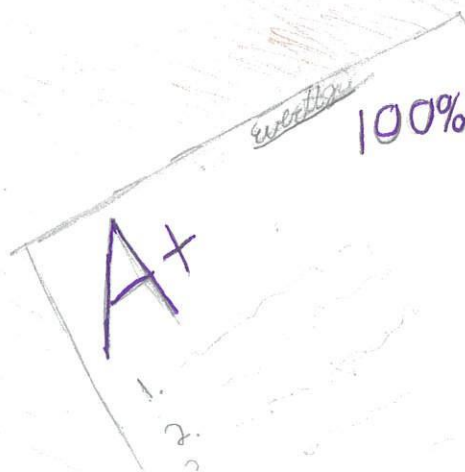
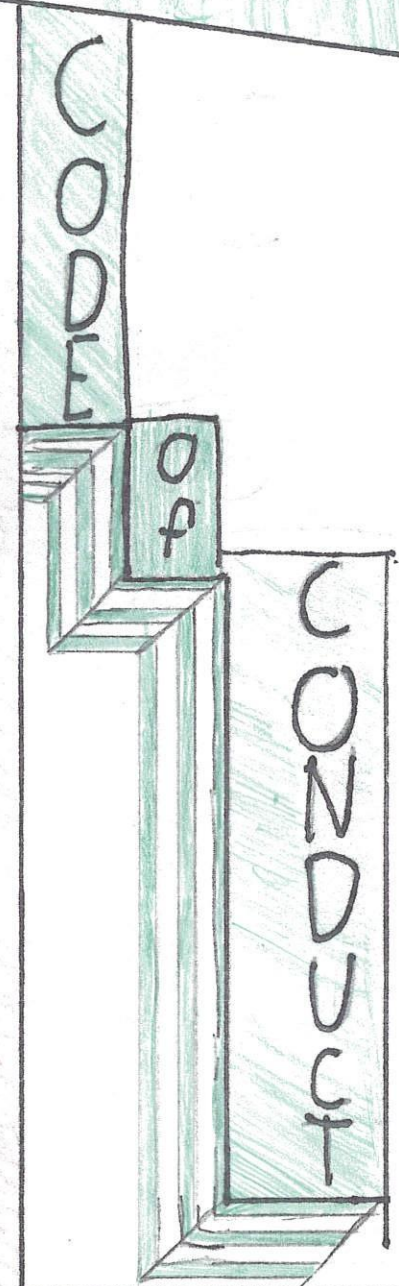
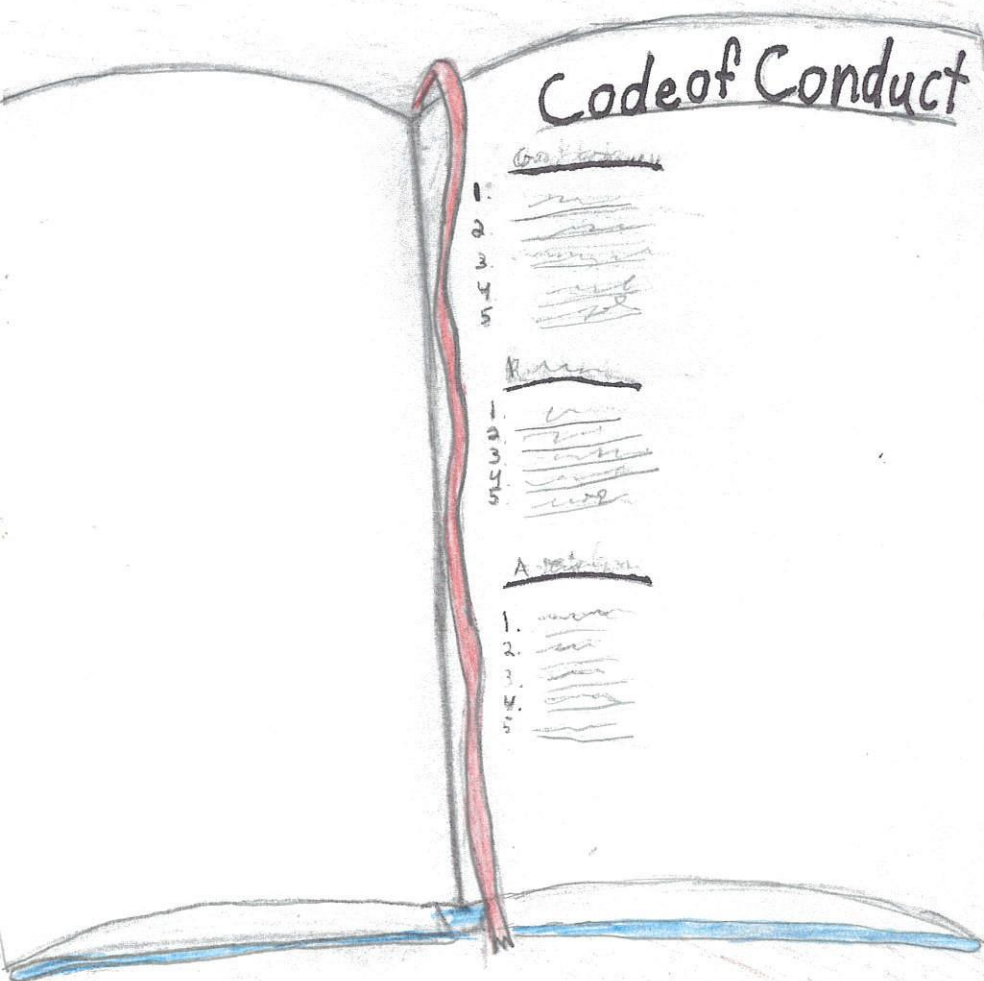
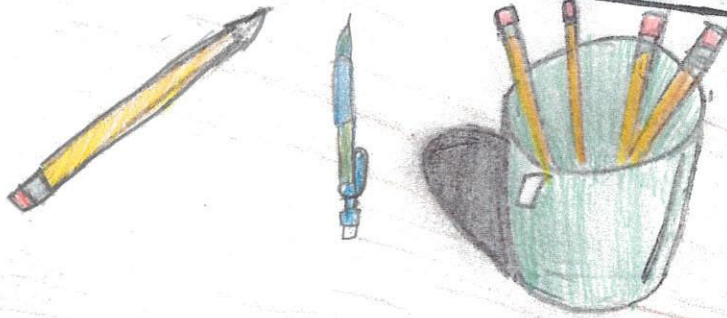


Elementary School

2023-2024



Introduction

Escambia County Public Schools are committed to increasing student achievement and school improvement. One of the goals of school improvement is to provide an environment which is orderly, drug-free, and which protects students' health, safety, and civil rights. To achieve this goal, a committee of parents, students, principals, deans, teachers, and other administrative officials have created a code of student conduct for Escambia County Public Schools.

The Code of Student Conduct is centered on the protection of students' individual rights according to the United States Constitution, the laws of Florida, the rules of the School Board of Escambia County and the State Board of Education.

Accompanying these rights are the students' responsibilities which are essential for a safe and orderly learning environment. Students are expected to follow this Code of Student Conduct to ensure personal and academic growth and a safe learning environment.

The Code of Student Conduct encourages self-discipline and responsible behavior. To achieve positive self-discipline, students must understand the rights and responsibilities in this book. Parents are expected to become familiar with these rules, to be supportive, and to offer guidance to assure the students' understanding and compliance.

Following the Code of Student Conduct will help assure a positive learning environment for all students. Students who do not follow the rules will have consequences which are explained in this document.

Escambia County School District

July 1, 2023 – June 30, 2024 Student Calendar

Thursday, August 10, 2023	First Day of School for Students
Monday, September 4, 2023	Labor Day Holiday
Wednesday, September 20, 2023	Early Release/Professional Development
Monday, October 9, 2023	Non-Student Day
Wednesday, November 1, 2023	Early Release/Professional Development
Friday, November 10, 2023	Veteran's Day Holiday
November 20-24, 2023	Fall Break/Thanksgiving Holiday
Wednesday, December 20, 2023	Last Day of First Semester/Early Release
December 21, 2023 – January 3, 2024	Christmas Break
Thursday-Friday, January 4-5, 2024	Non-Student Day
Monday, January 8, 2024	First Day Back from Break for Students
Monday, January 15, 2024	Martin Luther King, Jr. Holiday
Wednesday, February 7, 2024	Early Release/Professional Development
Monday, February 19, 2024	Non-Student Day
March 25 – 29, 2024	Spring Break
Monday, April 1, 2024	First Day Back from Break for Students
Wednesday, May 22, 2024	Last Day for Students/Early Release

Property of

(Student Name)

(School)

Principal

Keith Leonard
Keith Leonard
Superintendent of Schools
(850) 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; 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

Phone (850) 469-6155

2023-2024

www.escambiaschools.org

Kevin Adams
District 1

Paul H. Fetsko
District 2

David Williams
District 3

Patty Hightower
District 4

Bill Slayton
District 5



THE SCHOOL DISTRICT OF ESCAMBIA COUNTY

75 NORTH PACE BOULEVARD

PENSACOLA, FL 32505

PH (850)432-6121 FX (850)469-6379

<http://escambiaschools.org>

KEITH LEONARD, SUPERINTENDENT

Dear Students,

Welcome to the 2023-2024 school year. We are looking forward to a great school year for our students, families, and employees. If you haven't already, please get to know your school staff and plug in where you're able.

