

2016–2017

● RIGHTS

AND

RESPONSIBILITIES

● HANDBOOK

GRADES PRE K-12

ESCAMBIA COUNTY  
SCHOOL DISTRICT

● [WWW.ESCAMBIASCHOOLS.ORG](http://WWW.ESCAMBIASCHOOLS.ORG)

ESCAMBIA COUNTY SCHOOL DISTRICT

JULY 1, 2016 – JUNE 30, 2017 SCHOOL CALENDAR/WORK SCHEDULE

FRIDAY, JULY 1, 2016	FIRST WORK DAY FOR ALL 12-MONTH EMPLOYEES
MONDAY, JULY 4, 2016	<b><i>FOURTH OF JULY HOLIDAY</i></b>
MONDAY, JULY 25, 2016	ALL 11-MONTH INSTRUCTIONAL & PROFESSIONAL EMPLOYEES RETURN TO WORK
WEDNESDAY, AUGUST 3, 2016	ALL 10-MONTH INSTRUCTIONAL & PROFESSIONAL EMPLOYEES RETURN
WEDNESDAY, AUGUST 3, 2016 - TUESDAY, AUGUST 9, 2016	10-MONTH TEACHER PRE-PLANNING & INSERVICE DAYS
WEDNESDAY, AUGUST 10, 2016	FIRST DAY OF SCHOOL FOR STUDENTS
MONDAY, SEPTEMBER 5, 2016	<b><i>LABOR DAY HOLIDAY</i></b>
MONDAY, OCTOBER 10, 2016	NON-STUDENT DAY
FRIDAY, NOVEMBER 11, 2016	<b><i>VETERANS' DAY HOLIDAY</i></b>
MONDAY, NOVEMBER 21, 2016 – WEDNESDAY, NOVEMBER 23, 2016	<b><i>FALL BREAK</i></b>
THURSDAY, NOVEMBER 24, 2016 – FRIDAY, NOVEMBER 25, 2016	<b><i>THANKSGIVING HOLIDAY</i></b>
FRIDAY, DECEMBER 16, 2016	LAST WORK DAY BEFORE CHRISTMAS BREAK (HALF DAY FOR STUDENTS)
MONDAY, DECEMBER 19, 2016 – FRIDAY, DECEMBER 30, 2016	<b><i>CHRISTMAS BREAK – ALL EMPLOYEES (INCLUDES CHRISTMAS HOLIDAYS, DECEMBER 23, 2016 AND DECEMBER 26, 2016; NEW YEAR'S HOLIDAYS, DECEMBER 29, 2016, AND DECEMBER 30, 2016</i></b>
MONDAY, JANUARY 2, 2017	NON-STUDENT TEACHER PLANNING DAY
TUESDAY, JANUARY 3, 2017	FIRST DAY OF SCHOOL FOR STUDENTS AFTER CHRISTMAS BREAK
	ALL 10 AND 11-MONTH ESP EMPLOYEES RETURN TO WORK
MONDAY, JANUARY 16, 2017	<b><i>MARTIN LUTHER KING, JR HOLIDAY</i></b>
MONDAY, FEBRUARY 20, 2017	NON-STUDENT TEACHER PLANNING DAY
MONDAY, MARCH 20, 2017 – THURSDAY, MARCH 23, 2017	<b><i>SPRING BREAK (INCLUDES SPRING HOLIDAY, MARCH 24, 2017)</i></b>
FRIDAY, APRIL 14, 2017	NON-STUDENT TEACHER PLANNING DAY
WEDNESDAY, MAY 24, 2017	LAST DAY OF SCHOOL FOR STUDENTS (HALF DAY)
THURSDAY, MAY 25, 2017	10-MONTH TEACHER POST-PLANNING DAY
FRIDAY, MAY 26, 2017	10-MONTH TEACHER POST-PLANNING DAY
MONDAY, MAY 29, 2017	<b><i>MEMORIAL DAY HOLIDAY</i></b>
THURSDAY, JUNE 8, 2017	LAST WORK DAY FOR 10 MONTH INSTRUCTIONAL/PROFESSIONAL EMPLOYEES
TUESDAY, JUNE 13, 2017	LAST WORK DAY FOR 11-MONTH INSTRUCTIONAL EMPLOYEES
TUESDAY, JUNE 20, 2017	LAST WORK DAY FOR 11-MONTH ADMINISTRATIVE/PROFESSIONAL EMPLOYEES
FRIDAY, JUNE 30, 2017	LAST WORK DAY FOR ALL 12-MONTH EMPLOYEES

**Property of**

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(Student Name)

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(School)

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Principal

*Malcolm Thomas*

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

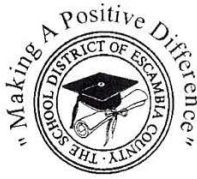
Patty Hightower  
District 4

Bill Slayton  
District 5

Phone (850) 469-6155

**2016-2017**

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



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## THE SCHOOL DISTRICT OF ESCAMBIA COUNTY

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75 NORTH PACE BOULEVARD, PENSACOLA, FL 32505  
PHONE 850/432-6121, FAX 850/469-6379  
[www.escambia.k12.fl.us](http://www.escambia.k12.fl.us)  
MALCOLM THOMAS, SUPERINTENDENT

Dear Students:

Welcome to the 2016-2017 school year! I hope you had a fantastic summer and are now ready for another school year.

As a student in the Escambia County School District, you are now eligible to take advantage of a multitude of wonderful educational opportunities provided within our school district. The start of each 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. Every school district employee is here for you and supports your 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

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## Frequently Asked Questions

1. What do I do if I realize I brought something to school that I should not have at school like a knife or prescription medication?

Answer: As soon as you recognize that you have brought something that is not allowed, you need to go directly to the nearest school district employee and turn the item in to them right away. This employee will find the principal or the designee so that you can explain what happened. Giving up this item voluntarily and immediately upon discovery, may limit or eliminate the consequences that may have been given if this item was discovered as a result of an investigation.

2. When can I use my cell phone?

Answer: You can use your cell phone when a teacher gives you permission to use it as part of a lesson. You may use your cell phone before and after school and while on the bus, but the cell phone must be on silent or vibrate during the school day and while on the bus. At some schools, you may be able to use your cell phone between classes and during lunch.

3. What should not be done with my cell phone/device at any time?

Answer: You cannot take, send, transfer or share any obscene, pornographic, lewd, illegal images or photographs or videos and if you do, you may be committing a crime and you will be reported to law enforcement or other agencies resulting in possible arrest, criminal prosecution, and LIFETIME inclusion on sexual offender registries. There may be school consequences too.

4. Which offenses would immediately result in a disciplinary reassignment and/or expulsion?

Answer: Use, possession, or sale of an illegal or controlled substance by any student while the student is on school property, at a school bus stop, on a bus, or while attending a school function. Bringing a firearm or weapon to school, school function, or transportation. Participating in a bomb threat involving a school, bus or facility where a school function is being held.

5. Can my cell phone be searched?

Answer: Yes, a student's cell phone or electronic device can be searched if there is reasonable suspicion that the student has violated the Student Responsible Use Guidelines for Technology and/or the student possesses a prohibited or illegally possessed item.

**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.) will result in discipline as indicated in the Discipline Intervention Matrix. In addition, such activity may constitute a CRIME and/or invasion of privacy 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.

6. What does it mean for a school to be implementing PBS/PBIS?

Answer: Positive Behavior Support/Positive Behavioral Intervention Support schools use strategies and systems to assist schools in reducing and eliminating problem behaviors while increasing positive behaviors of students. PBS/PBIS advocates the use of positive behavioral interventions and strategies that reduce or eliminate the need to use suspension and expulsion as disciplinary options. Schools that are implementing PBS may skip the first consequence on the Discipline Intervention Matrix because multiple classroom interventions have been implemented prior to writing a discipline referral.

7. What does due process mean?

Answer: Due process means that under federal law, 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. If the suspension does exceed ten (10) days, students have the right to due process including notice of charges, opportunity to be heard and right to consult their own attorney if desired.

8. What are my rights when being accused of a discipline infraction resulting in a referral?

Answer: All students have the right to be treated fairly. The procedures to be followed vary with the severity of the act and the consequences which may be imposed. Repeated or serious events may result in a disciplinary referral. Students will always be informed of the accusations orally and in writing. The student will be allowed to present his/her version of the events. If the student claims innocence, or chooses not to speak, the evidence against him/her will be explained. All evidence will be considered by the principal or designee. The severity of the charge and past disciplinary history will determine the punishment in compliance with the Discipline Intervention Matrix.

9. What length can my shorts or clothing be to comply with the dress code?

Answer: The bottom of the hem of your shorts, skirt, skort, dress or top should be no shorter than the tip of your longest finger when you are standing straight and your shoulders are relaxed.

