

**THE SCHOOL BOARD OF ESCAMBIA COUNTY, FLORIDA**

**APPROVAL TO ADVERTISE NOTICE OF INTENT TO ADOPT AMENDMENTS TO  
THE SCHOOL DISTRICT OF ESCAMBIA COUNTY, FLORIDA RIGHTS AND  
RESPONSIBILITIES HANDBOOK:**

Pursuant to **Sections 120.54 and 120.81(1), Florida Statutes**, any person affected by this rule may appear before the School Board of Escambia County, Florida, on the proposed adoption of the instant School District Rule(s) at the date and time listed herein:

**NUMBER:** 6Gx17-7.02

**TITLE:** Code of Conduct: 2021-2022 Rights and Responsibilities Handbook

**PURPOSE & EFFECT:** To update the Rights and Responsibilities Handbook for all Escambia County, Florida School District students for the 2021-2022 school year.

**CODING DEFINITION:** Words ~~stricken~~ are deletions: words underlined are additions.

**TEXT:** The full text of this proposed amendment is available for inspection and copying by the public in the Office of the Superintendent, located in the Vernon McDaniel Building, 75 North Pace Blvd., Pensacola, FL 32505; or online at [http://ecsd-fl.schoolloop.com/sb\\_meeting\\_1415](http://ecsd-fl.schoolloop.com/sb_meeting_1415).

**SUMMARY:** This document replaces the 2020-2021 Rights and Responsibilities Handbook for all Escambia County, Florida School District students. The Superintendent in his capacity as Executive Secretary of the School Board is authorized to correct article and section designations, punctuation, and cross references and to make other technical and conforming changes as may be necessary to reflect the intent of this Board in connection with the policy adopted.

**RULEMAKING AUTHORITY:**

Section 1001.32, 1001.41, 1001.43, F.S.

**LAWS IMPLEMENTED / INTERPRETED:**

Section 1006.07, F.S.

**SMALL BUSINESS IMPACT:** None

**ECONOMIC IMPACT:** None

**PERSON ORIGINATING RULE:** Steve Marcanio, Assistant Superintendent, Curriculum and Instruction

**SUPERVISOR APPROVING RULE:** Dr. Timothy Smith, Superintendent

**DATE APPROVED FOR SUBMISSION:** March 10, 2021

ANY PERSON AFFECTED BY THIS RULE MAY APPEAR AT A PUBLIC HEARING TO BE HELD:

**TIME AND DAY:** 5:30 p.m., Tuesday

<b>DATE:</b> July 20, 2021
----------------------------

**PLACE:** HALL EDUCATIONAL SERVICES CENTER  
ROOM 160  
30 EAST TEXAR DRIVE  
PENSACOLA, FLORIDA 32503

If you are a person with a disability who needs an accommodation in order to participate in this proceeding, you are entitled, at no cost to you, to the provision of certain assistance. Request for such assistance must be made in writing, directed to the Superintendent of Schools, 75 North Pace Blvd., Pensacola, FL 32505. Such request must be received by the Superintendent of Schools at least forty-eight (48) hours prior to the meeting. If you are hearing or voice impaired, call TDD 1-800-955-8771.

Any person who decides to appeal a decision of the School Board at such meeting is hereby advised that, for such purpose, such person may need to ensure that a verbatim record of the meeting is made, which record includes the testimony and evidence upon which the appeal is to be based.

**THE SCHOOL DISTRICT OF ESCAMBIA COUNTY, FLORIDA**

Approved for advertising on this 18<sup>th</sup> day of May, 2021, at Pensacola, Escambia County, Florida.