Because we are United for Every Student to Succeed, it's important you work hard and show respect for your teachers, your peers, and yourself. Decisions you make every day help to determine the kind of person you will become in the future. So make good decisions each day, and enjoy the rewards of those good decisions!

Ultimately, you are the person responsible for your success in school and beyond. Work hard, surround yourself with people who have your success in mind, and take some time to relax every now and then. Remember to be honest in everything you do and to do your very best on every task you undertake.

I hope the 2023-2024 school year is exciting and rewarding for you and your family. We at Escambia County Public Schools are excited, as well, for the future that awaits you, and are eager to help you become all you can be!

Sincerely,

Keith Leonard

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Chapter 1: Rights and Responsibilities

Students in the United States have the right to a free, appropriate education. Escambia County Public Schools provide services and opportunities for a varied and comprehensive education. The specific rights for students, and their corresponding responsibilities, are listed below.

A. Student Rights and Responsibilities

1. RIGHT:

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

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.

RESPONSIBILITY:

Students have the responsibility to follow school and classroom rules.

5. 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.

6. RIGHT:

Students have the right to carry an electronic communication device, Chromebook and other electronic devices during the school day under the following conditions: An electronic communication device must be placed on either silent or vibrate while the student is transported on a school bus. Once at school, all personal electronic devices should be turned off and stored unless instructed otherwise by the teacher. The principal/designee may take a student's electronic communication device 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 the electronic communication device memory. See Chapter Five (5) of this publication for additional information.

RESPONSIBILITY:

Students have the responsibility to follow 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.

7. 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.

8. 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 P3 app), or the District administration when they have knowledge of such acts.

B. Subject to Control

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

All students can use digital devices provided by the school. Students must follow the district's Responsible Use Guidelines. Students in grades 3-12 may be given a device to take home. See Chapter 1 for Responsible Use Guidelines.

C. 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.

D. 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.

E Parental Rights

Parents have the right to participate in their child's education and to be informed of issues pertaining to their child. Parents have the right to be notified any time there is a change in their child's services and monitoring and the school's ability to provide a safe, supportive learning environment. School officials cannot withhold information about a student from a parent unless a reasonably prudent person would believe that such disclosure would result in abuse, abandonment, or neglect. Section 1001.42, Florida Statutes. Written parental consent must be obtained for the use of any deviation from a child's legal name in school.

Chapter 2: Escambia County Public Schools Student Responsible Use Guidelines for Technology

Escambia County Public Schools (ECPS) allows students to use many different digital and electronic tools. We will talk about these tools as “technology.” The technology provided by ECPS allows you as a student to be able to gain and share more knowledge. Access to technology comes with responsibility and some possibility of danger if used incorrectly. Following the guidelines below will help protect you, others at your school, and ECPS.

A. Mandatory Review

If something is mandatory it means it's required or must happen. You must read this and the *Student Code of Conduct*. Adults at your school are assigned to help you understand how to use technology safely. It is your responsibility to listen to them and follow all rules and directions to keep you and other students safe. The principal or designee may determine what devices are allowed on campus and will contact parents., if necessary.

- All students must use the ECPS provided filtered wireless network. This is true if you are using technology from the school or technology from home.
- Students must follow all ECPS and school campus rules and act with honor when online or using any technology.
- Students are expected to follow all laws when on an electronic device or online.
- The internet (getting online) is for educational/instructional purposes and students must always follow all directions given by the adults in charge of keeping them safe at school and online.
- Students will not be required to have their own electronic devices and their grade will not be harmed if they do not have personal electronic devices to use. The school will provide an electronic device or an alternative assignment if students do not have their own assigned electronic device.

- If students bring personal electronic devices to school:
 1. All school rules apply.
 2. Students are responsible if a device is lost, stolen, loaned, or damaged and only a limited amount of time and resources will be spent trying to find any lost or stolen devices.
 3. Students are not allowed to trade or sell their personal devices to anyone while on school/ECPS property, including bus or other school transportation.
 4. Students are responsible for everything related to their personal electronic devices. ECPS staff will not store, charge, diagnose or fix any student personal electronic device.
- Students who see or hear anything inappropriate or harmful must tell a responsible adult at school immediately. Students should NOT tell, send, show, or share anything that may be dangerous, harmful, or inappropriate with other students. Students should know that anything they do online or on an ECPS device is not considered private.
- Students must never share their password with other people. Students must also never use another person's online account.
- Electronic devices may only be used during class for educational purposes and must have the permission of the classroom teacher.
- Email and other tools to talk to other people and students, such as chat, are only allowed for school and educational activities.
- All students will receive an email account.
 1. Internet access to email addresses not issued by the school is not allowed.
- When sending emails to more than one person, students should use bcc to keep other people's email addresses private. You may need to ask an adult for help on how to do this.

B Inappropriate Use

- You are not allowed to use your cell phone during class unless your teacher tells you to except when used solely for educational purposes as directed by your teacher, or when used as a medical alert device registered with the school clinic. If you do not follow this rule, your teacher may take your phone away.
- Students are not allowed to access social media platforms at school except when directed to so by a teacher solely for educational purposes. This means you cannot access social media such as Tik Tok, Snapchat or other social media AT ANY TIME on school grounds, including before and after school, during lunch, between classes, or at extracurricular activities. You also cannot use AirDrop.
- A student may not use a wireless communications device during instructional time, except when used solely for educational purposes as directed by his or her teacher, or when used as a medical alert device registered with the school clinic.
- A teacher may withhold a student's wireless communications device during instructional time.
- Some inappropriate uses have already been mentioned such as sharing passwords or using another person's account. The following list is not meant to cover every possible violation of the rules.
- Students may not:
 1. Change computer settings or anything inside or outside the device.
 2. Share personal information that is private such as home addresses and birthdays.
 3. Use an ECPS electronic device or internet to make money.

4. Harm, hurt, or destroy any ECPS property or system such as the internet or a device.
5. Share or steal pictures, videos, books, text or other materials that belong to someone else. If you use or share something from someone else, you should always check with an adult to make sure you are giving credit to the person to whom it belongs.
6. Pretend to be someone else online or on any ECPS device.
7. Access or try to access any ECPS system, network, or information storage system.
8. Delete, look at, copy, or change files and/or data that belong to someone else without their permission.
9. Take or share pictures, videos, or voice recordings of others without their permission.
10. Use bad language or make rude or mean comments to or about others.
11. Forge or write fake messages or read or change other people's messages.
12. Send an email to a large number of people or copy and forward junk mail or chain mail.

C. Consequences of Not Following this Agreement

Any student who knowingly breaks any of the rules or guidelines found within this document, also known as the Responsible Use Guidelines, will be subject to temporary or permanent loss of access and/or privileges to ECPS and school technology/devices/network and may be disciplined as outlined in the *Student Code of Conduct*. Students may also face criminal charges if they use a wireless device to commit a criminal act.

D. Warning

ECPS works very hard and does their best to protect students from illegal, inaccurate, or inappropriate content while they are on the ECPS/school network/internet. However, it is not possible for filters to be perfect. There is a risk that students may find or see material that is not educational and/or appropriate for school and students. Students should report inappropriate content to a responsible adult.

E. Disclaimer

ECPS's network internet system is provided "as is." This means that sometimes it may not work or be available to do what a student wants or needs to do. ECPS does not and cannot say for sure that errors will not happen or that the system will always work as intended.

The opinions and thoughts that other people say in ECPS's system and internet connection are not those of ECPS.

ECPS will cooperate with any law enforcement personnel in any investigation that has to do with someone misusing ECPS's electronic or digital tools and internet connection.

Chapter 3: Attendance

Florida law requires that school age students attend school. Students should attend school every day and remain all day.

Attendance is defined as being present from the first bell to the dismissal bell.