10. Who is allowed to check students out of school and what is required?

Answer: The only people allowed to check your child out of school are those individuals that have been named in the Focus Student Information System. The only person who can change any contact information for a student is the person who verified by signature, either electronically or on paper, the information in the Focus Student Information System. If someone arrives at school to check out a student, that name must be noted in the Focus Student Information System, and that person's valid form of identification must be shown. A valid driver's license is the best form of identification for quick student check out.

11. What is bullying?

Answer: A repetitive series of events of physical, verbal, or psychological hurt that creates a hostile environment. For a full definition, please see Chapter 6, Section A.

12. What do I do if I am being bullied?

If you are being bullied/harassed, you should contact the school administration immediately and report the incident(s) and as many details as possible so an investigation can begin and steps can be taken to stop the bullying/harassment. In addition, the School District home page has a link for parents and students to report bullying incidents, and you may also be directed by school administration to use this process.

13. Which offenses have to be reported to Law Enforcement Officers?

The Escambia County School District has the responsibility to report incidents to Law Enforcement. The following require consultation with Law Enforcement: alcohol, arson, battery, breaking and entering/burglary, disruption on campus-major, drug sale/distribution excluding alcohol, drug use/possession excluding alcohol, hazing, homicide, kidnapping, physical attack, robbery, larceny/theft, sexual assault, sexual battery, sexual offenses (other), threat/intimidation, trespassing, vandalism, weapons possession, other major.

## Chapter 1: Rights and Responsibilities

Students in the United States are afforded rights to a free, appropriate education and the Escambia County School Board provides services and opportunities for a varied and comprehensive education. The specific rights for students, and their corresponding responsibilities, are listed below.

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.

### 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.

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 and other electronic devices during the school day under the following conditions: A 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 Student Responsible Use Guidelines for Technology. 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 Student Responsible Use Guidelines for Technology. Filming, photographing, recording, etc. persons without their consent can be against the law. 934.03, F.S. The school district is not responsible for loss/theft/damage of devices.

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.

**14. RIGHT:**

Students have the right to attend classrooms staffed with in-field teachers.

**RESPONSIBILITY:**

If a student has a teacher that is out-of-field, parents may request that his/her child be transferred to an in-field teacher within the school and grade in which the student is enrolled. The parent does not have the right to choose the specific teacher. The district may approve or deny the request and transfer the student within a reasonable period of time, not to exceed two weeks, if an in-field teacher is employed and the transfer does not violate maximum class size. If the request is denied, the school will notify the parent and specify the reasons for the denial.

**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 as authorized contacts in the Focus Student Information System. Only the person who fills out the Student Registration Information, whether on paper or online, may make changes to it. Staff will not monitor parenting plans, custodial arrangements, or timeshare orders; anyone listed as authorized contacts in the Focus Student Information System 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 list of authorized contacts, 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.

A parent/guardian may request that his/her child be transferred to another classroom teacher. Such request shall be made in writing and delivered to the Principal. The request will be reviewed by District staff and a letter granting the request or specifying the reason the request is denied will be sent to the parent/guardian within two weeks. Parents do not have the right to request a specific teacher.

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 Student Responsible Use Guidelines for Technology located on the District web site.

**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.) will result in discipline as indicated in the Discipline

Intervention Matrix. In addition, such activity may constitute a CRIME and/or invasion of privacy 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.

Many electronic devices have the capacity to record and/or transmit conversations. Students and parents should be aware of §934.03, F.S., which makes it a third degree felony to record or transmit a conversation without the knowing consent of all parties. Students should not record conversations at school unless all parties to the conversation are aware of and consent to the recording.

#### E. Student Athlete Eligibility Standards

All high schools in Escambia County School District are members of the Florida High School Athletic Association (FHSAA). Interscholastic athletic eligibility will be determined according to bylaws established by the FHSAA.

#### Student Athlete Eligibility Standards

1. A student is eligible in the school in which he/she first enrolls each school year, the school in which the student makes himself/herself a candidate for an athletic team by engaging in practice before enrolling, or the school to which the student has transferred.
2. A student may not participate in a sport if the student participated in that same sport at another school during the school year, unless the student meets one of the following criteria:
  - Dependent children of active duty military personnel whose move resulted from military orders.
  - Children who have been relocated due to a foster care placement in a different school zone.
  - Children who move due to a court ordered change in custody due to separation or divorce, or the serious illness or death of a custodial parent.
  - Authorized for good cause in district by District Athletic Director.
3. An individual home education student and/or a Florida Virtual full-time student is eligible to participate at the public school to which the student would be assigned according to district school board attendance zones or which the student could choose to attend that has not reached capacity.
4. An individual charter school student is eligible to participate in an interscholastic extracurricular activity at the public school to which the student would be otherwise assigned to attend, unless such activity is provided by the student's charter school.



5. An individual private school student is eligible to participate at the public school to which the student would be assigned according to district school board attendance zones if their school is not a member of the FHSAA.
6. A student who transfers to a school during the school year may seek to immediately join an existing team if the roster for the specific interscholastic activity has not reached the activity's identified maximum size and if the coach for the activity determines that the student has the requisite skill and ability to participate.
7. A student must have a cumulative 2.0 GPA on a 4.0 scale, or its equivalent, at the conclusion of each semester to be academically eligible during the next semester. Courses to be used in calculating GPA are all courses required for graduation including those taken before he/she begins high school.
8. A student is limited to four consecutive school years of eligibility beginning with the school year he/she begins ninth grade for the first time. This does not imply that the student has four years of participation. After four consecutive school years, the student is permanently ineligible.
9. A student may participate at the high school level until the day he/she reaches the age of 19 years 9 months if the student has not exceeded his/her four-year limit of eligibility. The student becomes permanently ineligible at the high school level on the day he/she reaches the age of 19 years 9 months. Beginning with students entering grade 9 in 2014-2015 and thereafter, a student who reaches the age of 19 on or after September 1<sup>st</sup>, and who has not exceeded his/her four-year limit eligibility, may participate in interscholastic athletics during the school year.
10. A student must satisfactorily pass a medical evaluation and provide the school with the results on the FHSAA EL2 form prior to participating in interscholastic athletic competition or engaging in any practice, tryout, workout, or other physical activity associated with the student's candidacy for an interscholastic athletic team.
11. A student must have the consent of his/her parent(s) or guardian(s) to participate in interscholastic athletics. The student and his/her parent(s) or guardian(s) must release the FHSAA, the member schools, and contest officials from all liability for any injury or claim that may result from the student participation in interscholastic athletics. This consent and release from liability must be provided in writing on the FHSAA form EL3 prior to participating in interscholastic athletic competition or engaging in any practice, tryout, workout, or other physical activity associated with the student's candidacy for an interscholastic athletic team.
12. A student must maintain satisfactory conduct including adherence to appropriate dress code and other student conduct policies included in the Rights and Responsibilities handbook.

## Chapter 2: Attendance

### A. Compulsory Attendance

It is important that students attend school all day, every day, to get the most out of the educational opportunities provided by the Escambia County School District.

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.
- 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/immediate family member 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, at the level director's discretion, 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, or absence. 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 partial credit (with no more than one letter grade reduction), or full credit.

Students shall make up all graded class work and tests assigned during an out-of-school suspension. All missed work during an out-of-school suspension must be requested by the student or parent/guardian either during the suspension 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 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

It is important for all students to arrive to school on time each day. On time arrival will establish good habits for the future and ensures that students do not miss any school work.

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.

#### 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 who attend weekly enrichment services are expected to maintain adequate progress and master grade level standards. Gifted students must complete assignments, including

tests, as determined necessary by the classroom teacher in order to make progress in the required content of each course. Missed work must be requested by the student. All required work may be submitted without penalty at a time agreed upon by the teacher but no less than one full school day following the enrichment day.

## 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 there could be compelling circumstances requiring 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:

- A person (with photo ID) who is listed as an authorized contact in the Focus Student Information System
- 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 in the Focus Student Information System.

If there is no designated primary custodian, the child may be released only to the persons listed in the Focus Student Information System. . In the absence of a court order changing custody, only the person who completes the Focus Student Information, either on paper or online, 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. Students should use designated and monitored crosswalks and follow all safety rules for walkers. 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

Additional information is available at <http://www.escambiyellow.com>.

### A. Contacting the Transportation Department

1. Web Form – Parents/guardians can contact the Transportation Department by completing the form found at the Transportation Department website (<http://www.escambiyellow.com>).
2. Telephone – Parents/guardians can contact the Transportation Department by telephone using the directory on the Transportation Department website (<http://www.escambiyellow.com>). 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.