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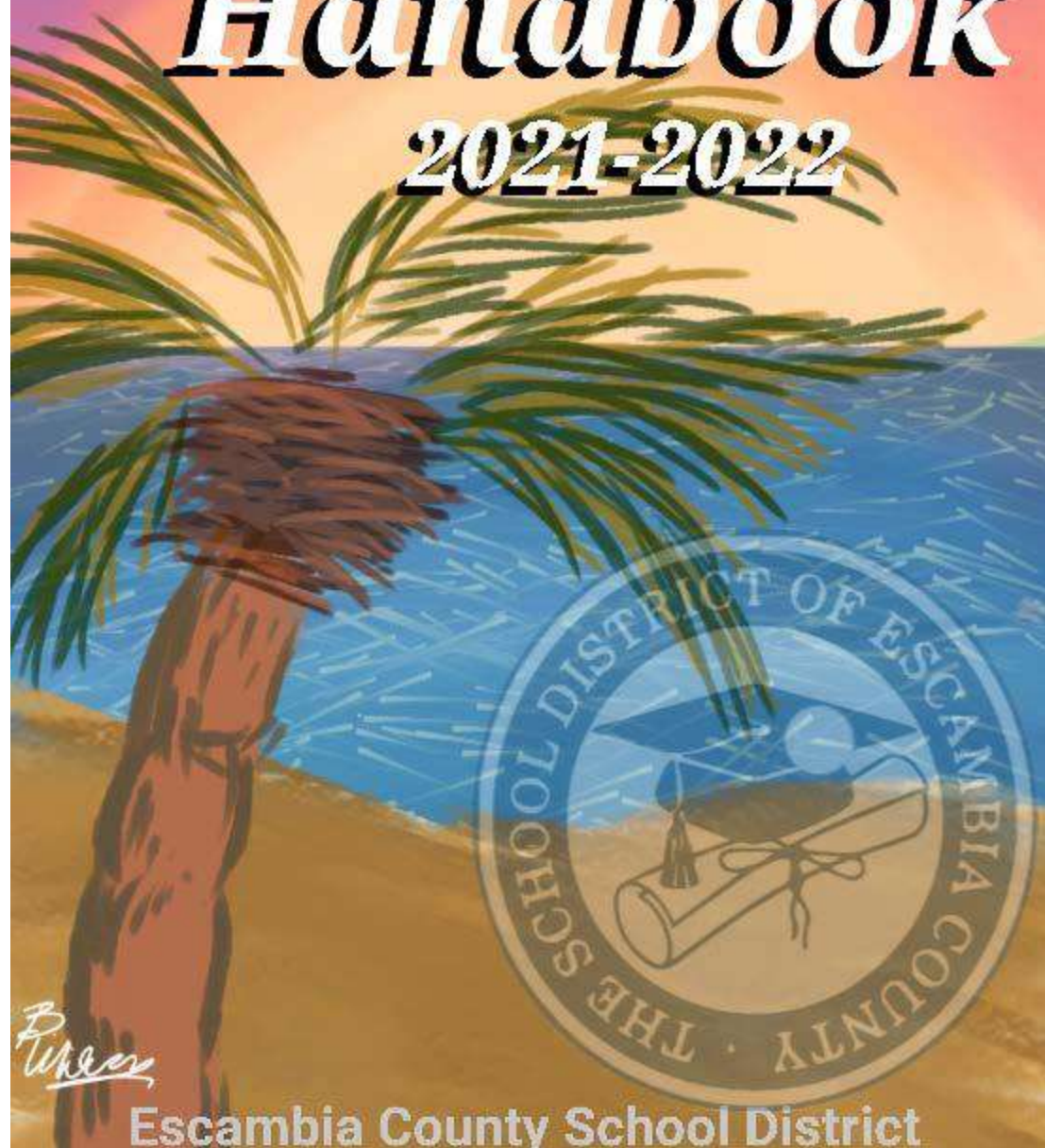
Dr. Timothy Smith, Superintendent

