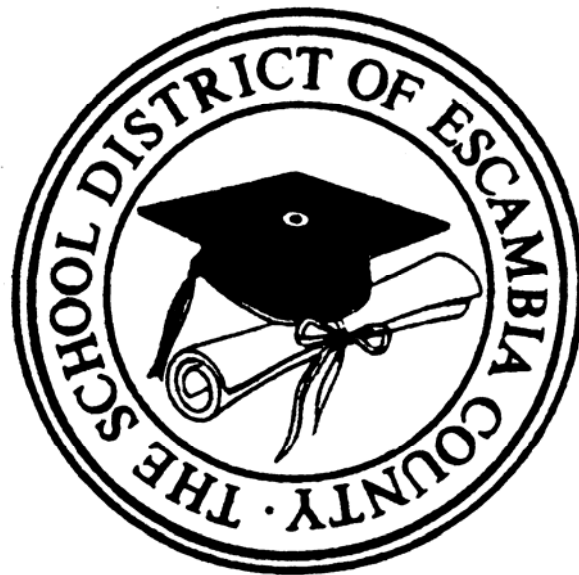


**STUDENT RIGHTS  
AND  
RESPONSIBILITIES  
HANDBOOK**



*"Making a Positive Difference"*

**GRADES Pre-K – 12  
2014-2015**

**REFERENCE GUIDE FOR STUDENTS AND PARENTS**

[www.escambia.k12.fl.us](http://www.escambia.k12.fl.us)

ESCAMBIA COUNTY SCHOOL DISTRICT  
2014-2015 SCHOOL CALENDAR

Monday, July 28, 2014	ALL 11 MONTH TEACHERS RETURN
Monday, July 28, 2014	ALL 11 MONTH ADMIN/PROFESSIONAL EMPLOYEES RETURN
Monday, August 11, 2014	ALL 10 MONTH TEACHERS – PREPLANNING & INSERVICE
Monday, August 18, 2014	FIRST DAY OF SCHOOL FOR STUDENTS
Monday, September 1, 2014	<b><i>LABOR DAY HOLIDAY</i></b>
Wednesday, September 17, 2014	LATE START – STAFF DEVELOPMENT DAY
Monday, October 13, 2014	NON-STUDENT, TEACHER PLANNING DAY
Wednesday, November 5, 2014	LATE START – STAFF DEVELOPMENT DAY
Tuesday, November 11, 2014	<b><i>VETERANS DAY HOLIDAY</i></b>
Wednesday, November 26, 2014	FALL BREAK
Thursday, November 27, 2014 - Friday, November 28, 2014	<b><i>THANKSGIVING HOLIDAY</i></b>
Wednesday, December 3, 2014	LATE START – STAFF DEVELOPMENT DAY
Friday, December 19, 2014	LAST DAY BEFORE CHRISTMAS HOLIDAYS (HALF DAY)
Monday, December 22, 2014 - Friday, January 2, 2015	<b><i>CHRISTMAS BREAK – ALL EMPLOYEES</i></b>
Monday, January 5, 2015	NON-STUDENT, TEACHER PLANNING DAY
Monday, January 5, 2015	FIRST DAY OF SCHOOL FOR ALL STAFF AFTER CHRISTMAS HOLIDAYS
Tuesday, January 6, 2015	FIRST DAY OF SCHOOL FOR STUDENTS AFTER CHRISTMAS HOLIDAYS
Monday, January 19, 2015	<b><i>MARTIN LUTHER KING HOLIDAY</i></b>
Monday, February 16, 2015	NON-STUDENT, TEACHER PLANNING DAY
Monday, March 30, 2015-Friday, April 3, 2015	<b><i>SPRING BREAK (INCLUDES SPRING HOLIDAY, APRIL 3, 2015)</i></b>
Monday, May 25, 2015	<b><i>MEMORIAL DAY HOLIDAY</i></b>
Friday, May 29, 2015	LAST DAY OF SCHOOL FOR STUDENTS (HALF DAY)
Monday, June 1, 2015 Tuesday, June 2, 2015	10 MONTH TEACHER PLANNING DAYS
Tuesday, June 2, 2015	LAST DAY FOR 10 MONTH TEACHERS
Tuesday, June 16, 2015	LAST DAY FOR 11 MONTH TEACHERS
Tuesday, June 23, 2015	LAST DAY FOR 11 MONTH ADMIN/PROFESSIONAL EMPLOYEES

**Property of**

---

(Student Name)

---

(School)

*Malcolm Thomas*

---

Principal

---

Malcolm Thomas  
Superintendent of Schools  
469-6130

**The School District of Escambia County**

Students in Escambia County public schools are subject to the rules and regulations of the Board during the school day and regular school activities; while standing at a bus stop when being transported on school buses or at public expense to and from school or other educational facilities; during the time they are otherwise in route to and from school or are presumed by law to be attending school; and at such time and places including, but not necessarily limited to, school-sponsored events, field trips, athletic functions, and other activities where appropriate school personnel have jurisdiction over students. In addition, jurisdictional control over the student may be extended to the immediate vicinity of the school whenever the conduct of the student is deemed to have a detrimental effect on the health, safety, and welfare of other students and/or of the school.

**School Board Members**

Jeff Bergosh  
District 1

Gerald W. Boone  
District 2

Linda Moultrie  
District 3

Patty Hightower  
District 4

Bill Slayton  
District 5

Phone (850) 469-6155

**2014-2015**

[www.escambia.k12.fl.us](http://www.escambia.k12.fl.us)



"Making A Positive Difference"

---

## THE SCHOOL DISTRICT OF ESCAMBIA COUNTY

---

75 NORTH PACE BOULEVARD

PENSACOLA, FL 32505

PH. 850/432-6121 • FAX: 850/469-6379

<http://www.escambia.k12.fl.us>

MALCOLM THOMAS, SUPERINTENDENT

Dear Students:

Welcome to the 2014-2015 school year! I hope you had a productive summer and are now ready for another great school year.

As a student in the Escambia School District, you are now eligible to take advantage of a multitude of wonderful educational opportunities provided within the Escambia County School District. The start of each school year is exciting because of the renewed energy and all the possibilities that working together provides.

Success begins with laying a foundation for high expectations. This handbook outlines the rights and responsibilities that are critical to your learning environment. Please take the time to review and become familiar with the standards of behavior so you can be successful and better focused on your studies.

Teachers, support personnel, counselors and administrators stand ready to assist you with the preparation for your future. Everyone is rooting for each student's academic and extracurricular success, but the truth is - your success story begins with YOU! It is important for you to possess character, integrity and purpose for your life.

Someday you will graduate and leave our school district. In doing so, we want you to exit with the confidence that you are well-prepared to be trustworthy, hard-working, wise and capable of honorable service to your family, community and nation.

I encourage you to embrace this school year with winning interpersonal skills, leadership traits and high academic aspirations. Trust in who you are and who you are capable of becoming!

Together - let's make this the best school year ever!

Sincerely,

Malcolm Thomas

# Table of Contents

<b><u>Chapter/Topic</u></b>	<b>Page</b>
Chapter 1: Rights and Responsibilities .....	1
A. Student Rights and Responsibilities .....	1
B. Moment of Silence .....	3
C. Pledge of Allegiance.....	4
D. Parental Rights.....	4
Chapter 2: Attendance.....	6
A. Compulsory Attendance .....	6
B. Tardiness.....	8
C. Awarding High School Credits.....	8
D. Religious Holidays .....	8
E. Truancy.....	9
F. Out-of-Attendance-Zone Students.....	9
G. Gifted Center Attendance .....	9
Chapter 3: Campus Arrival/Departure .....	10
A. Campus Hours .....	10
B. Arriving/Leaving During School Day .....	10
C. Pick Up/Drop Off Area .....	10
D. Students Walking to School .....	11
E. Driving on Campus.....	11
Chapter 4: Transportation Services.....	12
A. Establishing School Bus Stops .....	12
B. Authority of School Bus Operator.....	13
C. Bus Rules for Students .....	13
D. Serious Infractions.....	14
E. Very Serious Infractions.....	14
F. Contacting the Transportation Department .....	15
Chapter 5: Student Conduct.....	16
A. Subject to Control.....	16
B. Safe Harbor.....	16
C. Simulating a Firearm .....	16
D. Serious Breach of Conduct (Elementary).....	16
E. Serious Breach of Conduct (Secondary) .....	17

F. Very Serious Breach of Conduct (Secondary).....	18
G. Disciplinary Reassignment or Expulsion .....	21
H. Personal Property of Students.....	21
I. Appropriate Use of Technology .....	22
J. Gang Activity .....	23
K. Off-Campus Felony Charges .....	23
L. Secret Societies/Clubs .....	24
M. Search of Lockers, Vehicle, Cell Phones, or Personal Property.....	25
Chapter 6: Bullying and Harassment .....	26
A. Bullying and Harassment.....	26
B. Sexual Harassment .....	27
C. Dating and Violence Abuse (Secondary) .....	28
D. Child Abuse.....	28
Chapter 7: Safe Schools .....	29
A. Visitors on Campus .....	29
B. Classroom Observation .....	29
C. Disturbing School Functions .....	29
D. Trespass on School Grounds .....	29
E. Law Enforcement .....	29
F. Interviews of Minor Students by Law Enforcement.....	30
G. School Resource Officer/Crime Stoppers.....	30
H. Department of Children and Families .....	30
Chapter 8: Discipline Strategies.....	32
A. Due Process .....	32
B. Interventions and Consequences .....	32
C. Removal From Class .....	33
D. Detention .....	33
E. Saturday Detention Program (Secondary).....	33
F. Work Detail .....	33
G. Suspension: In-School.....	34
H. Suspension: Out-Of-School.....	34
I. Behavior Contract (Secondary) .....	34
J. Disciplinary Reassignment.....	34
K. Expulsion.....	35
L. Restrictions During Suspension/Disciplinary Reassignment/Expulsion .....	35

Chapter 9: Exceptional Student Education .....	36
A. Students With Disabilities .....	36
B. Gifted Students .....	37
C. Additional Rights for ESE Students .....	37
Chapter 10: Dress Code .....	39
A. Requirements for Student Dress .....	39
B. Discipline for Infractions .....	41
C. Uniforms – Procedures for Adopting .....	41
Chapter 11: Educational Records.....	43
A. Annual Notice to Parents .....	43
B. Right to Have Access .....	43
C. Right to Privacy .....	44
D. Right to Waive Access .....	44
E. Right to Challenge and Right to Hearing .....	44
F. Rights of Adult Students (Secondary) .....	45
G. Right for Language Interpretation .....	45
H. Right to Report Violation .....	45
Chapter 12: District Services .....	46
A. Audiological Evaluations (471-6001) .....	46
B. Exceptional Student Education (469-5518).....	46
C. Student Services (469-5382) .....	46
D. Health Services (469-5456).....	46
E. Psychological Services (469-5569) .....	50
F. School Social Worker (469-5451).....	50
G. Alternative Education (430-7439) .....	50
Chapter 13: Legal Notices .....	51
A. Notice of Non-Discrimination .....	51
B. Parent Right to Know .....	51
C. Asbestos Notification .....	51
D. Parental Access.....	51
E. Collection of Social Security Numbers .....	51
F. Transfer of Education Records .....	52
G. Family Educational Rights and Privacy Act (FERPA) Notice for Directory Information .....	53
H. Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA) .....	54

Glossary .....	56
Community Services .....	59



## Chapter 1: Rights and Responsibilities

### A. Student Rights and Responsibilities

1. RIGHT:

Students have the right to take advantage of all educational opportunities available in the School District of Escambia County.

RESPONSIBILITY:

Students have the responsibility to be prepared for class, to participate in classroom activities, and to complete assignments given by the teacher(s).

2. RIGHT:

Students have the right to qualified teachers who respect them. Their classroom must be free of prejudice and harassment. Students have the right to report such incidents.

RESPONSIBILITY:

Students have the responsibility to respect their teachers, other adults, and classmates. They must conduct themselves so that others may learn in a positive climate.

3. RIGHT:

Students have the right to expect classes to be organized with interruptions kept to a minimum.

RESPONSIBILITY:

Students have the responsibility to make productive use of class time and to adjust to any necessary interruptions of regularly scheduled classes.

4. RIGHT:

Students have the right to provide input into creating school rules and in selecting curriculum and courses when appropriate.

RESPONSIBILITY:

Students have the responsibility to obey school and classroom rules and to demonstrate leadership in the classes in which they are enrolled.

5. RIGHT:

Students have the right to take part in school or extracurricular activities and to seek office in an organization, provided their academic and disciplinary records are satisfactory, and they are qualified on the basis of the activity or the organization's criteria.

RESPONSIBILITY:

Students have the responsibility to follow guidelines set up for participation in school or extracurricular activities and shall conduct election campaigns in a positive, mature manner. Sponsors and students are to refer to the Florida Election Code, Chapters 97 – 106, inclusive, F.S.

6. **RIGHT:**  
Students have the right to expect that activities, programs, clubs, and organizations provide opportunities to meet a variety of student interests.

**RESPONSIBILITY:**

Students have the responsibility to inform school administration of their interests.

7. **RIGHT: (Secondary Only)**  
Students have the right to join any school-sponsored club or organization if they qualify, except when the total number of members exceeds that number permitted under the organization's constitution on file with the school principal.

**RESPONSIBILITY:**

Students have the responsibility not to discriminate against or harass other students on any basis including but not limited to racial/ethnic origins, gender, gender identity/expression, sexual orientation, religion, or disability.

8. **RIGHT: (Secondary Only)**  
Students have the right to gather in groups for conversation in areas authorized for that purpose when not assigned to a class or organized activity. Each school will designate areas to be used for that purpose.