### B. Establishing School Bus Stops

1. Bus Tickets - 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 transportation accommodation authorized under Chapter 6, Rules and Procedures of the District School Board.
2. Designated Bus Stop - Parents/guardians may request relocation of bus stops by contacting the Transportation Department. Parents/guardians may appeal bus stop location decisions to the Bus Stop Change Committee (BSCC) via Bus Stop Change Request. The Bus Stop Change Request can be downloaded from the Transportation Department website at <http://www.escambiyellow.com>. The Transportation Department and the BSCC must comply with the law and School Board Rules when making bus stop decisions.
3. Special Transportation Accommodations - Parents/guardians may request a transportation accommodation authorized under Chapter 6.04, Rules and Procedures of the District School Board utilizing the Request for Transportation Accommodation found on the Transportation Department web site. Parameters articulated in Rules and Procedures of the District School Board will be stringently observed.
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 Rules and Procedures of the District School Board. Parents/guardians are responsible for the timely drop-off and pickup of center-to-center bus riders. Students must not arrive at the center-to-center bus stop more than thirty (30) minutes before the scheduled school bus pick up time and they must leave the center-to-center bus stop immediately after school bus drop-off at the end of the day.
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 generally provide notice to the school, bus operator, and affected student at least two (2) days prior to the change.

#### C. 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.

#### D. School Bus Student Expectations

1. Students will always follow the school bus operator or assistant's instructions and comply with the Student Rights and Responsibilities Handbook. The bus operator and assistant's primary concern is for student safety.
2. Students will exercise good manners, caution, and consideration for other people. They will show respect for the bus operator and assistant, the bus, other students, and other adults.
3. Students will not annoy or bother others, engage in horseplay or rough play.
4. Students will not use profanity or make offensive gestures.
5. Students will respect private property and observe good behavior while at the bus stop. They will be at their assigned bus stop ready to board the bus five (5) minutes prior to the scheduled bus arrival time. They will not run after the bus once it has begun to drive away.

6. Students will sit in their assigned seat and remain properly seated with their seat belt securely fastened while the bus is in motion.
7. Students will wait until the bus comes to a complete stop before boarding or leaving the bus. They will enter and leave the bus in an orderly single file. If it is necessary to cross the road before boarding or after exiting the bus, students will cross in FRONT of the bus after the bus operator gives a signal indicating that crossing is safe.
8. Students will leave the bus only with the consent of the bus operator at their assigned bus stop.
9. Students will talk in a normal conversational voice, but remain silent as the bus approaches and crosses railroad tracks. They will not distract the school bus operator.
10. Students will keep their head, hands, and other objects inside the bus at all times.
11. Students will keep the aisle and step-well clear at all times. They will hold musical instruments and other objects in their lap. (Instruments may be transported only when space is available.)
12. Students will not eat, drink, spit, or chew gum while on the bus.
13. Students may use wireless and/or cellular communication devices while on the bus, but the devices must be placed on silent or vibrate for the duration of any bus transportation. (Student use of a cell phone may be restricted by the bus operator to ensure the safe operation of the bus.)
14. Students will not use aerosols, fragrances, or sprays of any kind on board the bus.
15. Students will promptly report to the principal/designee when instructed to do so by the school bus operator.
16. Students are subject to all school rules when being transported by school bus.

E. School Bus Discipline

1. Students should expect and respond to progressive disciplinary action for minor infractions occurring on the school bus.
2. Infractions that are considered serious in the classroom are no less serious when they occur on the school bus. Students should expect disciplinary action for a serious infraction occurring on the school bus that is identical to disciplinary action that would be taken if the infraction occurred in school, unless the infraction compromised safety of the school bus and thereby increased the severity of the situation.

3. Infractions that compromise the safety of the school bus, students riding the school bus, or others are serious infractions.

## Chapter 5: Student Conduct

### A. Subject to Control

All students attending a public school are under the control and supervision of the principal or designee

- while on the bus.
- while attending school.
- while on school premises.
- while at any school-sponsored event.

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.

### 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.

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.

The following action legend and matrices are used to determine the consequences when a student receives a disciplinary referral. Principals always have the discretion to deviate from the matrix if they feel that the behavior and circumstances warrant a more serious consequence. The elementary schools use a slightly different matrix than the secondary schools.

School Environmental Safety Incident Reporting (SESIR) incidents will have the letter “S” in the far left column and these incidents and consequences are reported to the state of Florida as part of the School Environmental Safety Incident Report. The SESIR incidents are collected and reported by the state each year and there are specific consequences that must accompany a SESIR incident. Certain SESIR codes must be reported to law enforcement officers, according to Florida statutes and School Board Rules.

<b>Discipline Intervention Matrix Elementary</b>		
Action Legend		
Administrative Consequences/Interventions		
Discipline for ESE/504 students with disabilities shall be in accordance with state and federal laws and School Board policies.		
<p><b>A. Classroom Intervention</b></p> <p>1-4 Student has been given a verbal warning and retaught the expectation and the specific rule broken.</p> <p>Student Expectation Conference Buddy Teacher Time Out Loss of Item/Class Privilege Seating Change/Time Out Curriculum Modification Student Contract Positive Reinforcement Reflection Center Phone/Contact Parent Other (be specific) _____</p>	<p><b>B. Warning</b></p> <p><b>C. Parent Contact/Conference</b></p> <p><b>D. Collaborative Problem Solving Team (RtI Referral)</b></p> <p><b>E. Confiscation (when applicable)</b></p> <p><b>F. Restitution (when applicable)</b></p> <p><b>G. Referral to Guidance</b></p> <p><b>H. Referral to Social Worker</b></p> <p><b>I. Attendance/Behavior Contract</b></p> <p><b>J. Apology Letter</b></p> <p><b>K. Detention (1)</b></p> <p><b>L. School Specific Consequence</b></p> <p><b>M. Loss of Privilege</b></p> <p><b>N. Work Detail</b></p> <p><b>O. Time Out in office</b></p> <p><b>P. Half (1/2) Day ISS</b></p> <p><b>Q. In-School Suspension: 1-2 Days</b></p> <p><b>R. Out-of-School Suspension: 1-2 Days</b></p> <p><b>S. Out-of-School Suspension: 3-4 Days</b></p>	<p><b>T. Out-of-School Suspension: 5-10 Days (has to be approved by the Deputy Superintendent or Elementary Director)</b></p> <p><b>U. Consultation with Law Enforcement follow SESIR reporting for any additional SESIR incidents not noted in this legend</b></p> <p><b>Bus Offenses</b> Bus drivers must go through Department Bus Level Response Discipline Procedures or the School's PBIS before a referral can be filled out on a student</p> <p><b>V. Bus – Verbal or Written Reprimand</b></p> <p><b>W. Bus – 1-3 Days School Bus Suspension</b></p> <p><b>X. Bus – 4-10 Days School Bus Suspension</b></p> <p><b>Y. Bus – Removal from School Bus for Remainder of Semester/School Year</b></p> <p><b>Z. Citizenship</b></p>
<p>The Discipline Matrix sets forth the guidelines for assessing consequences for violations of School Board policies. School principals have the discretion to deviate from these guidelines by assessing an appropriate consequence other than stated in the Matrix if he or she determines in his or her sole discretion that there are mitigating or aggravating circumstances.</p>		

**DISCIPLINE INTERVENTION MATRIX  
ELEMENTARY**

	LEVEL 1 INCIDENTS - MINOR	DEVELOPING PROBLEM AND/OR LOW LEVEL OF INTENT	CONTINUING PROBLEM AND/OR MORE SERIOUS SITUATION	UNRESPONSIVE TO CORRECTIONS AND/OR SEVERE SITUATION
SESIR	Type of Incident	1st CONSEQUENCE	2nd CONSEQUENCE	3+ CONSEQUENCE
	Abuse of School Property	A	A	B, C, E, F, I, J, K, L, M, N, O
	Abusive Behavior (Minor)	A	A	B, C, G, I, J, K, L, M, N, O
	Arguing	A	A	B, C, G, J, L, M, O
	Cell Phone Infraction	A	A	C, E, I, J, K, O
	Copying/Cheating/Plagiarism	A	A	C, G, J, O
	Defiance	A	A	B, C, D, G, I, J, K, L, M, N, O
	Disrespect	A	A	B, C, D, G, I, J, K, L, M, N, O
	Disruption	A	A	B, C, D, G, I, J, K, L, M, N, O
	Dress Code Violation	A	A	B, C, G, H, M, N, O
	Fighting	A	A	B, C, D, G, I, J, K, L, M, N, O
	Forgery	A	A	B, C, G, L, M, O
	Harassment (Teasing, Put Downs, Name Calling, etc.)	A	A	B, C, G, I, J, K, L, M, N, O
	Horseplay	A	A	B, C, I, J, K, L, M, N, O
	Inappropriate Language	A	A	C, G, I, J, K, L, M, N, O
	Instigate Trouble	A	A	B, C, D, G, I, J, K, L, M, N, O
	Leaving Assigned Area	A	A	C, L, M, O
	Lying to School Personnel	A	A	B, C, G, I, J, K, L, M, N, O
	Refusing to Follow Instructions	A	A	C, D, G, J, L, M, N, O
	Safety Violation	A	A	B, C, I, J, K, L, M, N, O
	School Rules Violation	A	A	B, C, J, L, M, N, O
	Stealing	A	A	B, C, D, E, G, J, K, L, M, N, O
	Technology Misuse	A	A	B, C, F, J, K, M, O

Consequences in the gray area are handled at the classroom level.