Students may need to miss school due to illness. Students with excused or unexcused absences, or suspensions will be allowed to make up all missed work if it is requested by the student or parent/guardian either during the absence or on the first day the student returns to school. Partial credit may be given for work assigned during a student's unexcused absence or suspension.

A note explaining a student's absence must be submitted within three (3) days of returning to school. The note can be handwritten, sent by email, or uploaded through the parent portal in FOCUS.

Teaching and learning occurs from bell to bell. When a student arrives late to school, it negatively impacts the opportunity for student success.

Students will receive an excused absence for an absence related to the observance of a religious holiday. Students will be allowed to make up any work missed as the result of the absence.

Students attending school out of their attendance zone must be on time and maintain good attendance and behavior in order to remain at their school of choice.

Chapter 4: Campus Arrival/Departure

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 end of the student day. The student must remain in the assigned area and follow all school rules.

Students must use crosswalks and follow directions of the adults in charge at all times. Students may cross the street when instructed to do so. The District's supervisory responsibility is limited to times when students are on the school campus. 1003.31, F.S.

Chapter 5: Transportation Services

Students are eligible for transportation if they are legally enrolled in the school district's public schools and live greater than or equal to one (!) mile from their zoned school if they are elementary school students.

A. School Bus Student Expectations

1. Students will behave and respect private property while at the bus stop. They will be at their assigned bus stop five (5) minutes prior to the scheduled bus arrival time. They will not chase the bus. Parents are responsible for supervision of their children while at the bus stop. The school is NOT responsible for the supervision of bus stops.
2. Students will always follow the directions of the school bus driver and/or assistant.
3. Students will show respect for the bus driver and assistant, other students, and other adults. Students will not cause damage to any part of the bus.
4. Students will not annoy or bother others, engage in horseplay or rough play.
5. Students will not use profanity or make offensive gestures.
6. Students will sit in their assigned seats and remain seated with their seat belts fastened. They will keep their hands, feet, and all personal belongings away from other students. They will not throw items on the bus or out the bus windows.
7. Students will talk quietly and will not distract the bus driver.
8. Students will remain silent at railroad crossings.
9. Students will keep the aisle and steps clear at all times.

10. Students may use electronic devices on the bus with the bus driver's permission. Students must use earbuds/headphones or the device must be placed on silent or vibrate while on the bus. Electronic devices may not be used for recording. Florida Statutes 934.03 prohibits recording conversations without consent of the other person.
11. Students will not use sprays of any kind on the bus.
12. Students must follow all school rules while on the bus.
13. Students will wait until the bus comes to a complete stop before getting on or off the bus. They will enter and leave the bus in a single file line. Students crossing the road will do so in FRONT of the bus once the bus driver tells them it is safe.
14. Students will leave the bus only with the permission of the bus driver at their assigned bus stop.

B. School Bus Discipline

1. Riding the bus is a privilege. Students can be disciplined for behaviors on the bus for both minor and major behaviors.
2. A serious infraction makes it unsafe for others who are riding the bus. Serious infractions can result in suspension or permanent removal from riding the bus.
3. Any behavior on the bus that causes a disruption can result in suspension or permanent removal from the bus, or a referral for criminal prosecution.

Chapter 6: Dress Code

All students have a right to an orderly learning environment that is free of unnecessary distraction. A dress code helps students focus on their schoolwork, not their clothes. Students show respect for themselves, their school, and other students in the way they dress. It is the responsibility of all students to dress in a way that does not disrupt school.

A. Student Dress and Grooming Regulations

Students should dress in a way that is safe and does not disrupt learning. They should come to school clean and neat.

1. Shoes shall be worn and securely fastened to the foot. Tennis shoes/athletic shoes are required for PE and recess.
2. Clothing should cover the stomach and chest area. Undergarments must not be seen. Shorts, skirts, and dresses must be mid thigh or longer. All pants/shorts should be fastened at the waist. When wearing leggings, shirts/tops must be mid thigh or longer.
3. Head coverings will not be worn in the building unless required for religious or health-related reasons.
4. Clothes and jewelry should not show or suggest inappropriate words or pictures, or cause violence or disruption in school.

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

1. A student wears a costume or special clothing for a school play or other event.
2. A student wears clothing that reflects his/her religious belief.

B. Discipline for Infractions

Students are expected to follow the student dress code. Clothes that expose underwear or body parts in an indecent or vulgar manner or which disrupt the learning environment are prohibited. Students who do not follow the dress code could have:

1. A verbal Warning and call to parent/guardian
2. No participation in any extracurricular activity for a period of time not to exceed 5 days.
3. A conference with the principal and parent/guardian

If there is a third or subsequent referral, the student shall receive an in-school suspension and will be ineligible to participate in any extracurricular activity for a period not to exceed 30 days. The school principal shall call the student's parent or guardian and send the parent or guardian a written letter regarding the student's in-school suspension and ineligibility to participate in extracurricular activities.

C. School Uniforms

If the school has a uniform policy, students will wear solid colored khaki, navy or black pants, skirts, shorts, leggings, or jumpers and a solid white, red, or navy blue collared shirt. Sweat shirts or solid sweaters of appropriate uniform colors may be worn over the uniform shirt.

Chapter 7: Student Conduct

All students attending a public school are under the supervision of the principal or designee while they are on the bus, attending school, on school premises, and at any school-sponsored events.

A. 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.

B. Zero Tolerance Policy for School-Related Violent Crimes and for the Gun-Free School Act

To comply with the State Board of Education Rule for Zero Tolerance for school-related violent crimes and for the Gun-Free School Act, students must understand that certain criminal acts, violent acts and disruptive behaviors occurring on school property, on the bus or during school-sponsored activities must be reported to local law enforcement.

These acts include but are not limited to:

- Aggravated battery
- Battery on a teacher or other school personnel
- Arson
- Possession, use or sale of any firearm, razor blade, box cutter, knife or explosive device
- Willful property damage

- Bomb threats
- Conspiring or inciting a riot
- Trespassing on school property
- Possession or sale of illegal drugs or alcohol

These acts pose a serious threat to school safety, i.e.—acts which directly or indirectly pose a significant risk of serious injury.

The School District's definition of weapons is broader than the definition for weapons listed in Chapter 790 Florida Statutes. No student may possess any firearm, weapon, electric weapon or device, destructive device, or any other weapon as defined in section 790.001(13), Fla. Stat., including razor or box cutter, at any meeting of the public-school district; any athletic event; any school administration building; any school facility, and/or school sponsored event, except as authorized in support of school-sanctioned activities.

Any student who brings a firearm to school, on the bus, or to any school-sponsored activity will be expelled, with or without continuing educational services, from their regular school for the remainder of the current school year and all of the following year and referred for mental health services, and reported to the juvenile justice system. The same consequences will apply to any student who makes a threat or false report involving the school or school personnel's property, school transportation, or school-sponsored activity.

C. Simulating a Firearm

A student may be subject to disciplinary action if, while playing, he/she simulates a firearm or weapon and substantially disrupts student learning, causes bodily harm to another person, or places another person in reasonable fear of bodily harm. The severity of consequences will be decided by the severity of the infraction.

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

D Personal Property of Students

Schools are not responsible for loss, theft, or destruction of students' personal items. Students should not bring items of value to school. Personal property not used in class as directed by the teacher should remain stored. No recording devices are allowed at any time. Florida Statutes 934.03 prohibits recording conversations without consent of the other person. The principal or designee may determine what devices are allowed on campus and will contact parents., if necessary.

E 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. Ch. 874, F.S.

F Search of Electronic Devices or Personal Property

Students have the right to bring approved personal property to school.

The principal/designee can take a student's electronic communication device and search its contents without prior parent/guardian notification when a reasonable suspicion exists that the student violated the District's Student Responsible Use Guidelines for Technology.

The search of a student may be conducted without prior parent/guardian notification when reasonable suspicion exists that the student has an unapproved or illegal item.

Any search of a student's personal belongings, including a purse, backpack, or bookbag, must be conducted discreetly to maintain the privacy of the student's personal items within such belongings. Personal items that are not prohibited on school grounds must be immediately returned to the student's personal belongings

Chapter 8: Bullying, Harassment and Discrimination

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

Any person who has knowledge of bullying should report the bullying either through the on-line *Report School Violence* link located on the District's web site home page at www.escambiaschools.org or to any adult.

A. Bullying and Harassment

Bullying is unwanted and repeated written, verbal or physical behavior by an adult or student that causes discomfort or humiliation and interferes with a student's school performance. Behaviors include, but are not limited to the following:

1. Teasing
2. Social exclusion
3. Threat
4. Offensive gestures
5. Intimidation
6. Insults
7. Physical violence
8. Theft
9. Sexual, religious, or racial harassment
10. Public or private humiliation
11. Destruction of property

Harassment means any threatening, insulting words or gestures, 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.
3. Has the effect of disrupting school.