**RESPONSIBILITY:**

Students have the responsibility when assembled to conduct themselves in an orderly manner. If a disturbance should occur, the school administration may alter the regular schedule and require students to go to a classroom or other location immediately.

9. **RIGHT:**  
Students have the right to submit material that meets acceptable journalistic standards to school-sponsored publications.

**RESPONSIBILITY:**

Students have the responsibility to comply with accepted democratic values and to respect the individual's rights either in print or in pictures.

10. **RIGHT:**  
Students have the right to the privacy of a locker, where provided, for their personal property except under the following conditions: A student's locker, book bag, personal property, vehicle, or other storage area may be opened for inspection by the principal/designee when reasonable suspicion exists that he/she possesses an illegal substance or a prohibited object. If drugs or weapons prohibited by law are found, the proper law enforcement official will be contacted. Under reasonable circumstances, the student will be present. 1006.09, F.S.

**RESPONSIBILITY:**

Students have the responsibility to pay the appropriate lock rental fee, keep the locker reasonably clean, avoid storage of prohibited items, and follow appropriate school procedures concerning lockers. Vandalism of school property or another person's property will not be tolerated. Compensation for damage to school property is the student's and parent's/guardian's responsibility. 985.437, 985.455, F.S.

**11. RIGHT:**

Students have the right to carry a cell phone during the school day under the following conditions: The cell phone must be placed on either silent or vibrate while the student is transported on a school bus and from the opening bell to the dismissal bell of the school day. The principal/designee may take a student's cell phone and search its contents including phone usage, texting, pictures, audio, video, and history when a reasonable suspicion exists that the student violated the District's acceptable use guidelines. Students must provide passwords necessary to access cell phone memory. See Chapter Five (5) of this publication for additional information.

**RESPONSIBILITY:**

Students have the responsibility to obey the District's acceptable use guidelines. Filming, photographing, recording, etc. persons without their consent can be against the law. 934.03, F.S.

**12. RIGHT:**

Students have the right to clean school facilities that are in reasonable order.

**RESPONSIBILITY:**

Students have the responsibility to respect personal and public property. Students are expected to help keep their school campus free of all litter. Compensation for damages to school property is the student's and parent's/guardian's responsibility. 741.24, 1006.42, F.S.

**13. RIGHT:**

Students have the right to attend school in a safe environment that promotes intellectual, social, emotional, and physical development.

**RESPONSIBILITY:**

Students have the responsibility to report criminal or other unlawful acts to school personnel, the appropriate law enforcement agency (CRIME STOPPERS: 433-STOP), or the District administration when they have knowledge of such acts.

**B. Moment of Silence**

In each public school classroom the administrator in charge shall, at the opening of school each day, observe a brief period of quiet reflection for not more than sixty (60) seconds with the participation of all the students therein assembled. 1003.45 (2), F.S.

1. During the moment of silence, the teacher responsible for each classroom shall take care that each student shall
  - remain silent;
  - make no distracting display; and/or
  - not interfere with nor impede other students in the exercise of individual choice.
2. No person and no employee or agent of the District shall
  - coerce, advocate, or encourage in any way whatsoever prayer or any other religious activity by students; and/or
  - discourage in any way whatsoever prayer or any religious activity by a student.
3. The moment of silence is not intended to be, and shall not be conducted as, a religious service or exercise but shall be considered an opportunity for a moment of silent reflection on the anticipated activities of the day.
4. A school administrator/designee shall initiate the moment of silence for the entire school through the public address system utilized by the school.

#### C. Pledge of Allegiance

As a citizen, each student is expected to show respect for the flag of the United States during the Pledge of Allegiance. Those students who object to participation on the grounds of conscience shall have the right to abstain. This right to abstain shall be exercised and honored in a courteous manner.

#### D. Parental Rights

When parents are separated or divorced, both parents typically have full rights to participate in the child's school activities, to review educational records and consult with school personnel, and to know what is happening at school. Parents are encouraged to communicate with each other regarding their child's well-being.

If current legally binding documents (such as a court order) limit or define custody, access to records, or other parental rights, the parents are required to provide the school a **certified** copy of the documents. Certified copies are obtained from the Clerk of the Court.

Checking out a student from school is subject to the provisions of Chapter 3: Campus Arrival/Departure. Students will be released only to the persons listed on the Student Registration Card (sometimes referred to as the "Blue Card.") Only the person who fills out the Student Registration Card may make changes to it. Staff will not monitor parenting plans, custodial arrangements, or timeshare orders; anyone on the Student Registration Card may pick the student up at any time in accordance with the school's pick-up and sign-out procedures.

If a parent believes that he/she has been wrongfully excluded from the Student Registration Card, the parents should discuss the exclusion with each other, and, if necessary, bring it to the

attention of the Court. Parents with questions about their rights are encouraged to seek the advice of an attorney.

## Chapter 2: Attendance

### A. Compulsory Attendance

Attendance is defined as being present from the first bell of the day to the dismissal bell. Compulsory school attendance age applies to students between six (6) and eighteen (18) years of age unless the parent/guardian files a notice with the school of the student's intent to terminate school enrollment. This notice of intent applies to students between the ages of sixteen (16) and eighteen (18) only. **All students are expected to attend school each day except for reasons indicated under excusable absence.** 1003.24, 1003.26, 1003.27, F.S.

Excusable absence includes

- that which is caused by the illness of student, serious illness or documented death in the family, or quarantine.
- that which has the sanction of both parents/guardians and principal. This agreement should be made prior to the absence. An absence related to vacation will not be excused.
- that which the principal deems excusable because of unusual circumstances.
- that which recognizes absence for a religious holiday. Prior administrative approval of absence is required.
- that which results from a visit to the parent/guardian who is being deployed or who is returning from a tour of duty in the military.

Each absence must be explained. Parents/guardians are responsible for providing notification within three (3) days of the student's return to school, or the absence will result in an unexcused absence. Notification of a student's absence should be completed on an Absence Verification Form that is available either on the District's website or at the schools. The Absence Verification Form includes the student's name, the date(s) the student was absent, the reason for the absence, and parent's/guardian's legal name.

Students who check in or out of school for a medical appointment must provide documentation from the medical professional upon returning to school for the absence to be excused.

Absences related to illness or injury of the student shall be excused upon receiving notification by the parent/guardian for absences of no more than five (5) consecutive days or a total of ten (10) days in a period of ninety (90) calendar days.

Absences related to illness or injury of the student that exceed five (5) consecutive days or a total of ten (10) days in a period of ninety (90) calendar days may require a physician's statement. After the student exceeds the ten (10) days of absence, a doctor's note may be required for all subsequent absences that are due to illness. The physician's statement should indicate the student is under his/her care and the dates (or period of time) that it is medically necessary for the student to be absent. Absences related to illness or injury that exceed the number of days described above and lack a physician's statement as required shall be recorded as unexcused absences.

Any student who accumulates five (5) unexcused absences in a thirty (30) calendar day period or ten (10) days in a period of ninety (90) calendar days will be referred to an attendance child study team. The student's unresolved or chronic attendance problems, which include excessive tardies and/or early checkouts, will involve District school social workers and a possible referral to the court system. The student's parent/guardian shall be notified, and a meeting will be scheduled to identify potential remedies. This policy applies to absences from individual class periods, as well as to absences from the entire school day. 1003.26, F.S.

Students with excused absences will be allowed to make up all missed work. All missed work during an excused absence must be requested by the student or parent/guardian either during the absence or on the day the student returns to school. All work assigned during a student's excused absence may be submitted without penalty upon the student's return at a time agreed to by the teacher and student but no fewer than the number of consecutive days absent.

Students shall make up all graded class work and tests assigned during an unexcused tardy, check in or check out, absence, or out-of-school suspension. All missed work during an unexcused absence must be requested by the student or parent/guardian either during the absence or on the day the student returns to school. A timeline for the completion of all missed work and/or tests will be determined by the teacher and the student and shall not exceed the number of days the student was out of school. At the teacher's discretion, graded class work/tests may be accepted for no credit, partial credit, or full credit.

At the secondary level, to be counted present in a class, the student must be in attendance at least half the class period. Students in attendance for any part of the school day are counted present for the day but counted absent for any classes unattended. Students who wish to participate in athletics/extracurricular activities must be present at school at least half the day of the event.

State law requires the name of any minor at the secondary level with fifteen (15) unexcused absences during a period of ninety (90) calendar days be reported to the Board and the Department of Highway Safety and Motor Vehicles. Students reported to the Department of Highway Safety and Motor Vehicles shall have their license suspended or withheld upon making application for a license unless the department is provided with proof of compliance or a hardship waiver. Request for proof of compliance or a hardship waiver should be made to the school social worker within fifteen (15) days from the date of receipt of the notice of intent to suspend the license.

Should the request for a hardship waiver be denied by the principal/designee, the student or parent/guardian may request to appeal that decision to the Board. Requests to appeal the school's decision regarding a hardship waiver shall be made in writing and submitted to the Office of School Social Workers, 30 East Texar Drive, Pensacola, Florida, 32503.

## B. Tardiness

Tardiness is the absence of any student when the official school day begins or when a student fails to report to any class during the school day before the class bell rings. When a student reports to school late or to a class late, the tardy must be appropriately identified as excused or unexcused. Repeated and/or excessive incidents of tardiness may potentially result in disciplinary action for the student.

An excused tardy will be given when a student is late to school or to a class as the result of sickness or injury, death in the family, medical or dental appointment with a note from the physician, school-sponsored activities, court date, or other reason that was pre-approved by the school principal.

An unexcused tardy will be given any time a student is late to school or to class as a result of (but not limited to) oversleeping, missing the school bus, shopping trips, pleasure trips or excessive tardiness as a result of illness without a physician's note stipulating that the medical condition justifies the student's tardiness.

The expectation for the instructional day/period is that instruction occurs from bell to bell. Tardiness to school/class negatively impacts the opportunity for student success. Checking in/out of school should be kept to a minimum to protect the productivity of the student's instructional time and to avoid disruptions to the school day.

Each school shall have a written tardy procedure which will encourage on-time arrival to school and to class. Each school shall notify students and parents of the school's tardy policy. Each secondary teacher will provide written notice to students regarding the tardy policy to class. Students cannot be suspended out-of-school for tardiness or truancy. 1006.09 (1), F.S.

## C. Awarding High School Credits

A secondary student who misses more than five (5) days during a semester must demonstrate mastery in one of the following methods to be eligible to earn high school credit:

1. earn a passing grade on the semester exam that when averaged with the two (2) grading periods is sixty (60) percent or higher for the course; or
2. earn a course average of seventy (70) percent or higher.

A secondary student who has not been in attendance for the required number of days and has not demonstrated mastery by one (1) of the two (2) methods listed above will have a maximum of a fifty-nine (59) recorded in academic history for that course. 1003.428 (4), 1003.436, F.S.

## D. Religious Holidays

Students shall receive an excused absence for an absence related to the observance of a religious holiday. The observance of the holiday shall be consistent with the tenets of the student's religion. Parents/guardians shall provide written notice of the observance and receive



administrative approval prior to the absence. A note shall not be required upon the student's return to school. Students shall not be adversely affected by an absence related to the observance of a religious holiday and shall be allowed to make up any work missed as the result of the absence. 1002.20, F.S.

#### E. Truancy

Each parent/guardian is responsible for his/her child's school attendance as required by law. Whenever a child of compulsory school attendance age is absent without the permission of the school principal/designee, the parent/guardian of the child shall report and explain the cause of such absence as soon as reasonable after learning of such absence.

If a student under the age of eighteen (18) is absent from school without a valid reason, the parent/guardian shall be given written notice requiring the child be in attendance at school within three (3) days from the date of the notice. Failure to comply with such notice may subject the parents/guardians to criminal prosecution.

During the school day, students between the ages of six (6) and eighteen (18) who are not in school or under the supervision of an adult shall be taken into custody and/or transported to school when a law enforcement officer has reasonable grounds to believe the child is truant. 984.13, F.S.

Students who become habitual truants will be dealt with according to the provisions of Chapters 39 and 1003, F.S.

#### F. Out-of-Attendance-Zone Students

Students attending schools out of their attendance zone must maintain passing grades, demonstrate appropriate behavior, be on time, and maintain good attendance. Failure to do so may result in the principal requesting a student be returned to the home school. A documented parent/guardian conference must be held prior to such a request being made by the principal/assistant principal.

#### G. Gifted Center Attendance

Gifted students' attendance one day each week at a gifted center is considered part of their regular school day. Gifted students

- are expected to maintain normal progress and master the same concepts and skills taught in all general education classes.
- may not be counted absent while attending a gifted center.
- must be permitted to make up any tests that are missed during gifted program attendance with no penalty because of program participation.
- may not be required to complete routine work assignments and must be provided any required make-up work by the teacher.
- must be given adequate time to make up work.

## Chapter 3: Campus Arrival/Departure

### A. Campus Hours

The principal of each school will designate a time when students may arrive on the school campus. Students shall arrive at school no more than thirty (30) minutes early and must leave within thirty (30) minutes of dismissal. Exceptions may be allowed for those students involved in supervised extracurricular activities and tutoring. The school shall not be responsible for students who are on school premises outside of designated times.

### B. Arriving/Leaving During School Day

A student must be in attendance throughout the school day in order to benefit fully from the educational program of the District. The Board recognizes, however, that from time-to-time compelling circumstances require that a student be late to school or dismissed before the end of the school day.