  
**Classroom**

  
**Next Level of  
Intervention**

DISCIPLINE INTERVENTION MATRIX  
ELEMENTARY

	LEVEL 2 INCIDENTS - SERIOUS	DEVELOPING PROBLEM	CONTINUING PROBLEM	UNRESPONSIVE TO CORRECTIONS
SESIR	Type of Incident	1-2nd CONSEQUENCE	3-4 CONSEQUENCE	5+ CONSEQUENCE
S	Abuse of School Property/Vandalism	A, B, C, J, O, R	C, D, F, G, I, L, O, R	C, F, I, M, O, R, S
	Abusive Behavior (hitting, kicking, shoving, tripping, spitting, etc.)	B, C, D, G, J, O, R	C, D, G, I, J, O, R, S	C, D, G, I, J, O, Q, R, S
S	Assault on Peer or Staff	C, G, J, O, R, U	C, D, L, O, S, U	C, D, L, O, S, T, U
S	Bullying	C, D, G, J, O, R	C, D, G, I, J, O, Q, R	C, D, G, I, J, O, Q, R
	Cheating/Copying/Plagiarism	A, B, J, O	C, J, L, M, N, O, R	C, J, L, M, N, O, R
	Defiance	A, B, C, J, O, R	B, C, D, I, J, L, M, O, R	B, C, D, G, I, J, L, M, O, R, S
	Disrespect	A, B, C, J, M, O, R	B, C, J, M, O, R	B, C, I, J, M, N, O, R, S
	Disruption (Repetitive)	A, B, C, D, I, N, O, R	A, B, C, D, I, N, O, R	C, D, I, N, O, Q, R, S
S	Fighting (Serious)	C, D, G, L, M, O, P, Q, R	C, D, G, L, M, O, P, Q, R, S, U	C, D, G, L, O, R, S, U
	Gang Related Behavior	B, C, G, O, R	C, D, G, K, M, O, R	C, O, R
S	Harassment	B, C, J, O, R	C, D, J, M, O, R, S	C, J, M, O, R, S
	Inappropriate Language	A, B, C, G, J, O, R	C, B, G, J, O, M, N, L, O, R	B, C, G, J, K, L, M, O, R, S
	Indecent Exposure	B, C, G, O, R	C, D, G, O, R	C, D, G, O, R, S
	Instigate Fight	B, C, J, O, R	C, G, M, N, O, P, R	C, D, G, M, N, O, Q, R, S
	Left Campus without Permission	B, C, O, R, U	C, D, K, N, O, R, U	C, D, K, N, O, R, U
	Left Class without Permission	A, B, C, O, R	C, D, K, N, O, R	C, D, K, N, O, R, S
	Non-Sesir Weapon	B, C, J, O, R	C, D, J, O, R	C, D, J, O, R
	Offensive Gesture	B, C, G, O, R	C, D, G, O, R	C, D, G, O, Q, R
	Pornography	B, C, G, O, R	C, D, G, M, O, R	C, D, G, M, O, Q, R, S
	Profanity	A, B, C, J, O, R	B, C, D, G, J, L, M, O, R	B, C, D, G, J, K, L, M, O, R
S & L	Pull Fire Alarm (must include consultation with Law Enforcement)	B, C, O, R	C, D, O, Q, R	C, D, O, R
	Safety Violation	A, B, C, O, R	C, D, M, O, P, Q, R	C, D, M, O, Q, R, S



DISCIPLINE INTERVENTION MATRIX  
ELEMENTARY

	LEVEL 2 INCIDENTS - SERIOUS	DEVELOPING PROBLEM	CONTINUING PROBLEM	UNRESPONSIVE TO CORRECTIONS
SESIR	Type of Incident	1-2nd CONSEQUENCE	3-4 CONSEQUENCE	5+ CONSEQUENCE
	Sexual Misconduct	C, G, O, R	C, D, G, M, O, P, Q, R	C, D, G, O, S, T
	Stealing	B, C, F, G, J, L, O, R	C, D, F, G, K, L, M, P, Q, R	C, D, F, G, L, M, O, P, Q, R, S, T
	Threatening School Personnel (Minor)	B, C, D, G, I, J, L, M, O, R	C, D, G, N, O, P, Q, R	C, D, F, G, L, M, O, P, Q, R, S, T
	Truant	C, H, I, K, L, M, N, O	C, D, F, G, K, L, M, O, P, Q	C, D, F, G, L, M, O, P, Q, R, S, T
S	All other SESIR incidents (Severe)	SESIR ACTION REQUIRED:	C, P, Q, R, S, T, U	

## SECONDARY

### Action Legend

#### Administrative Consequences/Interventions

Discipline for ESE/504 students with disabilities shall be in accordance with state and federal laws and School Board policies.

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>A. Parent Phone Call (<u>Required for each offense</u>)</li> <li>B. Warning</li> <li>C. Collaborative Problem Solving Team (RtI) Referral</li> <li>D. Confiscation (when applicable)</li> <li>E. Restitution (when applicable)</li> <li>F. Referral to Substance Abuse Case Manager</li> <li>G. Referral to Guidance Services</li> <li>H. Attendance/Behavior Contract</li> <li>I. Apology Letter</li> <li>J. Detention 1-5 Days</li> <li>K. Saturday Detentions/School</li> <li>L. School Specific Intervention (VPP, Anger Management, Social Skills)</li> <li>M. Loss of Privilege (May include ban on bringing cell phone/device up to 365 days)</li> <li>N. Campus Beautification</li> <li>O. Restorative Practices/Peer Mediation</li> <li>P. Loss of Extracurricular Activities: 1-30 Days</li> </ul> | <ul style="list-style-type: none"> <li>Q*. In-School Suspension: 1-2 Days</li> <li>R*. In-School Suspension: 3-5 Days</li> <li>S. Out-of-School Suspension: 1-2 Days</li> <li>T. Out-of-School Suspension: 3-5 Days</li> <li>V. Out-of-School Suspension: 6-10 Days (pending director approval)</li> <li>W. Request for Removal From School</li> <li>X. In Lieu of Removal (ILR)</li> <li>Y. Bus – School Bus Suspension 1-2 Days</li> <li>Z. Bus – School Bus Suspension 3-5 Days</li> <li>AA. Bus – School Bus/School Suspension 6-10 Days (pending route manager approval)</li> <li>BB. Bus – Removal from School Bus for Remainder of School Year (pending transportation director approval)</li> <li>DD. Consultation with Law Enforcement (as required by Florida statutes and School Board Rules)</li> <li>EE. Admin/Parent/Student Conference</li> </ul> |
|---|--|
- \* If student receives ISS, OSS or ILR, student will have loss of extracurricular activities during duration of ISS, OSS or ILR.
- \*\* In addition to 10-day suspension
- Parent phone call required for each offense.

The Discipline Matrix sets forth the guidelines for assessing consequences for violations of School Board policies. School principals have the discretion to deviate from these guidelines by assessing an appropriate consequence other than stated in the Matrix if he or she determines in his or her sole discretion that there are mitigating or aggravating circumstances. The nature of the offense and/or the student's past disciplinary record may be considered in disciplinary action under the progressive disciplinary policy. Positive Behavior Support schools may skip the first consequence if other classroom interventions have been done. SESIR and/or Law reporting requirements are designated in far left column and are required by Florida Statutes.