Bullying and harassment also encompasses:

1. Retaliation against a person for reporting bullying or harassment. Reporting an act of bullying or harassment that is not true is considered retaliation.
2. Bullying or harassing 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 by causing emotional or physical harm.

Harassing School Personnel

Students will not harass school personnel at school or at home. Harassment can include but are not limited to the following:

- Inappropriate language
- False accusations (verbal or written)
- 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 creation 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

Sexual harassment is a form of discrimination. Sexual harassment of students by employees, school volunteers, or other students is not allowed. Any student who thinks that he/she is a victim of sexual harassment should tell an adult at school, as well as a parent/guardian.

Behaviors considered to be sexual harassment include the following:

1. Spreading sexual rumors
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, hostile, intimidating, or sexually offensive telephone calls, e-mails, text messages, pictures, video, audio, social media, or writing offensive letters
6. Creating a hostile, offensive, or intimidating environment based on or related to gender
7. Requesting sexual favors

Anyone who commits sexual harassment will face disciplinary action.

C. Sexting

Sexting is a crime. It is when a student uses any computer or electronic communication device to send, receive, or possess any image or video that shows nudity or sexual content.

In order to avoid consequences, a student who unknowingly receives any image or video that shows nudity or sexual content must immediately report the image or video to an adult at school, parent/guardian, or law enforcement.

D. Discrimination

Discrimination is behavior that prevents a person from participating in any school activity because of race, color, religion, gender, origin, disability, sexual orientation, language spoken, homelessness or any other reason that seems unfair. If a student believes he/she is a victim of discrimination, the student should tell an adult at school.

Chapter 9: Safe Schools

School rules must be followed at all school sponsored events, which includes after school activities. Disturbances may result in a discipline referral.

Any student on school property (including school bus) outside of school hours, or during a suspension is trespassing. Trespassing may result in a discipline referral.

Students may be interviewed in school by School Resource Officers if the student is considered to be a suspect, or if a witness or victim becomes a suspect. An attempt will be made to contact a parent/guardian. Students suspected of a crime are under no obligation to speak with law enforcement until they have had a chance to consult with a parent or guardian. If appropriate, school personnel may be present during the interview. 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 any officer wishes to question a student at school, the principal/designee will be present during the interview if appropriate. An attempt will be made by the school to contact a parent/guardian (unless directed otherwise) prior to the interview of a student. Attempts to notify parents will be documented.

Local law enforcement agencies and private security companies provide armed security to keep students safe. Students are encouraged to prevent or report a crime by calling CRIME STOPPERS @ 433-STOP or using the P3 app on their Chromebook.

Chapter 10: Disciplinary Actions and Procedures

Students have a right to attend school in a safe environment that treats them fairly in the discipline process. There are consequences for infractions, whether they are minor or major incidents.

A. Students' Rights/Due Process

All students have a right to be treated fairly.

- Minor infractions will be handled by the classroom teacher.
- Repeated or serious infractions can result in a discipline referral and will be handled by the administration. Parents will be notified when students are seen in the office by administration for discipline reasons.

When a student receives a discipline referral:

- The student will be told why he/she has the referral.
- The student will be allowed to tell what happened.
- The infraction will be explained to the student.
- The administrator will consider all evidence and the Discipline Intervention Matrix to determine the consequence.

If a student receives more than ten (10) days suspension, he/she has a right to Due Process including:

- Notice of charges
- Opportunity to be heard
- Right to consult their own attorney, if desired

School personnel can not provide legal advice.

B. Students with Disabilities

Disciplinary actions will follow applicable laws, school board policies and provisions of the Individual Education Plan for students eligible under the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act of 1973.

C. Severe Interventions and Consequences

We strive to keep students in their zoned school. In order to maintain a safe environment for everyone, some students may require more serious consequences, which may result in removal to a different setting.

1. In School Suspension:

In-school suspension is the temporary removal of a student from class to another location in the school under the supervision of school personnel.

2. Out of School Suspension:

Out-of-school suspension is the temporary removal of a student from school including all school-sponsored activities, except as authorized by the principal/designee.

Students are allowed to make up work they miss during an out of school suspension. They will have the same number of days as the suspension to make up the work.

3. Disciplinary Reassignment:

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

4. 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.

Continued educational services may or may not be provided at the discretion of the Superintendent.

D. Minimizing Victimization of Students and Staff

In a disciplinary action, there is a rebuttable presumption that the actions of a student who intervened, using only the amount of force necessary, to stop a violent act against a student, staff, or volunteer were necessary to restore or maintain the safety of others.

Chapter 11: Health Services

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.

School health services may not be provided by a school nurse or any unlicensed assistive personnel working for a school nurse without written parental consent. 1014.06(1) F.S. Parents may give consent for any portion of school health services. If parental consent is given, such consent will remain valid until it is retracted in writing.

A. Medication Policy

- 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 their medical provider and parent/guardian:
 - Metered dose inhalers
 - Epinephrine auto-injector
 - Pancreatic enzyme
 - Diabetic supplies and equipment
- Except as provided above, students shall not possess, dispense or share prescription or nonprescription 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.

Disciplinary Response Code for Elementary Schools

Elementary

Level 1 – Disciplinary Response Code

Level 1 offenses are minor acts of misconduct that interfere with the orderly operation of the classroom, a school function, extracurricular/co-curricular program or approved transportation. It is the expectation that a parent should be contacted anytime a referral is written or processed.

The school district employee involved should intervene in the misconduct. If further action is necessary, the school district employee should refer the student to school administration for disciplinary action. After hearing the student's explanation, consulting with staff members and doing any other investigation necessary, the administrative designee will decide on disciplinary action. **The school administration will contact the parent and may use any consequence that is listed under the leveled infraction to remedy the student's behavioral incident.** Factors which will be considered to determine appropriate consequences include, but are not limited to, the severity of the offense, the number of prior disciplinary incidents, the age of the student, the student's acceptance of responsibility, and the consequence most likely to result in positive behavioral change.

Out-of-school suspension is not an available disciplinary response for Level 1 violations.

Level 1 Infractions		
A.	Abusive Behavior	Behaviors which may be aggressive, coercive, or controlling (to include hitting, kicking, pushing, and throwing items).
B.	Arguing	A verbal dispute between two or more students that causes a disruption to the classroom or a school function.
C.	Cheating	Willful or deliberate unauthorized use of the work of another person for academic purposes, or unauthorized use of notes or other material in the completion of an academic assignment or test. The student may receive no credit for the assignment, test, or exam at the discretion of the teacher.
D.	Classroom Disruption	Conduct or behavior that interferes with or disrupts the teaching/learning process.

E.	Disorderly Conduct/Disruption	Saying or doing something that upsets the classroom, normal school day, or any school activity.
F.	Disrespect	Saying or doing something that puts down, annoys, insults, or embarrasses a person or a group of people.
G.	Dress Code	Non-conformity to the established district dress code.
H.	Electronic Device Violation	The misuse of wireless communication devices including but not limited to cellular telephones, camera telephones, MP3 players, iPods, e-readers, smart watches, and other electronic devices.
I.	Failure to Report for Detention	Failure to report to an assigned detention session at school.
J.	False Information/Lying to School Personnel	Intentionally providing false or misleading information to, or withholding valid information from a school district employee, contracted personnel, volunteer, or authorized adult.
K.	Altercation	Minor physical contact between two or more students which is more disruptive than horseplay.
L.	Forgery	False or misleading written communication given to a district employee that is deceptive.
M.	Horseplay	Any rough uncontrolled play or prank that disrupts the classroom or school function.
N.	Instigating Trouble	Encouraging other students to fight or break a school rule.
O.	Insubordination	Refusal or failure to comply with a direction or an order from a school district employee, contracted personnel, volunteer, or authorized adult.