During school hours, students shall be permitted to leave school only in the custody of one (1) of the following:

- The student's parent/guardian with photo ID
- A person (with photo ID) who is listed on the Student Registration Card
- A law enforcement officer, emergency medical worker, worker from the Department of Children and Families, or court official
- A school employee for the purpose of a field trip, athletic competition, or other approved event

Once a student has arrived on campus, he/she may not leave campus without the permission of the school. Parents/guardians may designate individuals to whom the school may release the student by providing their names and contact information on the Student Registration Card ("Blue Card".)

If there is no designated primary custodian, the child may be released only to the persons listed on the Emergency Data Card. In the absence of a court order, only the person who fills out the Emergency Data Card may make changes to it. Parents/guardians are required to provide the school a certified copy of all current court orders affecting custody. Certified copies are obtained from the Clerk of Court.

### C. Pick Up/Drop Off Area

The principal of each school will designate a specific area for students who are waiting for school to begin or who are waiting to be picked up at the conclusion of school or after school activities. In the event a student must call his/her parents/guardians, a specific telephone will be designated. It shall be the responsibility of the student to wait in the designated area. Any student not in the designated pick-up area after school shall be subject to disciplinary action.

D. Students Walking to School

Parents/guardians should discuss safety rules with students who walk to school. The District's supervisory responsibility is limited to times when students are on the school campus. 1003.31, F.S.

E. Driving on Campus

At no time may a middle school student drive to or from school or park a vehicle on any school campus during the school day. High school students who drive may have the privilege of parking on campus subject to school policy and consent to random drug screening.

## Chapter 4: Transportation Services

### A. Establishing School Bus Stops

1. Designated Bus Stop - Parents/guardians may request relocation of bus stops by contacting the transportation department. Parents/guardians may appeal denied bus stop location decisions to the Bus Stop Change Committee (BSCC) via Bus Stop Change Request submitted through the school. The Bus Stop Change Request can be downloaded at: [http://www.escambiyellow.com/parents\\_forms.html](http://www.escambiyellow.com/parents_forms.html). The transportation department and the BSCC must comply with the law and School Board Rules when making bus stop decisions.
2. Temporary Change of Bus Stop - Students may be transported on a space available basis to an alternate school bus stop on a temporary basis if the request is for five (5) or more consecutive school days and the alternate stop is an existing school bus stop. This temporary change must be requested by the parent/guardian in writing, verified and approved by the principal/designee, and submitted in writing to transportation personnel for consideration a minimum of two (2) working days before the change is to take place.
3. Emergency Situations - The principal/designee may temporarily change stops without prior notice in bona fide emergency situations. The principal/designee shall present the original written authorization for an emergency bus stop change under this rule to the bus operator who will provide transportation for such students. The transportation department shall assess the situation and determine when or if the emergency bus stop will be reverted to its original location.

Students not listed on the initial bus roster must obtain a “bus ticket” in order to ride the school bus or to be granted a special accommodation allowed in School Board Rules (see SBR Chapter 6).

4. Range of Bus Service - The District provides bus service for elementary school students who live one (1) mile or more from the school, for middle school students who live one and one-half (1.5) miles or more from school, and for high school students who live two (2) miles or more from the school. Bus stops may be established one-half (.5) mile for elementary students, and one (1) mile for middle and high school students from their residence.
5. Center-to-Center Transportation - Center-to-center routing may be provided for some students attending a school outside their attendance zone in a manner consistent with School Board Rules. Parents/guardians are responsible for the timely drop-off and pick-up of center-to-center bus riders. Parents/guardians must read and sign the necessary forms acknowledging that they understand the supervisory limits of the District. District responsibility is defined as a reasonable time before and after the student is on the premises for attendance at school or for authorized participation in a school-sponsored activity. Students must not arrive more than thirty (30) minutes before the scheduled

pick up time. Students must leave the campus within thirty (30) minutes of being dropped off at the end of the day. 1003.31, F.S.

6. Parental Responsibilities - Parents/guardians are responsible for the safety, control, and supervision of students while students are en route from home to the bus stop, while at the bus stop, and when returning from the bus stop to the home.
7. Route Changes - Parents/guardians will be notified in writing of school bus route changes resulting in permanent relocation or removal of an existing bus stop. The transportation department will provide notice to the school, bus operator, and affected student at least two (2) days prior to the change.
8. Misconduct - Any student who persists in a serious or very serious breach of conduct on a school bus or at a school bus stop shall be reported to the principal/designee and may be suspended from school and/or the bus. Students may be suspended from the bus in excess of ten (10) days where necessary to protect the safety of the operator and/or other students. Criminal penalties may be imposed. Parents/guardians must be notified in writing within twenty-four (24) hours of the suspension from the bus.
9. Boarding Procedures - Students must be at their assigned bus stop and ready to board the bus five (5) minutes prior to the scheduled arrival time. The bus will not wait for students. Students are not permitted to run after a bus.

#### B. Authority of School Bus Operator

The school bus operator has the authority to manage students transported to and from school and school functions. The school bus operator may enlist the assistance of school officials when behavior is inappropriate. If a student compromises the safety of the bus, law enforcement may be called.

#### C. Bus Rules for Students

1. Students are required to enter and leave the bus in an orderly, single file and wear seat belts on buses so equipped.
2. Students are to be silent while the bus is stopped at or proceeding across any railroad crossing.
3. If it is necessary to cross the road before boarding the bus or after exiting the bus, students are to cross in FRONT of the bus after the school bus operator gives a signal that crossing is safe.
4. Students are to report promptly to the principal/designee when instructed to do so by the school bus operator.
5. Students must remain properly seated while the bus is in motion.
6. Musical instruments which interfere with the seating and safety of others shall be placed in the seat or held in the lap of the owner. Instruments may be transported only on a space available basis.
7. Talking is permitted on the bus in a normal, conversational voice.

8. Using aerosols, fragrances, or sprays of any kind on board the bus is prohibited.
9. Students are subject to all school rules when being transported by bus to and from school or to and from extracurricular activities.

D. Serious Infractions

Serious infractions include, but are not limited to, the following:

1. eating, drinking, spitting, or chewing gum;
2. failing to remain seated as appropriate, including failure to wear occupant restraint systems when provided;
3. extending body parts or other objects from the window;
4. annoying or bothering others, including participating in horseplay or rough play;
5. using profanity (that does not rise to the level of harassing, bullying, intimidating, or threatening others);
6. failing to follow the school bus operator's instructions (e.g., boarding or exiting the bus unsafely);
7. distracting the school bus operator;
8. possessing reptiles, snakes, insects, marine life, or other animals, dead or alive;
9. possessing skateboards, skates, wheeled shoes, or other wheeled vehicles;
10. engaging in behaviors that contribute to disorder or decrease the bus operator's capacity to attend to the safe operation of the bus (Behavior must be specified when cited.); or
11. using aerosols, fragrances, or sprays of any kind on board the bus.

E. Very Serious Infractions

Very serious infractions include, but are not limited to, the following:

1. possessing, using, or selling any item not allowed on campus by state law, Board Policy, or the school principal (including but not limited to weapons of any kind, facsimiles of weapons, drugs, alcohol, tobacco);
2. fighting or hurting others, including participating in harassing, bullying, intimidating, or threatening behavior;
3. engaging in acts that place the safety and well-being of others at risk (e.g., unnecessarily opening the bus emergency exit door or failing to follow the school bus operator's directions in an emergency);
4. demonstrating rebellious behavior or open defiance of the bus operator's authority;
5. stealing;
6. engaging in willful destruction or defacement of District property or the personal property of others;
7. engaging in sexual misconduct or lewd and lascivious behaviors;
8. throwing objects in or outside the bus; and/or
9. boarding or leaving the bus at a stop other than the assigned stop location.

F. Contacting the Transportation Department

1. Web Form – Parents/guardians can contact the transportation department by completing a form at [http://www.escambiyellow.com/parents\\_contact.asp](http://www.escambiyellow.com/parents_contact.asp).
2. Telephone – Parents/guardians can contact the transportation department by telephone using the directory at <http://www.escambiyellow.com/directory.html>. A partial directory is included below:
  - a. Bus Dispatch – (850) 469-5678/5490 – Call to inquire about bus arrival time or to report a missing child.
  - b. Main Office – (850) 469-5488 – Call to be directed to a person who can assist with a question or issue.
  - c. Route Managers – Each route manager has a direct telephone number. The web site directory has current route manager contact information.
3. Additional information is available at <http://www.escambiyellow.com>.

## Chapter 5: Student Conduct

### A. Subject to Control

Each student enrolled in a public school, during the time he/she is being transported to or from school at public expense, during the time he/she is attending school, and during the time he/she is on the school premises or at any school-sponsored event, shall be under the control and direction of the principal/designee and under the immediate control and direction of the teacher or other member of the instructional staff or of the school bus operator to whom such responsibility may be assigned by the principal. 1003.31, F.S.

The Superintendent or his designee has the authority to involuntarily transfer or assign a student to another zoned school of attendance when such placement is determined to further the interest of the Board in maintaining a safe and orderly environment. A student who is repeatedly disruptive or who poses a threat to the health, safety, or welfare of others may be assigned involuntarily to an alternative setting. 1006.09 F.S.

A student's juvenile justice information and criminal record, in conjunction with other relevant information, may be used for the purpose of reviewing a student's educational placement and need for services and to protect the safety of other students and school personnel. Ch. 1006, F.S.

### B. Safe Harbor

If a student who is in possession of an item of contraband (such as a pocket knife, drugs, etc.) voluntarily surrenders the item as soon as he/she realizes that it is in his/her possession to a responsible staff member, then the student may be eligible for mitigation, in whole or part, of the penalty for possessing the item as appropriate under the circumstances. To qualify for this provision, such surrender must occur prior to the beginning of any investigation or search that might uncover the item.

### C. Simulating a Firearm

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. 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.

### D. Serious Breach of Conduct (Elementary)

Every student must follow the rules on the bus, at the bus stop, inside the building, on the school grounds, and at school-sponsored activities. Students must obey the principal, teachers, members



of the school staff, school bus drivers, and anyone who is placed in charge by the principal. Some behaviors are so serious that students engaging in them are subject to suspension or expulsion, reassignment to an alternative educational program, or referral to law enforcement for criminal prosecution. Those behaviors include, but are not limited to, the following:

1. possessing any item not allowed on campus by state law, Board Policy, or the school principal;
2. cheating/copying/plagiarizing;
3. fighting/instigating trouble;
4. hurting another student;
5. making threats or false reports;
6. defying authority/disrespect;
7. misbehaving in class or any other setting while under the supervision and authority of district personnel;
8. stealing;
9. breaking school, School Board, or state rules;
10. destroying school property;
11. violating the District's computer rules (Acceptable Use of District Information Systems Document);
12. possessing, using, or selling alcohol, tobacco products, drugs or imitation of drugs;
13. possessing a weapon, a firearm, a knife (including a common pocket knife), a replica (looks like a gun, etc.) of a weapon or a firearm, or any instrument or object used to inflict harm or intimidate another person;
14. bullying/harassing/intimidating;
15. harassing school personnel;
16. cyber-stalking;
17. disruption;
18. forgery;
19. inappropriate language/profanity;
20. indecent exposure/sexual misconduct;
21. offensive gesture;
22. inappropriate use of cell phone or other electronic device.

E. Serious Breach of Conduct (Secondary)

The following offenses, whether on campus, on a school bus, at a school bus stop, or at a school-sponsored function, are serious breaches of conduct that shall mandate strong positive disciplinary action. As required by law, criminal or delinquent acts shall be reported to the appropriate law enforcement agency. These offenses include, but are not limited to, the following:

1. possession or use of tobacco or tobacco products, including e-cigarettes and vapor devices;
2. possession of any items not allowed on campus;
3. profanity;
4. cheating/plagiarism;

5. forgery;
6. gambling;
7. causing personal injury to another;
8. stealing (minor);
9. open defiance;
10. repeated misconduct in class;
11. violations of school bus rules;
12. loitering;
13. public display of affection (including but not limited to kissing, fondling, or excessive body contact);
14. violation of dress code;
15. excessive tardiness to school or class, truancy, or skipping class\*;
16. leaving campus after arrival without permission\*;
17. violations of check-in/check-out procedures;
18. violations of published local school regulation, Board Policy, or state laws pertaining to school;
19. presence in an unauthorized area before, during, or after school;
20. minor violations of the guidelines in the Acceptable Use of District Information Systems Document;
21. failure to wear I.D. badge when required;
22. horseplay, pushing, or shoving;
23. soliciting, encouraging, hiring, aiding, or procuring another to commit an offense prohibited by Board Policy;
24. inappropriate use of cell phone or other electronic device;
25. participation in secret societies;
26. obstruction of an investigation by school officials or other authorities;
27. unauthorized use of a free or reduced meal number;
28. use, sale, or possession of any item which can produce a flame;
29. sale of any item or service not authorized by the school;
30. failure to report to or refusal to accept detention or work detail;
31. lying to school officials;
32. distributing or posting non-school related materials (flyers, posters, newsletters, etc.) on school property without permission of the principal.

\* Students shall not be placed in out-of-school suspension for truancy, skipping, or tardiness.