### Discipline Intervention Matrix Secondary

SESIR or Law	Type of Incident	1st Consequence	2nd Consequence	3rd Consequence	4th Consequence	Subsequent Consequence
	Abuse of School Property / Minor	A, B, E, J, K, N	A, Q, E, EE	A, B, E, O, R	A, C, E, O, Q	A, C, E, O, R
S & L	Abuse of School Property / Vandalism (see glossary)	A, B, E, N, O, S, T, W, X, DD	A, E, O, S, T, W, X, DD	A, E, O, S, T, W, X, DD	A, E, O, V, W, X, DD	A, E, O, V, W, X, DD
	Abusive Behavior (Physical)	A, B, G, I, J, Q, W	A, G, J, L, R, W	A, G, S, W, X	A, C, T, W, X	A, C, T, V, W, X

SESIR or Law	Type of Incident	1st Consequence	2nd Consequence	3rd Consequence	4th Consequence	Subsequent Consequence
	Abusive Behavior (Verbal)	A, B, I, J, O	A, B, G, I, J, N, O	A, B, J, L, N, O, Q	A, G, O, R	A, G, O, R
	Adverse Impact	As stated in R and R				
S & L	Alcohol Possession / Use	A, B, D, F, G, Q, R, T, W, DD, EE	A, F, G, W, DD	A, F, G, V, W, DD		
	Altercation	A, B, G, J, O	A, B, K, L, O, Q	A, B, G, H, L, O, R, EE	A, B, G, H, L, O, W	A, S, T
	Arguing	A, B, J, L, M, Q	A, B, J, L, M, Q, R	A, B, J, L, M, Q, R	A, B, J, L, M, Q, R	A, B, J, L, M, Q, R
S & L	Arson	A, B, G**, L**, V, W, DD				
S	Assault on Peer	A, B, G, L, S, W, DD	A, B, G, H, L, T, W, DD	A, B, G, H, L, W, X, DD		
S	Assault on Staff	A, B, G**, L**, V, W, DD				
S & L	Battery on Peer	A, B, T, W, X, DD	A, B, T, W, X, DD	A, B, T, W, X, DD	A, B, T, W, X, DD	A, B, T, W, X, DD
S & L	Battery on Staff	A, B, V, W, DD	A, B, V, W, DD	A, B, V, W, DD	A, B, V, W, DD	A, B, V, W, DD
S	Bomb/Weapon Threat	A, B, V, W, DD	A, B, V, W, DD	A, B, V, W, DD	A, B, V, W, DD	A, B, V, W, DD
S & L	Breaking and Entering	A, B, T, DD	A, B, C, , DD	A, B, C, V, W, DD	A, B, C, X, W, DD	A, B, C, X, W, DD
S	Bullying	A, B, C, G, O, S, DD	A, B, C, G, H, O, T, DD	A, B, C, G, O, W, X, DD		
	Bus Infraction / Minor	A, B, C, I, J, O	A, B, C, K, O, Y, EE	A, B, C, O, Z	A, B, C, O, AA	A, B, O, AA, BB
	Cell Phone/Device Infraction	A, B, D, M	A, B, D, M, N	A, B, D, M, Q	A, B, D, M, R	A, B, D, M, R
	Check In / Check Out Violation	A, B, J, N, P	A, B, J, K, P, M, N	A, B, J, K, P, M, N, Q	A, B, J, K, P, M, N, R	A, B, J, P, M, R, H
	Copying / Cheating / Plagiarism	A, B, M, O	A, B, M, O, Q	A, B, M, O, R	A, B, M, R, O, H	A, B, M, O, R, H
	Defiance	A, B, J, L, M, O, Q	A, B, J, L, M, O, Q, R	A, B, C, J, L, M, O, R	A, B, C, H, J, L, M, O, R	A, B, C, J, L, M, O, R, W
	Disrespect	A, B, J, L, M, O, Q	A, B, J, L, M, O, Q, R	A, B, C, J, L, M, O, R	A, B, C, H, J, L, M, O, R	A, B, C, J, L, M, O, R, W
	Disruption / Minor	A, B, J, L, M, Q	A, B, J, L, M, Q, R	A, B, C, J, L, M, R	A, B, C, H, J, L, M, R	A, B, C, J, L, M, R, W
S & L	Disruption on Campus / Major	A, B, H, S, W, X, DD	A, B, C, H, T, W, X, DD	A, B, C, V, X, DD	A, B, C, V, W, X, DD	
S & L	Drug Use / Possession	A, B, D, F, V, W, X, DD	A, B, D, F, , V, W, X, DD	A, B, D, F, V, W, X, DD	A, B, D, F, V, W, X, DD	
S & L	Drug Sales and/or Distribution, Non-Alcohol	A, B, V, W, DD				

SESIR or Law	Type of Incident	1st Consequence	2nd Consequence	3rd Consequence	4th Consequence	Subsequent
	Failure to Identify Self	A, B, J, K, L, M, N	A, B, J, K, L, M, N, Q	A, B, C, J, K, L, M, N, R	A, B, C, H, J, K, L, M, N, R	A, B, C, W, X
	Failure to Return Discipline Report (Bus, Class)	A, B, J, N, P	A, B, J, K, M, N, P	A, B, J, K, M, N, Q	A, B, J, K, M, N, R	A, B, H, J, M, R
	False Report	A, B, M	A, B, M, Q	A, B, M, R	A, B, H, M, R, W	A, B, H, M, R, W
	Fighting / Minor	A, B, C, G, I, J, O, Q, W	A, B, C, G, H, O, R, W	A, B, C, G, H, O, S, W, X	A, B, C, G, H, O, T, W, X	A, B, C, G, H, O, T, V, W, X
S & L	Fighting / Serious	A, B, C, R-5, T-5, W, DD	A, B, C, H, , W, DD	A, B, C, H, V, W, DD	A, B, C, W, X, DD	
	Forgery / Minor	A, B, G, O	A, B, G, O, Q	A, B, G, O, R	A, B, G, H, O, R	A, B, G, H, O, S
	Gambling / Minor	A, B, J	A, B, J, N	A, B, J, N, P, Q	A, B, H, J, N, P, R	A, B, H, J, N, P, S, X
S	Harassment / Major	A, B, C, G, Q	A, B, C, G, H, R	A, B, C, G, H, S	A, B, C, G, H, S, W, X	
	Harassment / Minor	A, B, C, G, O	A, B, C, G, J, N, O	A, B, C, G, J, N, O, Q	A, B, C, G, H, J, N, O, R	A, X
S & L	Hazing	A, B, C, Q, W, DD	A, B, C, G, H, R, W, DD	A, B, C, G, H, S, W, X, DD	A, B, C, G, H, T, W, X, DD	A, B, C, G, H, T, W, X, DD
S & L	Homicide (Murder or Manslaughter)	V, W, DD				
	Horseplay	A, B, J, N, O	A, B, J, N, O	A, B, O, Q	A, B, O, R	A, B, H, O, R
	Improper Dress	A, B	A, B, P-5	A, B, P-15 Days, Q 1-3 days	A, B, N, P-30 Days, Q 1-3 days	A, B, N, P-30 Days, Q 1-3 days
	Inappropriate Language	A, B, G, I, O	A, B, G, I, J, O	A, B, G, I, J, N, O	A, B, G, I, J, P, Q, O	A, B, G, H, I, J, P, R, O
	Indecent Exposure	A, B, C, G, Q, S, DD	A, B, C, G, H, R, T, DD	A, B, C, G, H, T, DD	A, B, C, G, H, T, W, X, DD	A, B, C, G, H, T, W, X, DD
	Instigate Fight/Trouble	A, B, C, O, Q	A, B, C, H, O, R	A, B, C, H, O, Q	A, B, C, H, O, R, W, X	A, B, C, H, O, T, W, X
S & L	Kidnapping	V, W, DD				
	Leaving Assigned Area	A, B, C	A, B, C, J, N	A, B, C, J, N, Q	A, B, C, H, J, N, R	A, B, C, H, J, N, S
	Leaving Campus Without Permission	A, B, C, G, M, Q	A, B, C, G, H, M, R	A, B, C, G, H, M, R, X	A, B, C, G, H, M, R, X	
	Leaving Class Without Permission	A, B, C	A, B, C, J, N	A, B, C, J, N, Q	A, B, C, H, J, N, R	A, B, C, H, J, N, R
	Loitering	A, B, J, N	A, B, M, N	A, B, J, N	A, B, J, N, Q	A, B, J, N, R
	Lying to School Personnel	A, B, J	A, B, C, J	A, B, C, J, Q	A, B, C, N, Q, R	A, B, C, N, R, W

