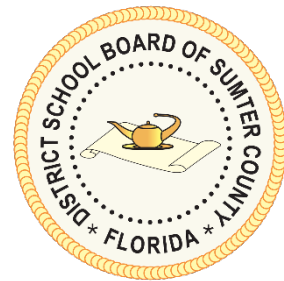


Preparing the Next Generation Today



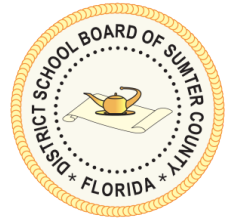
# Sumter District School Board

Career Academics Dual Enrollment  
Wildwood Middle High Cambridge  
Library  
Geometry Webster Elementary Football Science  
Baseball Wildwood Elementary Advanced Placement  
Basketball Music Reading Sumter Prep Academy  
South Sumter High CTE ELA Chemistry  
**Sumter Schools**  
Algebra Civics Lake Panasoffkee Elementary FFA  
Weight Lifting Bushnell Elementary Track AVID  
NNDCC Soccer Wildwood Intermediate Health  
Biology Softball South Sumter Middle Social Studies  
Agriculture The Villages Charter  
Physical Education

## **Code of Student Conduct Student and Parent Rights Parent Guide 2024-2025**







## A Letter From The Superintendent

Dear Parents and Students:

Welcome to the 2024-25 school year in the Sumter County Schools! We are committed to providing all students the highest quality education in a safe and secure learning environment. A cornerstone of this effort is the Code of Student Conduct. This booklet includes the Code of Conduct and information about the rules that students are expected to follow, as well as the consequences for unacceptable behavior. The document also describes the rights of students and parents as well as the responsibilities coupled with those rights. Although the Code of Student Conduct is followed by each school, other matters such as dress code are within the jurisdiction of the school.

This Code applies to students while they are in school, while they are on school buses and at bus stops, and while they are at extracurricular or after school activities where teachers and administrators have supervisory responsibility. The Code has been reviewed and approved by the School Board.

While the Code may seem detailed, one basic rule for students is always true—success in school is usually a matter of making proper choices in critical situations. Knowing the rules and knowing the expectations of student behavior are important first steps. The assistance of parents and school staff is necessary to insure students are aware of what is expected of them.

I encourage you to read this booklet carefully and if you have any question, contact your school administrators or our district office. We will be available to address your questions or concerns.

A safe and disciplined school is one where teachers can teach and students can concentrate on learning. Thank you for your efforts as parents and students, who with school personnel, create an environment where academics flourish and students succeed. We believe this high level of achievement begins with order and respect in the school, supported through fair and consistent enforcement of school rules.

We look forward to a great year in the Sumter County Schools and thank you for your help in providing the best possible education for our young people.

Sincerely,

Richard A. Shirley  
Superintendent

## **SCHOOL BOARD**

Sally Moss  
Brett Sherman  
David A. Williams  
Russell Hogan  
Kathie L. Richard

## **VISION STATEMENT**

*Preparing the Next Generation Today*

## **MISSION STATEMENT**

The Sumter School District is committed to providing a rigorous and relevant standards-based education in a safe environment. Through a partnership of students, parents, staff and community, students are given the opportunity to reach their full potential as lifelong learners and contributing members of society.

## **BELIEF STATEMENTS**

- ◆ Everyone can learn.
- ◆ The uniqueness of all students is valued.
- ◆ The focus of education is to prepare students for success in a global society.
- ◆ All students deserve fairness, respect, encouragement, and recognition for achievement.
- ◆ High standards and clear expectations foster a culture of achievement.
- ◆ Education enhances quality of life and empowers people.
- ◆ All stakeholders are accountable for educational outcomes.
- ◆ Family and community share responsibility for the development of all children.

## **GUIDING PRINCIPLES**

- ◆ Create positive climates and focus on prevention.
- ◆ Develop clear, appropriate, and consistent expectations and consequences to address disruptive student behaviors.
- ◆ Ensure fairness, equity, and continuous improvement.

# Table of Contents

Sumter County School District .....	1
Student Calendar 2024-2025 .....	2
Code of Student Conduct .....	4
Levels of Discipline .....	8
Bus Discipline.....	11
Student Conduct – Policy 5500.....	13
ID Badges .....	14
Laptops.....	14
Student Rights and Responsibilities .....	14
Student/Parent Rights – Policy 5780 .....	15
Attendance – Policy 5200.....	16
Health Issues.....	17
Discipline - Policy 5610.....	20
Educational Choice .....	20
Students with Disabilities.....	22
Pledge of Allegiance .....	23
Student Records – Policy 8330 .....	23
High School Athletics – Policy 2431.....	24
Extra Curricular Activities – Policy 2430 .....	24
Instructional Materials .....	25
Parental Input Meetings.....	25
Transportation - Policy 8600 .....	25
Orderly, Disciplined Classrooms - Policy 5600 .....	26
School Entry Requirements.....	26
Ways to Stay Informed .....	28
Staff Qualifications .....	28
Parent Involvement.....	28
Volunteer and Mentoring Opportunities .....	28
Adult Education .....	28
Student Progression Plan.....	29
Sumter Virtual Instructional Program .....	29
Internet Safety.....	31
Suicide Prevention .....	32
Florida Self-Assessment Checklist .....	33
Florida Statewide Assessment Program 2024-2025 Schedule .....	35

# SUMTER COUNTY SCHOOL DISTRICT

Mr. Richard A. Shirley, Superintendent  
2680 West County Road 476  
Bushnell, Florida 33513  
(352) 793-2315  
FAX (352) 793-4180  
<http://www.sumter.k12.fl.us>

## **Bushnell Elementary School - K-5**

Jaimie Kinney, Principal  
218 West Flannery Avenue  
Bushnell, Florida 33513  
352-793-3501

## **Lake Panasoffkee Elementary School - K-5**

Kelly Kinley, Principal  
790 County Road 482 North  
Lake Panasoffkee, Florida 33538  
352-793-1093

## **Webster Elementary School - K-5**

Jessica Furlong, Principal  
349 South Market Blvd.  
Webster, Florida 33597  
352-793-2828

## **Wildwood Elementary School - K-3**

Brittany Brown, Principal  
300 Huey Street  
Wildwood, Florida 34785  
352-748-3353

## **Wildwood Intermediate School - 4-6**

Summer Shirley, Principal  
200 Cleveland Avenue  
Wildwood, Florida 34785  
352-748-1510

## **South Sumter Middle School - 6-8**

Brooke Shea, Principal  
773 Northwest 10th Avenue  
Webster, Florida 33597  
352-793-2232

## **South Sumter High School - 9-12**

Allen Shirley, Principal  
706 North Main Street  
Bushnell, Florida 33513  
352-793-3131

## **Wildwood Middle High School - 7-12**

Rodney Rocker, Principal  
700 Huey Street  
Wildwood, Florida 34785  
352-748-1314

## **Sumter P.R.E.P. Academy**

James Presley, Principal  
709 N. West Street  
Bushnell, FL 33513  
352-568-1113

## **Adult Education Center**

Casey Ferguson, Supervisor, Career Technical and  
Adult Education  
1425 CR 526A  
Sumterville, FL 33585  
352-793-5719

**Student Calendar 2024-2025**

July 29	First Day Teachers less Than 4 Years Experience
August 6	First Day for Teachers
August 14	First Day for Students
September 2	Holiday – ALL
September 20	Holiday for Students Professional Day for Teachers
October 18	Early Dismissal for Students
October 25	Holiday for Students Professional Day for Teachers
November 11	Holiday – ALL
November 22	Early Dismissal for Students
November 25-29	Thanksgiving Holidays for Teachers and Students
December 20	Early Dismissal for Students and Teachers
December 21	Winter Holiday Begins – ALL
January 5	Last day of Winter Holiday for Teachers & 250 Day Employees
January 6-7	Professional Days for Teachers
January 8	Students return from Winter Holiday
January 20	Holiday for Students and Teachers
February 14	Early Dismissal for Students
February 17	Holiday – Students and Teachers
March 3-7	Spring Holiday for Students and Teachers
April 18	Holiday- Students and Teachers
May 2	Early Dismissal for Students
May 26	Holiday – ALL
June 3	Last Day Students - Early Dismissal Students and Teachers
June 5	Last Day for Teachers

**GRADING PERIOD INFORMATION**

	<b><u>MIDTERM ENDS</u></b>
	September 13, 2024
	November 20, 2024
	February 18, 2025
	April 30, 2025
	<b><u>PROGRESS REPORT AVAILABLE TO PARENTS</u></b>
	September 19, 2024
	December 3, 2024
	February 24, 2025
	May 6, 2025

**SEMESTER ENDS**

1 <sup>st</sup> Nine Weeks Ends -	October 17, 2024
2 <sup>nd</sup> Nine Weeks, 1 <sup>st</sup> Semester Ends	January 15, 2025
3 <sup>rd</sup> Nine Weeks Ends –	March 28, 2025
4 <sup>th</sup> Nine Weeks, 2 <sup>nd</sup> Semester Ends –	June 3, 2025

**REPORT CARD DATES**

1 <sup>st</sup> Nine Weeks –	October 23, 2024
2 <sup>nd</sup> Nine Weeks – 1 <sup>st</sup> Semester –	January 22, 2025
3 <sup>rd</sup> Nine Weeks –	April 3, 2025
4 <sup>th</sup> Nine Weeks, 2 <sup>nd</sup> Semester	Elementary and Middle Schools – June 3, 2025
**High Schools –	June 13, 2025

\*\* (Subject to change. May be adjusted to meet the needs of the school). This calendar has been based on preliminary statewide test dates issued by the Florida Department of Education. Any change in statewide dates would require changes to the Sumter County Calendar in order to accommodate those dates.

## Code of Student Conduct

**BULLYING AND HARASSMENT:** The Sumter County School Board will not tolerate bullying and harassment of any type. Bullying means systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. It is further defined as unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by a student or adult, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation. Conduct that constitutes bullying and harassment, as defined in Board Rule, is prohibited. <http://www.sumter.k12.fl.us/pdf/Bullying-Harassment.pdf>

**HAZING:** The Sumter County School Board will not tolerate hazing. Hazing means any action or situation that endangers the mental or physical health or safety of a student at a school with any of grades 6 through 12 for purposes of initiation or admission into or affiliation with any school-sanctioned organization. It includes, but is not limited to: (a) pressuring, coercing, or forcing a student to participate in illegal or dangerous behavior, or (b) any brutality of a physical nature, such as whipping, beating, branding, or exposure to the elements.