P.	Misconduct on School Bus or School Approved Transportation	Conduct or behavior that interferes with the orderly, safe, and expeditious transportation of other school students or other authorized passengers of transportation.
Q.	Other Misconduct	Any other act of misconduct which interferes with the orderly operation of the classroom, the school program, a school function or activity, an extra-curricular/co curricular program, or approved transportation.
R.	Profane, Obscene, or Abusive Language Materials	The use of either oral or written language or gestures which are disrespectful or socially unacceptable and which tend to disrupt the orderly process of the school environment, a school function, or an extra-curricular/co-curricular activity.
S.	Safety/School Rules Violation	The violation of a school safety standard, policy, or rule that causes significant danger to students, employees, or school facility.
T.	Smoking and Use of Tobacco Products	The possession of tobacco products, or items represented to be of said nature. This includes, but is not limited to E-cigs, Vapes, and hookah pens.
U.	Stealing (under \$50)	Taking the property of another without the permission of the person.
V.	Tardy to School	Being late to school without an excuse.
W.	Technology Violation	Misuse or damage to school issued technology items.
X.	Unsubstantiated Bullying	After a complete investigation and follow-up of a reported bullying incident, the investigator determines that there is not enough evidence to substantiate that the incident meets the criteria of a prohibited act under the definition of bullying as listed in the Jeffery Johnston Stand Up for all Students Act (section 1006.147, Florida Statutes).

Y.	Unsubstantiated Harassment	After a complete investigation and follow-up of a reported harassment incident, the investigator determines that there is not enough evidence to substantiate that the incident meets the criteria of a prohibited act under the definition of Harassment as listed in the Jeffery Johnston Stand Up for all Students Act (section 1006.147, Florida Statutes)	
Level 1 Consequences			
1. Parent Contact (required)	10. Restorative Practice	18. Safety Plan/Behavior Contract	
2. Verbal Reprimand	11. Detention	19. School Social Worker/Navigator	
3. Apology Letter	12.Parent/Student/Administrator Conference	20. Other SESIR Defined	
4. Assigned Seat	13. Temporary Loss of Privileges	21. In-School Time Out	
5. Special Work Assignment	14. No Contact Contract	School officials may decline to impose discipline if a student does not have the capacity to understand his/her behavior and the inappropriateness of his/her actions due to a disability or a very young age.	
6. Confiscation	15. Attendance Contract		
7. Return of Property	16. Behavior Team		
8. Counseling	17. Mental Health Services		
9. Suite 360 Intervention Program			

Elementary

Level 2 – Discipline Response Code

Level 2 offenses are more serious acts of misconduct than Level 1 offenses. Level 2 includes repeated acts of misconduct from Level 1 and acts directed against people or property that do not seriously endanger the health or safety of others.

The school district employee involved should intervene in the misconduct. If further action is necessary, the school district employee should refer the student to school administration for disciplinary action. After hearing the student's explanation, consulting with staff members and doing any other investigation necessary, the administrative designee will decide on disciplinary action. **The school administration will contact the parent and may use any consequence that is listed under the leveled infraction to remedy the student's behavioral incident.** Factors which will be considered to determine appropriate consequences include, but are not limited to, the severity of the offense, the number of prior disciplinary incidents, the age of the student, the student's acceptance of responsibility, and the consequence most likely to result in positive behavioral change.

Out of school suspension is not an available disciplinary response for Level 2 violations.

Level 2 Infractions		
A.	Abuse of School Property/Vandalism (under \$100)	The willful or malicious destruction of district property or the property of others.
B.	Abusive Behavior	Behaviors which may be aggressive, coercive, or controlling.
C.	Bullying	Systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. Bullying includes instances of cyberbullying, as defined in Section 1006.147(3)(b), F.S. Bullying may include, but is not limited to, repetitive instances of teasing, social exclusion, threats, intimidation, stalking, physical violence, theft, harassment, public or private humiliation, or destruction of property. If the physical harm or psychological distress is not the result of systematic or chronic behavior, evaluate for Harassment.

D.	Cheating (Second Offense)	Repeated willful or deliberate unauthorized use of the work of another person for academic purposes, or unauthorized use of notes or other material in the completion of an academic assignment or test. The student may receive no credit for the assignment, test, or exam at the discretion of the teacher.
E.	Disorderly Conduct/Disruption	Conduct or behavior that interferes with or disrupts the orderly process of the school environment, a school function, or an extra-curricular/co-curricular activity.
F.	Disrespect	Conduct or behavior that lacks regard, civility, politeness, and/or courteous consideration.
G.	Dress Code (repetitive)	Non-conformity to the established district dress code.
H.	Electronic Device Violation (repetitive)	The misuse of wireless communication devices including but not limited to cellular telephones, camera telephones, MP3 players, iPods, e-readers, smart watches, and other electronic devices.
I.	False Information/Lying to School Personnel	Intentionally providing false or misleading information to, or withholding valid information from a school district employee, contracted personnel, volunteer, or authorized adult. This infraction is more severe than level 1 false information or is a repeated level 1 false information infraction.
J.	Altercation	Hitting, pushing or any physical contact with another student that is disruptive, but stops when an adult asks the students to stop. This altercation is more severe than a level 1 altercation or is a repeated level 1 altercation violation.
K.	Forgery	False or misleading written communication given to a district employee that is deceptive.
L.	Gambling	Unlawful participation in games (or activities) of chance for money and/or things of value.

M.	Gang Related	The possession, use, or displaying of items associated with gang activity that include, but is not limited to, clothing and accessories; gang related insignias; and writings, signs, or symbols that promote gang affiliation and/or involvement.
N.	Harassment	Any threatening, insulting, dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct that places a student or an employee in reasonable fear or harm to his/her person or damage to his/her property. Harassment can have the effect of substantially interfering with a student's educational performance, opportunities, or benefits; disrupting the orderly operation of a school; or causing severe emotional distress in a student or employee. Instances of Harassment that are chronic or repeated in nature should be evaluated for Bullying or Bullying-related.
O.	Horseplay	Any rough uncontrolled play or prank. This infraction is more severe than level 1 horseplay or is a repeated level 1 horseplay infraction.
P.	Insubordination/Open Defiance (repetitive)	Continued verbal or non-verbal refusal to comply with school rules or directions from a district employee, contracted personnel, volunteer, or authorized adult.
Q.	Instigating Fight	Inciting other students to fight or break a school rule.
R.	Intimidation/Threats	The verbal or physical threat to do harm or violence to another person or to the property of another person.
S.	Misconduct on School Bus or School Approved Transportation	Misconduct which interferes with the orderly, safe, and expeditious transportation of students or authorized riders. This may also include misconduct that is a repeated level 1 transportation infraction.
T.	Other Serious Misconduct	Any other intermediate act of misconduct or any more serious, harmful, or disruptive example of any of the offenses described in level 1.

U.	Profane, Obscene, or Abusive Language and/or Materials	The use of either oral or written language or gestures which are disrespectful or socially unacceptable and which tend to disrupt the orderly process of the school environment, a school function, or an extra-curricular/co-curricular activity. This infraction is more severe than level 1 language materials misconduct or is a repeated level 1 language materials infraction.
V.	Sexual Harassment	Unwelcome conduct of a sexual nature, such as sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Harassing conduct can include verbal or nonverbal actions, including graphic and written statements, and may include statements made through computers, cellphones, and other devices connected to the Internet. The conduct can be carried out by school employees, other students and no-employee third parties.
W.	Sexual Misconduct	Minor misconduct of a sexual nature or conduct based on sex or gender that is non-consensual.
X.	Smoking and Use of Tobacco Products	The possession, sale, purchase, distribution, or use, of tobacco or nicotine products on school grounds, at school-sponsored events, or on school transportation by any person under the age of 21. Tobacco incidents cannot be Drug-related. This infraction is more severe than level 1 tobacco infraction or is a repeated level 1 tobacco infraction as a result of the sale or distribution of tobacco products.
Y.	Stealing (under \$375)	Taking the property of another without the permission of the person.
Z.	Student in Unauthorized Area	Any student that is not in their assigned area, without permission to do so.
AA.	Truant	Any student who stays away from school without leave or explanation.
BB.	Unauthorized Absence from School or Class	Violation of the state attendance laws. This includes repeatedly leaving the classroom or school grounds without authorization.

CC.	Unauthorized Assembly, Publications, etc.	Demonstrations, petitions, possession and/or distribution of unauthorized publications, or misuse of electronic messages or computers which interfere with the orderly process of the school environment, a school function, or an extra-curricular/co-curricular activity. (Nothing in this section should be construed as prohibiting the free exercise of a student's constitutional rights, so long as their conduct or speech does not materially or substantially interfere with the orderly operation of the school).
DD.	Unauthorized Restroom/Changing Facility Use	Willfully entering a restroom or changing facility of the opposite sex as it is defined in section 553.865, Florida Statutes, and refusing to depart when asked to do so by instructional or administrative personnel, or a safe school officer.