APPROVED FOR LEGAL CONTENT  
FOR MAY 2021 AGENDA

APR 28 2021  
  
GENERAL COUNSEL  
ESCAMBIA COUNTY SCHOOL BOARD

# ***Rights and Responsibilities Handbook***

***2021-2022***



Escambia County School District

Escambia County School District

July 1, ~~2020~~2021 – June 30, ~~2021~~2022 Student Calendar

Monday, August <del>10</del> <u>11</u> , <del>2020</del> <u>2021</u>	First Day of School for Students
Monday, September <del>7</del> <u>6</u> , <del>2020</del> <u>2021</u>	Labor Day Holiday
Monday, October <del>12</del> <u>11</u> , <del>2020</del> <u>2021</u>	Non-Student Day
<del>Wednesday</del> <u>Thursday</u> , November 11, <del>2020</del> <u>2021</u>	Veteran's Day Holiday
November <del>23-22</del> – <del>27</del> <u>26</u> , <del>2020</del> <u>2021</u>	Fall Break/Thanksgiving Holiday
Friday, December <del>18</del> <u>17</u> , <del>2020</del> <u>2021</u>	Last Day of First Semester
December <del>21</del> <u>20</u> , <del>2020</del> – <del>January</del> <del>December</del> <del>1</del> <u>31</u> , 2021	Christmas Break
Monday, January <del>4</del> <u>3</u> , <del>2021</del> <u>2022</u>	Non-Student Day
Tuesday, January <del>5</del> <u>4</u> , <del>2021</del> <u>2022</u>	First Day Back from Break for Students
Monday, January <del>18</del> <u>17</u> , <del>2021</del> <u>2022</u>	Martin Luther King, Jr. Holiday
Monday, February <del>15</del> <u>21</u> , <del>2021</del> <u>2022</u>	Non-Student Day
March <del>15-14</del> – <del>19</del> <u>18</u> , <del>2021</del> <u>2022</u>	Spring Break
Monday, March <del>22</del> <u>21</u> , <del>2021</del> <u>2022</u>	First Day Back from Break for Students
Friday, April <del>2</del> <u>15</u> , <del>2021</del> <u>2022</u>	Non-Student Day
<del>Friday</del> <u>Tuesday</u> , May <del>21</del> <u>24</u> , <del>2021</del> <u>2022</u>	Last Day for Students

Property of

\_\_\_\_\_  
(Student Name)

\_\_\_\_\_  
(School)

\_\_\_\_\_  
*Malcolm Thomas Dr. Timothy Smith*  
Principal Malcolm Thomas Dr. Timothy Smith  
Superintendent of Schools  
469-6130

**The School District of Escambia County**

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

**School Board Members**

Kevin Adams  
District 1

Paul H. Fetsko  
District 2

Dr. Laura Edler  
District 3

Patty Hightower  
District 4

Bill Slayton  
District 5

Phone (850) 469-6155

~~2020~~2021-20212022

[www.escambiaschools.org](http://www.escambiaschools.org)





**THE SCHOOL DISTRICT OF ESCAMBIA COUNTY**

75 NORTH PACE BOULEVARD  
PENSACOLA, FL. 32505  
PH (850)432-6121 FX (850)469-6379  
<http://www.escambia.k12.fl.us>

**MALCOLM THOMAS, SUPERINTENDENT**

Dear Students:

Welcome to the 2020-2021 School Year! I hope you have enjoyed the summer break and are excited to start the new school year!

This may be your first year in the Escambia County School District, or you may be entering your senior year; either will provide a multitude of wonderful educational opportunities just waiting for you. The beginning of each school year is both exciting and distinctive. I encourage you to embrace all the possibilities that working together provides.

The Student Rights and Responsibilities Handbook contains information that is critical to your learning environment. Please take the time to review this handbook and become familiar with the standards of behavior so you can be successful and better focused on your studies. Your parents will also find this information to be a useful resource and reference guide.

Please remember your success story begins with YOU! It is important for you to possess character, integrity, as well as a purpose for your life. Teachers, support personnel, counselors, and administrators are ready to help you begin the journey to your future. Someday you will graduate and leave our school district. In doing so, we want you to be ready! We want you to be trustworthy, hard-working, wise and capable of honorable service to your family, community and nation.

You are encouraged to embrace this school year; to develop strong interpersonal skills, leadership traits and high academic aspirations. Trust in who you are and who you are capable of becoming. Together, let's make this the best school year ever!