**POSSESSION OF A FIREARM OR WEAPON AS DEFINED IN CHAPTER 790:** Simulating a firearm or weapon while playing or wearing clothing or accessories that depict a firearm or weapon or express an opinion regarding a right guaranteed by the Second Amendment to the United States Constitution is not grounds for disciplinary action or referral to the criminal justice or juvenile justice system under this section or s.1006.13.

However, a student may be subject to disciplinary action if simulating a firearm or weapon while playing substantially disrupts student learning, causes bodily harm to another person, or places another person in reasonable fear of bodily harm. The severity of consequences imposed upon a student, including referral to the criminal justice or juvenile justice system, must be proportionate to the severity of the infraction and consistent with district school board policies for similar infractions.

**SAFETY:** The students of Sumter County have the right to attend a safe learning environment. Any student that does not adhere to or participate in, or who distracts from the district's safety procedures/drills will also be disciplined as determined appropriate by administration.

**APPROPRIATE DRESS:** The Sumter County School Board will prohibit a student while on the grounds of a public school during the regular school day, from wearing clothing that exposes underwear or body parts in an indecent or vulgar manner or that disrupts the orderly learning environment. Each school will provide a written dress code for students that explains the responsibility of each student with regard to appropriate dress, respect for self and others, and the role that appropriate dress and respect for self and others has on an orderly learning environment.

**BODY ARMOR:** The Sumter County School Board prohibits students from wearing body armor to school.

**GANG ACTIVITY:** The Sumter County School Board prohibits gang activity, gang paraphernalia and gang related attire in all schools, on school property, and at all school sponsored activities.

**DRUG AND ALCOHOL:** The unlawful possession and use of alcohol, illegal drugs, or any substances when used as a hallucinogenic substance is wrong and harmful. At a minimum, the unlawful possession, use, or distribution of such by students on school premises, or, as part of any of the schools' activities, is prohibited. This also includes use, possession and distribution of a drug, tobacco, or nicotine product or paraphernalia. Tobacco and nicotine products shall not be limited to any lighted or unlighted cigarettes, cigars or pipe tobacco, chewing tobacco or snuff and electronic cigarettes (also known as e-cigs, vapes, vaporizers). Responses, as included herein, up to and including expulsion and referral for prosecution, will be imposed on students who are in violation of this infraction.

**DEPARTMENT OF JUVENILE JUSTICE:** Florida law requires the Department of Juvenile Justice to notify the school district of a student attending its schools who has been adjudicated or pled to certain felony violations and whether the offender is to be prohibited from attending the same school or riding on the same bus whenever the



victim or a sibling of the victim is attending the same school or riding the same bus. Upon notice, the school district is required to carry out these provisions.

**SERIOUS OFFENSES:** It is essential that schools be safe and orderly to provide environments that promote learning and high academic achievement. Violence in school, therefore, will not be permitted. This Code of Student Conduct requires that students found to have committed the following offenses on school property, school sponsored transportation, or during a school sponsored activity shall receive the most severe consequences provided for by school board policy.

- a. Homicide
- b. Sexual battery
- c. Armed robbery
- d. Aggravated battery
- e. Battery or aggravated battery on a teacher or other school personnel
- f. Kidnapping or abduction
- g. Arson
- h. Possession, use, or sale of any firearms
- i. Possession, use, or sale of any explosive device

**NOTICE:** Any student who is determined to have brought a firearm, as defined in 18 U.S.C.S. 921 or a firearm as defined in F.S. 790, to any school, school function or any school-sponsored transportation will be expelled with or without continuing educational services, from the student's regular school for a period of not less than one (1) full year and referred for criminal prosecution. Further, any student who is determined to have made a threat or false report, as defined by 790.162 and 790.763 F.S., respectively, involving school or school personnel's property, school transportation, or a school sponsored activity will be expelled, with or without continuing educational services, from the student's regular school for a period of not less than one (1) full year and referred for criminal prosecution.

- A. Alternative corrective measures shall be used in lieu of suspension or expulsion, whenever possible. Examples of alternative measures may include, but are not limited to, verbal correction, counseling, parent conference, make-up time, and an alternative education classroom.
- B. Suspension is defined as the temporary removal of a student from the regular school program for a period not to exceed ten (10) school days. A student may be suspended from school by the principal, or designee, for a period not more than ten (10) school days on any one suspension. The Superintendent may extend suspension in cases where the date of the expulsion hearing will exceed ten (10) school days.
- C. Expulsion is defined as the removal of the right and obligation for a student to attend a public school for the remainder of a term or school year. The Sumter County School Board has the sole right to expel a student from the public school system upon the recommendation of the county superintendent of schools, for serious offenses that endanger the welfare of students or cause disruption in any way.

*Students that are suspended/expelled are **NOT** to enter any school campus or participate in any extra-curricular activities during suspension/expulsion. If the student enters any school campus during the suspension/expulsion period he/she may be arrested for trespassing.*

## **Extracurricular Activity Eligibility Standards**

In order to participate in extracurricular/co-curricular activities or athletic programs, students must adhere to school board policies, school-based criteria, and applicable law. It is important for students to understand that the behavioral expectations placed upon them by the school can extend beyond the classroom and school campus. If a student is suspended or expelled, they cannot participate in extracurricular activities during the time of the suspension/expulsion. Pursuant to Florida Law, the school board has the authority to withhold participation privileges from students.

With this in mind, any student who has been formally charged with a felony or similar offense by a prosecuting

attorney shall be excluded from participation in extracurricular/co-curricular activities and athletics for a minimum of one calendar year. If the student is not found guilty or if the charges are dismissed, the student may return upon presenting documentation of the court's decision. Any student who has committed a level III hazing offense shall be excluded from participation in extracurricular/co-curricular activities for a minimum of one calendar year.

## **Intrascholastic Participation**

A student not currently suspended from interscholastic or interscholastic extra-curricular activities, or suspended or expelled from school, pursuant to Board policy and Florida law, is eligible to participate in interscholastic and interscholastic extra-curricular activities.

A student may not participate in a sport if the student participated in that same sport at another school during that school year unless the student meets the criteria in Policy 2431.01 - Participation by Transfer Students.

A student's eligibility to participate in any interscholastic or interscholastic extra-curricular activity may not be affected by any alleged recruiting violation until final disposition of the allegation pursuant to F.S. 1006.20.

Nothing in this section of the Code of Student Conduct shall preclude the exercising of any existing authority of the Superintendent or his designee.

**EXPULSION** is defined as the removal of the right and obligation of a student to attend public school under conditions set by the school board, and for a period of up to the remainder of the current school year and the next year. Sumter County School Board has the sole right to expel a student from the public school system upon the recommendation of the county superintendent of schools, for serious offenses as designated in this document under Level IV Infractions.

## **Suspension and Expulsion Procedures for Exceptional Students**

Alternative corrective measures shall be used in lieu of suspension or expulsion, whenever possible. Examples of alternative measures may include, but are not limited to: verbal correction, counseling, time-out, parent conference, make-up time, partial school day, alternative education classroom, and after school instruction.

**SUSPENSION** is defined as the temporary removal of a student from his/her regular school program for a period not to exceed ten (10) school days. A student may be suspended from school by the principal or designee. At such time as a student with disabilities has been suspended according to ESE discipline policy guidelines, the administrator/designee of the exceptional student education program should be notified. The following procedures shall be implemented:

1. The administrator/designee may set an IEP meeting. The membership of the IEP committee shall be in accordance with requirements of IDEA.
2. The IEP committee shall make recommendations as follows:
  - a. conduct a functional behavioral assessment and implement a behavioral intervention plan, OR
  - b. if the child already has a behavioral intervention plan, the IEP committee shall review the plan and modify it, as necessary, to address the behavior.

Where a student with disabilities behavior could warrant suspension of MORE than ten (10) school days (cumulative or concurrent) or a recommendation for expulsion consistent with the district's policies, the following provisions shall apply:

1. Beginning on the eleventh (11th) cumulative day in a school year that a child with a disability is removed from his/her current placement, the school district must provide those services that the school principal/assistant principal, in consultation with the child's special educational teacher,

determine to be necessary to enable the child to appropriately progress in the general curriculum and appropriately advance toward achieving the goals set out in the child's IEP. The principal and ESE teacher will determine what services and where those services will be provided. This means that for the remainder of the removal, that includes the eleventh day, and for any subsequent removals, services must be provided to the extent determined necessary, while the removal continues.

2. An IEP committee shall meet to determine whether the misconduct is a manifestation of the student's disability (20 U.S.C. 1415(k)(4)). The membership of the IEP committee shall be in accordance with requirements of IDEA.
  - a. If a Functional Behavioral Assessment has not been conducted and an Intervention Plan implemented, the committee must find that the misconduct is a manifestation of the student's disability and develop a plan for conducting a Functional Behavioral Assessment and Behavioral Intervention Plan AND
  - b. If the misconduct is a manifestation of the student's disability then the student may not be expelled; however, a review of the IEP shall be conducted and other alternatives considered and an appropriate educational program be implemented as soon as possible.
  - c. If the IEP team determines that the misconduct was not a manifestation of the child's disability then the child may be suspended or expelled like a regular education student; however, the student with disability MUST continue to receive an educational program which includes all the services listed on his/her IEP. Additionally, the alternative program must enable the child to continue to participate in the general curriculum, although in another setting, and include services and modifications designed to address the child's behavior so that it does not recur.
3. If a student with disability carries a weapon to school or knowingly possesses or uses illegal drugs or sells or solicits the sale of illegal drugs while at school, the child with disability may be sent to an alternative educational setting for up to 45 calendar days. If the IEP team determines that the child's behavior is a manifestation of his/her disability, the child should be returned to his/her previous educational placement as soon as possible (prior to the expiration of the 10 or 45 day period). The IEP team may wish to consider changes or modifications to the current IEP/Placement with respect to the behavior for which the child was referred for suspension/expulsion.
4. The student with disability is afforded the protections outlined in the *Summary of Procedural Safeguards*.

## **Due Process Procedure for Suspension or Expulsion**

ALL students accused of serious misconduct that, in the opinion of the principal, requires suspension or expulsion from school, shall be afforded the following due process procedure.

