🚔	10 DAYS OSS/ALT/TA/S	10 DAYS OSS/ALT/TA/S

# Braden River High School

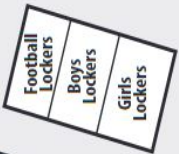
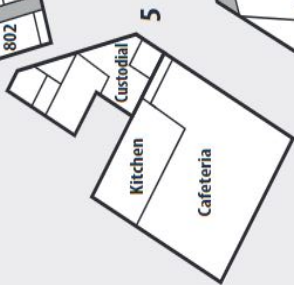
P5  
P4  
P3  
P2  
P1



P10  
P9  
P6  
P7  
P8

Courtyard  
1

Student  
Parking



Parent Drop Off & Staff Parking