Sincerely,

Malcolm Thomas

MT/dh



**THE SCHOOL DISTRICT OF ESCAMBIA COUNTY**

75 NORTH PACE BOULEVARD

PENSACOLA, FL 32505

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

<http://escambiaschools.org>

**TIMOTHY A. SMITH, Ed.D., SUPERINTENDENT**

March 4, 2021

Dear Students:

Welcome to the 2021-2022 School Year! I hope you have enjoyed your summer break and are excited to start the new school year!

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Sincerely,

Timothy A. Smith

TAS/dh

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## Frequently Asked Questions

### 1. What should not be done with my electronic communication device at any time?

Answer: You cannot take, send, transfer or share any obscene, pornographic, lewd, illegal images or photographs or videos and if you do, you may be committing a crime and you will be reported to law enforcement or other agencies resulting in possible arrest, criminal prosecution, and LIFETIME inclusion on sexual offender registries. There may be school consequences too. For more information, see page 22 and 23.

### 2. Can my electronic communication device, and Chromebook be searched?

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

**WARNING: The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, illegal images or photographs of oneself or others, whether by electronic data transfer or otherwise (commonly called texting, sexting, e-mailing, etc.) will result in discipline as indicated in the Discipline Intervention Matrix. In addition, such activity may constitute a CRIME and/or invasion of privacy under state and/or federal law. Any person taking, disseminating, transferring, or sharing obscene, pornographic, lewd, or otherwise illegal images or photographs will be reported to law enforcement and/or other appropriate state or federal agencies, which may result in arrest, criminal prosecution, and LIFETIME inclusion on sexual offender registries. For more information, see page 52.**

### 3. When can I use my electronic communication device?

Answer: You can use your electronic communication device when a teacher gives you permission to use it as part of a lesson. You may use your electronic communication device before and after school and while on the bus, but the electronic communication device must be on silent or vibrate during the school day and while on the bus. At some schools, you may be able to use your electronic communication device between classes and during lunch. For more information, see page 21 and 36.

### 4. When can I use headphones, air pods, ear buds, or any similar devices?

Answer: For safety purposes, it is not permissible to use headphones, air pods, ear buds, or any similar devices at any time in common areas or hallways because you may not be able to hear announcements or alarms. Students can use headphones, air pods, ear buds, or any similar device in class only when directed by a teacher for instructional purposes. For more information, see page 21 [and 36](#).

## **5. When can I use the video and audio-conferencing tools?**

Answer: For safety purposes you are only allowed to use conferencing tools under the direct supervision of a staff member.

## **5.6. What is bullying?**

Answer: A repetitive series of events of physical, verbal, or psychological hurt that creates a hostile environment. For a full definition, please see Chapter 6, Section A. For more information, see page 54 and 55.

## **6.7. What do I do if I am being bullied?**

Answer: If you are being bullied/harassed, you should contact the school administration immediately and report the incident(s) and as many details as possible so an investigation can begin and steps can be taken to stop the bullying/harassment. In addition, the School District home page has a link for parents and students to report bullying incidents, and you may also be directed by school administration to use this process. For more information, see page 54.

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

Answer: As soon as you recognize that you have brought something that is not allowed, you need to go directly to the nearest school district employee and turn the item in to them right away. This employee will find the principal or the designee so that you can explain what happened. Giving up this item voluntarily and immediately upon discovery, may limit or eliminate the consequences that may have been given if this item was discovered as a result of an investigation. For more information, see page 38.

## **8.9. Who is allowed to check students out of school and what is required?**

Answer: The only people allowed to check your child out of school are those individuals who have been named in the Focus Student Information System. The only person who can change any contact information for a student is the person who verified by signature, either electronically or on paper, the information in the Focus Student Information System. If someone arrives at school to check out a student, that name must be noted in the Focus Student Information System, and that person's valid form of identification must be shown. A valid driver's license is the best form of identification for quick student check out. For more information, see page 32.