**STEP 1.** The student must be told by the principal, or designee, the reason(s) for consideration of suspension.

**STEP 2.** The student must be given the opportunity to present his/her side of the matter, either verbally or in writing, and must have the opportunity to present witnesses to the incident.

**STEP 3.** The student and parent must receive a written report of the suspension, with a copy forwarded to the superintendent.

**STEP 4.** The student and parent have the right to a hearing with the principal, upon request of the parent, to discuss the discipline imposed. All such requests must be made within three (3) school days of the sending of the notice of suspension.

## Appeals Process

- Appeal Requests must be addressed to the school principal initiated verbally and followed up in writing or email within three (3) days of the assignment of said disciplinary action.
- If the appeal is not initiated within three (3) days of the disciplinary action, the disciplinary action will be implemented and there will be no further right to appeal
- The principal's decision will be **final** on all appeals regarding ISS, OSS of one (1) to five (5) days
- Any appeals regarding OSS of six (6) to ten (10) days shall be heard at the school level first and may be further appealed at the district level.
- Any out-of-school suspension (OSS) or bus suspension of six (6) to ten (10) days may be further appealed at the district level.
  - Such appeals must be **first** heard at the school level
  - Any requests for district level appeal must be submitted in writing within three (3) days of the principal's decision
  - If the appeal is not initiated within three (3) days of the principal's decision, the disciplinary action will be implemented and there will be no further right of appeal
  - The decision of the Superintendent or designee is **final** on any OSS or bus suspension appeals.

## Levels of Discipline

School District staff should intervene in an effort to prevent or curtail misconduct. If further action is necessary, staff should refer the student to the school administration for disciplinary action. After hearing the student's explanation, consulting with staff members and doing any other investigation necessary, the administration will decide on disciplinary action.

### LEVEL I:

Level I offenses are relatively minor acts of misconduct that interfere with the orderly operation of the classroom, a school function, extracurricular/co-curricular program or approved transportation. A student who commits a Level I offense may also be subject to criminal proceedings.

### LEVEL I INFRACTIONS:

- Acts of misconduct
- Cheating
- Disregard for rules
- Disruptive behavior
- Failure to bring proper materials
- Failure to do assigned school work
- Inappropriate dress
- Lying/Falsifying information
- Refuses to cooperate
- Earbud (safety: only 1 allowed to be used)

## LEVEL II:

Level II offenses are acts of misconduct that are more serious or disruptive than offenses in Level I. Level II also includes repeated acts of Level I misconduct and acts directed against people or property that do not seriously endanger the health or safety of others. A student who commits a Level II offense may also be subject to criminal proceedings.

### LEVEL II INFRACTIONS:

- Acts of disrespect
- Technology misuse
- Skipping class/school
- Gambling
- Failure to report to detention
- Inappropriate language/gesture/drawing
- Leaving assigned area without permission
- Cheating (Serious)
- Name calling or teasing
- Providing false or misleading information
- Stealing (\$300 and below)
- Throwing objects
- Cell Phone/Smart Watch Violation
- Possession of tobacco/nicotine products/paraphernalia **\*TBC**
- Wrestling, pushing, shoving hitting
- Minor acts of vandalism (\$300 or less)
- Tardiness/checkouts(repeated)
- Inappropriate display of affection
- Willfully enter a restroom or changing facility designed for the opposite sex/gender
- Unauthorized possession of medicine
- Serious disruption
- Inappropriate contact

## LEVEL III:

Level III infractions are major acts of misconduct which the School Board has determined constitute a serious breach of conduct. They include repeated misconduct acts from Level II, serious disruptions of school order and threats to the health, safety and property of others. A student who commits a Level III offense may also be subject to criminal proceedings.

### LEVEL III INFRACTIONS:

- Breaking and entering **\*BRK**
- Bullying or coercive behavior **\*BUL**
- Extortion
- Fighting **\*FIT**
- Gross disrespect to school staff
- Gross insubordination
- Willfully entering and refusing to leave a restroom or changing facility designed for the opposite sex/gender
- Inciting, leading a major student disorder **\*OMC**
- Major acts of vandalism (over \$300, but less than \$1,000)**\*STL**
- Obscene language
- Possession of an object that could be construed as a weapon **\*WPO**
- Possession of, under the influence of, or sale of alcohol **\*ALC**

- Serious technology misuse
- Serious or continued threat **\*TRE**
- Racial harassment
- Sexual harassment **\*SXH**
- Stealing over (over \$300, but less than \$1,000) **\*STL**
- Trespassing **\*TRS**
- Physical attack **\*PHA**
- Hazing **\*HAZ**
- Use of tobacco/nicotine products/paraphernalia **\*TBC**
- False and malicious accusation against staff
- Recording/Disseminating any media on campus that created a disturbance

#### **LEVEL IV:**

Level IV acts of misconduct are the most serious. All infractions must be reported to the Sr. Director of Curriculum. Sanctions will include suspension, and may include placement in an alternative school and/or expulsion and may be subject to referral to mental health services pursuant to Florida Statute 1012.584(4). A student who commits a Level IV offense may also be subject to criminal proceedings.

#### **LEVEL IV INFRACTIONS:**

- Aggravated battery **\*BAT**
- Armed robbery **\*ROB**
- Arson, attempted arson **\*ARS**
- Battery or aggravated battery on school personnel **\*BAT**
- Bomb threat **\*OMC**
- False accusation against staff that damages reputation/career
- Homicide, murder, manslaughter **\*HOM**
- Disruption on campus- Major (involved in affray) **\*DOC**
- Kidnapping or abduction **\*KID**
- Possession, use, or sale of any explosive device **\*WPO**
- Possession, use, or sale of any firearms on campus **\*WPO**
- Possession, use of, or threat with a weapon **\*WPO**
- Threat to students or staff with a deadly weapon **\*WPO**
- Possession of, under the influence of, or use of any drug, narcotic, controlled substance or any substance when used for chemical intoxication other than alcohol **\*DRU**
- Rape, attempted rape, or sexual battery **\*SXB**
- Sale or distribution of drugs, controlled substance or any substance excluding alcohol **\*DRD**
- Severe acts of vandalism (over \$1,000) **\*VAN**
- Severe and repeated bullying **\*BUL**
- Sexual misconduct **\*SXO**
- Stealing (over \$1,000) **\*STL**
- Severe harassment **\*HAR**
- Sexual assault (threat of) **\*SXA**
- Making threats of terror or violence **\*TRE**
- Possession of drug paraphernalia (with arrest) **\*OMC**

## Responses and Disciplinary Action to Infractions

If a student commits an offense, the school administration shall take such action as deemed appropriate in the exercise of its judgment and discretion including, but not limited to:.

- Contact parents
- Verbal reprimand/warning
- Detention
- Special work assignment
- Behavior agreement with student
- Withdrawal of privilege
- Confiscation of unauthorized materials
- No contact contract
- Return of property, payment or restitution of damages
- Referred for counseling
- Other school-based consequence as deemed appropriate by the administration
- Temporary removal from class
- Assigned to in-school suspension/AE suspension
- Assigned out of school suspension
- Referral to student services
- Suspension from bus
- Consult/Reference to law enforcement
- Recommended for an expulsion hearing

## Bus Discipline

### Elementary Schools

Student behavior on buses must be good in order for our students to be transported safely. Drivers will be trained in assertive discipline for use in working with students who exhibit unsatisfactory behavior. Using that model, the following responses will be made by the building administrator for infractions reported by the driver.

<b>FIRST OFFENSE:</b>	1. Warning and counseling 2. Conduct report sent home with student (more severe action will be taken in cases of endangering the safety of others, gross insubordination, or vandalism)
<b>SECOND OFFENSE:</b>	1. 1-day suspension of bus riding privileges 2. Copy of bus conduct report mailed home 3. Attempt to contact parent by phone
<b>THIRD OFFENSE:</b>	1. 2-day suspension of bus riding privileges 2. Copy of conduct report mailed home 3. Attempt to contact parent by phone
<b>FOURTH OFFENSE:</b>	1. 3-day suspension of bus riding privileges 2. Bus conduct report mailed home and letter from Principal or Designee mailed home 3. Attempt to contact parent by phone
<b>FIFTH OFFENSE:</b>	1. 5-day suspension of bus riding privileges 2. Conduct report and letter mailed home 3. A meeting between the Principal or Designee and parent/guardian required before the student resumes riding the bus 4. Attempt to contact parent by phone
<b>REPEATED OFFENSES:</b>	10-day suspension of bus riding privileges
<b>PRIVILEGES SUSPENDED:</b>	Recommendation to the School Board that bus riding privileges be suspended for the remainder of the year. The parents of the student must then petition the Superintendent to allow the student to begin riding again after the specified amount of time.

Pre-K and Kindergarten students will not be left at a bus stop if a parent/guardian or designated adult from the student's emergency pick up list is not present. A babysitter 12 years of age or older may be used as a pick-up designee if the parent has issued a letter to the school stating that the babysitter is allowed to make the pick-up. If these arrangements are not made and if there is no person present to pick-up the child from the bus stop then the student will be taken back to the school. The first offense will be a warning to the parent/guardian. The second offense (return to school with the child) will be a suspension from the bus for 3 days and a warning that the next offense will be a suspension from the bus for the remainder of the semester. Upon the 3<sup>rd</sup> offense the child will not be allowed to ride the bus for the rest of the semester.

## Middle and High Schools

<b>FIRST OFFENSE:</b>	Warning and counseling (more severe action will be taken in cases of endangering the safety of others, insubordination, or vandalism).
<b>SECOND OFFENSE:</b>	1-3 day(s) suspension of bus riding privileges and parent conference.
<b>THIRD OFFENSE:</b>	5-day suspension of bus riding privileges.
<b>FOURTH OR MORE OFFENSES:</b>	Up to 10-day suspension of bus riding privileges.
<b>PRIVILEGES SUSPENDED:</b>	Recommendation to the School Board that bus riding privileges be suspended for the remainder of the year. The parents of the student must then petition the Superintendent to allow the student to begin riding again after the specified amount of time.

Student misconduct on the bus which constitutes a Level III or Level IV infraction of the Sumter County Code of Student Conduct may result in appropriate Level III or Level IV responses as outlined in the conduct policy.

In cases where corrective action involves suspension from the bus, parents have the responsibility to transport their children to and from school. Students who are suspended from a bus may not ride any district school bus and suspensions remain in effect if students transfer from one district school to another.