Level 2 Consequences		
1. Parent Contact (required) 2. Verbal Reprimand 3. Apology Letter 4. Assigned Seat 5. Special Work Assignment 6. Confiscation 7. Return of Property 8. Counseling 9. Suite 360 Intervention Program 10. Restorative Practice	11. Detention 12. Parent/Student/Administrator Conference 13. Temporary Loss of Privileges 14. No Contact Contract 15 Attendance Contract 16. Behavior Team 17. Mental Health Services 18. Safety Plan/ Behavior Contract	19. School Social Worker/ Navigator 20. Schedule Change 21. In-School Suspension, 1-5days 22. Suspension from Bus, 1-10 Days 23. Alternative Classroom 24. Other SESIR Defined 25. In-School Defined School officials may decline to impose discipline if a student does not have the capacity to understand his/her behavior and the inappropriateness of his/her actions due to a disability or a very young age.

Elementary

Level 3 – Discipline Response Code

Level 3 offenses are major acts of misconduct that include repeated, serious disruptions of school order; threats to the health, safety, and property of others; and other acts of serious misconduct. **Level 3 incidents are suspendable offenses, although other consequences may be used based on the severity and details of the incident.**

The misconduct must be reported immediately to a school administrator who may remove the student from the school or activity immediately. **The administrator will contact the parent and may use any consequence that is listed under the leveled infraction to remedy the student's behavioral incident.** Factors which will be considered to determine appropriate consequences include, but are not limited to, the severity of the offense, the number of prior disciplinary incidents, the age of the student, the student's acceptance of responsibility, and the consequence most likely to result in positive behavioral change.

Level 3 Infractions		
A.	Abuse of School Property (\$100 to \$999)	The willful and malicious destruction of district property or the property of others.
B.	Bullying	Systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. Bullying includes instances of cyberbullying, as defined in Section 1006.147(3)(b), F.S. Bullying may include, but is not limited to, repetitive instances of teasing, social exclusion, threats, intimidation, stalking, physical violence, theft, harassment, public or private humiliation, or destruction of property. If the physical harm or psychological distress is not the result of systematic or chronic behavior, evaluate for Harassment.
C.	Disrespect	Conduct, behavior, or language that lacks regard, civility, politeness, and or courteous consideration towards employees or contracted personnel. This infraction is more severe than level 2 disrespectful misconduct or is a repeated level 2 disrespect infraction.

D.	District Technology Violation	Unauthorized modification of software/hardware configuration on a district issued device; unauthorized access to programs and/or files not expected or intended for student use on a district issued and/or personal device; or sharing another person's username and/or password.
E.	Electronic Device Violation	The misuse of wireless communication devices including but not limited to cellular telephones, camera telephones, MP3 players, iPods, e-readers, smart watches, and other electronic devices. This infraction is more severe than level 2 electronic device violations or is a repeated level 2 electronic device violation.
F.	Extortion	The willful or malicious threat of harm, injury, or violence to the person, property, or reputation of another with the intent to obtain money, information, services, items of material worth, or to cause fear.
G.	Altercation	Physical contact between two or more students which is harmful, injurious, or disruptive. This infraction is more severe than level 2 altercation or is repeated level 2 altercation violation. Note: Self-defense is described as an action taken to restrain or block an attack by another person or to shield oneself from being hit by another person. Retaliating by hitting a person back is not self-defense and will be considered fighting.
H.	Firecrackers/Fireworks	Unauthorized possession of fireworks or firecrackers on district property, at a school function, or an extra-curricular/co-curricular activity.
I.	Gang Related	Conduct or behavior that tends to promote gang activity, provoke violence, or significantly disrupt, the orderly operation of the school program, any school activity, or transportation services, this includes but is not limited to the possession, use, or displaying of gang paraphernalia, gang related signs or symbols, jewelry, tattoos, clothing, insignias,

		writings, and any other gang associated behavior that promotes gang affiliation or gang involvement.
J.	Gross Insubordination/Open Defiance	Willful refusal to submit to or comply with authority; exhibiting contempt or open resistance to a direct order.
K.	Harassment	Any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct that places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property; has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or has the effect of substantially disrupting the orderly operation of a school, including any course of conduct directed at a specific person that causes substantial emotional distress in such a person and serves no legitimate purpose. Instances of Harassment that are chronic or repeated in nature should be evaluated for Bullying or Bullying-related.
L.	Horseplay	Any rough uncontrolled fooling around, play or prank that involves two or more students and there is injury as a result of the horseplay. Any horseplay that results in serious injury where medical attention is needed may result in a Level 4 offense.
M.	Illegal Organizations	Establishing or participating in a secret society on district property, at a school function or at an extra-curricular activity.
N.	Indecent Exposure	The exposure of one's body, especially the genital area, in the classroom, school, or any school function.
O.	Intimidation/ Threats to a Person	A threat to cause physical harm to another person. This infraction is more severe than level 2 intimidation and/or threats or is a repeated level 2 act of intimidation and/or threats.

p.	Misconduct on School Bus or School Approved Transportation	Serious and/or repeated misconduct which interferes with the orderly, safe, and expeditious transportation of students or authorized riders.
Q.	Other Serious Misconduct	Repeated misconduct which interferes with the orderly, safe, and expeditious transportation of students or authorized riders. This infraction is more severe than level 2 school transportation infractions or is a repeated level 2 school transportation misconduct.
R.	Pornography/Obscene Material	Any item that contains sexually explicit, erotic writings and images.
S.	Possession of Contraband Material	Illegal or forbidden items materials/items.
T.	Possession/Distribution/Non-Authorized Use of Over the Counter or Prescription Non-Controlled Substance	These items include any substance that can be purchased without a prescription or any prescription medication that is not a controlled substance. Should the substance cause harm to the student(s), the act will be categorized as a level 4 infraction.
U.	Sexual Harassment	Unwelcome conduct of a sexual nature, such as sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Harassing conduct can include verbal or nonverbal actions, including graphic and written statements, and may include statements made through computers, cellphones, and other devices connected to the Internet. The conduct can be carried out by school employees, other students, and non-employee third parties.
V.	Smoking and Use of Tobacco Products	The possession, sale, purchase, distribution, or use of tobacco or nicotine products on school grounds, at school-sponsored events, or on school transportation by any person under the age of 21. Tobacco incidents cannot be Drug-related.

		This infraction is more severe than level 3 tobacco infraction or is a repeated level 3 tobacco infraction as a result of the sale or distribution of tobacco products.
W.	Stealing (\$375 to \$749)	Taking the property of another without the permission of the person.
X	Loitering	Maintaining a suspicious presence in an unusual time, place, or manner, and under circumstances that indicate an imminent threat to the safety of persons or property.
Y.	Violation of Behavior Contract	Not following the conditions of a behavior contract agreed to by the student and the parents.
Z.	Unauthorized Restroom/Changing Facility Use	Willfully entering a restroom or changing facility of the opposite sex as it is defined in section 553.865, Florida Statutes, and refusing to depart when asked to do so by instructional or administrative personnel, or a safe school officer.

Level 3 Consequences		
1. Parent Contact (required) 2. Confiscation 3. Return of Property 4. Counseling 5. Suite 360 Intervention Program 6. Restorative Practice 7. Parent/Student/Administrator Conference 8. No Contact Contract 9. Mental Health Services	10. Safety Plan/Behavior Contract 11. School Social Worker/Navigator 12. Schedule Change 13. In-School Suspension, 1-5 days 14. Suspension from Bus, 1-10 days 15. Removal of Privileges 16. Restitution	17. Out-of-School Suspension, 1-5 days 18. 5 days In-School Suspension/ 5 days Out-of-School Suspension 19. Consultation with Law Enforcement 20. Other SESIR defined 21. Referral for criminal prosecution School officials may decline to impose discipline if a student does not have the capacity to understand his/her behavior and the inappropriateness of his/her actions due to a disability or a very young age.

Elementary

Level 4 – Discipline Response Code

Level 4 acts of misconduct are the most severe. A level 4 act will result in a ten (10) day suspension with consideration for a removal from school. Removal can occur by reassignment or expulsion.

Major acts of misconduct must be reported immediately to a school administrator. These acts of misconduct may result in immediate removal of the student from school, and school officials must consult with law enforcement about such incidents. **The administrator will contact the parent and may use any consequence that is listed under the leveled infraction to remedy the student's behavioral incident.** Factors which will be considered to determine appropriate consequences include, but are not limited to, the severity of the offense, the number of prior disciplinary incidents, the age of the student, the student's acceptance of responsibility, and the consequence most likely to result in positive behavioral change.

Level 4 Infractions		
A.	Aggravated Battery	A battery where the attacker intentionally or knowingly causes more serious injury as defined in paragraph (8)(g) of this rule, such as: great bodily harm, permanent disability, or permanent disfigurement; uses a deadly weapon; or, where the attacker knew or should have known the victim was pregnant.
B.	Alcohol	(Possession, use, distribution or sale) Possession, sale, purchase, distribution, or use of alcoholic beverages. Use means the person is caught in the act of using, admits to use, or is discovered to have used in the course of an investigation. Alcohol incidents cannot be drug-related.