#### F. Very Serious Breach of Conduct (Secondary)

The following offenses, whether on campus, on a school bus, at a school bus stop, or at a school sponsored function, are very serious breaches of conduct which may result in suspension, confiscation of prohibited articles or substances, disciplinary reassignment, expulsion, alternative assignment, and/or criminal charges. As required by law, criminal or delinquent acts shall be reported to the appropriate law enforcement agency. Expulsion or disciplinary reassignment may be imposed for such conduct which involves willful disobedience, open defiance of authority, violation of a behavior contract, violence, or substantial disruption of the orderly conduct of school. Violence against any Board personnel by a student is grounds for in-

school suspension, disciplinary reassignment, out-of-school suspension, expulsion, involuntary reassignment, or other disciplinary action and may result in criminal prosecution and penalty. These offenses include, but are not limited to, the following:

1. disrespect to any school official in any way (by word, action or gesture);
2. refusal to follow instructions given by appropriate school personnel as related to conduct;
3. refusal to identify himself/herself on request of any teacher, principal, Superintendent, bus operator, school security officer, or other school personnel;
4. assault, battery, threats, or other violent acts against any student, teacher, bus operator, or other Board personnel;
5. fighting, or inciting others to fight (This conduct includes behavior which would constitute encouraging others to fight, gathering around students who are fighting in such a way as to interfere with school officials addressing that situation, or other acts significantly aggravating an ongoing disturbance resulting from fighting.);
6. bullying, cyber-bullying, threatening, intimidation, or harassment;
7. sexual misconduct or sexual harassment as defined in Chapter 6, Section B;
8. harassment of school personnel (Students shall not embarrass or harass school employees during or after school hours by improper written or oral remarks in public, on the telephone, or by damage or defacement of property or any other such violations of personal property right. A student who intentionally makes false accusations against school personnel may be expelled or assigned to an alternative program.);
9. violation of a behavior contract (repeated incidents of disruptive behavior);
10. possessing, selling, purchasing, holding, dispensing, receiving, transporting, consuming, or giving an illegal or controlled substance to other students;
11. possessing, selling, holding, dispensing, receiving, transporting, consuming, or giving prescription/non-prescription/over-the-counter substances to other students;
12. violation of Board Policy regarding appropriate handling and use of prescription medication;
13. possessing, selling, purchasing, holding, dispensing, receiving, transporting, or consuming alcoholic beverages;
14. possessing, selling, purchasing, holding, dispensing, receiving, transporting, or consuming any substance (including beverages), which produces a stimulant, depressant, or hallucinogenic effect on the central nervous system mimicking the stimulant, depressant, or hallucinogenic effect of a controlled substance or drug. Examples that are violations of this section include but are not limited to the following: "Spice," K2, "Legal Weed," and energy drinks (such as Red Bull, Five Hour Energy, etc. that contain large doses of caffeine and/or other legal stimulants or depressants like ephedrine, melatonin, guarana, and ginseng);
15. improper use of any substance by inhaling, huffing, or sniffing in violation of warnings included on Material Safety Data Sheets;
16. possession of or intent to sell or distribute any substance which may have the appearance of or is purported to be an illegal/controlled substance;
17. being under the influence of or impaired by prohibited substances, including but not limited to the substances indicated in this section; selling or possessing any paraphernalia designed for use with above listed substances (Such behaviors as drowsiness, nervousness, red eyes, dilated pupils, slurred speech, impaired equilibrium, or other

symptoms may be considered indicators that a student is “under the influence of or impaired by” a prohibited substance.);

18. possessing or holding the following:
  - a. ice picks or other pointed instruments
  - b. nunchakus, Chinese stars, or any instruments associated with martial arts
  - c. pipe – any length of metal not being used for the purpose for which it was normally intended
  - d. chains – any chain not being used for the purpose for which it was normally intended
  - e. any instrument, spray, or object deliberately used or intended for use to inflict harm upon another person or used to intimidate any person or any facsimile of the above
  - f. knife, other than that which is described in Chapter 790 of Florida Statutes, including a common pocket knife;

Note: Any tool or other sharp instrument needed for classroom assignments will be provided by the classroom teacher.

19. willful or malicious destruction of personal property or school property, including but not limited to the following:
  - a. willful or malicious altering, deleting, tampering with, or otherwise changing any computer software files
  - b. willful or malicious defacing, altering, reconfiguring, or tampering with computer hardware;
20. major violation of the guidelines in the Acceptable Use of District Information Systems Document, including but not limited to:
  - a. unauthorized access, download, or alteration of information, systems, and software;
  - b. use of technology to threaten, harass, or harm others by bullying or cyber-bullying; or
  - c. intentional damage of technology;
21. stealing (major or repeated offenses);
22. recklessness with vehicles on campus, violation of parking lot rules, or failure to obey speed limits;
23. selling, possessing, holding, dispensing, printing, transmitting, or receiving any inappropriate, indecent, or obscene materials;
24. use of any unauthorized wireless communication device in any manner which disrupts the normal operation of a school;
25. possession, use, or sale of fireworks or other explosive devices, including but not limited to, ammunition, gun powder, and shot;
26. possession, use, or threatening use of a replica of a firearm or other weapon which may or may not propel a projectile;
27. falsely activating a fire alarm or an Automated External Defibrillator (AED);
28. setting/starting a fire;
29. hazing as defined by 1006.135, F.S.;
30. possessing, printing, or using counterfeit United States currency;
31. soliciting, encouraging, hiring, aiding, or procuring another to commit an offense prohibited by Florida Law;
32. any breach of school rules related to criminal street gang affiliation as contemplated by Chapter 874, Florida Statutes;

33. cheating/plagiarism (major or repeated offenses);
34. forgery (major or repeated offenses);
35. gambling (major or repeated offenses);
36. open defiance (major or repeated offenses); and
37. other behaviors deemed by the principal/designee as unsafe or disrupting the orderly operation of the school.

#### G. Disciplinary Reassignment or Expulsion

Consistent with the District's aim to provide a safe and orderly learning and work environment in all District schools, the Board has adopted and will enforce a policy in which the three offenses described below will result in disciplinary reassignment and/or expulsion, with or without continuing educational services, from the student's regular school. Enforcement of this policy is not intended to imply a disregard of the rights of any individual or lack of concern by the District for any student. Enforcement of this policy shall be consistent with applicable laws including the Individuals with Disabilities Education Act (IDEA). The Superintendent may consider the one (1) year expulsion requirement on a case-by-case basis and modify the requirement by assigning the student to a disciplinary program or alternative school if the modification is determined to be in the best interest of the student and the District. If a student committing any of the offenses in this subsection is a student who has a disability, the Board shall comply with applicable State Board of Education rules. 1006.13, F.S. This policy will be enforced for violation of the following:

- **Drugs:** The unlawful use, possession, or sale of an illegal or controlled substance by any student while the student is upon school property, at a school bus stop, or while in attendance at a school function.
- **Weapons:** Bringing a firearm or weapon to school, to any school function, or onto any school-sponsored transportation or possessing any firearm or weapon at school, at any school function, or on any school-sponsored transportation.
- **Bomb Threat:** Initiating or knowingly and willingly actively participating in the commission of a bomb threat involving a District school, school site, school bus, or facility in which a school function is held or scheduled to be held. The Board may assign the student to a disciplinary program for the purpose of continuing educational services.

#### H. Personal Property of Students

Schools are not responsible for loss, theft, or destruction of students' personal items. Students are encouraged not to bring items of value such as cash, credit cards or gift cards to school. Items not allowed on campus unless permission has been received from the principal/designee include, but are not limited to, IPODS, ear phones, radios, Internet appliance, laptops, PDA's, CD players, electronic games, DVD players, laser pointers, or two-way radios.

## I. Appropriate Use of Technology

The Guidelines for Acceptable Use of District Information Systems Document (posted on the District web site at <http://escambia.k12.fl.us> under District Policies, Plans and Guidelines and Information) provides guidelines for appropriate technology usage and specific examples of prohibited technology usage.

All students have permission to access the Internet for educational purposes; to be photographed, videotaped, or interviewed by the news media regarding school-sponsored activities; and to publish school authorized work on the School District of Escambia County web pages. A parent/guardian may deny his/her child any or all of these permissions by proactively requesting, completing, and returning a Denial of Permission Form to the student's school. The Denial of Permission Form is available to a parent/guardian upon request at the student's school. For additional information, refer to the acceptable use guidelines located on the District web site.

The uses and behaviors listed below, as well as related behaviors not listed and prohibited uses specified in the Guidelines for Acceptable Use of District Information Systems Document, shall constitute misconduct resulting in appropriate disciplinary action:

1. accessing inappropriate materials including any section labeled adult or restricted to individuals eighteen (18) or older;
2. using the Internet for illegal, obscene, or non-educational purposes;
3. sending, displaying, downloading, or using obscene language or pictures;
4. violating copyright laws;
5. damaging computers, systems, or networks;
6. accessing unauthorized computers, systems, files, or networks;
7. intentionally wasting network or computing resources;
8. employing the network for commercial purposes;
9. downloading programs or content without teacher permission;
10. bullying, harassing, insulting, threatening, or attacking others;
11. using another person's password or accessing another person's documents; or
12. using the Internet for unmoderated chat or e-mail.

**WARNING:** The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, e-mailing, etc.) may constitute a **CRIME** under state and/or federal law. Any person taking, disseminating, transferring, or sharing obscene, pornographic, lewd, or otherwise illegal images or photographs will be reported to law enforcement and/or other appropriate state or federal agencies, which may result in arrest, criminal prosecution, and **LIFETIME** inclusion on sexual offender registries.

Students are permitted to possess personally-owned wireless and/or cellular communication devices such as cellular telephones (including personal digital assistants [PDAs] with wireless and/or cellular telephony/voice capabilities) and pagers while on school property or in attendance at school functions. The use of such devices from the opening bell of the school day until the final dismissal bell is permitted, but the device must be placed on silent or vibrate during that

time period. Use of the cell phone during instructional time is permitted only when the teacher allows such use. Failure to comply with the teacher's instructions regarding the use of cell phones during instructional time may result in disciplinary action. Appropriate student use of telecommunications services is also addressed in the Guidelines for Acceptable Use of District Information Systems Document Part Two – Student Community Access.

Students may use wireless and/or cellular communication devices while on a school bus at any time, but such devices must be placed on silent or vibrate for the duration of any bus transportation. Student use of a cell phone while being transported may be restricted by the bus operator to ensure the safe operation of the bus. Failure to comply with the bus operator's instructions may result in disciplinary action.

Other personally-owned, wireless and/or cellular equipped electronic devices subject to the restricted possession and usage described above, include but are not limited to, handheld computer/phone/player hybrids, sub-laptop computers, and laptop computers. Any personally owned electronic device capable of audio and/or video recording or play back may also be subject to restricted student possession and use at the discretion of the principal.

The Board, the District, the school, or any District employee shall not be liable for the loss, theft, or destruction of any confiscated item(s).

Addendum III of the district Acceptable Use Policy details the guidelines required for the instructional usage of student-owned electronic devices on district premises and/or at district-sponsored events. Bring-your-own-device initiatives will be expanded at several schools during the school year. Student devices must use the district's wireless Internet access so that all sites accessed are run through the district filter system. Personally-owned devices used by students for research purposes, personal productivity, computer-assisted instruction, multimedia production, or Internet content production are subject to the sanctions and responsibilities found in the Acceptable Use Policy, and parents are required to grant permission with a notarized signature for students to use their own devices.

#### J. Gang Activity

The District does not allow gang activity as defined by Florida Law. Gang activity includes gang-affiliated signs, symbols, and dress. It is the policy of the District that all students and employees have an educational setting that is safe, secure, and free from harassment and bullying of any kind. The District will not tolerate unlawful harassment of any type. Conduct that constitutes bullying, as defined herein, is prohibited. 874, F.S.

#### K. Off-Campus Felony Charges

Any student who is formally charged with an off-campus felony (or with a delinquent act which would be a felony if committed by an adult) may be suspended from school if that incident is shown to have an adverse impact on the school in which the student is enrolled. Such suspension may exceed ten (10) days, as determined by the Superintendent. The suspension shall not affect

the delivery of educational services to the student, and the student shall be immediately enrolled in a daytime alternative education program, or an evening alternative education program, where appropriate. 1006.09 (2), F.S.

Any student who is found by a court to have committed a felony (or delinquent act) may be expelled by the Board or may be given a disciplinary reassignment. Such expulsion or disciplinary reassignment shall not affect the delivery of educational services to the student in any residential, nonresidential, alternative, daytime, or evening program outside of the regular school setting. Any student who is subject to discipline or expulsion for an off-campus felony involving a substance controlled under Chapter 893 may be entitled to a waiver of the discipline or expulsion

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

#### L. Secret Societies/Clubs

It is unlawful for any person, group, or organization to organize or establish a fraternity, whole or in part, of students enrolled in any public school or to go on any school campus for the purpose of soliciting any students to join such an organization. A secret society shall be interpreted to be a fraternity, sorority or other organization whose active membership is comprised wholly or partly of students enrolled in K-12 public schools. It perpetuates itself wholly or partly by taking in additional student members based on the decision of its membership. Membership must instead be based on the right of any student who is qualified by the rules of the school to be a member of and take part in any class or group exercise designated and classified according to gender, subjects included in the course of study, or program of school activities fostered and promoted by the Board, Superintendent, or school principal. 1006.14, F.S.

Clubs, organizations, and activities must be open to all students. If a student qualifies, he/she has a right to join. Secondary students must consent to random drug screening in order to participate in any extracurricular activity. Members shall not be selected by secret ballot. Membership in a club or organization should not interfere with a student's instructional program. A charter and constitution stating membership qualifications and rules of conduct must be written by both students and teachers, be approved by the administration, and be kept on file so that all students, parents/guardians, and school personnel may read them. The constitution of a club shall determine its number of members. All club meetings must be held on the school grounds except for special meetings or events which are approved by the administration.

The faculty sponsor of a club or organization is responsible for securing appropriate chaperones for all meetings of clubs and organization. Volunteers must comply with all applicable Board policies regarding selection and screening. All money collected by clubs or organizations must



be handled through the school in accordance with Board policies. All school activities sponsored by national organizations, i.e., Anchor Club, Key Club, National Honor Society, etc., must follow the national organization rules.