The Sumter County School District does allow for courtesy bus riders (students residing less than 2 miles from the school). However, if a courtesy bus rider does not follow the bus rules, the school administration reserves the right to request the Superintendent suspend the student's bus riding privileges. The parents of the student must then petition the Superintendent to allow the student to begin riding again after the specified amount of time.

Safety on the school bus is paramount. Any student that does not wear a seat belt at all times while riding the bus may lose the privilege. The parents of the student must then petition the Superintendent to allow the student to begin riding again after the specified amount of time.

**\*Only students and school staff are allowed on school buses. Parents/guardians are only permitted to be on a school bus if they are operating as a board approved volunteer/chaperone on a school field trip.**

## Teacher Authority to Remove Students from Classroom

Pursuant to Florida Statutes, any teacher has the authority to "remove" a student from his or her classroom for repeated disruptive behavior or a violent incident. The major provisions of this statute are as follows:

- A. Teachers who invoke the provisions of this statute must document that a student's behavior repeatedly interfered with the learning process in the classroom or the student's behavior was so unruly, disruptive, or abusive that it interfered with the effective conduct of the class.
- B. Principals may not return a student to that class when the teacher removed the student without the permission of that teacher or the direction of a placement review committee. The principal must find other placements for the student as indicated by the discipline referral.
- C. Teachers removing more than 25% of their students must participate in professional development activities related to classroom behavior management skills.



## Limits of Supervision

Supervision by school personnel will be limited to thirty (30) minutes before and thirty (30) minutes after school or school activity. Failure to comply with this policy will result in the following consequences. **First offense will be a verbal warning and the principal's designee will call the parent or guardian. After a second offense the student may not be allowed to attend any after school activities the rest of the school year and special attendance approval may be affected.**

## Student Conduct – Policy 5500

The School Board has zero tolerance for conduct that poses a serious threat to school safety. Zero tolerance policies must apply equally to all students, and are not intended to be rigorously applied to petty acts of misconduct and misdemeanors. This zero tolerance policy does not require the reporting of petty acts of misconduct and misdemeanors to a law enforcement agency.

Petty acts of misconduct, include, but are not limited to:

- disorderly conduct
- disrupting a school function
- simple assault or battery
- verbal abuse or use of profanity
- cheating
- theft of less than \$300
- trespassing
- vandalism of less than \$1,000
- possession or use of tobacco
- other school-based offenses delineated in the Student Code of Conduct.

Florida law requires that students found to have committed one of the following offenses:

- A. bringing a firearm or weapon, as defined in F.S. Chapter 790, to school, to any school function, or onto any school-sponsored transportation, or possessing a firearm at school; or
- B. making a threat or false report, as defined by F.S. 790.162 and 790.163, involving school or school personnel's property, school transportation, or a school-sponsored activity; shall be expelled, with or without continuing educational services, from the student's regular school for a period of not less than one (1) full year and shall be referred to mental health services identified by the District and to the criminal justice or juvenile justice system.

The Superintendent may consider the one (1) year expulsion requirement on a case-by-case basis and request that the Board modify the requirement by assigning a student to a disciplinary program or second chance school. The Superintendent's request for modification must be in writing and may only be presented to the Board for consideration if the student and/or the student's parent(s) agree in writing to accept the Superintendent's recommendation. The Board may approve the request if it is determined to be in the best interest of the student and the school system. If a student committing either of the offenses enumerated above is a student who has a disability, the Board shall comply with applicable State Board of Education rules for discipline of such students.

The District shall enter into agreements with local law enforcement specifying procedures so that acts that pose a serious threat to school safety, whether committed by a student or adult, are reported to a law enforcement agency having jurisdiction.

Those acts that pose a serious threat to school safety include, but are not limited to

- A. possession of firearms or other weapons
- B. placing, discharging, or throwing an explosive item or noxious substance or making threats to do so
- C. arson

- D. felony assault
- E. threats of unsafe and potentially harmful, dangerous, violent, or criminal activities

Notwithstanding any other provision of Board policy, pursuant to F.S. 1006.13(5), any student found to have committed an act of assault or aggravated assault, or battery or aggravated battery, on any elected official of the School District, teacher, administrator, or other School District personnel, shall be recommended for expulsion or placement in an alternative school setting, as appropriate. Further, upon being charged with such offense, the student shall be removed from the classroom immediately and placed in an alternative school setting pending disposition.

The Code of Student Conduct that is adopted annually shall provide for review of a decision to suspend or expel a student pursuant to this policy and the Code, consistent with F.S. 1006.07. Furthermore, if the Board receives notice from the Department of Juvenile Justice, as required by law, that a student enrolled in the District has been adjudicated guilty of or delinquent for, or is found to have committed, regardless of whether adjudication is withheld, or pleads guilty or nolo contendere to, a felony violation as set forth in F.S. 1006.13(6)(a), the Board shall, pursuant to State law and the adopted cooperative agreement with the Department of Juvenile Justice, require that any no contact order entered by a court be enforced and that all of the necessary steps be taken to protect the victim of the offense or a sibling of the victim.

Students may be subject to discipline for violation of the Code of Student Conduct even if that conduct occurs on property not owned or controlled by the Board but that is connected to activities or incidents that have occurred on property owned or controlled by the Board, or conduct that, regardless of where it occurs, is directed at a Board official or employee, or the property of such official or employee.

The principal shall ensure that all school personnel are properly informed as to their responsibilities regarding suspicious activity reporting, that appropriate delinquent acts and crimes are properly reported, and that actions taken in cases with special circumstances are properly taken and documented.

Student conduct shall be governed by the rules and provisions set forth in the Code of Student Conduct which is reviewed and adopted annually in accordance with F.S. Chapter 120 and is incorporated in the policy by reference.

The Code of Student Conduct shall contain provisions for the assignment of violent or disruptive students to an alternative educational program and/or referral of such students to mental health services identified by the District.

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## **ID Badges**

Students are to come to school each day with their school ID badges. These badges are used for bus transportation, the breakfast/lunch program and checking out books from the media center.

## **Laptops**

Students are responsible for the laptops that are assigned to them. Students need to charge the laptops each night and bring them to school each day.

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## **Student Rights and Responsibilities**

ATTENDANCE - Students are entitled to a free public education from kindergarten through grade Twelfth. Students are expected to attend school regularly. Parents are responsible for ensuring that their children attend school.

RESPECT FOR PERSONS AND PROPERTY - Students have the right to expect courtesy, fairness and respect from the school staff and student body for themselves and their property. Students have the responsibility to exercise courtesy, fairness and respect toward staff and student body for themselves and their property.

RULES AND CONDUCT - Students have the right to become familiar with and be represented in the formulation of school rules and regulations that are clearly stated and readily accessible. Students have the responsibility to become familiar with and to observe school rules and regulations.

RIGHT TO LEARN - Students have the right to develop their educational potential under competent instructors in an atmosphere conducive to learning. Students have the responsibility to be attentive and to be diligent in all school and school related assignments. Students must come to school with appropriate materials and be prepared to learn.

RIGHT TO FREE SPEECH AND PUBLICATION - Students are free to express opinions and ideas. Student expressions, oral or written, must be free from profanity, obscenity, slander or libel, and must avoid the advocacy of disruptive tactics and/or the violation of law or school regulations.

RIGHT TO ASSEMBLE - Students have a Constitutional right to assemble. Students have the responsibility to gather in a peaceful manner that safeguards health and safety and does not harm property or persons, or interfere with the activities of others.

RIGHT TO PRIVACY - Students have the right to privacy of person and property, as prescribed by law. Students have the responsibility to observe all laws and school rules relating to student privacy.

PARTICIPATION IN SCHOOL ACTIVITIES - Students have the right to attend and participate in school-sponsored functions unless prior inappropriate behavior is prohibitive. Students have the responsibility to observe all school rules and regulations in their participation in school programs and activities.

RIGHT TO FREE TRANSPORTATION - Students have the right to free transportation in accordance with school board rules. Students have the responsibility to abide by bus rules.

## **Student/Parent Rights – Policy 5780**

The School Board recognizes that students possess not only the right to an education but the rights of citizenship as well. Federal and State law prohibits the Board from adopting any policy or rule, or from entering into any agreement, that infringes upon or waives the rights of freedoms afforded to students by the United States Constitution.

In providing students the opportunity for an education to which they are entitled, the District shall attempt to offer nurture, counsel, and custodial care appropriate to their age and maturity. The District shall, at the same time, guarantee that no student is deprived of the basic right to equal treatment and equal access to the educational program, due process, a presumption of innocence, free expression and association, and the privacy of his/her own thoughts.

Attendant to the rights guaranteed to each student, however, are certain responsibilities, which include respect for the rights of others, obedience to properly constituted school authority, and compliance with the procedures and rules of the District.

Since a student who has reached the age of majority possesses the full rights of an adult, s/he may authorize those school matters previously handled by his/her parents, but s/he also assumes the responsibility for his/her performance in school, attendance, and compliance with school rules.

All K-12 students in Florida are entitled to a uniform, safe, secure, efficient, and high-quality system of education, one that allows students the opportunity to obtain a high-quality education. Parents are responsible to ready their children for school; however, neither the State of Florida nor the District can be a guarantor of any individual student's success.

## **Parents' Bill of Rights**

In compliance with House Bill 241, it is a fundamental right of parents to direct the upbringing, education, and care of their minor children. Important information related to the minor child should not be withheld, either inadvertently or purposefully, from his or her parent, including information relating to the minor child's health, well-being, and

education, while the minor child is in the custody of the school district.

Parents may request information about the nature and purpose of clubs and activities offered at their school, including those that are extracurricular or part of the school curriculum. – s.1006.195 (1) (a) Parents must make the request in writing to their school principal.

More information can be found on the Sumter District Schools website @ [www.sumter.k12.fl.us](http://www.sumter.k12.fl.us) under the Parents, Title I, or Quick Links headings. If there is a question or concern, parents should contact their child's school principal.

## **Administration of Student Surveys– Policy 2416**

Parents have rights regarding surveys of protected information, which may be conducted at school; consent, opportunity to opt out of survey, and inspect before survey administration. Details are provided annually as part of the Skyward online registration update process.

## **Confidentiality - Policy 8350**

Social Security numbers are not gathered for students except by consent for the purposes of Bright Futures Scholarships.

## **Student Records - Policy 8330**

Parents and students over 18 have rights regarding a students' educational record; inspect, request an amendment to, be made aware of disclosures of information from the record of their child. Further details provided annually as part of the Skyward online registration update process.