C.	Arson	The intentional setting a fire on school property, damage or cause to be damaged, by fire or explosion, any dwelling, structure, contents or conveyance, whether occupied or not.
D.	Assault	The unlawful placing of an individual in apprehension of immediate bodily harm without his or her consent.
E.	Bomb Threats/Explosions	Any communication which has the effect of threatening an explosion to do malicious destruction to district property or to do bodily harm to a person on paper or at a school function or extracurricular/co-curricular activity. This includes preparing, possessing, or igniting explosives, including unauthorized fireworks, on district property, at a school function, or at an extra-curricular/co-curricular activity.
F.	Bullying	Systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. Bullying includes instances of cyberbullying, as defined in Section 1006.147(3)(b), F.S. Bullying may include, but is not limited to, repetitive instances of teasing, social exclusion, threats, intimidation, stalking, physical violence, theft, harassment, public or private humiliation, or destruction of property. If the physical harm or psychological distress is not the result of systematic or chronic behavior, evaluate for Harassment.

G.	Burglary	(Illegal entry into a facility) Unlawful entry into or remaining in a dwelling, structure, or conveyance with the intent to commit a crime therein.
H.	Disruption on Campus-Major	(Major disruption of all or a significant portion of campus activities, school-sponsored events, and school bus transportation) Disruptive behavior that poses a serious threat to the learning environment, health, safety, or welfare of others. Examples of major disruptions include bomb threats, inciting a riot, or initiating a false fire alarm.
I.	District Technology Violation	Unauthorized modification of software/hardware configuration on a district issued device; hacking the Student Information System(SIS) or other staff member devices; unauthorized access to programs and/or files not expected or intended for student use on a district issued and/or personal device; or sharing another person's username and/or password.
J.	Drugs/Possession/Use	(Illegal drug possession or use) The use or possession of any drug, narcotic, controlled substance, or any substance when used for chemical intoxication. Use means the person is caught in the act of using, admits to use, or is discovered to have used in the course of an investigation.

K.	Drugs/Distribution/Selling/Buying	(Illegal sale or distribution of drugs) The manufacture, cultivation, sale, or distribution of any drug, narcotic, controlled substance, or substance represented to be a drug, narcotic, or controlled substance.
L.	False Fire Alarm	The willful and/ or malicious activation of a fire alarm system resulting in evacuation or the willful and/or malicious reporting of a false fire.
M.	Fighting	When two or more persons mutually participate in use of force or physical violence that requires either physical intervention or results in injury requiring first aid or medical attention. This infraction is more severe than level 3 altercations or is a repeated level 3 altercation violation.

N.	Harassment	Any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct that places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property; has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or has the effect of substantially disrupting the orderly operation of a school, including any course of conduct directed at a specific person that causes substantial emotional distress in such a person and serves no legitimate purpose. Instances of Harassment that are chronic or repeated in nature should be evaluated for Bullying or Bullying-related.
O.	Hazing	Any action or situation that endangers the mental or physical health or safety of a student for purposes of initiation or admission into or affiliation with any school-sanctioned organization. "Hazing" includes, but is not limited to: (a) pressuring, coercing, or forcing a student to participate in illegal or dangerous behavior or (b) any brutality of a physical nature, such as whipping, beating, branding, or exposure to the elements.
P.	Homicide	(Murder, manslaughter) The unjustified killing of one human being by another.

Q.	Intimidation/Threats	An incident where there was no physical contact between the offender and victim, but the victim reasonably believed that physical harm could have occurred based on verbal or nonverbal communication by the offender. This includes nonverbal threats and verbal threats of physical harm which are made in person, electronically or through any other means.
R.	Kidnapping	Forcibly, secretly, or by threat, confining, abducting, or imprisoning another person against his or her will and without lawful authority.
S.	Grand theft (\$750 or over)	The unauthorized taking of the property of another person or organization, including motor vehicles, valued at \$750 or more, without threat, violence, or bodily harm.
T.	Other Major	(Major incidents that do not fit within the other definitions) Any serious, harmful incident resulting in the need for law enforcement consultation not previously classified. This includes any drug or weapon found unattended and not linked to any individual.

U.	Other Weapons	The possession, use, or control of any instrument or object, other than a firearm, which could be used to inflict harm on another person or to intimidate any person. Included in this category are objects such as BB guns or pellet guns, airsoft guns, paintball guns, and replicas of any gun or weapon, knives of any kind, chains, pipes, common household tools, razor blades, box cutters, ice picks, other pointed instruments, nunchucks, brass knuckles, explosives, Chinese stars, billy clubs, tear gas guns, pepper spray, or electrical/chemical weapons or devices. Also included is anything represented to be a firearm if used in an intimidating manner toward another person.
V.	Simple Battery on an Student, Employee or Contracted Personnel	An actual and intentional touching or striking of another person against his or her will, or the intentional causing of bodily harm to an individual.
W.	Possession/Distribution/Non-Authorized Use of Over-the-Counter or Prescription Non-Controlled Substance	These items include any substance that can be purchased without a prescription or any prescription medication that is not a controlled substance. The substance must have caused harm to the student or students that it was distributed to in order to be a level 4 incident.

X.	Repeated Misconduct of a more Serious Nature	Repeated misconduct which tends to substantially disrupt the orderly conduct of a school, school function, or extra-curricular/co-curricular program or activity. Recommendations for removal relative to repeated misconduct must be based on documented referrals and a variety of intervention strategies.
Y.	Robbery	The taking or attempted taking of money or other property from the person or custody of another with the intent to permanently or temporarily deprive the person or owner of the money or other property under the confrontational circumstances of force, or threat of force or violence, and/or by putting the victim in fear.
Z.	Sexual Assault	An incident that includes fondling, indecent liberties, child molestation, or threatened rape. Both males and females can be victims of sexual assault.
AA.	Sexual Battery	(Attempted or actual) Forced or attempted oral, anal, or vaginal penetration by using a sexual organ, any body part or foreign object simulating a sexual organ. Both males and females can be victims of sexual battery.

BB.	Sexual Harassment	Unwelcome conduct of a sexual nature, such as sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Harassing conduct can include verbal or nonverbal actions, including graphic and written statements, and may include statements made through computers, cellphones, and other devices connected to the Internet. The conduct can be carried out by school employees, other students, and non-employee third parties.
CC.	Sexual Offenses	(Lewdness, indecent exposure) Other sexual contact, including intercourse, without force or threat of force. Subjecting an individual to lewd sexual gestures, sexual activity, or exposing private body parts in a lewd manner (Law enforcement must be notified to investigate.).
DD.	Threats to School	Any direct or indirect threat that may harm the school or may disrupt the function of the school campus or school sponsored activity including, but not limited to, threats made verbally or nonverbally, by act, through social media, or by text. All threats are taken seriously, regardless of intent. Threats to the school may include, but are not limited to, bomb threats, threats to use firearms in a violent manner, and/or threats to conduct a mass shooting or an act of terrorism. Threats to the school are deemed zero tolerance by Sections 1006.07 and 1006.13, Florida Statutes.

EE.	Tobacco/Vaping/ Nicotine/ Selling/ Distribution	<p>The possession, sale, purchase, distribution, or use of tobacco or nicotine products on school grounds, at school-sponsored events, or on school transportation by any person under the age of 21. Tobacco incidents cannot be Drug-related.</p> <p>This infraction is more severe than level 3 tobacco infraction or is a repeated level 3 tobacco infraction as a result of the sale or distribution of tobacco products.</p>
FF.	Trespassing	To enter or remain on school grounds, school transportation, or at a school-sponsored event, without authorization or invitation and with no lawful purpose for entry. Only incidents involving a student currently under suspension or expulsion, or incidents where any offender (student or non-student) was previously issued an official trespass warning by school officials, or where any offender was arrested for trespass are required to be reported in SESIR
GG.	Criminal Mischief (\$1000 or more)	Willfully and Maliciously injuring or damaging by any means any real or personal property belonging to another, including, but not limited to, the placement of graffiti thereon or other acts of vandalism thereto.
HH.	Violation of Early Re-entry Plan	Any act or series of acts which violates or has the practical effect of violating an early re-entry plan from full removal from school.

II.	Weapons Possession	Possession of a firearm or any instrument or object as defined by Section 790.001(6) and (13), F.S., that can inflict serious harm on another person or that can place a person in reasonable fear of serious harm.