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

Answer: The bottom of the hem of your shorts, skirt, skort, dress or top should be no shorter than the tip of your longest finger around the entire circumference of the article of clothing when you are standing straight and your shoulders are relaxed. For more information, see page 65 and 66.



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

Answer: All students have the right to be treated fairly. The procedures to be followed vary with the severity of the act and the consequences which may be imposed. Repeated or serious events may result in a disciplinary referral. Students will always be informed of the accusations orally and in writing. The student will be allowed to present his/her version of the events. If the student claims innocence, or chooses not to speak, the evidence against him/her will be explained. All evidence will be considered by the principal or designee. The severity of the charge and past disciplinary history will determine the punishment in compliance with the Discipline Intervention Matrix. Elementary/Secondary Matrices beginning Chapter 5. For more information, see page 62.

**11.12. Who do I talk to as a parent(s)/guardian(s) if my child has had a discipline problem?**

Answer: The first person you should contact if your student has a discipline problem is one of the school administrators. The principal and the assistant principal are the people that will have the most recent and accurate information.

**12.13. What does due process mean?**

Answer: Due process means that under federal law, a student is not entitled to legal counsel, to cross examine witnesses, or to call his/her own witnesses unless a suspension exceeds ten (10) days. If the suspension does exceed ten (10) days, students have the right to due process including notice of charges, opportunity to be heard and right to consult their own attorney if desired. For more information, see page 62.

**13.14. Which offenses have to be reported to Law Enforcement Officers?**

Answer: The Escambia County School District has the responsibility to report incidents to Law Enforcement. The following require consultation with Law Enforcement: alcohol, arson, battery, breaking and entering/burglary, disruption on campus-major, drug sale/distribution excluding alcohol, drug use/possession excluding alcohol, hazing, homicide, kidnapping, physical attack, robbery, larceny/theft, sexual assault, sexual battery, sexual offenses (other), threat/intimidation, trespassing, vandalism, weapons possession, other major. For more information, please see Matrix starting on page 40-48.

**14.15. Can something I do outside of school impact me at school?**

Answer: Yes, sometimes something a student does away from school can impact him/her at school. For example, if a student is charged with a felony (a serious crime) that has an adverse effect on the education or discipline at the school, the School District can suspend, reassign, or expel the student. In addition, a student's use of social media can result in discipline, if the school believes that there is a substantial possibility that a post will cause a disruption at school, or if the post is lewd, vulgar, threatening, or advocating dangerous or illegal behavior. These are only two (2) examples of behaviors that occur outside of school that could affect my ability to remain at my school. For more information, see page 51 and 52.

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

Answer: Use, possession, or sale of an illegal or controlled substance by any student while the student is on school property, at a school bus stop, on a bus, or while attending a school function. Bringing a firearm or weapon to school, school function, or transportation. Participating in a bomb threat involving a school, bus or facility where a school function is being held. For more information, see page 49.

**16.17. What does it mean for a school to be implementing PBIS?**

Answer: Positive Behavioral Intervention Support schools use strategies and systems to assist schools in reducing and eliminating problem behaviors while increasing positive behaviors of students. PBIS advocates the use of positive behavioral interventions and strategies that reduce or eliminate the need to use suspension and expulsion as disciplinary options. Schools that are implementing PBIS may skip the first consequence on the Discipline Intervention Matrix because multiple classroom interventions have been implemented prior to writing a discipline referral. For more information, see page 40.

**17.18. What is gang-related behavior?**

Answer: Gang related behavior could include wearing accessories, clothing, markings or slogans showing you are part of or sympathetic to a gang. It could include using gang-related hand signs or signals. Gang related behavior could also include taking part in or organizing an initiation, hazing and/or intimidation of others. For more information, see page 50.