## **Parental Access at School**

Each parent has the right to pick-up, visit, and meet with his/her student at school, without interference of or the need for consent from the other parent, unless the school has received a certified copy of an enforceable court order that provides to the contrary. The principal may restrict the times, location, frequency, and length of parent visitations at school, based on legitimate pedagogical or scheduling reasons. The District will abide by enforceable "no contact orders" which have been provided to the school.

## **Educational Decisions**

Both parents have an equal right to make decisions about the education and welfare of their student, unless the school has received a certified copy of an enforceable court order that specifies that one of the parents, or someone else, has the sole right to make educational and/or general welfare decisions for the student.

If the parents cannot agree on a significant decision about the student's education or on matters affecting the health, safety, or welfare of the student, the school will take action based on what it considers to be in the best interests of the child.

## **Attendance – Policy 5200**

### **A. Termination of Enrollment**

A student who attains the age of sixteen (16) years during the school year has the right to file a formal declaration of intent to terminate school enrollment if the declaration is signed by the parent. The parent has the right to be notified by the District of its receipt of the student's declaration of intent to terminate school enrollment. (Policy 5130 - Withdrawal from School)

### **B. Married or Pregnant – Policy 5751**

Students who become or have become married or who are pregnant and parenting have the right to attend school and receive the same or equivalent educational instruction as other students.

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### **C. Compulsory Attendance – Policy 5112**

Parents of students who have attained the age of six (6) years by February 1st of any school year but who have not attained the age of sixteen (16) years must comply with the compulsory school attendance laws. Parents have the option to comply with the school attendance laws by attendance of the student in a public school; a parochial, religious, or denominational school; a private school; a home education program; or a private tutoring program.

### **D. Absence for Religious Purposes - Policy 5223 & 5225**

A parent of a student may request and be granted permission for absence of the student from school for religious instruction or religious holidays.

### **E. Dropout Prevention and Academic Intervention Programs**

The parent of a student has the right to receive written notice by certified mail prior to placement of the student in a dropout prevention and academic intervention program. The parent will be notified in writing and entitled to an administrative review of any action by school personnel relating to the student's placement.

### **F. Absence for Treatment of Autism Spectrum Disorder – Policy 5200**

A parent of a student may request and be granted permission for absence of the student from school for an appointment scheduled to receive a therapy service provided by a licensed health care practitioner or behavior analyst certified pursuant to Florida law for the treatment of autism spectrum disorder including, but not limited to, applied behavioral analysis, speech therapy, and occupational therapy.

## **Health Issues**

Each school clinic is staffed with licensed medical personnel (CNA, LPN, RN) to oversee day to day student health issues and school health programs. The Sumter County District partners with the Sumter Department of Health and local providers to offer annual health screenings, vaccine clinics, and dental care in targeted grade levels. Please see the Sumter District website for information and various health forms at <https://www.sumter.k12.fl.us/domain/1367>

### **A. School-Entry Health Examinations – Policy 5112**

The parent of any student shall be exempt from the requirement of a health examination upon written request stating objections on religious grounds.

### **B. Immunizations – Policy 5320**

The parent of any student shall be exempt from the school immunization requirements upon meeting any of the specified exemptions.

### **C. Biological Experiments**

Parents may request that their child be excused from performing surgery or dissection in biological science classes.

### **D. Reproductive Health and Disease Education**

A public school student whose parent makes written request to the school principal shall be exempted from the teaching of reproductive health and sexually transmitted diseases, including HIV/AIDS. (Policy 2417 - Comprehensive Health Education)

## **E. Contraceptive Services to Students**

Students may not be referred to or offered contraceptive services at school facilities without the parent's consent.

## **F. Career Education Courses Involving Hazardous Substances**

High school students must be given safety glasses or devices in career education courses involving the use of hazardous substances likely to cause eye injury.

## **G. Substance Abuse Reports**

The parent of a student must be timely notified of any verified report of a substance abuse violation by the student.

## **H. Medication Administration**

When possible, medications should be given at home. Before any medication prescribed or over-the-counter, or treatment can be administered to any student during school hours, the following requirements must be met: a doctor's order (PP-SR-125) must be completed and authorization form signed by the parent which gives the school permission to assist in the administration of medication during the school day. Only medication in its ORIGINAL CONTAINER; labeled with the date, the student's name; and exact dosage will be administered. The doctor's order must match the prescription pharmacy label for medications to be administered.

## **I. Inhaler Use – Policy 5330.01**

Asthmatic students whose parent and physician provide their approval to the school principal may carry a metered dose inhaler on their person while in school. The school principal shall be provided a copy of the parent's and physician's approval.

## **J. Epinephrine Use and Supply – Policy 5330.01 & 5330.03**

A student who has experienced or is at risk for life-threatening allergic reactions may carry an epinephrine auto-injector and self-administer epinephrine by auto-injector while in school, participating in school-sponsored activities, or in transit to or from school or school-sponsored activities, if the school has been provided with written parental and physician authorization.

The School District shall be indemnified by the parent of a student who is authorized to carry an epinephrine auto-injector for any and all liability with respect to the student's use of an epinephrine auto-injector pursuant to this policy.

1. The District and its employees and agents, including the physician who provides the standing protocol for school epinephrine auto-injectors, are not liable for any injury arising from the use of an epinephrine auto-injector administered by trained school personnel who follow the adopted protocol and whose professional opinion is that the student is having an anaphylactic reaction:
2. unless the trained school personnel's action is willful and wanton;
3. notwithstanding that the parents or guardians of the student to whom the epinephrine is administered have not been provided notice or have not signed a statement acknowledging that the School District is not liable; and
4. regardless of whether authorization has been given by the student's parents or guardians or by the student's physician, physician's assistant, or advanced registered nurse practitioner.

**K. Diabetes Management – Policy 5330.01**

The District may not assign a student who has diabetes to a particular school on the basis that the student has diabetes, that the school does not have a full-time school nurse, or that the school does not have trained diabetes personnel.

Diabetic students whose parent and physician provide their written authorization to the school principal may carry diabetic supplies and equipment on their person and attend to the management and care of their diabetes while in school, participating in school-sponsored activities, or in transit to or from school or school-sponsored activities, to the extent authorized by the parent and physician and within the parameters set forth by State Board of Education rule. The written authorization shall identify the diabetic supplies and equipment that the student is authorized to carry and shall describe the activities the child is capable of performing without assistance, such as performing blood-glucose level checks and urine ketone testing, administering insulin through the insulin-delivery system used by the student, and treating hypoglycemia and hyperglycemia.

The District and its employees and volunteers shall be indemnified by the parent of a student who is authorized to carry diabetic supplies or equipment for any and all liability with respect to the student's use of such supplies and equipment pursuant to this policy.

**L. Use of Prescribed Pancreatic Enzyme Supplements – Policy 5330.01**

A student who has experienced or is at risk for pancreatic insufficiency or who has been diagnosed as having cystic fibrosis may carry and self-administer a prescribed pancreatic enzyme supplement while in school, participating in school-sponsored activities, or in transit to or from school or school-sponsored activities, IF the school has been provided with written authorization from the student's parent and prescribing practitioner.

The District and its employees and volunteers shall be indemnified by the parent of a student who is authorized to use prescribed pancreatic enzyme supplements for any and all liability with respect to the student's use of the supplements under this policy.

**M. Sun-protective Measures in School**

A student may possess and use a topical sunscreen product while on school property or at a school-sponsored event or activity without a Physician's note or prescription if the product is regulated by the United States Food and Drug Administration for over-the-counter use to limit ultraviolet light-induced skin damage.

**N. Use of Headache Medications**

A student may possess and use a medication to relieve headaches while on school property or at a school-sponsored event or activity without a physician's note or prescription if the medication is regulated by the United States Food and Drug Administration for over-the-counter use to treat headaches.

## **Notification of Involuntary Examinations of Students – Policy 2410**

The principal or the principal's designee shall immediately notify a parent of a student who is removed from school, school transportation, or a school-sponsored activity and taken to a receiving facility for an involuntary examination pursuant to F.S. 394.463. The principal or the principal's designee may delay notification for no more than twenty-four (24) hours after a student is removed if the principal or principal's designee deems the delay to be in the student's best interest and if a report has been submitted to the central abuse hotline, pursuant to F.S. 39.201, based upon knowledge or suspicion of abuse, abandonment, or neglect.

## **Discipline - Policy 5610**

### **A. Suspension**

A student may be suspended only as provided by policy of the District. A good faith effort must be made to immediately inform the parent by telephone of the student's suspension and the reason. Each suspension and the reason must be reported in writing within twenty-four (24) hours to the parent by United States mail.

A student with a disability will only be recommended for suspension or expulsion in accordance with State Board of Education rules.

### **B. Expulsion**

Public school students and their parents have the right to written notice of a recommendation of expulsion, including the charges against the student and a statement of the right of the student to due process.

## **Safety**

Students who have been victims of certain felony offenses by other students, as well as the siblings of the student victims, have the right to be kept separated from the student offender, both at school and during school transportation.

## **Educational Choice**

### **A. Public School Choices**

Parents may seek whatever public school options are applicable and available to students in the School District.

Options include the public educational choice options of the Hope Scholarship Program (Policy 2371 - Hope Scholarships), the Opportunity Scholarship Program and the McKay Scholarships for Students with Disabilities Program. (Policy 2370 - Educational Options, Policy 2370.01 - Virtual Instruction, and Policy 5113 - School Choice Options Provided by the No Child Left Behind Act) – Family Empowerment Scholarship

### **B. Private School Choices**

1. Parents may seek private educational choice options under certain programs.
2. Under the McKay Scholarships for Students with Disabilities Program, the parent of a public school student with a disability may request and receive a McKay Scholarship for the student to attend a private school in accordance with State law.
3. Under the Florida Tax Credit Scholarship Program, the parent of a student who qualifies for free or reduced-price school lunch or who is currently placed, or during the previous State fiscal year was placed, in foster care may seek a scholarship from an eligible nonprofit scholarship-funding organization in accordance with State law.
4. Under the Family Empowerment Scholarship Program, the parent of a student with a qualifying disability may apply for the Family Empowerment Scholarship to be used for individual educational needs in accordance with State law.