SESIR or Law	Type of Incident	1st Consequence	2nd Consequence	3rd Consequence	4th Consequence	Subsequent Consequence
	Missed Detention	A, B, N, Q	A, B, N, R	A, B, N, R	A, B, H, N, R	A, B, H, N, R
	Non-SESIR Weapon / Dangerous Item	A, B, C, D, W, X, DD	A, B, C, D, W, DD			
	Offensive Gesture	A, B, N, O	A, B, C, J, N, O	A, B, C, O, Q	A, B, C, O, R	A, B, C, O, R
S & L	Other Major	A, B, T, V, W, X, DD	A, B, T, V, W, X, DD	A, B, T, V, W, X, DD	A, B, T, V, W, X, DD	A, B, T, V, W, X, DD
	Over the Counter / Non-Controlled Substance including Stimulants: 1. Possession 2. Distribution	1. A, B, C, D, R, DD	1. A, B, C, D, S, DD	1. A, B, C, D, T, DD	1. A, B, C, D, DD	
		2. A, B, C, D, S, DD	2. A, B, D, T, DD	2. A, B, D, DD	2. A, B, C, D, W, X, W, DD	
	Parking Lot Violations	A, B, Warning Loss of Driving Privileges	Loss of Driving Privileges	Permanent Loss of Driving Privileges		
S & L	Physical Attack	A, B, T, W, X, DD	A, B, T, W, X, DD	A, B, T, W, X, DD	A, B, T, W, X, DD	A, B, T, W, X, DD
	Pornography/Obscene Material	A, B, C, D, G, W, DD	A, B, C, D, G, H, W, DD	A, B, C, D, G, W, BB, DD		
	Profanity	A, B, I, O	A, B, C, G, I, O	A, B, C, G, I, N, O	A, B, C, G, I, N, O, Q	A, B, C, G, I, N, O, R
S & L	Pull Fire Alarm (must include consultation with law enforcement)	A, V, W, X				
S & L	Robbery	A, V, W, X, DD				
	Safety Violation	A, B, C	A, B, C, J	A, B, C, J, N	A, B, C, J, N, Q	A, B, C, J, N, R
	School Rules Violation - Including PDA	A, B, C, J, M, N	A, B, C, G, J, M, N	A, B, C, G, H, J, M, N	A, B, C, G, H, J, M, N, Q	A, B, C, G, H, J, M, N, Q
S & L	Sex Offenses / Lewd or Lascivious Behavior	A, G, V, W, X, DD				
S & L	Sexual Assault	A, V, W, X, DD				
S & L	Sexual Battery	A, V, W, X, DD				
S	Sexual Harassment	A, B, C, G, H, Q, DD	A, B, C, G, H, R, DD	A, B, C, G, H, S, W, DD	A, B, C, G, H, V, T, W, DD	
	Sexual Misconduct / Minor	A, B, C, G, O, Q, DD	A, B, C, G, H, O, R, DD	A, B, C, G, H, O, S, DD	A, B, C, O, W, X, DD	A, B, C, O, W, X, DD
	Skipping Class	A, B, C, G, J, N	A, B, C, G, H, J, K, N	A, B, C, G, H, J, K, Q	A, B, C, G, H, R, W, X	A, B, C, G, H, R, W, X
S & L	Stealing / Larceny / Theft / Motor Vehicle Theft / Forgery (value of \$300 or more)	A, T, W, X, DD	A, T, W, X, DD	A, T, W, X, DD	A, T, W, X, DD	A, T, W, X, DD
	Stealing / Minor	A, B, C, E, G, O, Q	A, B, C, E, G, H, O, R	A, B, C, E, G, H, O, R	A, B, C, E, G, H, O, R	A, B, C, E, G, H, O, R, W, X

SESIR or Law	Type of Incident	1st Consequence	2nd Consequence	3rd Consequence	4th Consequence	Subsequent Consequence
	Student in Unauthorized Area	A, B, N	A, B, J	A, B, J, K	A, B, M, N	A, B, K, N
	Tardy	School-Based Policy with No Out-of-School Suspensions				
	Technology Violation	A, B, J	A, B, J, M	A, B, J, M	A, B, J, M	
	Threaten / Intimidate School Personnel / Minor	A, B, C, G, Q	A, B, C, G, H, R	A, B, C, G, H, S, W, X	A, B, C, G, H, T, W, X	A, B, C, G, H, W, X
S & L	Threaten / Intimidate School Personnel and Students / Major	A, B, C, G, R, S, W, DD	A, B, C, G, H, S, T, W, X, DD	A, B, C, H, T, , V, W, X, DD	A, B, C, H, V, W, X, DD	
	Threaten / Intimidate Student / Minor	A, B, C, G, O	A, B, C, G, H, J, O	A, B, C, G, H, J, N, O	A, B, C, G, H, J, N, O, Q	A, B, C, G, H, J, N, O, R
S & L	Trespassing	A, B, C, Q, DD	A, B, C, R, DD	A, B, C, S, DD	A, B, C, H, T, DD	
	Unauthorized Personal Property	A, B, D	A, B, D, N	A, B, D, J	A, B, D, K	A, B, D, Q
S	Unsubstantiated Bullying	N/A	N/A	N/A	N/A	N/A
S	Unsubstantiated Harassment	N/A	N/A	N/A	N/A	N/A
S	Using/Possessing Tobacco Products (under 18) (including any nicotine or nicotine substitute, i.e., e-cigarettes)	A, B, C, D, G, Q, DD	A, B, C, D, G, H, R, DD	A, B, C, D, G, H, R, DD	A, B, C, D, G, H, R, DD	A, B, C, G, H, R, DD
	Violation of Behavior Contract	A, B, X	A, B, S	A, B, T	A, B, W	
S & L	Weapons / Dangerous Item - Possession or Use	A, V, W, X, DD				

#### D. Involuntary Transfer, Disciplinary Reassignment or Expulsion

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. 1006, F.S.

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 (3) 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 or a false report of a bomb, explosive, weapon of mass destruction or concerning the use of a firearm in a violent manner, 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.

#### E. 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. Students may bring personal computing devices if the Student Responsible Use Guidelines for Technology form has been signed by the parent and returned to the school. Electronic games, radios, CD/DVD players, laser pointers, two-way radios, or listening devices are not allowed. The principal or designee may determine that other devices are not allowed and will contact parents.

#### F. 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.

#### G. Clubs and Organizations

Students can benefit from the experiences in clubs and before and after school activities. Some clubs are already established and often, students wish to start additional clubs and activities. To start a club, students must follow the steps below:

Step one: The proposed club must secure a sponsor. Sponsors must be District employees, approved by the school principal/designee, and adhere to all the School District of Escambia County guidelines concerning club sponsors.

Step two: The School District of Escambia County club information sheet must be completed and turned in to the principal/designee.

Step three: The principal/designee will review the information sheet and will accept or deny the club application.

Step four: The application will be returned to the club sponsor to notify the students of the club's status. Upon approval, the club will begin drafting its constitution and bylaws. Once the constitution is completed, it is to be submitted to the principal/designee for approval. Upon approval, the club sponsor will be notified.

Step five: The principal/designee will notify the Student Government Association and/or the Inter Club Council (if applicable) of the formation of the new club.

Step six: The club will begin to recruit members and elect officers in accordance with the club constitution, District guidelines (as listed in the Student Rights and Responsibilities Handbook) and the District club procedures.



Step seven: The club sponsor and officers shall meet with the school financial specialist. The specialist will give the club a copy of the District guidelines for fundraising and establish a club internal funds account.

Step eight: The club shall schedule an annual service project.

Club Constitutions must include the following components:

- The constitution must adhere to the principles stated in the Student Rights and Responsibilities Handbook.
- All club members must be in good academic standing as determined by the club sponsor and administration of each school.
- Each club shall create a set of disciplinary procedures for the removal of members.
- Every constitution should state that members are subject to voluntary drug screening per the School District of Escambia County Random Drug Screening Policy.
- Every club must have a minimum of four officers; president, vice president, secretary, and treasurer.
- All volunteers or chaperones must adhere to the School District of Escambia County guidelines.
- All activity requests must be submitted to and approved by the principal/designee.

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.

#### H. Off-Campus Felony Charges – Adverse Impact

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. Parents should

be aware that the School District does not have the authority to discipline students for off-campus incidents unless there is a clear showing that the incident had an impact on campus. See *Morse v. Frederick*, 551 U.S. 393 (2007); *M.T. v. School Board of Manatee County*, 779 So.2d 338 (2d DCA 1979). A suspension resulting from an adverse impact determination 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, F.S. 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.

#### I. Extracurricular Activities

1. Any student who is arrested for a felony act may be suspended from participation in extracurricular activities if, in the opinion of the school administrator, the student's continued participation in extracurricular activities would adversely impact the school.
2. Any student who has been charged with a felony, (per accompanying documentation from the state attorney's office), will not be eligible nor permitted to publicly represent the school or the school district in any extracurricular activity until a court rendering.
3. Any student who has been convicted of a felony, adjudicated delinquent or had adjudication withheld will not be eligible nor permitted to publicly represent the school or the school district in any extracurricular activity for the balance of the school year.

#### J. Search of Lockers, Vehicle, Electronic Devices, or Personal Property

Students do have the right to bring approved personal property onto campus. Student lockers, personal property, and vehicles are subject to search by the principal/designee where reasonable suspicion is present to believe a prohibited or illegally possessed item is 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 electronic device is subject to search. The principal/designee may confiscate a student's cell phone/electronic device 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 Student Responsible Use Guidelines for Technology. 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

It is the responsibility of all students and adults in the school to be aware of bullying incidents so that the school community and learning environment are safe.