## Chapter 1: Rights and Responsibilities

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

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

### A. Student Rights and Responsibilities

#### 1. RIGHT:

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

#### RESPONSIBILITY:

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

#### 2. RIGHT:

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

#### RESPONSIBILITY:

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

#### 3. RIGHT:

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

#### RESPONSIBILITY:

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

#### 4. RIGHT:

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

#### RESPONSIBILITY:

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

5. RIGHT:

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

RESPONSIBILITY:

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

6. RIGHT:

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

RESPONSIBILITY:

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

7. RIGHT: (Secondary Only)

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

RESPONSIBILITY:

Students have the responsibility not to discriminate against or harass other students on any basis.

8. RIGHT: (Secondary Only)

Students have the right to gather in groups for conversation in areas authorized for that purpose when not assigned to a class or organized activity. Each school will designate areas to be used for that purpose.

RESPONSIBILITY:

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

9. RIGHT:

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

RESPONSIBILITY:

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



**10. RIGHT:**

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

**RESPONSIBILITY:**

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

**11. RIGHT:**

Students have the right to carry 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 and from the opening bell to the dismissal bell of the school day. 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 obey the District's Student Responsible Use Guidelines for Technology. Filming, photographing, recording, etc. persons without their consent can be against the law. 934.03, F.S. The school district is not responsible for loss/theft/damage of devices.

**12. RIGHT:**

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

**RESPONSIBILITY:**

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

13. RIGHT:

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

RESPONSIBILITY:

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

14. RIGHT:

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

RESPONSIBILITY:

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

B. Moment of Silence

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

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

### C. Pledge of Allegiance

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

### D. Parental Rights

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

Staff will not monitor parenting plans, custodial arrangements, or timeshare orders. If parents believe current legally binding documents (such as a court order) limit or define custody, access to records, or other parental rights, the parents are required to provide the school a **certified** copy of the documents. Certified copies are obtained from the Clerk of the Court. School personnel will submit the documents for review by district staff. Legal decisions cannot be made at the school level.

Checking out a student from school is subject to the provisions of Chapter 3: Campus Arrival/Departure. Students will be released only to the persons listed as authorized contacts in the Focus Student Information System. Only the person who fills out the Student Registration Information, whether on paper or online, may make changes to it. Anyone listed as authorized contacts in the Focus Student Information System may pick the student up at any time in accordance with the school's pick-up and sign-out procedures.

If a parent believes that he/she has been wrongfully excluded from the list of authorized contacts, the parents should discuss the exclusion with each other and, if necessary, bring it to the attention of the Court. Parents with questions about their rights are encouraged to seek the advice of an attorney.

A parent/guardian may request that his/her child be transferred to another classroom teacher. Such request shall be made in writing and delivered to the Principal. If a request for transfer is denied, the school must notify the parent and specify the reasons for the denial within two weeks. Parents do not have the right to request a specific teacher.

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

information, refer to the Student Responsible Use Guidelines for Technology located on the District web site and in this handbook.

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

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

#### E. Student Athlete Eligibility Requirements

##### 1. Florida High School Athletic Association (FHSAA) Requirements

All high schools in the Escambia County School District are members of the Florida High School Athletic Association (FHSAA). Interscholastic athletic eligibility is determined according to the FHSAA Handbook Operational Bylaws. Additional information regarding FHSAA bylaws can be found at <http://www.escambiaschools.org/athletics>

##### a) Student athletes are eligible to participate:

- 1) at the school in which he/she first enrolls each school year;
- 2) at the school to which the student has transferred with approval from the Office of School Choice

A student who transfers to a school during the school year may seek to immediately join an existing team if the roster has not reached the maximum size and the coach for the activity determines that the student has the requisite skill and ability to participate.

##### b) Exceptions:

A student may not participate in a sport if the student participated in that same sport at another school during the same school year, unless the student is:

- 1) a dependent child of active duty military personnel whose move resulted from military orders;
- 2) a child who has relocated due to a foster care placement in a different school zone;



- 3) a child who moved due to a court ordered change in custody due to separation, divorce, or the serious illness or death of a custodial parent; and/or
- 4) authorized for good cause in Board policy. The following exemptions may be granted:
  - i. Reassigned by District School Board or Charter School Board, as long as reassignment is not for athletic or disciplinary reasons and is not requested by the student or his/her parent/guardian.
  - ii. Relocation to a new residence due to a move by the student and the person with whom he/she has been previously living that makes it necessary for the student to attend a different school.
  - iii. Transfer, approved by the Office of School Choice, to a new school within the first ten (10) days of the semester ie: acceptance to a previously applied for magnet program, academy, charter school or private school.
  - iv. Undue hardship.