5. Under the Hope Scholarship Program, the parent of a student who was subjected to and reported battery; harassment; hazing; bullying; kidnapping; physical attack; robbery; sexual offenses, harassment, assault, or battery; threat or intimidation; or fighting at school, as defined in F.S. 1006.09(6), may seek to transfer the student to another public school or to request a scholarship for the student to enroll in and attend an eligible private school.

### **C. Home Education – Policy 9270**

The parent may choose to place the student in a home education program, in accordance with State law.

### **D. New Worlds Scholarship Accounts**

1. Contingent upon available funds, and on a first-come, first-served basis, each students who is enrolled in a Florida public school in kindergarten through grade 5 is eligible for a scholarship account if the student:
  - A. Has a substantial reading deficiency or exhibits characteristics of dyslexia as identified under s.1008.25(5)(a) or scored below a Level 3 on the statewide, standardized English Language arts (ELA) assessment in the prior school year. An eligible student who is classified as an English Language Learner and is enrolled in a program or receiving services that are specifically designed to meet the instructional needs of English Language Learner students shall receive priority.
  - B. Has a substantial deficiency in mathematics or the characteristics of dyscalculia as identified under s.1008.25(6)(a) or scored below a Level 3 on the statewide, standardized Mathematics assessment in the prior school year.
2. By September 30th of each year, the District will notify the parent of each student in grades K through 5 who scored below a Level 3 on the Statewide, standardized ELA and/or Mathematics assessment in the prior school year of the process to request and receive a reading scholarship, subject to available funds.

### **E. Request to Transfer to Different Classroom Teacher**

Although parents do not have a right to choose a specific classroom teacher, parents may request that their child be transferred to a different classroom teacher one time per school year. As part of the request, the parent must state with specificity the grounds supporting the request. Requests must be in writing and provided to the Principal.

All requests for a student to be transferred to another classroom teacher shall be considered by the Principal or his/her designee. Within two (2) weeks of receiving the written request, the Principal or his/her designee shall notify the parent in writing as to whether the request is approved or denied. If denied, the Principal or his/her designee shall specify the reasons for the denial.

### **F. Request to Transfer to In-Field Classroom Teacher**

A parent whose student is assigned an out-of-field teacher may request that their child be transferred to an in-field classroom teacher within the school and grade in which the student is currently enrolled. Although parents do not have a right to choose a specific classroom teacher, parents may request that their child be transferred. The request must be made in writing and provided to the Principal.

All requests for a student to be transferred to another classroom teacher shall be considered by the Principal. Within two (2) weeks of receiving the written request, the principal shall notify the parent in writing as to whether the request is approved or denied.

If an in-field teacher for the student's course and grade level is employed by the school and the transfer would not violate maximum class size requirements, the request shall be approved. The student shall be transferred no later than two (2) weeks from the date the written request is received.

If denied, the Principal shall specify the reasons for the denial.

## **Nondiscrimination**

All education programs, activities, and opportunities offered by the District are available without discrimination on the basis of race, ethnicity, national origin, gender, disability, marital status, religion, sexual orientation, or transgender identity. (Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity and Policy 2260.01 - Section 504/ADA Prohibition Against Discrimination Based on Disability)

## **Students with Disabilities – Policy 2460**

### **A. Notice and Due Process**

Parents of students with disabilities and parents of students in residential care facilities are entitled to notice and due process.

### **B. Graduation**

Students with disabilities are provided the opportunity to meet the graduation requirements for a standard high school diploma. (Policy 2623 - Student Assessment)

### **C. Meetings with District Personnel**

Parents of students with disabilities, or eligible students with disabilities, may be accompanied by another person of their choice at any meeting with District personnel.

District personnel will not object to the attendance of such adult or discourage or attempt to discourage through any action, statement, or other means, parents or an eligible student, from inviting another person of their choice to attend any meeting. Parents, eligible students, or other individuals invited to attend such meetings by parents or eligible students on school grounds shall sign-in at the front office of such school as a guest.

Parents, or eligible students, and District personnel shall sign at the meeting's conclusion whether or not any District personnel have prohibited, discouraged, or attempted to discourage the parents, or eligible student from inviting a person of their choice to the meeting pertaining to their child's, or their own, educational environment, placement, or discipline.

## **Students Who are Blind**

Students who are blind have the right to an individualized written education program and appropriate instructional materials to attain literacy.

## **Limited English Proficient Students**

Limited English proficient students have the right to receive English for Speakers of Other Languages (ESOL) instruction designed to develop the student's mastery of listening, speaking, reading, and writing in English as rapidly as possible. The students' parents have the right of parental involvement in the ESOL program.

## **Students with Reading Deficiencies**

Any student in PreK through grade 3 who exhibits a substantial deficiency in reading, or the characteristics of dyslexia based upon screening, diagnostic, progress monitoring, or assessment data; statewide assessments or teacher observations must be provided intensive, explicit, systematic, and multi-sensory reading interventions immediately following the identification of the reading deficiency or the characteristics of dyslexia to address his or her specific deficiency or dyslexia. A student's reading proficiency must be monitored and the intensive interventions must continue until the student demonstrates grade-level proficiency.

The parent of any student who exhibits a substantial reading deficiency must be notified in writing of the deficiency, the services that will be provided, and the criteria for demonstrating reading proficiency. After the initial notification, the school shall apprise the parent, in writing, at least monthly of the student's progress in response to the intensive interventions and supports.

## **Students with Mathematics Deficiencies**

Any student in kindergarten through grade 4 who exhibits a substantial deficiency in mathematics or the characteristics of dyscalculia based upon screening, diagnostic, progress monitoring, or assessment data; statewide assessments; or teacher observation must be provided systematic and explicit mathematics instruction to address his or her specific deficiencies.

The parent of any student who exhibits a substantial mathematics deficiency must be notified in writing of the deficiency, the services that will be provided, and the criteria for demonstrating proficiency in mathematics. After the initial notification, the school shall apprise the parent, in writing, at least monthly of the student's progress in response to the intensive interventions and supports.

## **Pledge of Allegiance**

A student will be excused from reciting the pledge of allegiance, upon written request by the student's parent, in accordance with State law.

## **Student Records – Policy 8330**

- A. Each parent has an equal right of access, right to waive access, right to challenge and hearing and right of privacy in the education records of his or her student who is a minor or a dependent adult pursuant to law, unless the school has received a certified copy of an enforceable court order that provides to the contrary.
- B. A student is not required to provide his/her social security number as a condition for enrollment or graduation.

## **Student Report Cards**

Students and their parents have the right to receive student report cards on a regular basis that clearly depict and grade the student's academic performance in each class or course, the student's conduct, and the student's attendance.

## **Student Progress Reports – Policy 5420**

Parents shall be informed at regular intervals of the academic progress and other needed information regarding their child, including ways they can help their child to succeed in school.

## **Student Accountability and School Improvement Rating Reports**

Parents of public school students are entitled to an easy-to-read report card about the school's grade designation or, if applicable, school's improvement rating, and the school's accountability report, including the school financial report.

## **High School Athletics – Policy 2431**

### **A. Eligibility**

A student is eligible in the school in which s/he first enrolls each school year, the school in which the student makes himself/ herself a candidate for an athletic team by engaging in practice before enrolling, or the school to which the student has transferred with approval of the Board, in accordance with State law.

### **B. Medical Evaluation**

Students must satisfactorily pass a medical evaluation each year before participating in athletics, unless the parent objects in writing based on religious tenets or practices, in accordance with State law.

## **Extra Curricular Activities – Policy 2430**

### **A. Eligibility**

Students who meet specified academic and conduct requirements are eligible to participate in extra-curricular activities.

### **B. Home Education Students**

High school home education students who meet specified academic and conduct requirements are eligible to participate in co-curricular activities at the public school to which the student would be assigned. The student must be enrolled in the corresponding course.

### **C. Charter School Students**

Charter school students who meet specified academic and conduct requirements are eligible to participate in extra-curricular activities at the school to which the student would be assigned or could choose to attend according to Board policies, unless such activity is provided by the student's charter school.

### **D. Florida Virtual School Full-Time Students**

Florida Virtual School full-time students who meet specified academic and conduct requirements are eligible to participate in extra-curricular activities at the public school to which the student would be assigned or could choose to attend according to Board policies

## **Instructional Materials**

### **A. Core Courses**

Each student is entitled to sufficient instructional materials in the core courses of mathematics, language arts, social studies, science, reading, and literature.

### **B. Curricular Objectives**

The parent of each student has the right to receive effective communication from the school Principal as to the manner in which instructional materials are used to implement the school's curricular objectives.

### **C. Sale of Instructional Materials**

Upon request of the parent of a student, the principal will sell to the parent any instructional materials used in the school.

### **D. Dual Enrollment Students**

Instructional materials are purchased by the District or a Florida College System institution board of trustees on behalf of dual enrollment students is available to the dual enrollment students free of charge.

## **Parental Input Meetings**

### **A. Meetings with School District Personnel**

Parents may be accompanied by another adult of their choice at a meeting with School District personnel.

### **B. District Educational Facilities Program**

Parents and other members of the public have the right to receive proper public notice and opportunity for public comment regarding the District's educational facilities work program, in accordance with State law.

## **Transportation - Policy 8600**

### **A. Transportation to School**

Students are provided transportation to school in accordance with the provisions of State law. Students will only be transported by bus to the address listed as family 1 in Skyward. Other special circumstances must be approved by the transportation department.

### **B. Hazardous Walking Conditions**

Students in grades K-6 are provided transportation if they are subjected to hazardous walking conditions, in accordance with State law.

### **C. Parental Consent**

Each parent of a public school student must be notified in writing and give written consent before the student may be transported in a privately owned motor vehicle to a school function in accordance with State law. (Policy 8660 – Transporting Students by Private Vehicles)

## Orderly, Disciplined Classrooms – Policy 5600

Students will be in orderly, disciplined classrooms conducive to learning without the distraction caused by disobedient, disrespectful, violent, abusive, uncontrollable, or disruptive students.

## Economic Security Reports

Prior to registration, each middle school and high school student or the student's parent will be provided a two (2) page summary of the Department of Economic Opportunity's economic security report of employment and earning outcomes and electronic access to the report.

## School Entry Requirements

The following information is required to enroll a student in a Florida school:

Proof of age. A certified birth certificate for US citizens may be requested online at [floridahealth.gov/certificates/birth](http://floridahealth.gov/certificates/birth). If a birth certificate is not available refer to 1003.21, FS, for other acceptable documentation.