Any person who has knowledge of bullying has an obligation to report the incident either through the on-line *Report School Violence* 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 (repeatedly) 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. teasing;
2. social exclusion;
3. threat;
4. intimidation;
5. stalking;
6. physical violence;
7. theft;
8. sexual, religious, or racial harassment;
9. public or private 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-bullying

“Cyber-bullying” means bullying through the use of technology or any electronic communication, which includes, but is not limited to, any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including, but not limited to, electronic mail, Internet communications, instant messages, or facsimile communications. Cyber-bullying includes the creations of a webpage or weblog in which the creator assumes the identity of another person, or the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying. Cyber-bullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying. 1006.147, 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 employees, including but not limited to, teachers, secretaries, custodial staff, cafeteria staff, or clerks, who become 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;
7. requesting sexual favors; or
8. using social media outlets to create a hostile, offensive or intimidating environment.

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 student or adult who has knowledge of dating violence and abuse has an obligation to report the incident either through the on-line Report School Violence 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.

## 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

If a parent would like to observe in a teacher's classroom, the following procedure will be followed: Parent will contact administration to schedule a visit to a classroom and designate a time in and out that the visit will occur. One parent or guardian per classroom visit. The request to visit a classroom will need to be done at least twenty-four (24) hours prior to the visit. Upon arrival, parent must present proper identification and obtain a visitor's pass from the front office. Parent will meet with administration/designee to sign the "Parent Observation Agreement" prior to being escorted to the classroom. Parent will be escorted to the classroom at the start of the observation and obtain an escort when the observation is completed. While in the classroom, parent may only observe without any interaction with any students including his/her own child. Parent may not disrupt the classroom instruction or routine of class. If any issue needs to be addressed, parent may schedule a meeting with administration to address the issue. Observations may not be video recorded, tape recorded, and pictures may not be taken at any time. There will be a limit of time placed on each observation/visit because of class changes, teacher planning periods, and lunches. Parent may not approach any staff member during the observation time to obtain information or hold a conference.

### 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. Interviews of Students by School Resource Officers

The School District cooperates with law enforcement agencies. Students may be interviewed in school by School Resource Officers. School officials will grant School Resource Officers interviews with a student after considering whether a minor student is a suspect. When practical, school personnel will be present during the interview with the School Resource Officer. An attempt will be made by school personnel 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, School Resource Officers 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 School Resource Officer/Department of Children and Families (DCF) interviews. DCF and/or the School Resource Officer will determine when the parent/guardian is contacted.

#### F. Interviews of Students by Officers (Not School Resource Officers)

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 shall be present during the interview. The conference area will be so located as to create as little attention as possible to the matter. If appropriate, an attempt will be made by school personnel to contact a parent/guardian prior to the interview of a student suspect, and such attempt shall be documented.

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. 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. 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.

#### H. 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.

#### I. 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: Disciplinary Actions and Procedures

### A. Students' Rights/Due Process

All students have the right to be treated fairly. The procedures to be followed vary with the severity of the act and the consequences which may be imposed. Minor infractions may be handled by the teacher at the classroom level. Repeated or more serious events may result in a disciplinary referral. During the initial investigation of a disciplinary referral, parental notification is not required. However, the district will keep parents informed regarding the results of disciplinary referrals and a school administrator or designee will promptly notify a parent/guardian of any disciplinary action taken against the student and document that the notification was made.

1. The student will be informed of the accusations in the disciplinary referral orally and in writing.
2. The student will be allowed to present his/her version of the events.
3. If the student claims innocence, or chooses not to speak, the evidence against him/her will be explained.
4. All evidence will be considered by the principal/designee.
5. The severity of the charge and the student's past disciplinary record will determine the punishment in compliance with the Discipline Intervention Matrix.

Under federal law, 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. For disciplinary sanctions in excess of ten (10) days, students have the right to due process including notice of charges, opportunity to be heard, right to consult their own attorney if desired, etc. School personnel cannot provide legal advice.

### B. Students with Disabilities

For students eligible under the Individuals with Disabilities Education Act (IDEA), disciplinary actions shall follow applicable laws, School Board policies and provisions of the Individual Education Plan (IEP). Likewise, for students determined to be disabled under Section 504 of the Rehabilitation Act of 1973, suspension, expulsion and other disciplinary measures shall follow applicable laws, School Board policies, and provisions of the Section 504 Accommodation Plan. Additional detailed information may be found regarding exceptional students with IEPs in the Exceptional Student Education Policies and Procedures linked on the Exceptional Student Education (ESE) Department's website or by calling the ESE Department at (850) 429-2977 or 595-0761. Additional information regarding discipline and Section 504 may be obtained by contacting the Student Services Department at (850) 469-5382.

### C. Severe Interventions and Consequences

Schools strive to keep students in their districted schools while maintaining a safe environment for all stakeholders. Sometimes students require more serious consequences, resulting in

removal to a different setting. In these situations, the principal/designee will promptly inform the parent/guardians of these consequences.

**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.

**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 will make a good faith effort to inform the parent/guardian of any suspensions and the reasons supporting the consequences. A good faith effort shall be made by the principal/designee to employ parental assistance or another 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.

Each student is allowed to make up work missed while suspended out of school. The parent/guardian should request this work during or immediately following the suspension. Students will have the same number of days as the suspension to make up the work. Each school will publish their guideline for credit determination.

### Disciplinary Reassignment

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

### Expulsion

Expulsion means the student loses the right and obligation to attend public school for a period of time no greater than the remainder of the term or school year and one (1) additional year. Expulsions may be imposed with or without continuing educational services or other conditions.

In the event that a student is recommended for expulsion or disciplinary reassignment, the student or his/her parent/guardian may request a formal administrative hearing. 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 regular or special meeting of the Board. 1006.08 (1), F.S.

## Restrictions During In-School or Out-of-School Suspension/Disciplinary Reassignment/Expulsion

Students who have been suspended from school shall not be allowed to participate in or attend any school-related extracurricular activities on any Escambia County School District property. 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 for the duration of the 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.

A student on disciplinary reassignment or expulsion shall not be allowed to participate in or attend any extracurricular activities on any Escambia County School District property. Violation of this policy will result in a charge of trespassing, making the student subject to immediate arrest by a law enforcement officer.

## Chapter 9: Dress Code

### A. Requirements for Student Dress

The dress and grooming of students shall be that which contributes to the health and safety of the individual and which is non-disruptive of the educational activities and processes of a school. The definition of appropriate dress shall vary with the age of the student and the program of instruction.

**Students have the right:** to dress as they choose as long as their dress meets the approved dress and grooming regulations, does not disrupt school activities, is not obscene or defamatory, and does not endanger the physical health or safety of themselves or others.

**Students have the responsibility:** to dress and groom in such a manner so as to reflect cleanliness, modesty, safety, good taste, and to become familiar with and adhere to the approved dress and grooming regulations of the Escambia County School District.

### **Dress and Grooming Regulations**

#### **Kindergarten – Fifth Grades:**

1. Flat, closed-toe shoes shall be worn and be securely fastened to the feet. Tennis shoes/athletic shoes are required to participate in physical education and/or recess.
2. Clothing that exposes the entire shoulder, tube tops, spaghetti straps, or similar type clothing, may be worn only with a blouse or shirt. Clothing exposing the torso or the midriff, either front, back or sides, shall not be worn. Underwear shall not be visible. Pant hems shall not extend beyond the heel of the shoe. Mini skirts, mini dresses and short shorts are not permitted. Hemlines shall be no shorter than fingertip length with relaxed shoulders. All pants and shorts shall be secured at the waist. In addition, when leggings are worn a top garment is required and shall be no shorter than fingertip length with relaxed shoulders.
3. Hair shall be clean and neatly groomed. Head coverings shall not be worn in the building unless required for religious observance or health-related reasons. The general appearance of a student should reflect neatness and good personal hygiene.
4. Garments and/or jewelry that display or suggest sexual, vulgar, drug, gang, weapons, tobacco, or alcohol-related wording or graphics, or that provoke violence or disruption in the school, shall not be worn. Wallet chains shall not be worn.

#### **Sixth – Twelfth Grades:**

1. Shoes shall be worn. Skate tennis shoes and bedroom slippers are unacceptable and not allowed.
2. Clothing that exposes the entire shoulder, tube tops, spaghetti straps, or similar type of clothing may only be worn with a blouse or shirt. Clothing exposing the torso or the

midriff, either front, back, or sides shall not be worn. Underwear shall not be visible. Clothing shall not expose the mid-chest area. Clothing not properly fastened or with tears that are indecent shall not be worn. Clothing traditionally designed as undergarments or sleepwear shall not be worn as outer garments. All pants and shorts shall be secured at the waist. Boys' shirts shall have sleeves. Miniskirts, mini dresses, and short shorts shall not be permitted. Hemlines shall be no shorter than fingertip length. In addition, when leggings are worn a top garment is required and shall be no shorter than fingertip length with relaxed shoulders.