The FHSAA does not have the authority to make eligibility rulings on student transfers.

Students enrolled in Home Education, Full Time Florida Virtual School, Charter School, and/or an alternative program may participate at one of the following:

- 1) The student's residentially zoned public school, or
- 2) The public school the student could choose to attend according to the controlled open enrollment provisions. 1002.31.F.S.

Students enrolled in a private school may participate at his/her residentially zoned school if the private school is not a member of FHSAA, does not offer the sport and has a school enrollment of one hundred twenty-five (125) students or fewer. Students not enrolled in a district school who participate in interscholastic extracurricular activities are subject to the District School Board's Code of Student Conduct for the limited purpose of establishing and maintaining the student's eligibility to participate at the school.

## 2. Escambia County School District (ECSD) Requirements

### Student Conduct Standards

In order to maintain eligibility, each student is expected to comply with the most current edition of the Escambia County School District's Rights and Responsibility Handbook and all team, District, and FHSAA rules and regulations.

#### a) FHSAA Rule Violation

Student athletes who are charged during a competition with unsportsmanlike conduct, which results in the school being fined by the FHSAA, will be held responsible for reimbursing the school for such fines. Any student that fails to reimburse the school will

be ineligible to continue participation in the sport for which the school was fined. All appeals of FHSAA rule violations and sanctions must follow FHSAA procedures as set forth in the FHSAA Official Handbook.

b) Team Rules

A copy of the team rules will be provided to each player. Parents and players are required to sign verification of receipt of the team rules.

c) Attendance

Students must be present at school at least one half of the day of the event. Students may not participate in the event on the day of the absence, subject to administrative review.

d) In-School/Out-of-School Suspension, In Lieu of Removal, Disciplinary Reassignment, & Expulsion

A student placed in ISS, OSS, or ILR will not be allowed to participate in any extracurricular activities during the duration of the placement. A student whose suspension period ends on a Friday may not participate in extracurricular activities that evening. A student whose suspension period includes a weekend may not participate in extracurricular activities over the weekend.

A student who is disciplinary reassigned or expelled is no longer eligible to participate for the duration of the disciplinary reassignment or expulsion.

e) Felony Offenses

Any student arrested and charged with a felony will not be eligible nor permitted to publicly represent the school or the school district in any extracurricular activity until a court rendering.

Any student convicted of a felony, adjudicated delinquent, or had adjudication withheld will not be eligible nor permitted to publicly represent the school or the school district in any extracurricular activity for the balance of the school year.

f) Appeal Process

All appeals of School Board Policy shall be submitted to the District Athletic Director in writing. All pertinent information will be forwarded to the Superintendent for a final decision. A written appeal of exceptions must be filed with the District Athletic Director

using the Student Athlete Eligibility Review (SAER) Form available on the district's Athletic Department website. The SAER Committee will meet and render a decision within ten (10) calendar days from the date the appeal is received.

#### F. Responsible Use Guidelines

The Escambia County School District makes a variety of communications and information technologies available to students through computer/network/Internet access. These technologies, when properly used, promote educational excellence in the District by facilitating resource sharing, innovation, and communication. Illegal, unethical or inappropriate use of these technologies can have dramatic consequences, harming the District, its students and its employees. These Responsible Use Guidelines are intended to minimize the likelihood of such harm by educating District students and setting standards that will serve to protect the District. The District firmly believes that digital resources, information, and interaction available on the computer/network/Internet far outweigh any disadvantages.