A Florida Certificate of Immunization, Form 680, completed by a Florida physician or by a Florida county health department. Parents should obtain a copy of their child's complete immunization history before leaving their current residence, as this form is not available to the general public. Information on Florida school immunization requirements is available at <http://www.floridahealth.gov/programs-and-services/immunization/children-and-adolescents/school-immunization-requirements>.

Evidence of a medical exam completed no less than 12 months prior to the child's school entry date. As long as the comparable medical exam meets this 12-month requirement, parents may submit this information on the School-Entry Health Exam Form (DH 3040) or provide a copy of the exam obtained from their current physician before moving to Florida. This form and the accompanying guide are available online at <http://www.floridahealth.gov/programs-and-services/childrens-health/school-health/enrollment.html>

Official documentation that the parent(s) or guardian(s) is a legal resident(s) of the school district attendance area.

## Student Health Resources

Through Florida KidCare, the state of Florida offers health insurance for children from birth through age 18, even if one or both parents are working. It includes four different parts. When you apply for the insurance, Florida KidCare will check which part your child may qualify for based on age and family income.

- MEDIKIDS: children ages 1 through 4.
- HEALTHY KIDS: children ages 5 through 18.
- CHILDREN'S MEDICAL SERVICES NETWORK: children birth through 18 who have special health care needs.
- MEDICAID: children birth through 18. A child who has other health insurance may still qualify for Medicaid. (The school district will only access Medicaid benefits after receiving written permission from the parents and parents have the right to withdraw consent at any time. The school district will provide required services regardless of consent at no cost to the parents.)

There are two ways to apply for Florida KidCare:

- If you applied for Florida KidCare before, call 1-888-540-5437 to update your information by telephone,
- Or apply online at [www.floridakidcare.org](http://www.floridakidcare.org)

## **Required School Immunizations**

### **Forms Required for Immunization Documentation:**

- Department of Health Form 680
- Ask your doctor, clinic or county health department to fill out the Department of Health Form 680 for you. Don't forget to take your child's immunization record with you.

### **Public/Non-public Preschool Entry (age-appropriate doses as indicated)**

- DTaP
- IPV
- MMR
- Hepatitis B (hep B)
- Varicella
- Hib

### **Public/Non-public Schools Kindergarten Through 12th Grade (children entering, attending, or transferring to Florida schools)**

- Four or five doses of DTaP
- Three, four, or five doses of IPV
- Two doses of MMR
- Two or three doses of hep B
- One Tetanus-diphtheria-acellular pertussis (Tdap)
- Two doses of Varicella (kindergarten effective with 2008–2009 school year, then an additional grade is added each year thereafter). Varicella vaccine is not required if there is a history of varicella disease documented by the healthcare provider.

### **Additional Immunization Requirements for 7th Grade Entry**

Effective with 2009–2010 school year (then an additional grade is added each year thereafter), in addition to compliance with all other immunization requirements, children entering, attending, or transferring to the seventh grade in Florida schools must complete the following:

- One tetanus-diphtheria-pertussis (Tdap)

### **Immunizations Required for Childcare and/or Family Daycare (age-appropriate doses as indicated)**

- Diphtheria-tetanus-pertussis (DTaP)
- Inactivated polio vaccine (IPV)
- Measles-mumps-rubella (MMR)
- Varicella (chickenpox)
- *Haemophilus influenzae* type b (Hib)
- Pneumococcal conjugate (PCV)
- Hepatitis B (Hep B)

## Ways to Stay Informed

- Attend school activities, orientations, and workshops.
- Ask teachers what will be covered this year.
- Sign up to be a classroom volunteer.
- Attend School Advisory Council meetings.
- Join the PTO.
- Ask your child to show you his/her school papers, notes and other communications from the school.
- Read the newsletter. Visit the school's website. Check the online grade book.
- Ask about after school or tutorial programs that may be available at your child's school. Access school and district websites.

## Staff Qualifications

Parents may request information, from the school or district, regarding the professional qualifications of their child's classroom teachers, including the following:

- Whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing has been waived;
- The baccalaureate degree of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree; or
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

## Parent Involvement

Many opportunities are available for parents, guardians, and community members to be involved in the schools. Parents and community members can get involved with helping to educate our students by volunteering, mentoring, becoming members of the school and/or district advisory councils, and attending parenting classes and workshops offered by the schools. Check the school and district website for upcoming events. Copies of the Title I Parent Involvement Plans and the District Title I Parent Involvement Policy are available at Title I schools and the district office. Parents are encouraged to participate in the development of these Title I plans.

## Volunteer and Mentoring Opportunities

To become a volunteer or mentor, you must complete an online application which can be found on the Sumter District Schools website @ [www.sumter.k12.fl.us](http://www.sumter.k12.fl.us) , under the PARENTS, COMMUNITY, or QUICK LINKS headings. The school will process the application and submit it to the School Board for approval. Every volunteer and mentor must be approved by the School Board prior to working in the schools.

## Adult Education

Adult education services are provided in the areas of basic education and literacy, GED® preparation, ESOL, and career training through the Sumter Adult and Community Education Center.



## **Student Progression Plan**

Grading scales, criteria for promotion, requirements for graduation, Acceleration/Alternatives for graduation and other important information can be located on the district website under the following link for our Student Progress Plan: [StudentProgressionPlan.pdf](#)

## **Sumter Virtual Instructional Program**

Sumter County offers a full-time virtual instruction program (SVIP) for students in grades K-12. When enrolled in this program, students do not attend a “brick and mortar” school, but are schooled at home, full-time. Eligible students must reside in Sumter County, reported as a full-time student in a Florida public school the prior school year, and have a parent or guardian in the home for supervision and to act as a learning coach.

Because of the full-time nature of the program, students are not able to participate in face-to-face classes at their zone school (such as: gifted, music, etc). For students with disabilities, the IEP team must meet to determine if special education services can be delivered through full-time participation in the Virtual School. Students in SVIP are public school students and are required to participate in state testing.

## **Sumter Virtual School**

The Sumter County School Board also contracts with Florida Virtual School (FLVS) to offer full-time and part-time virtual course offerings to students in grades 6-12 at NO COST to families. Both core and elective classes are taught by highly qualified teachers who provide a rigorous and solid curriculum that meets state standards. There is no waiting list, and face-to-face meetings are available. Eligible students must reside in Sumter County, and must be in good standing with Home Education. Enrollment requirements for entrance into the Virtual School Program vary according to individual student needs. Please contact Ellen Coomer at 352-793-2315 x50312 for specific details and deadlines. Students who register during the summer to enroll in a virtual course for the purposes of promotion, must complete that course no later than one week prior to the first day of school.

## **If You Think Your Child Needs a Special Program**

Sumter County offers programs for students with special needs. We are committed to serving all of our students in a positive, supportive environment in which they can reach and/or exceed their potential.

## **ESOL**

The ESOL (English Speakers of Other Languages) Program is for children who are English Language Learners (ELL). The program helps your child learn English so that he or she can be successful in the general education classroom. Sumter offers the mainstream/inclusion model for English/ Language Arts and the core/basic subject areas.

When your child enters one of our schools for the first time, you will receive a “Home Language Survey” as part of the registration packer. If you answer “Yes” to any of the 3 questions, your child will be referred to the school’s ESOL Coordinator.

Your child will be given a test that determines how well he or she can understand and speak English. Your child may also be given a reading comprehension and language usage subtests of a norm -referenced test to determine how well he or she reads and writes English. Your child may be determined eligible for the ESOL program based on the results of the assessment(s), previous school records and information provided by you. If your child is determined eligible, you will be notified and a committee will meet to write a plan to assist your child in being successful at school. As a parent or guardian, you are an important part of this committee, and your participation is critical. Teachers who work with our ELL students are required to have special training in working with children who are learning to speak, read and write in English. If your child’s teacher has not completed all of the required training, you will be notified in writing by the school. Our district also has an

ESOL Parent Leadership Council that meets at least two times each year to identify any problems/concerns that ELL parents may have.

If you have any questions about the ESOL program or you would like to serve on the ESOL Parent Leadership Council, **contact Kathy Dustin at 352-793-2315, extension 50259 or your child's school.**

## **PS/RTI-MTSS**

Our district is committed to work with you and your child to succeed in school. As part of that commitment, we use a Multi-Tier System of Support (MTSS). MTSS is a multi-step approach to providing targeted, supplemental interventions that are delivered individually or in small groups at an increasing level of intensity to students that struggle with learning and/or behavior. MTSS is not a referral to Exceptional Student Education, nor is it intended to take your child out of the general education classroom. Each school has an MTSS Case Facilitator that leads the Problem-Solving/ Response to Intervention (PS/RtI) team. If you have concerns about your child's progress, you can contact your school's MTSS Case Facilitator for additional information.

## **ESE**

The Exceptional Student Education (ESE) Program is for children who have a disability. Sumter County is committed to meeting the unique needs of these children. Under the Individuals with Disabilities Education Act (IDEA) re-authorized in 2004, children with any disabilities listed under that law are guaranteed a "free appropriate public education" in the "least restrictive environment," along with all appropriate related services required for your child to benefit from his or her education.

If you believe that your child has a disability that keeps him or her from being successful in school, please contact the school counselor. As a parent, you have the right to request an evaluation. If your child is identified as having a disability, he or she is entitled to certain rights. These rights are explained in a document called Summary of Procedural Safeguards for Students with Disabilities. Copies of these rights are given and explained to parents during the referral process and at least one time a school year if your child is determined to have a disability.

Should you wish to receive an additional copy of this document, please call **352-793-2315, extension 50259**. Through the Florida School Choice, a Gardiner Scholarship or a McKay Scholarship is available to all students who qualify.

## **Gifted**

The gifted program is for children who have exceptionally high intellectual abilities.

If you believe that your child has exceptionally high intellectual abilities, you should ask that he or she be screened for the gifted program.

If evaluation is called for, the process includes diagnostic assessments. Once the assessments have been completed, an eligibility committee will meet, and, if the eligibility criteria are met, you will be invited to a meeting to write an Educational Plan (EP) to meet your child's special needs. If your child is identified as gifted, he/she is entitled to certain rights. These rights are explained in a document entitled Summary of Procedural Safeguards for Students Who Are Gifted. Copies of these rights are given and explained to parents during the referral process and upon notification of each Educational Plan meeting if your child is found eligible for the gifted program.