M. Search of Lockers, Vehicle, Cell Phones, or Personal Property

Student lockers, personal property, and vehicles are subject to search by the principal/designee where reasonable suspicion is present to believe a prohibited item is illegally possessed or contained therein. Any vehicle while on the school campus or the grounds of a facility where a school sponsored function is being held or any vehicle used in connection with a school sponsored activity is subject to search by the principal/designee and/or the appropriate law enforcement agency when a reasonable suspicion exists that a prohibited or illegally possessed item is stored in the vehicle. The person in control of the vehicle will be present during the search. 1006.09, F.S.

A student's cell phone is subject to search. The principal/designee may confiscate a student's cell phone and search its contents including but not limited to, phone usage, texting, and images/videos when a reasonable suspicion exists that the student violated the District's Acceptable Use Guidelines. Such search is not subject to prior parent/guardian notification.

The search of a student may be conducted when reasonable suspicion exists that the student possesses a prohibited or illegally possessed item. The search must be conducted (with an adult witness present) in a discreet manner out of view of other students.

## Chapter 6: Bullying and Harassment

Any person who has knowledge of bullying has an obligation to report the incident either through the on-line *Reporting Bullying* link located on the home page of the District's web site home page at [www.escambia.k12.fl.us](http://www.escambia.k12.fl.us) or to any District employee.

### A. Bullying and Harassment

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 which may involve, but is not limited to, the following:

1. unwanted teasing;
2. social exclusion;
3. threat;
4. intimidation;
5. stalking;
6. physical violence;
7. theft;
8. sexual, religious, or racial harassment;
9. public humiliation; and
10. destruction of property.

Harassment means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student or school employee that

1. places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property;
2. has the effect of substantially interfering with a student's educational performance, opportunities, or benefits; or
3. has the effect of substantially disrupting the orderly operation of a school.

Bullying and harassment also encompasses

1. retaliation against a student or school employee by another student or school employee for asserting or alleging an act of bullying or harassment. Reporting an act of bullying or harassment that is not made in good faith is considered retaliation.
2. perpetuation of conduct listed in the definition of bullying or harassment by an individual or group on the basis of the victim's real or perceived racial/ethnic origins, gender, gender identity/expression, sexual orientation, religion, or disability with an intent to

demean, dehumanize, or cause emotional or physical harm to a student or school employee by

- incitement or coercion;
- accessing or knowingly and willingly causing or providing access to data or computer software through a computer, computer system, or computer network within the scope of the District; or
- acting in a manner that has an effect substantially similar to the effect of bullying or harassment.

### Harassing School Personnel

Students shall not harass school personnel at school or at home. Harassment includes, but is not limited to, inappropriate language; false accusations in the presence of other people, on the telephone, in letters, notes or other documents; and destruction or damage to personal property. Students who harass school personnel may be suspended, expelled, placed in an alternative school, and/or face criminal charges.

### Cyber-stalking

Cyber-stalking is engaging in conduct to communicate, or cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication. It may be directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose. 784.048 (1) (d), F.S.

### B. Sexual Harassment

The District prohibits sexual harassment of students in any form which involves employees, school volunteers, or other students. Any student who believes that he/she is a victim of sexual harassment shall immediately report the individual(s) to any District employee as well as to the parent/guardian. Any employee who becomes aware of an allegation of sexual harassment of a student shall immediately report that allegation to the school administration or to the Deputy Superintendent whether or not the staff member feels the allegation is well founded. All complaints will be investigated promptly and, if substantiated, the appropriate disciplinary action will be taken. Retaliation against individuals who report or file a complaint in good faith will not be tolerated.

Behaviors considered to be sexual harassment include, but are not limited to, the following:

1. spreading sexual gossip;
2. making unwanted sexual comments (whether intended to be serious or humorous);
3. pressuring for sexual activity;
4. making any unwanted physical contact of a sexual nature;
5. making any unwanted sexually suggestive telephone calls, e-mails, text messages, pictures, video, audio, or writing unwarranted suggestive letters;

6. creating a hostile, offensive, or intimidating environment based on or related to gender that has the purpose or effect of interfering with an individual's academic performance; or
7. requesting sexual favors.

C. Dating and Violence Abuse (Secondary)

All students have a right to an educational setting that is safe, secure, and free from dating violence and abuse of any kind. The District will not tolerate any form of dating violence or abuse. The District upholds that dating violence by any student is prohibited on school property, during any school related or school sponsored-program or activity, or on school-sponsored transportation. 1006.148, F.S.

Definition of dating violence and abuse:

1. Dating violence is a pattern of emotional, verbal, sexual, or physical abuse exhibited by one person in a current or past dating relationship to exert power and control over another.
2. Abuse may include but is not limited to
  - a. insult;
  - b. coercion;
  - c. social sabotage;
  - d. sexual harassment;
  - e. stalking;
  - f. threat;
  - g. act of physical or sexual abuse;
  - h. harassment to include stalking via electronic devices such as cell phones and computers; or
  - i. harassment through a third party. This type of behavior may be physical, mental, or both.

Any person who has knowledge of dating violence and abuse has an obligation to report the incident either through the on-line *Reporting Bullying* link located on the home page of the District's web site at <http://www.escambia.k12.fl.us/SchoolViolenceReporting/Index.aspx> or to any District employee.

D. Child Abuse

Florida Statutes require District employees to report any and all suspected or reported cases of child abuse to the Department of Children and Families. Parents/guardians are advised that they should report known or suspected incidents of child abuse of a student by a District employee occurring while the student is attending school, a school function, or otherwise under the jurisdiction of the District to the Florida Child Abuse Hotline, 1-800-96ABUSE, the school principal, and/or local law enforcement. 39.201, F.S.

## Chapter 7: Safe Schools

### A. Visitors on Campus

Visitors or other individuals with legitimate educational interests or business are welcome at all District schools. To avoid class disruptions and to ensure the safety of students and school personnel, visitors are required to produce a photo ID and check in and out through the school's main office. Each principal has the authority to prohibit or limit access to school property. Violators are subject to arrest for trespassing. 810.097, F.S.

### B. Classroom Observation

Observation of a teacher's class or individual student shall be allowed only after arrangements have been made with the principal and the purpose of the visit has been approved. The administration shall determine the amount of time spent observing in a classroom so as not to compromise the teaching-learning process.

### C. Disturbing School Functions

Any person not subject to the rules and regulations of the school who creates a disturbance on the property or grounds of any school or who commits any act that interrupts the orderly conduct of a school or any activity thereof commits a misdemeanor of the second degree, punishable as provided by law. 1006.145, F. S.

### D. Trespass on School Grounds

Any person who does not have legitimate business on the campus or any other authorization, license, or invitation to enter or remain upon school property or a student currently under suspension or expulsion who enters or remains upon campus or any other facility owned by any such school commits a trespass upon the grounds of a school facility, a misdemeanor of the second degree. Any person who enters or remains upon the campus or other facility of a school after the principal/designee has directed such person to leave such campus or facility or not to enter upon the campus or facility commits a trespass upon the grounds of a school facility, a misdemeanor of the first degree. 810.097 (1) (2), F.S.

### E. Law Enforcement

If any officer wishes to question a student at school, a suitable place will be provided after the officer has presented proper identification. The principal/designee may be present during the interview at the request or authorization of the student. The conference area will be so located as to create as little attention as possible to the matter.

If the officer decides to take the student from the school grounds, he/she will be permitted to do so only on the basis of a warrant of arrest, court order, or statement of the officer that he/she is placing the student under arrest or taking the student into custody. The officer shall be asked to sign an affidavit accepting custody for the student before removing him/her from the school

grounds. Affidavit forms are available in the school's front office. The school shall make a reasonable effort in a timely manner to notify the parent(s)/guardian(s), when appropriate, that the student has been questioned or has been placed under arrest. Law enforcement questioning of students will be conducted in compliance with Florida Statute and the United States Constitution.

#### F. Interviews of Minor Students by Law Enforcement

The School District cooperates with law enforcement agencies. Students may be interviewed in school by law enforcement officials. School officials will grant law enforcement interviews with a student after considering whether a minor student is a suspect. When practical, school personnel will be present during the interview with law enforcement. An attempt will be made to contact a parent/guardian prior to the interview of a student suspect, and such attempt shall be documented. If a witness or victim becomes a suspect, an attempt will be made to contact a parent/guardian as stated above. If appropriate, school personnel will be present during the interview of a victim/witness. In matters of urgent school or personal safety, law enforcement may require immediate access to students before parents are notified. In these cases, parents will be contacted as soon as possible. If a student is a victim or a witness as a result of child abuse or neglect and allegations exist that a parent/guardian is abusing the student or a sibling, the parent/guardian will not be contacted prior to law enforcement/Department of Children and Families (DCF) interviews. DCF and/or law enforcement will determine when the parent/guardian is contacted.

#### G. School Resource Officer/Crime Stoppers

Local law enforcement agencies in cooperation with the District have provided uniformed personnel to middle and high schools. The focus of the School Resource Officer Program is to foster a basic understanding among students of the laws and the role of the law enforcement officer and to assist in matters of enforcement.

Students are encouraged to prevent or report a crime by calling CRIME STOPPERS @ 433-STOP.

#### H. Department of Children and Families

Notification of parents/guardians regarding removal or interview of a student while on school premises by personnel of the Department of Children and Families (DCF) is the responsibility of DCF. If any DCF staff person wishes to interview a student at school, a suitable place will be provided after the DCF staff person has presented appropriate identification.

The principal/designee will be present only if the DCF staff person feels it will enhance the interview and the student requests or consents to the presence of the principal/designee. The District witness, when involved in DCF interviews of children, will not be involved in the investigation but will serve only as a witness to the interview. The District witness will be bound by the confidentiality provisions governing child protective investigation interviews found in Chapter 39, F.S.

If the DCF staff person elects to remove a student from the school, he/she must sign an affidavit accepting custody for the student prior to doing so.

## Chapter 8: Discipline Strategies

### A. Due Process

All students will be given the right of due process. Due process is the legal procedure established by our nation's legal system, giving students the opportunity to respond to allegations against them. During the initial investigation and fact-finding procedures, parental notification is not required. However, the District recognizes the obligation to parents/guardians regarding disciplinary sanctions; therefore, a school administrator or designee will notify a parent/guardian of any disciplinary action taken against the student and document that the notification was made.

1. Prior to any disciplinary action, the student will be informed of charges against him/her orally and in writing.
2. The student will be asked whether he/she is guilty/not guilty.
3. If the student claims innocence, the evidence against him/her will be explained.
4. The student will be allowed to present his/her side of the case.
5. All evidence will be considered by the principal/designee.
6. The severity of the charge and the student's past disciplinary record will determine the punishment.

A student is not entitled to legal counsel, to cross examine witnesses, or to call his/her own witnesses unless a suspension exceeds ten (10) days.

### B. Interventions and Consequences

The School Board of Escambia County recognizes that the best place for all students is in the classroom. To find solutions that may keep students engaged in learning, one or more of the procedures listed below will be followed: (All procedures may not be available at all campuses.)

- conference between principal/designee and student
- telephone conference between principal/designee and parent/guardian
- conference at school between principal/designee and parent/guardian
- referral to school social worker
- referral to school guidance counselor
- referral to outpatient services
- referral to Violence Prevention Program
- referral to peer mediation
- placement on behavior contract

#### Consequences

- assignment to work detail
- assignment to detention
- assignment to Saturday detention/work detail, detention, or remediation
- assignment to in-school suspension
- temporary removal from class following proper procedures



- referral or assignment to another school within the District
- alternative educational setting (also can be utilized for a student waiting for expulsion hearing)
- suspension from school and/or bus
- recommendation for expulsion
- referral to law enforcement
- referral to Neighborhood Accountability Board
- other

The nature of the offense and/or the student's past disciplinary record may be considered in disciplinary action under the progressive disciplinary policy.

NOTE: Corporal punishment will **not** be administered on **any** District property.

#### C. Removal From Class

Using proper procedures, a teacher has the authority to remove a student from his/her class for repeated incidents of disruptive behavior or for a violent act. The teacher may prohibit the student's return to his/her classroom. 1003.32, F. S.

#### D. Detention

The parent/guardian of a student assigned detention shall be notified of the student's detention a minimum of twenty-four (24) hours prior to the start of the detention. When students are kept after school for detention, the parent/guardian must provide for the student's transportation from school. Students in grades Pre-K – 3 may be detained for no longer than thirty (30) minutes. Students in grades 4 – 5 may be detained for no longer than forty-five (45) minutes. Secondary students may be detained for no longer than sixty (60) minutes.

#### E. Saturday Detention Program (Secondary)

Saturday detention programs may include instructional interventions as well as work detail. Saturday detention programs shall be limited to a duration of four (4) hours or fewer. Parents/guardians shall be notified a minimum of twenty-four (24) hours in advance of the Saturday detention requirement. Transportation for detained students shall be arranged by the student or parent/guardian upon receiving notice of Saturday detention. Failure to comply with Saturday detention may result in out-of-school suspension.

#### F. Work Detail

Work detail is an assignment of an adult-supervised task or tasks related to the upkeep of the school environment. Such assignment will be appropriate, in terms of the task itself and the duration of the work, for the age of the student. Students will not be assigned to use equipment, materials, or supplies that are inappropriate, hazardous, or potentially injurious. The parent/guardian of a student assigned work detail shall be notified a minimum of twenty-four

(24) hours prior to the start of the work detail assignment that occurs outside of the regular school day.