3. Hair shall be clean and neatly groomed. Head coverings shall not be worn in the building unless required for religious observance or health-related reasons.
4. Items including, but not limited to, garments, symbols, and/or jewelry that display or suggest sexual, vulgar, drug, gang, violence, or alcohol-related wording or graphics, or that provoke or may tend to provoke violence or disruption in the school, shall not be worn. Wallet chains shall not be worn.

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

1. a student wears a costume or special clothing necessary for a school play or other school-sponsored activity as permitted by the principal.
2. 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.
3. 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.
4. a student wears a button, armband, or other accoutrement to exercise the right of free speech guaranteed by the United States' and Florida Constitutions.\*

\*No buttons, armbands, or other accoutrements that signify or are 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 will be permitted.

#### 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 dress 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 10: 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 staff, 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. Immunization and health information may be shared with government agencies as requested. 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 request 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.

#### I. Virtual School Options

The Escambia County School District offers full time virtual instruction programs to all students grades K-12 that reside within our district. The open enrollment window for the 2016-17 school year will begin April 4, 2016 and close July 15, 2016. For more information, please visit our website at: <http://www.eva-ecsd-fl.schoolloop.com/> or call the K-12 Virtual Education office.

## Chapter 11: 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 or 595-0761)

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.

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. 1003.22(1), F.S.

Students are required to have shots completed or up to date before entering school. Students are required to have a current, valid Florida Immunization Record (DH680) or Religious Exemption (DH681) on file at their school. 1003.22(4), F.S. An emergency information form, updated annually, shall be completed for each student listing contact person, family physician, allergies, significant health history and permission for emergency care. 64F-6.004 F.A.C. 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 collaborate to staff the school clinics with a Health Technician or Licensed Practical Nurse who is supervised by a Registered Nurse. The Registered Nurse 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                |                        |

<u>Screenings</u>	<u>Grade(s)</u>
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

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 using the Health Services Opt Out Form each year. 64F-6.003, F.A.C.

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

1. Each prescription/non-prescription medication provided by the parent/guardian must be authorized in writing on a current District “Dispersion of Medication Form” that is completed in its entirety and signed by the parent/guardian. This form is available in the clinic and on the Health Services page of the District website.
2. Over the counter medications that may be stocked in the school clinic, as available, 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)

Stock medications may be given at school with a completed “Dispersion of Stock Medication Form” that is completed in its entirety and signed by the parent/guardian. This form is available in the clinic and on the Health Services page of the District website and is only valid for one school year.

3. Medication must be provided in the original, labeled container. The parent/guardian should request the pharmacist label a second bottle to provide a thirty (30) day supply for the school.
4. 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 “Dispersion of Medication Form” signed by both the parent/guardian and physician must be on file in the clinic before the student can carry or self-administer these medications. 1002.20 (3), F.S.

5. 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.
6. 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.
7. 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. The school food service department may, but is not required to, make food substitutions for them. However, when a licensed medical provider's assessment determines that food allergies may result in severe, life-threatening reactions, the child's condition meets the definition of a disability; therefore the substitutions prescribed by the licensed medical provider must be made available.

8. **Head Lice Management:** Students with a live louse and/or nits within one-quarter (¼) 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.
9. **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 without fever-reducing medication 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 the Multi-Tiered System of Supports (MTSS) process.
- 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 by providing a vital link between home, school and community services and resources.

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 12: 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 or 595-0761.

### 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) and/or the Every Student Succeeds 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 at the Office of Facilities Planning. Any person interested in reviewing these plans may contact the Office of Facilities Planning at (850) 469-5660.

### 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 e-mail,

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.

**Assault** – An intentional act or words which puts another in fear of imminent harm.

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

**Battery** – For purposes of SESIR reporting, battery is defined as the physical use of force or violence by an individual against another. The attack must be serious enough to warrant consulting law enforcement and result in more serious bodily injury. A criminal battery is the unlawful touching or striking of another person against his/her will.

**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.

**Bullying** – The act of 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; unreasonably interfering with the individual's school performance or participation; and may involve, but is not limited to, teasing, social exclusion, threat, intimidation, stalking, physical violence, theft, sexual, religious, or racial harassment, public humiliation; or destruction of property.

**Criminal Gang** - A 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** - The act of using information and communication technologies such as, but not limited to, e-mail, cell phone, pager text messages, instant messaging (IM), defamatory personal websites and defamatory personal pooling websites to support deliberate, repeated, and hostile behavior by an individual or group that is intended to threaten or harm others or which substantially disrupts or interferes with the operation of a school or an individual's academic performance.

**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.

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

**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.

**Harassment** – The act of 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/her person or damage to his/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.

**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.

**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.

**Other Major** – Any serious, harmful incident resulting in the need for law enforcement intervention not previously classified.



**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.

**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.

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

**SESIR** – School Environmental Safety Incident Reporting – System used to assist school districts in correctly coding data used to report incidents that are serious and/or are against the law.

**Skipping** - 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.

**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. Students may not participate or attend extracurricular activities during in-school suspension.

**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. Students may not participate or attend extracurricular activities during out-of-school 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 partial credit or full credit.

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

**Trespassing** – The act of entering or remaining on school grounds/campus, school transportation, or at a school-sponsored event/off campus without authorization or invitation and with no lawful purpose for entry, including when in-school or out-of-school suspension is in effect.

**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.

**Vandalism** – The intentional destruction, damage, or defacement of public or private/personal property without consent of the owner or the person having custody or control of it. (Damage must be \$1,000 or more to be reported as a SESIR incident.

**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.

2016-2017 RIGHTS AND RESPONSIBILITIES HANDBOOK

**Date:** \_\_\_\_\_

I, \_\_\_\_\_, have received the *2016-2017 Rights and Responsibilities Handbook*.  
(Please print full name)

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	_____

2014 – 2015 Cost Per Full-Time Equivalent Student

The School District of Escambia County 2014-2015 Cost Per Full-Time Equivalent Student		The School District of Escambia County 2014-2015 Cost Per Full-Time Equivalent Student	
School Description	Cost per FTE	School Description	Cost per FTE
Hellen Caro Elementary School	\$ 6,937.00	Reinhardt Holm Elementary School	\$ 12,952.00
Jim Allen Elementary School	8,158.00	Brown Barge Middle School	6,876.00
Bellview Elementary School	7,327.00	Mcmillian Learning Center	40,678.00
Bellview Middle School	7,217.00	Lincoln Park Elementary School	13,325.00
Bratt Elementary School	8,928.00	Woodham Middle School	9,458.00
Brentwood Elementary School	8,303.00	George Stone Area Voc-Tech Center	-
N. B. Cook Elementary School	8,289.00	Pine Forest High School	6,958.00
Camelot Academy Of Escambia County	9,935.00	Longleaf Elementary School	7,754.00
Ransom Middle School	6,643.00	Judy Andrews Second Chance Center	13,602.00
Cordova Park Elementary School	7,004.00	Escambia Juvenile Detention	11,881.00
Ensley Elementary School	9,120.00	L. D. Mcarthur Elementary School	7,673.00
Escambia High School	6,818.00	Escambia Westgate Center	27,390.00
Ferry Pass Elementary School	6,996.00	Lakeview Special Education	52,958.00
Ferry Pass Middle School	6,662.00	Hospital & Homebound	29,403.00
Montclair Elementary School	9,984.00	Beulah Elementary School	6,723.00
Myrtle Grove Elementary School	8,539.00	Washington Senior High School	6,958.00
Navy Point Elementary School	10,753.00	Escambia Boys' Base	9,856.00
Oakcrest Elementary School	8,519.00	County Administrative Annex	10,184.00
Pensacola High School	7,678.00	R. C. Lipscomb Elementary School	7,674.00
Pine Meadow Elementary School	6,982.00	Jim C. Bailey Middle School	6,733.00
Pleasant Grove Elementary School	6,471.00	Northview High School	10,716.00
Scenic Heights Elementary School	7,504.00	Blue Angels Elementary School	6,886.00
O. J. Semmes Elementary School	9,841.00	West Florida High School/Technical	6,689.00
Sherwood Elementary School	8,468.00	Molino Park Elementary	8,239.00
A. K. Suter Elementary School	7,609.00	Global Learning Academy	7,884.00
J. M. Tate Senior High School	5,972.00	Pace Program	5,803.00
Ernest Ward Middle School	7,689.00	Lakeview Dropout Prevention	22,439.00
Warrington Elementary School	11,058.00	Escambia Sch. Dist. Jail Prog.	7,951.00
Warrington Middle School	7,451.00	Escambia Virtual Instruction Program	4,326.00
C. A. Weis Elementary School	9,423.00	Escambia Virtual Academy Franchise	5,867.00
West Pensacola Elementary School	11,017.00	Escambia Virtual Instruction (Course Offerings)	1,632.00
J. H. Workman Middle School	7,857.00		