Level 4 Consequences		
1. Parent Contact (required) 2. Confiscation 3. Intervention Program 4. Parent/Student/Administrator Conference 5. Mental Health Services 6. Safety Plan 7. School Social Worker/Navigator	8. Removal from Bus 9. Restitution 10. Out-of-School Suspension, 10 days(required) 11. Consultation with Law Enforcement 12. Request for Removal from School (required) 13. Referral for criminal prosecution	School officials may decline to impose discipline if a student does not have the capacity to understand his/her behavior and the inappropriateness of his/her actions due to a disability or a very young age.

Glossary

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

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.

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.

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.

Disorderly Operation of the School - Any behavior that a reasonable person would view as being likely to substantially or repeatedly interfere with the conduct of class or school operations.

Expulsion - The removal of the right and obligation of a student to attend a public school under conditions 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.

Electronic Communication Device - Includes, but is not limited to a wireless telephone, personal digital assistant, portable or mobile computer, smart watch or any device used for communication.

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 Incident - 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.

Security/Safety Violation - A Safety/Security violation could include, but is not limited to, refusal to participate in a random metal detector search, failure to comply with directives during drills or an actual event, and inappropriate use of materials which could result in damage or injury.

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.

Self - Harm - Hurting yourself as a way of dealing with very difficult feelings, painful memories, or overwhelming situations and experiences.

Skippping - 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.

Technology Violation - A Technology Violation is the use of any electronic device, whether personal or District property (including computers, electronic communication devices, etc.), in a way which is not in keeping with the District's Student Responsible Use Guidelines for Technology.

Threat Assessment - A threat assessment is an organized, problem-solving approach to violence prevention to ensure safety of students, teachers and staff.

Technology Violation (Major) - A Major Technology Violation is such use of a device which violates the law or causes substantial disruption to the school environment or the health, safety or welfare of others.

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.

2023-2024 ELEMENTARY CODE OF STUDENT CONDUCT

Date: _____

I, _____, have received the 2023-2024

(Please print full name)

Elementary Code of Student Conduct. 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 as set forth in this code of conduct, during a disciplinary proceeding.

Student Signature

Grade Level

Homeroom Teacher

Date

Parent signature
: _____

Community Services

Community Drug and Alcohol Council (Prevention, Education Awareness to report selling, serving to minors)	(850) 434-2724
Help Line/Teen Line/Crisis Line	(850) 438-1617
SAMHSA (Substance Abuse and Mental Health Services Administration)	1-800-662-HELP (4357)
Lakeview Center – Adult and adolescent drug and alcohol	(850) 469-3500
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) 595-3000
Crime Stoppers	(850) 433-STOP (850) 433-7867
CHADD (ADHD)	1-866-200-8098
FL KidCare Insurance (health insurance info for uninsured students)	(888) 540-5437

Peer Group Counseling Resources

Lutheran Services

(850) 453-2772

Your school's counselor

Escambia School District Student Services

(850) 469-5382

Your school's overlay counselor

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 EEO/Title IX Coordinator 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 (850) 469-5518.

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, Every Student Succeeds Act, 34 CFR § 200.61

C. Asbestos Notification

The District has available for review and inspection of the asbestos management's 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 program;
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, 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, 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 a 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.

B. Family Educational Rights and Privacy Act (FERPA) Notice

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the accuracy and privacy of students' education records.

FERPA, sections 1002.22 and 1002.221, and School Board Policy 6Gx17-7.05 (Students: Records and Reports) afford parents, guardians or eligible students (students over 18 years of age or attending a postsecondary institution) certain rights with respect to the student's education records maintained by ECSD. These rights are::

1. The right to inspect and review a student's education records within 30 days of the day ECSD receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will arrange for access and notify the parent or eligible student of the time and place where the records may be inspected. When the education records contain information about more than one student, a parent may review the information related only to his or her child. E-mails not maintained in a student's file folders kept by the schools or ECSD departments are not education records.

2. The right to request the amendment of a student's education records.

disclosures of personally

or eligible students may ask ECSD to amend a record they believe is inaccurate, misleading, or in violation of the student's privacy rights. They should write the school principal, clearly identify the part of the record they want changed, and specify the reasons for the request. If ECSD decides not to amend the record as requested, ECSD will notify the parent or eligible student of the decision and advise them of their right to a hearing within a reasonable period of time regarding the request for amendment. Additional information regarding the hearing procedures will be provided when the parent or eligible student is notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without written consent. FERPA permits disclosure without written consent in many situations, including:

(a) to school officials with a legitimate educational interest. A "School Official" is a person employed by ECSD as an administrator, supervisor, instructor, or support staff member (including health and medical staff and law

enforcement unit personnel); a person serving on the School Board; a person or company with whom ECSD has contracted to perform a special function that would normally be performed by ECSD personnel (such as an attorney, auditor, medical consultant or therapist); a clerical or paraprofessional staff member assisting another school official in performing his or her professional duties. A “Legitimate educational interest” exists when a school official needs to review an educational record in order to fulfill his or her professional responsibility;

a) to contracted outside agencies and organizations, whose personnel perform their duties in a “school official” role and who are prohibited from re-disclosing personally identifiable information from education records, except as required or permitted by law;

b) to school officials of other institutions for the purposes of student transfer or student enrollment. 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;

c) to authorized federal, state and local officials, including educational authorities, and for audits or evaluations of federal and state supported programs;

d) to comply with judicial orders or lawfully issued subpoenas; the parent/guardian/majority age student will be notified in advance of ECSD’s intent to comply in ten (10) days so the parent or majority age student may seek protective action, except where the law prohibits or does not require said notification;

e) to appropriate parties in connection with a health or safety emergency; and,

f) to an agency caseworker or representative of a state or local child welfare agency, or tribal organization, when the agency is legally responsible for the care and protection of the student.

Additional requirements and conditions may apply to non-consensual disclosures.

Designation of Directory Information:

“Directory Information” is personally identifiable information that would not generally be considered harmful or an invasion of privacy if disclosed. Pursuant to the FERPA, ECSD may disclose - in its discretion - directory information of a student in any grade level, if the parent or student age 18 or over did not “opt out” of the disclosure. ECSD designates the following as “directory information”: student’s name; residential address; telephone number(s), photograph; degrees, honors, and awards; the most recent educational agency or institution attended; major field of study; dates of attendance; grade level; participation in officially-recognized activities and sports. For student athletes, student ID number, cumulative GPA, gender, race, and date of 9th grade enrollment may be shared with the Florida High School Athletic Association for the sole purpose of certifying and managing athletic eligibility. Student ID Number may be shared with yearbook and photographic vendors for the sole purpose of accurately linking students to their photographs.

Purposes of Disclosure of Directory Information:

ECSD reserves the right to release Directory Information only:

- a) to colleges, universities or other institutes of higher education in which the student is enrolled, may seek enrollment or may be recruited;
- b) for athletic events, school publications, instructional materials and other school communication tools (including, but not limited to, yearbooks, athletic programs, graduation programs, recruitment brochures, theatrical programs, school and ECSD websites, social media, and postings and displays throughout the school facility);
- c) to Escambia County health officials for purposes of communicating with parents to address conditions of public health importance as determined by

Florida Department of Health (64D-3, F.A.C.), including information to meet or to prepare for a potential or confirmed health threat; and/or,
d) to class reunion committees (and the like) for purposes of class reunion Activities.

Opt-Out Procedure:

Parents/guardians of students in any grade level (or eligible students, those over the age of 18 or attending a postsecondary institution) may opt out of (refuse to permit) the release of any or all of the above Directory Information. Parents/guardians or eligible student must indicate the types of Directory Information they do not want disclosed. The FERPA opt out notification must be submitted to the school principal in writing annually. Regarding former students, ECSD shall continue to honor any valid request to opt out of the disclosure of directory information made while a student was in attendance, unless the former student rescinds the opt out request. (34 CFR §99.37(b)).

Disclosures to Military, Armed Forces and Postsecondary Institutions:

ECSD is required to disclose, upon request, student name, address, and telephone number of 11th and 12th grade students to the armed services, military recruiters, and/or postsecondary institutions without prior written consent, unless the parent/guardian or eligible student opts out of disclosure. Parents/guardians of students or eligible students in 11th and 12th grade may opt out of having student's name, address and telephone number provided to the armed services, military recruiters, and/or postsecondary institutions. This opt out notification must be submitted to the school principal in writing annually.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by ECSD to comply with the requirements of FERPA. and

address of the office that administers FERPA is Family Policy Compliance Office • U. S. Department of Education • 400 Maryland Avenue, S.W. • Washington, DC 20202.

G. 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