#### G. Suspension: In-School

In-school suspension is the temporary removal of a student from his/her regular school program and placement into an alternative program on campus under the supervision of school personnel for a period not to exceed ten (10) school days per incident. This disciplinary alternative may not be available on all campuses.

#### H. Suspension: Out-Of-School

Out-of-school suspension is the temporary removal of a student from all classes of instruction on any public school grounds to include all other school-sponsored activities, except as authorized by the principal/designee, for a period not to exceed ten (10) school days per incident. The principal/designee shall make a good faith effort to immediately inform a student's parent/guardian by telephone of a student's suspension and the reasons for the suspension.

Each suspension and the reasons for the suspension shall be reported in writing within twenty-four (24) hours to the student's parent/guardian by United States mail. A good faith effort shall be made by the principal/designee to employ parental assistance or other alternative measures prior to suspension except in the case of emergency or disruptive conditions which require immediate suspension. No student shall be placed in out-of-school suspension for unexcused tardiness, absence, or truancy. 1006.09, F.S.

Students shall make up all graded class work and tests assigned during an unexcused tardy, check in or check out, absence, or out-of-school suspension. All missed work during an unexcused absence must be requested by the student or parent/guardian either during the absence or on the day the student returns to school. A timeline for the completion of all missed work and/or tests will be determined by the teacher and the student and shall not exceed the number of days the student was out of school. At the teacher's discretion, graded class work/tests may be accepted for no credit, partial credit, or full credit.

#### I. Behavior Contract (Secondary)

A student may be given the opportunity to enter into a behavior contract if he/she has accrued six (6) or more disciplinary referrals. A meeting between the student, the parent/guardian, and school staff will be held to review the student's disciplinary and academic history and establish both academic and behavior goals. Consequences for continued misbehavior are discussed at the meeting, and expectations are clarified for the student

#### J. Disciplinary Reassignment

Disciplinary Reassignment is the removal of the student from the current school to an alternative setting. Continued educational services are provided.

## K. Expulsion

Expulsion means the removal of the right and obligation of a student to attend a public school under the conditions set by the Board for a period of time not to exceed the remainder of the term or school year and one (1) additional year of attendance. Expulsions may be imposed with or without continuing educational services. 1003.01 (6), F.S.

In the event that a student is recommended for expulsion, the student or his/her parent/guardian may request a formal administrative hearing or they may request a hearing before the Board. Such requests shall be submitted to the Superintendent in writing and within seven (7) days of receipt of the Superintendent's Notice of Recommendation for Expulsion. When Board action on a recommendation for the expulsion of a student is pending, the Superintendent may extend the suspension assigned by the principal beyond ten (10) school days if such suspension period expires before the next regular or special meeting of the Board. 1006.08 (1), F.S.

## L. Restrictions During Suspension/Disciplinary Reassignment/Expulsion

Students who have been suspended from school shall not be allowed to participate in or attend any extracurricular activities. A student must be in attendance in school to be eligible to participate in any extracurricular activity; therefore, a student who is suspended may not participate in extracurricular activities the day of a suspension. A student whose suspension period ends on a Friday may not participate in extracurricular activities that evening. A student whose suspension period includes a weekend may not participate in extracurricular activities over the weekend.

Expelled or reassigned students shall not be allowed to participate in or attend any extracurricular activities. Violation of this policy will result in a charge of trespassing, making the student subject to immediate arrest as authorized by the principal/designee.

## Chapter 9: Exceptional Student Education

### A. Students With Disabilities

The District does not discriminate on the basis of disability in admission, access to, treatment, or employment in its programs and activities. The District has the obligation to provide a free appropriate public education to students with disabilities.

Infractions of rules that result in suspension and expulsion of a regular education student may require a major change in the Individual Education Plan (IEP) of a student with a disability; therefore, change of placement decisions must involve the IEP Committee to ensure that any change in educational placement must not result in a complete cessation of educational services. All procedures as outlined in the *Special Programs and Procedures for Exceptional Students* regarding IEP review will be followed.

An exceptional education student may be suspended for a total of ten (10) days annually for infractions of rules.

When a student with a disability has incurred six (6) suspension days, the school will conduct a Review of Suspension that includes a determination of manifestation of the disability.

If a student commits a very serious offense, the principal/designee may call for a Review of Placement. Within twenty-four (24) hours of the decision to seek Review of Placement, the principal/designee shall

- provide notice to the student and parent/guardian of the suspension;
- specify alleged charges;
- provide the parent/guardian notice of a Review of Placement meeting (specifying the purpose, participants, time and place); and
- request the parent/guardian to attend.

An IEP Committee will convene and conduct a Manifestation Determination/Review of Placement meeting. If it is determined that the behavior is NOT a manifestation of the student's disability, the committee will consider the most appropriate placement for the student and continue to provide services. Consideration may involve a location outside the student's school of residence.

Should the IEP Committee determine the behavior to be a manifestation of the student's disability, and the behavior does not involve a very serious offense, the Local Education Authority (LEA) and parent/guardian may agree to a change of placement as an intervention. If the behavior did involve a very serious offense, the student may be moved to an alternate setting for forty-five (45) days. In either circumstance, the committee will conduct a Functional Behavior Assessment, create a Positive Behavior Intervention Plan, and develop an IEP to address the appropriate needs of the student.

The parent/guardian will be given a copy of the documents generated by the Manifestation Determination/Review of Placement Committee and their procedural safeguards. If they have not participated in the review, a copy will be sent to them.

A Manifestation Determination/Review of Suspension will be held for students with active 504 plans when they reach ten (10) days of suspension. The Director of Exceptional Student Education (ESE) is responsible for grievance procedures under Section 504 of the Rehabilitation Act of 1973. Complaints alleging violations of this act shall be made in writing to the Director of Exceptional Education, 30 East Texar Drive, Pensacola, Florida 32503, or by calling, 469-5518.

#### B. Gifted Students

Gifted Education is part of Exceptional Student Education (ESE); therefore, gifted students have a right under state statutes to receive a free and appropriate public education. ESE students whose only exceptionality is gifted are bound by the same requirements as specified in the *Student Rights and Responsibilities Handbook* concerning in lieu of expulsion, involuntary transfer, suspension, and expulsion as general education students. When those procedures are followed and result in a change in placement to a public alternative facility within Escambia County, the District will review the current Educational Plan to ensure that the student's gifted needs are addressed.

To guarantee a free and appropriate public education for ESE students whose only exceptionality is gifted, the following procedure shall be followed:

- Before any disciplinary action for a student identified as gifted results in an in lieu of expulsion, involuntary transfer, expulsion, or alternative placement to a public facility, the building principal will notify the teacher responsible for the student's Educational Plan.
- After any decision to implement a change in placement and before withdrawing a gifted student, an Educational Plan Committee meeting must occur. In the case of expulsion consideration, the meeting should follow a decision in an administrative hearing to place a student in a public alternative facility. The subject area specialist for the gifted program should be notified and invited to participate in all Educational Plan Committee meetings to discuss services in an alternative placement public facility.
- The Educational Plan Committee will revise the Educational Plan to provide appropriate services based on the needs of the student or consider dismissal should criteria for dismissal be met.

#### C. Additional Rights for ESE Students

Parents/guardians of exceptional education students are afforded additional rights as outlined in procedural safeguards. Parents/guardians of exceptional education students may ask to have someone else see their child's record. Parents/guardians of exceptional education students will be

notified of information in the school record that is no longer needed and of their right to ask that such information be destroyed. Parents/guardians of exceptional education students may review records kept at the Hall Center ESE Central Files and should call 469-5520 to schedule an appointment to view these records.

## Chapter 10: Dress Code

### A. Requirements for Student Dress

Student dress is applicable during school hours. Personal grooming is primarily the responsibility of the student and parent/guardian. Students are expected to come to school and school-sponsored activities and events clean, neat, and appropriately attired. Doing so demonstrates a respect for self and others. Students whose personal attire or grooming distracts the attention of other students or teachers from school work or which may be hazardous to themselves or to others in the course of school and school-sponsored activities shall be required to make the necessary alterations. Students who fail to meet the minimum acceptable standards of cleanliness and neatness as determined by the principal/designee shall be subject to appropriate disciplinary measures. Gang attire or insignia is not permitted at any school-sponsored activity or event.

Students in kindergarten through twelfth grade assigned to an alternative education disciplinary program shall be required to dress in accordance with the dress code policy in effect at the Alternative Education School.

The following are the dress code requirements:

1. Pants, trousers, skirts, and shorts shall be worn properly fastened so that they do not expose body parts. Pant hems shall not extend beyond the heel of the shoe. 1006.07(2)(d), F.S.
2. At the secondary level, the hem or slit of skirts, shorts, or dresses shall be worn no shorter than two (2) inches above the top of the knee.
3. At the elementary level, the hem or slit of skirts, shorts, or dresses shall be worn no shorter than mid-thigh.
4. Shirts, t-shirts, and blouses shall be of appropriate size and length to cover the waistband while sitting or standing. Long t-shirts are not permitted.
5. Caps, hats, hoods, and other head coverings shall not be worn in any building, except those worn for religious or medical purposes.
6. Overalls or any bibbed garment may be worn with an appropriate shirt or blouse underneath, and all straps and buttons shall be securely fastened.
7. The dress code shall not prohibit students from wearing coats, jackets, sweaters, or other appropriate outer garments when necessary due to inclement weather or temperature conditions.
8. Tennis shoes/athletic shoes are required to participate in physical education and/or recess.

The following clothing items are prohibited:

1. accessories that may be potentially dangerous and may include, but are not limited to, spiked arm bands, spiked necklaces, heavy chains, studded garments or accessories;
2. clothing or accessories associated with gangs or any garment with obscene, offensive, intimidating language or images relating to gangs or violence;
3. clothing or accessories that reference the use of drugs, alcohol, tobacco, or violence;

4. clothing or accessories associated with discrimination on the basis of gender, gender identity/expression, age, race, religious creed, color, sexual orientation, marital status, national origin, or disability;
5. clothing exposing the torso or upper thighs such as see-through garments, spaghetti straps, mini-skirts, mini-dresses, halters, backless dresses or shirts, tube tops, tank tops, bare midriff outfits, etc. or shirts and/or blouses tied at the midriff;
6. clothing that promotes sexually suggestive material;
7. clothing not properly fastened;
8. visible undergarments/underwear;
9. undergarments worn as outer garments;
10. nightwear/loungewear/pajamas;
11. tight-fitting clothing to include garments made of spandex or spandex-like fabric, lycra, or any other fabric that is revealing or inappropriate for school. Such garments include, but are not limited to, bicycle shorts or those garments that are designed for exercise;
12. leggings/jeggings not covered by an appropriate outer garment that complies with the dress code;
13. excessively large or form-fitting clothing that is disruptive to the order and discipline of the school setting or constitutes a safety hazard to the student(s);
14. footwear that is deemed hazardous or dangerous to the health and safety of students or others, such as bedroom slippers, or cleats; (The principal may further designate the footwear that is permissible under the dress code policy.)
15. clothing that exposes private body areas including, but not limited to, cleavage, groin, buttocks, navel, and midriff;
16. garments that have rips, holes, or fraying in the body that exposes the torso, thigh, or undergarments;
17. articles of clothing, jewelry, buttons, haircuts, tattoos, markings, body piercing, or other attire that is disruptive, offensive, suggestive, or indecent or considered a safety issue;
18. sunglasses worn inside the building; or
19. other inappropriate or disruptive items as determined by principal/designee.

The following exceptions to the dress code shall be permitted when:

1. a student wears a button, armband, or other accoutrement to exercise the right of free speech guaranteed by the United States' and Florida constitutions, unless the button, armband, or other accoutrement signifies or is related to gangs, gang membership, gang activity, discrimination on the basis of gender, gender identity/expression, age, race, religious creed, color, sexual orientation, marital status, national origin, or disability, or would otherwise violate the dress code policy.
2. a student wears a costume or special clothing necessary for a school play or other school-sponsored activity as permitted by the principal.
3. a student wears clothing in the intended manner of a nationally recognized youth organization, i.e., NJROTC, Boy Scouts, Girl Scouts, on regular meeting days.
4. a student wears clothing that reflects his/her sincerely held religious beliefs. Parents/guardians are urged to contact the principal/designee immediately regarding any religious dress requirements.



## B. Discipline for Infractions

A student's failure to adhere to the provisions of the student dress code as set forth above shall constitute a violation of student code and shall be subject to discipline as follows:

First Offense – The student shall be given a verbal warning, and the school principal shall call the student's parent/guardian.

Second Offense – The student is ineligible to participate in any extracurricular activity for a period of time not to exceed five (5) days, and the school principal shall meet with the student's parent/guardian.

Third and Subsequent Offenses – The student shall receive an in-school suspension for a period not to exceed three (3) days, the student is ineligible to participate in any extracurricular activity for a period not to exceed thirty (30) days, and the school principal shall call the student's parent/guardian and send the parent/guardian a written letter regarding the student's in-school suspension and ineligibility to participate in extracurricular activities. 1006.07 (2) (d), F.S.

## C. Uniforms – Procedures for Adopting

The standard operating procedure for any school considering a uniform policy is as follows:

The School Advisory Council (SAC) shall confer with the principal to determine whether there is a need/justification to consider an election to adopt a school uniform that meets the District-wide standard. The School Advisory Council's intention to discuss this subject with the school's parent population will be advertised at least seven (7) calendar days in advance of the meeting.