## Internet Safety

### Look Both Ways:

How many times have you reminded your children to look both ways before crossing the street, or to not talk to strangers? Now that children and teens are spending more time than ever on the Internet, there's a new set of precautions to remind them about. Just as we've been teaching them about physical safety in the real world, we need to help them be safe in the on-line world.

### On-Line Guidelines for Parents

While children need a certain amount of privacy, they also need parental involvement and supervision in their daily lives. The same general parenting skills that apply to the "real world" also apply online. By taking responsibility for your children's online computer use, you can greatly minimize potential risks of being on-line.

#### Make it a family rule to:

- Never give out identifying or personal information: home address, school name, telephone number, age, marital status, or financial information in chat rooms or bulletin boards. Children under 13 years of age should never provide personal information without their parents' consent.
- Be cautious of posting photographs of your children on Web sites that are available to the public;
- If you have cause for concern about your children's online activities, talk to them. Remember – how you respond will determine whether your children confide in you the next time they encounter a problem;
- Never allow your children to arrange a face-to-face meeting with someone they've "met" online unless they've received your permission;
- If you become aware of the transmission, use, or viewing of child pornography while online, immediately report this to the National Center for Missing & Exploited Children's Cyber Tip line at 1-800-843-5678 or [cybertipline.org](http://cybertipline.org)
- Instruct your children not to click on any links that are contained in email from persons they don't know. Such links could lead to inappropriate Web sites;
- Remember that people online may not be who they seem. Someone indicating that "she" is a "12-year old girl" could in reality be a 40-year old male predator;
- Be careful about offers that involve personally coming to a meeting, having someone visit your house, or sending money or credit card information;
- Keep the computer in a public room rather than the child's bedroom;
- Share an email account with your children to oversee their mail, and consider joining your children when they are in private chat areas;
- Discuss the benefits and dangers in using the Internet and assist your child in learning how to make wise decisions online;
- Spend time with your child online;
- Report child pornography and/or sexual exploitation of children to your local law enforcement office and [cybertipline.org](http://cybertipline.org).

### Tips for Students

- Only give out identifying information when you trust the site and know that it is secure (look for https in the address). Children under 13 years old are not to provide identifying information without their parent's approval.
- Try not to panic if you see an inappropriate website. Simply exit the window or turn off the computer.
- Do not agree to meet someone whom you have met online.
- Only open emails from people you do know.
- Parents should be involved with any online purchase.
- The Internet is a great tool that is used for many wonderful things. Just like any community, there are areas on the Internet where you can find yourself in compromising situations.

**For More Information:**

State of Florida Attorney General Safety Site: [safeflorida.net](http://safeflorida.net)

CyberTipline through the National Center for Missing & Exploited Children: [cybertipline.org](http://cybertipline.org)

NetSmartz Online Safety [www.netsmartz.org](http://www.netsmartz.org)

FBI – Parent Guide to Internet Safety [onguardonline.gov](http://onguardonline.gov)

[Commonsensemedia.org/privacy-and-internet-safety](http://Commonsensemedia.org/privacy-and-internet-safety)

## **Suicide Prevention**

We can all help prevent suicide. The Lifeline provides 24/7, free and confidential support for people in distress, prevention and crisis resources for you or your loved ones, and best practices for professionals.

National Suicide Prevention Lifeline

1-800—273- TALK (8255)

Crisis Text Line 741741

## Florida Self-Assessment Checklist

The Florida Parent Self-Assessment lists ways that you as the parent or guardian can continue to be involved with your child's education and also allows you to self-assess your current involvement. Read the items below and check what you are currently doing and then look at what is not checked and see if you can, by the end of the year, check off other items to help improve your child's success in school. This checklist is for your information only. Please do not return to the school.

### Attitude

- Parent stresses the importance of education and doing one's best in school.
- Parent expresses belief in the child's ability to be successful.
- Parent helps the child to set short and long term educational goals.
- Parent celebrates child's academic accomplishments.

### Academics

- Parent supports reading with age appropriate home activities.
- Parent ensures that the child has a consistent time and place to do homework.
- Parent ensures that child has access to materials needed to complete assignments.
- Parent regularly discusses and asks to see work that the child is doing in school.
- Parent attends workshops and activities provided by school.

### Behavior

- Parent monitors use of Internet and television viewing by child.
- Parent teaches and reinforces positive behaviors such as respect for self and others, hard work and responsibility.
- Parent is aware of and enforces school behavioral expectations.

### Building Responsibility

- Parent ensures that child has a regular routine.
- Parent encourages child to accept responsibility for his/her actions.
- Parent ensures that child is in attendance and on time to school each day.
- Parent monitors and promotes child's participation in extracurricular and after school activities.

### School/Home Connections

- Parent communicates regularly with teacher in person, on the phone, by email or through writing.
- Parent prepares for and attends teacher conferences or other individualized student meetings.
- Parent attends orientations, curriculum fairs, parent/teacher meetings, or other school activities.
- Parent volunteers in the school setting when possible.



# FLORIDA STATEWIDE ASSESSMENT PROGRAM

## 2024–2025 SCHEDULE\*

The testing windows below denote the amount of time provided for districts and schools to select test administration days; they do not represent the amount of time students spend taking the assessments. The windows are established to provide maximum flexibility to efficiently deliver these important measurements of student progress and performance and maximize student learning and instructional time.

Dates*	Assessment
<b>Fall</b>	
August 5–September 27, 2024	<b>Florida Assessment of Student Thinking (FAST) PM1</b> Grades K–2 FAST English Language Arts (ELA) Reading & Mathematics
August 12–September 27, 2024	<b>FAST PM1</b> Grades 3–10 FAST ELA Reading Grades 3–8 FAST Mathematics
September 9–October 4, 2024	<b>FAST Retake</b> Grade 10 ELA Reading Retake
	<b>End-of-Course (EOC) Assessments</b> Algebra 1, Geometry, Biology 1, Civics, U.S. History
<b>Winter</b>	
December 2, 2024–January 24, 2025	<b>FAST PM2</b> Grades K–2 FAST Reading & Mathematics Grades 3–10 FAST ELA Reading Grades 3–8 FAST Mathematics
December 2–20, 2024	<b>EOC Assessments</b> Algebra 1, Geometry, Biology 1, Civics, U.S. History
	<b>FAST Retake</b> Grade 10 ELA Reading Retake
<b>Spring</b>	
March 31–April 11, 2025	<b>Writing</b> Grades 4–10
April 14–May 30, 2025	<b>FAST PM3</b> Grades K–2 FAST Reading & Mathematics
May 1–30, 2025	<b>FAST PM3</b> Grades 3–10 FAST ELA Reading Grades 3–8 FAST Mathematics
	<b>Statewide Science Assessment</b> Grades 5 & 8 Science
	<b>EOC Assessments</b> Algebra 1, Geometry, Biology 1, Civics, U.S. History
	<b>FAST Retake</b> Grade 10 ELA Reading Retake
<b>Summer</b>	
July 14–25, 2025	<b>EOC Assessments</b> Algebra 1, Geometry, Biology 1, Civics, U.S. History
	<b>FAST Retake</b> Grade 10 ELA Reading Retake

\* School districts establish daily testing schedules within these windows according to state-provided guidance. For more detailed scheduling information for a specific school or district, please visit that organization’s website.

# FLORIDA STATEWIDE ASSESSMENT PROGRAM

## 2024–2025 SCHEDULE

FAST Voluntary Prekindergarten (VPK)	
Dates	Assessment
<b>Traditional VPK Programs (83 or more instructional days)*:</b> <ul style="list-style-type: none"> <li>• <b>First Administration (PM1):</b> within the first 30 instructional days.</li> <li>• <b>Second Administration (PM2):</b> in the period of time in a VPK class schedule where at least 40% and no more than 60% of a program’s instructional hours have been completed.</li> <li>• <b>Third Administration (PM3):</b> within the last 30 instructional days.</li> </ul>	FAST Star Early Literacy

\* For non-traditional school-year and summer VPK programs (82 or fewer instructional days), see the Administration Schedule and guidance for VPK programs available at <https://www.fldoe.org/schools/early-learning/providers/fast-star-earlit.stml>.

Florida Alternate Assessment (FAA)	
Dates	Grade Levels and Subjects
September 23–October 11, 2024	<b>FAA—Performance Task</b> Grade 10 ELA Makeup* Algebra 1 Makeup*
February 24–April 11, 2025	<b>FAA—Performance Task</b> Grades 3–8 ELA & Mathematics* Grades 4–8 Writing* Grades 5 & 8 Science EOC Assessment (Civics)
March 10–April 25, 2025	<b>FAA—Performance Task</b> Grades 9 & 10 ELA* Grades 9 & 10 Writing* EOC Assessments (Algebra 1*, Biology 1, Geometry*, U.S. History)
Data Collection Periods: September–October 2024 November–December 2024 February–March 2025	<b>FAA—Datafolio</b> Grades 3–10 ELA (Reading & Writing)* Grades 3–8 Mathematics* Grades 5 & 8 Science EOC Assessments (Algebra 1*, Biology 1, Civics, Geometry*, U.S. History)

\* Aligned to Access Points for the Benchmarks for Excellent Student Thinking (B.E.S.T.) Standards.



# FLORIDA STATEWIDE ASSESSMENT PROGRAM

## 2024–2025 SCHEDULE

Other Statewide Assessments	
Dates	Assessment
October 2024–April 2025	<a href="#">Preliminary ACT (PreACT)</a>
October 2024	<a href="#">Preliminary SAT/National Merit Scholarship Qualifying Test (PSAT/NMSQT)</a>
November 4–December 20, 2024 March 31–May 30, 2025	<a href="#">Florida Civic Literacy Exam</a>
October 2024–May 2025	<a href="#">National Assessment of Educational Progress (NAEP)</a> Long-Term Trend (ages 9, 13, 17)
January 20–March 14, 2025	<a href="#">ACCESS for ELLs</a> <a href="#">Alternate ACCESS</a>
March–April 2025	<a href="#">ACT*</a>
March–April 2025	<a href="#">SAT*</a>
March–April 2025	<a href="#">Classic Learning Test (CLT)*</a>
May 2025	<a href="#">Advanced Placement (AP) Exams</a>

\*Districts will select either ACT, SAT, or CLT to administer to all Grade 11 students in the district.

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[stopbullying.gov](http://stopbullying.gov)

[www.stopbullying.gov](http://www.stopbullying.gov)

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