If an election is to be held, each school will conduct a vote to determine whether or not the students will wear mandatory school uniforms as follows:

- The School Advisory Council (SAC) shall advertise the vote to parents at least thirty (30) days prior to the ballot distribution. Within that time period, a public forum will be held to discuss the issue. This forum will be advertised at least seven (7) calendar days prior to ballot distribution.
- An official ballot and complete copy of the District-wide uniform policy will be distributed by regular United States mail for the secondary level and in the third 9-weeks report card for the elementary level.
- Each current student (K-4), (6-7 middle school), (9-11 high school) will represent one vote. The student's name shall appear on the ballot. The ballot must be signed by a parent/guardian. The parent/guardian shall have ten (10) calendar days to return the ballots.
- The SAC will count the ballots. Approval will require that sixty percent (60%) of the returned ballots are in favor of the District-wide uniform standard.
- Elections shall be completed and parents/guardians notified of the results no later than April 30<sup>th</sup> of the school year prior to the school year in which mandatory uniform implementation will begin.

The District's uniform shall consist of solid colored khaki, navy or black trousers, skirts, shorts, or jumpers. Shirts shall be collared and will be solid white, red, or navy blue and worn tucked in. Leggings/socks must be solid and in the uniform colors. *Students in grades K-5 shall not be required to tuck in their shirts.* Pull-over sweat shirts or solid sweaters of appropriate uniform colors may be worn over the uniform shirt or blouse. No denim shall be allowed at the secondary level.

The following circumstances shall be considered:

**Financial Hardships:** No student shall be denied attendance at school or be otherwise penalized for failing to wear clothing that complies with the uniform policy if such failure is due to financial hardship.

**Assistance:** Each school's principal and SAC in collaboration with the District shall develop procedures and criteria to offer assistance to students who are having difficulty complying with the District's uniform policy due to financial hardships. Each school is encouraged to develop a program with the District to provide for donations of clothing, financial assistance, or through programs that would alleviate financial hardship.

**New Students:** Students entering the Escambia County Public School System or transferring from a school without a mandatory uniform policy during the school year shall be granted a grace period of up to thirty (30) days to comply with the mandatory uniform policy at the new school.

## Chapter 11: Educational Records

### A. Annual Notice to Parents

A complete copy of the Student Record Guidelines is available for use in each school or center in the District. The principal, guidance counselor, or data clerk can provide access to the Student Records Guidelines. Each school keeps individual records including electronic records which are part of the cumulative records of its students. Parents/guardians and students at age eighteen (18) may ask to see these records at any time. Each school and the District have the following information about records for parents/guardians and students to read:

- a complete set of written policies and procedures about educational records;
- a list of the kinds of student records kept by the schools and the location of each kind of record; and
- a list of District staff members, officials, or other authorized people who are allowed to see and use the records without the written consent of the parent/guardian.

Types of information kept by schools in educational records include the following:

- health information
- family background information
- test scores
- educational and vocational plans
- honors and activities
- work experience reports
- teacher comments
- reports from student services or exceptional education staffing committees
- letters from agencies or professional persons
- driver education certificates
- a list of schools attended
- written agreements of correction or deletions as a result of meetings or hearing

### B. Right to Have Access

Parents/guardians and students eighteen (18) years of age and older have the right to view the student's records by making a request to the principal/designee. The school will share the records as soon as possible, not to exceed thirty (30) calendar days after the request is made. Divorced parents have equal access to a student's records unless a court order prohibiting a parent's access is on file with the school. A school staff member will be available to explain information in the records. Parents/guardians or the student may ask for copies of information in the records. A charge of \$.15 per page for copies may be assessed. The fee shall not include the cost to retrieve the educational record nor shall a fee prevent parents/guardian from inspecting or reviewing such records. Exceptional Student Education parents/guardians can access records through central files.

### C. Right to Privacy

All school records on individual students are private and confidential. Persons other than the school, school health staff, or District staff will not be allowed to see any personally identifiable student records without the written consent of parents/guardians or students who are eighteen (18) years of age or older. Some exceptions to this rule may include, but are not limited to, the following:

1. In an emergency situation where danger to health and safety exists, some records may be shared without the parent's/guardian's consent.
2. Some state and federal officials have the right to review records.
3. When a student enters or plans to enter any other school, records or copies of records will be sent to that school when requested by the receiving principal, the parent/guardian, or student who is eighteen (18) years of age or older.
4. Some information from the record, called directory information, may be shared without written consent or permission. This information includes the student's name, grade, address, listed telephone number, date and place of birth, participation in officially recognized school activities and sports, weight and height of members of athletic teams, dates of attendance, degrees or awards received, and the last school attended by the student. Armed forces and recruiters are included in this release of information.
5. Any parent/guardian or student who is eighteen (18) years of age or older may ask in writing that directory information not be released. Any such requests must be made within thirty (30) calendar days of receiving this notice, and it must be renewed annually.

### D. Right to Waive Access

Parents/guardians and students who are eighteen (18) years of age or older have the right to waive (give up) access to letters or statements of recommendation or evaluation. The parent/guardian or student may ask to be notified of the names of persons submitting letters or statements. The letter must be used only for the purpose intended. Parents/guardians or students may not be required to give up the right to access.

### E. Right to Challenge and Right to Hearing

If at any time a parent/guardian or student believes that information in the school record is inaccurate, misleading, or inappropriate, the parent/guardian or the student may ask that the record be changed. If the school agrees, the information will be corrected or deleted. If the school disagrees with the parent/guardian, the parent/guardian and student have the right to request a hearing challenging the content of the student's record. The parent/guardian or eligible student shall have a full and fair opportunity to present evidence at the hearing. The decision must be based solely on the evidence presented at the hearing and must include a summary of the evidence and the reasons for the decision.

#### F. Rights of Adult Students (Secondary)

When a student reaches age eighteen (18) or is attending a postsecondary institution (after graduating from high school), he/she will have all the rights listed above. This right includes exceptional education students unless the type or severity of the exceptionality would prevent the student from understanding his/her rights and/or acting in his/her own best interest. If a student at age eighteen (18) is still a dependent student, parents/guardians may continue to share certain rights in regards to records. Parents/guardians or students who have any questions about student records should call the principal or the office of guidance services at the school.

#### G. Right for Language Interpretation

Parents/guardians who have a primary language other than English may request an interpretation from English to the primary or home language of pertinent portions of the School District of Escambia County *Student Rights and Responsibilities Handbook* including, but not limited to, Rights of Privacy. Requests for interpretation should be made to the Director of Comprehensive Planning located at the J.E. Hall Center, 30 East Texar Drive, Pensacola, Florida 32503. The request may be made by phone at (850) 469-5329.

#### H. Right to Report Violation

Complaints regarding an alleged violation of the Family Educational and Privacy Act may be reported to the U. S. Department of Education, Washington, D.C. Complaints of unlawful discrimination may be made to the Office of Civil Rights, U. S. DOE.

## Chapter 12: District Services

### A. Audiological Evaluations (471-6001)

A student who does not pass the hearing screening will be referred for an audiological evaluation.

### B. Exceptional Student Education (469-5518)

Special classes and services are provided for eligible students. Services may be provided through the following programs and related services: autism spectrum disorder, deaf/hard of hearing, developmentally delayed, dual sensory impairment, emotional/behavioral disabilities, intellectual disabilities, language impairment, occupational therapy, orthopedic impairment, other health impairment, physical therapy, specific learning disabilities, speech impairment, traumatic brain injury, and visual impairment. Hospital/homebound services are available for students whose medical condition restricts school attendance for an extended period of time. Parents/guardians are afforded additional rights as outlined in documents called *Notice of Procedural Safeguards for Parents of Students with Disabilities, Revised 2009*, and *Procedural Safeguards for Exceptional Students Who are Gifted, Revised 2004 and 2005*.

### C. Student Services (469-5382)

Student Services include the following:

- individual and small group counseling to assist students with educational, career, personal, and social development;
- assistance to students and parents/guardians in solving problems which interfere with educational progress;
- information and referral to programs which will meet specific needs of individual students and their parents/guardians; (A list of agencies providing drug and alcohol counseling and rehabilitation and re-entry programs can be found on the inside back cover of this booklet.)
- student referral to District contracted agencies; and
- crisis team assistance with grief and loss issues.

### D. Health Services (469-5456)

The mission of school health services is to enhance learning by promoting health and wellness for students. Healthy children learn better. School nurses enable children with chronic health conditions to attend school and provide a safety net for all students.

Florida Statute, 1003.22(1), requires that each student enrolling in Pre-K or kindergarten, or any new student entering school in Florida for the first time, must provide documentation of a school entry physical exam that has been done within one (1) calendar year before starting school.

Florida Statute, 1003.22(4) requires that students have shots completed or up to date before entering school as follows:

**Parent Guide to Florida School Immunization Requirements  
2014-2015 School Year**

Grades	DTaP Series	Polio Series	MMR 1	MMR 2	Hepatitis B Series	Varicella 1	Varicella 2	Pneumococcal Conjugate	Hib	Tdap Booster
Pre-K	X	X	X		X	X		X	X	
K - 5	X	X	X	X	X	X	X			
7 - 12	X	X	X	X	X	X	Recommend			X

Students must be current with immunizations required for their grade as indicated by “X.” It is recommended that all students receive an annual flu vaccine each fall.

Health Services are provided by the District and its contracted agency as described in the School Health Services Plan. 381.0056, F.S.

The School District and its contracted agency partner to staff the school clinic with health support technicians, supervised by registered nurses who may be assigned to one or more schools. Health information is confidential and is only shared with staff members who have a legitimate need to know. Health services may include:

- |                                  |                        |
|----------------------------------|------------------------|
| Health Appraisals                | Emergency Care         |
| Health Education                 | Record Review          |
| Disease & Injury Prevention      | Home Visits            |
| Parent/Community Education       | Screenings (see below) |
| Health Consultations & Referrals | Health Promotion       |
| Health Counseling                |                        |

Screenings

Vision and Hearing. . . . .	Pre-K, K, 1, 3, 6, and Referrals
Growth and Development (Body Mass Index). . . . .	Pre-K, 1, 3, 6, and Referrals
Scoliosis (curvature of the spine). . . . .	6 and Referrals

Grade(s)

Parents/guardians are encouraged to seek medical evaluation of problems identified through the screening process, e.g., an eye exam if the student does not pass the vision screening. If the student does not have health insurance, the school nurse can provide information about FL KidCare Insurance and other resources that might be available. Parents/guardians who do not want their child to participate in health services and/or screenings must inform the school in writing each year. If needed, forms are available at the child’s school. 64F-6.003, F.A.C.

Whenever possible, medications must be administered at home. If it is necessary to schedule medication during the school day, or school-sponsored activity, Board Policy will be followed. 1006.062, F.S.

1. Each prescription medication must be authorized in writing on a current District Authorization for Administration of Prescription Medication Form that is signed by both the legal prescriber and parent/guardian. The parent/guardian should request the pharmacist label a second bottle to provide a thirty (30) day supply for the school.
2. Over the counter medications are limited to the following:
  - Acetaminophen (e.g. Tylenol)
  - Calcium Carbonate (e.g. Tums, Maalox)
  - Ibuprofen (e.g. Advil, Pamprin IB)
  - Diphenhydramine (e.g. Benadryl)
  - Sting Relief Pad (2% Lidocaine towelette)

A District Authorization for Administration of Non-Prescription Medication Form shall be completed by the parent/guardian. This form is available in the clinic. All other over-the-counter medications require a District Authorization for Administration of Prescription Medication Form signed by the physician.

3. While in school or under the authority of District personnel, medications must be kept secure in the school clinic under lock and key when not in use. The following medications can be carried and self-administered by the student when authorized by the medical provider and parent/guardian:
  - Metered dose inhalers
  - Epinephrine auto-injector
  - Pancreatic enzyme
  - Diabetic supplies and equipment

The school nurse shall assess the student's capability to administer medication through an individual health care plan. A District Authorization for Administration of Prescription Medication Form must be on file in the clinic before the student can carry or self-administer these medications. 1002.20 (3), F.S.

4. Except as provided above, students shall not possess, dispense or share prescription or non-prescription medication. For student safety, it is required that the parent/guardian or responsible adult deliver medication to or from the school's clinic. Discontinued medications must be picked up within one (1) week after the medication is discontinued and at the end of the school year. Unclaimed medications will be destroyed.
5. Food Substitutions or Modifications: USDA regulations 7 CFR Part 15b require substitutions or modifications in school meals for children whose disabilities restrict their diets. A child with a disability must be provided substitutions in foods when that need is



supported by a statement signed by a licensed physician. The physician's statement must identify: the child's disability; an explanation of why the disability restricts the child's diet; the major life activity affected by the disability; the food or foods to be omitted from the child's diet, and the food or choice of foods that must be substituted.

6. Food Allergies: Generally, children with food allergies or intolerances do not have a disability as defined under either Section 504 of the Rehabilitation Act or Part B of IDEA, and the school food service may but is not required to make food substitutions for them. However, when in the licensed medical provider's assessment, food allergies may result in severe, life-threatening reactions, the child's condition meets the definition of disability, and the substitutions prescribed by the licensed medical provider must be accommodated.
7. Head Lice Management: Students with a live louse and/or nits one-quarter ( $\frac{1}{4}$ ) inch from the scalp will be temporarily excluded from school for parents/guardians to perform head lice treatment. Treatment should be completed at home, and the student must return to the school clinic for clearance before returning to the classroom. If needed, one (1) day of absence will be excused to complete treatment.
8. Healthy Reminders for Families for a Healthy School Year:
  - The clinic should be updated whenever contact information changes.
  - A child who has a fever (greater than 100.4), diarrhea, vomiting, or other signs of illness, must be kept home until symptom free for twenty-four (24) hours to prevent others from becoming ill.
  - Hand washing before eating, after using the restroom, after blowing nose, and after coughing or sneezing is recommended.
  - Coughing or sneezing into a tissue or the shirt sleeve instead of the hands prevents the spread of germs.
  - The school nurse should be contacted to discuss a child's health needs.
  - Health insurance information for children is available at <http://floridakidcare.org/>, 888-540-5437, or from the school nurse.
  - Healthy Eating Strategies
    - Encourage family meals.
    - Serve a variety of healthy foods and snacks.
    - Be an example by eating healthy yourself.
    - Avoid battles over food.
    - Involve children in the planning and meal preparation process.
  - Physical Activity
    - Children should get sixty (60) minutes of physical activity each day.
    - Children should be encouraged to participate in a variety of activities to include endurance, strength, and flexibility.
    - Children should choose activities that are fun and don't feel like chores.
    - Families should make physical activity a priority and look for chances to be physically active.

E. Psychological Services (469-5569)

Psychological Services is comprised of a group of professionals trained to work with preschoolers, children, and adolescents, as well as their teachers and families. School psychologists work with all school personnel to make education for students a positive and rewarding experience.

School psychologists provide

- assistance to students experiencing educational, social, emotional, and behavioral problems through consultation, data analysis, development of interventions, and evaluations, as requested through Multi-Tiered System of Supports (MTSS).
- assistance to parents/guardians who have children with attention, motivation, discipline, or adjustment problems through consultation.
- evaluation of exceptionally bright students evidencing a need for placement in the program for gifted students.
- evaluation of preschool children who are referred through Child Find.

F. School Social Worker (469-5451)

The school social worker assists students with educational, attendance, emotional, and health problems.

G. Alternative Education (430-7439)

Based on students' needs, programs are designed in the categories of alternative education and dropout prevention at school sites throughout the District. A voluntary program for pregnant teens is provided at middle and high schools.

## Chapter 13: Legal Notices

### A. Notice of Non-Discrimination

The Board does not unlawfully discriminate on the basis of sex, age, race, creed, color, marital status, national origin, sexual orientation, gender, gender identity/expression, or disability in the educational programs or extracurricular activities which it operates or in the employment of personnel, nor does the Board tolerate any such discrimination. Grievances alleging violation of this policy shall be made to the Office of Human Resource Services, telephone (850) 469-6102, located at 75 N. Pace Blvd, Pensacola, Florida 32505.

Written policies and procedures implementing Section 504 of the Rehabilitation Act of 1973, Subpart D, have been developed by the District. For information regarding these policies or procedures or to copy any part of the policies, the Director of Exceptional Student Education should be contacted at 469-5518 30 East Texar Drive, Pensacola, Florida 32503.

### B. Parent Right to Know

A parent/guardian may request and the District will provide information regarding the professional qualifications of the child's classroom teacher as well as the qualifications and services provided by para-professionals, No Child Left Behind (NCLB) Act, Section 1111(h)(6)(A)&(B).

### C. Asbestos Notification

The District has available for review and inspection the asbestos managements plans for all schools and buildings under the jurisdiction of the Board. These plans are available for public review and inspection at each school or administrative center. Any person interested in reviewing these plans may contact the school or the Protective Services Division at (850) 439-2638.

### D. Parental Access

In the case of divorce or separation, both parents shall have full rights to participate in the child(ren)'s school activities, receive copies of educational records, and discuss their child(ren) with school personnel. Parents/guardians of students who have court orders that limit the other parent's rights or prevent access to the child(ren) shall provide a certified copy of the court order to school officials.

### E. Collection of Social Security Numbers

The District is authorized to collect, use or release social security numbers (SSN) of students and/or parents for the following reasons: 119.071, F.S.

1. student registration and student identification numbers;
2. adult student registration in an adult program;

3. tracking of adult students enrolled in a postsecondary programs;
4. criminal history, level one (1) and level two (2) background checks;
5. reports on students required to be submitted to Florida Department of Education;
6. tort claims and tort notices of claim against the Board;
7. use of motor vehicle information from the Department of Motor Vehicles for the District to carry out its functions and to verify the accuracy of information submitted by an agent or employee to the District. 119.071(5)(a)6, F.S.;
8. information received from DOE to locate missing Florida school children;
9. verification for National School Lunch Act application;
10. reports from the Department of Motor Vehicles (DMV) of each student whose driver's license is suspended for excessive unexcused absences and reports to DMV of non-enrollment or non-attendance upon the part of a student who is required to attend some school;
11. written verification from employer for vocational education, student follow up;
12. child abuse report to the Department of Children and Families;
13. identification of blood donors;
14. disclosure of the social security number when expressly required by federal or state law or a court order;
15. collection and/or disclosure that is imperative or necessary for the performance of the District's duties and responsibilities as prescribed by law;
16. consent by the individual in writing to disclose his/her social security number;
17. disclosure of the social security number to prevent and combat terrorism to comply with the USA Patriot Act of 2001, Pub. L. No. 107-56, or Presidential Executive Order 13224;
18. the disclosure of the social security number is made to a commercial entity for the permissible uses set forth in the federal Driver's Privacy Protection Act of 1994, 18 U.S.C. Sec. 2721 et seq.; the Fair Credit Reporting Act, 15 U.S.C. Sec. 1681 et seq.; or the Financial Services Modernization Act of 1999, 15 U.S.C. Sec. 6801 et seq., provided that the authorized commercial entity complies with the requirements of 119.071. 119.071(5)(a)6, F.S.; and
19. income for Medicaid eligibility, determination of the amount of medical assistance payments, processing Medicaid billing, and providing program follow-up [Required by federal regulation 42 C.F.R. § 435.910, unless student applicant for Medicaid refuses to obtain a social security number, based on well-established religious objections].

For additional information regarding the use and disclosure of social security numbers please contact the Superintendent's office.

#### F. Transfer of Education Records

School officials may disclose any and all education records, including disciplinary records and records that were created as a result of a student receiving special education services under Part B of the *Individuals with Disabilities Education Act*, to another school or postsecondary institution at which the student seeks or intends to enroll. While parental consent is not required for transferring education records, the school's annual FERPA notification indicates that such disclosures are made. The annual FERPA notification is found in this Chapter, Section G.

## G. Family Educational Rights and Privacy Act (FERPA) Notice for Directory Information

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that the Escambia County School District (ECSD), with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, ECSD may disclose appropriately designated "directory information" without written consent, unless you have advised ECSD to the contrary in accordance with ECSD procedures. The primary purpose of directory information is to allow ECSD to include this type of information from your child's education records in certain school publications. Examples include:

- a playbill, showing your student's role in a drama production;
- the annual yearbook;
- honor roll or other recognition lists;
- graduation programs;
- sports activity sheets, such as for wrestling, showing weight and height of team members; and
- school website.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want ECSD to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by September 13. ECSD has designated the following information as directory information:

- |                          |   |
|--------------------------|---|
| -Student's name          | -Participation in officially-recognized activities and sports   |
| -Address                 | -Weight and height of members of athletic teams   |
| -Telephone listing       | -Degrees, honors, and awards received   |
| -Electronic mail address | -The most recent educational agency or institution attended   |
| -Photograph              | -Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.) |
| -Date and place of birth |   |
| -Major field of study    |   |
| -Dates of attendance     |   |
| -Grade level             |   |

## H. Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

The Protection of Pupil Rights Amendment (PPRA) affords parents certain rights regarding the School District's participation in surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED):

1. political affiliations or beliefs of the student or student's parent;
2. mental or psychological problems of the student or student's family;
3. sex behavior or attitudes;
4. illegal, anti-social, self-incriminating, or demeaning behavior;
5. critical appraisals of others with whom respondents have close family relationships;
6. legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. religious practices, affiliations, or beliefs of the student or parents; or
8. income, other than as required by law to determine program eligibility.

- *Receive notice and an opportunity to opt a student out of*

1. any other protected information survey, regardless of funding;
2. any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

- *Inspect* upon request and before administration or use

1. protected information surveys of students;
2. instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is eighteen (18) years old or an emancipated minor under State law.

The Escambia County School District (ECSD) has developed or will develop and adopt policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. ECSD will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. ECSD will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. ECSD will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or

surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

*Parents who believe their rights have been violated may file a complaint with:*

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202

## Glossary

**Administrative Review** - a process allowing the principal the authority to review certain decisions for their appropriateness.

**Bullying** - unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or an offensive educational environment, cause discomfort or humiliation, or unreasonably interfere with the individuals' school performance or participation and may involve excessive teasing; threat; intimidation; stalking; cyber-stalking; cyber-bullying; physical violence; theft; sexual, religious, or racial harassment; public humiliation; and destruction of property.

**AED – Automated External Defibrillator** - a device located in each school which can be used in artificial resuscitation.

**Criminal Gang** - formal or informal ongoing organization, association, or group that has as one of its primary activities the commission of criminal or delinquent acts and that consists of three (3) or more persons who have a common name or common identifying signs, colors, or symbols and have two (2) or more members who, individually or collectively, engage in or have engaged in a pattern of criminal street gang activity. 874.03, F.S.

**Cyber-bullying** - an informal word for cyber-stalking used when both the sender and recipient of the electronic communication are under age eighteen (18).

**Cyber-stalking** - a crime under Florida Law. Communicating or having someone else communicate words, images, or language through electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose. 784.048, F.S.

**Expulsion** - the removal of the right and obligation of a student to attend a public school under condition set by the Board and for a period of time not to exceed the remainder of the term or school year and one (1) additional year of attendance. Expulsions may be imposed with or without continuing educational services.

**Hazing** – “Hazing” is defined in §1006.135, Florida Statutes; it is the endangerment of a student’s mental or physical health or safety for purposes such as initiation or admission into a club. “Hazing” includes, but is not limited to, pressuring or coercing the student into violating state or federal law; physical brutality such as whipping, beating, branding, exposure to the elements, forced consumption of any substance, or other forced physical activity; sleep deprivation; forced exclusion from social contact; forced conduct that could result in extreme embarrassment; or other forced activity that could adversely affect the mental health or dignity of the student. Hazing does not include customary athletic events or other similar contests or competitions or any activity or conduct that furthers a legal and legitimate objective.



**In-School-Suspension** - the removal of the student from regular classes to an alternate location on campus. The student is provided work and is not counted absent from class or school.

**Jurisdiction over Students** - as provided by Florida Law, students are under the jurisdiction (or control) of the District while being transported to school (including bus stops), while attending school or participating in a school-sponsored activity, and while on school property for a reasonable amount of time before and after school and school activities.

**Loitering** - lingering or remaining in a place at a time or in a manner not usual for law-abiding individuals and under circumstances that warrant a justifiable and reasonable alarm or immediate concern for the safety of persons or property in the vicinity. 856.021, F.S.

**Out-of-School Suspension** - the temporary removal of a student from all classes of instruction and all other school-sponsored activities for a period of up to ten (10) days per incident. A student who has been removed from classes is said to be suspended.

**School-sponsored Activities** - entertainment, competitions, or other events which are funded or supported by the District.

**Skiping** - Leaving campus without permission or arrival at school but not in his/her assigned area.

**Superintendent's Designee** - a person, such as a principal or other administrator, appointed by the Superintendent to carry out a specific duty.

**Tardy** - arrival to school or to class after the established start time has passed.

**Truant** - a student of compulsory school attendance age who is out of school without a valid reason provided by the parent/guardian; a student is "habitually truant" if he/she has fifteen (15) unexcused absences within ninety (90) calendar days with or without a parent's/guardian's knowledge or consent.

STUDENT RIGHTS AND RESPONSIBILITIES HANDBOOK

2014-2015

I, \_\_\_\_\_, have received the *Student Rights and Responsibilities Handbook* for 2014-2015. I understand that I am responsible to adhere to the rules outlined in the handbook. This book explains the policies for discipline, suspension and expulsion, health and safety, attendance, appropriate dress, breaches of conduct, special programs, and educational records. I know that by having received this handbook I am responsible for the policies outlined.

The student has a right to request that a parent/guardian be contacted during any disciplinary proceeding.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Grade Level

\_\_\_\_\_  
Homeroom Teacher

\_\_\_\_\_  
Date

Parent signature (elementary only): \_\_\_\_\_

## Community Services

Community Drug and Alcohol Council (Prevention, Education Awareness to report selling, serving to minors)	(850) 434-2724
DAART – Drug Alcohol Adolescent Residential Treatment	(850) 469-3586
(after hours)	(850) 469-3585
Help Line/Teen Line/Crisis Line	(850) 438-1617
Alcohol Helpline	1-800-ALCOHOL 1-800-252-6465
Lakeview Center – Adult and adolescent drug and alcohol	(850) 469-3405
Alcoholics/AI Anon	(850) 433-4191
Narcotics Anonymous	(866) 985-0008
MADD/SADD	1-800-GET-MADD 1-800-438-6233
The Friary (Residential) – family problems, alcohol/drug related	(850) 932-9375
Twelve Oaks – Drug and alcohol rehabilitation center	1-800-622-1255
Baptist Hospital Stress Center care-unit (adult & adolescent)	(850) 434-4866
United Way	(850) 434-3157
Escambia County Community Resources	(850) 595-4902
Crime Stoppers	(850) 433-STOP (850) 433-7867
CHADD (ADHD)	1-800-233-4050
FL KidCare Insurance (health insurance info for uninsured students)	(888) 540-5437

### Peer Group Counseling Resources

Lutheran Services	(850) 453-2772
Your school’s guidance counselor	_____
Escambia School District Guidance Department	(850) 469-5382
Your school’s overlay counselor	_____