Indemnity of School for Loss or Damage: If the Chromebook is damaged or lost due to negligence, the school shall have the option of requiring the student to repair the Chromebook to a state of good working order or to reimburse the school for the replacement cost of such Chromebook. The cost of a new Chromebook is approximately \$300.00.

Parental Responsibility of Student Internet Use: Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with other technology information sources. Parents are responsible for monitoring their student's use of ECSD system and educational technologies, even if the student is accessing the ECSD system from home or a remote location. If there are additional questions, please call the school.

**Mandatory Review.** To educate students on proper computer/network/Internet use and conduct, students are required to review the information contained in the *Rights and Responsibilities Handbook*. Employees supervising students who use the District's system must provide training emphasizing its appropriate use.

**Acceptable Use.** If network access is needed, connection to the filtered, wireless network provided by the District is required. Computer/Network/Internet access will be used to enhance learning consistent with the District's educational goals. The District requires legal, ethical, and appropriate computer/network/Internet use.

**Access to Computer/Network/Internet.** Access to the District's electronic communications system, including the Internet, shall be made available to students for instructional purposes. Each District computer and public Wi-Fi (available for students who bring their own electronic communication devices) has filtering software that blocks access to visual depictions that are obscene, pornographic, inappropriate for students, or harmful to minors, as defined by the federal Children's Internet Protection Act (CIPA). Filtered Internet access is provided to students as defined by CIPA.

**Student Access.** Computer/Network/Internet access is provided to all students unless parents or guardians request in writing to the campus principal that access be denied. Student Internet access will be under the direction and guidance of a District staff member and in accordance with campus policies during school hours. Although the District does provide Internet filtering for devices checked out to students for use outside of school, students still need to be monitored at home to ensure that they are accessing appropriate content. Students may also be allowed to use the local network and public Wi-Fi with campus permission. For safety purposes, headphones and ear buds are not to be used in common areas or hallways. Students may bring headphones or ear buds to use in class as directed by a teacher.

**Parental Permission.** For students under the age of thirteen (13), the Children's Online Privacy Protection Act (COPPA) requires parental permission for educational software tools. Examples of these tools are learning management tools, collaboration tools, wikis, and blogs. These tools can be accessed through the District's student Webpage. Parents wishing to deny access to these educational tools must do so by delivering a completed Denial of Permission Form to the campus principal. The Denial of Permission Form can be found on the school district website.

**Use of Electronic communication devices.** The District believes technology is a powerful tool that enhances learning and enables students to access a vast amount of academic resources. The District's goal is to increase student access to digital tools and facilitate immediate access to technology-based information, much the way that students utilize pen and paper. If network access is needed, connection to the filtered, wireless network provided by the District is required. To this end, the District will open a filtered, wireless network through which students will be able to connect privately owned electronic communication devices. Students using electronic communication devices must follow the guidelines stated in this document while on school property, attending any school-sponsored activity, or using the Escambia County School District network.

- Students are allowed to bring electronic communication devices that can access the Internet for educational purposes as determined by the Principal and the classroom teacher.
- Each campus will develop procedures for use and management.
- For safety purposes, headphones and ear buds are not to be used in common areas or hallways. Students may bring headphones or ear buds to use in class as directed by a teacher.

**Security.** A student who gains access to any inappropriate or harmful material is expected to discontinue the access and report the incident to the supervising staff member. Any student identified as a security risk or as having violated the Responsible Use Guidelines may be denied access to the District's system.

Other consequences may also be assigned. A student who knowingly brings prohibited materials into the school's electronic environment will be subject to suspension of access and/or revocation of privileges on the District's system and will be subject to disciplinary action in accordance with the *Rights and Responsibilities Handbook*.

**Subject to Monitoring.** All District computer/network/Internet usage shall not be considered confidential and is subject to monitoring by designated staff at any time to ensure appropriate use.

Students shall not use the computer system to send, receive or store any information, including email messages, that they consider personal or confidential and wish to keep private. All electronic files, including email messages, transmitted through or stored in the computer system will be treated no differently than any other electronic file. The District reserves the right to access, review, copy, modify, delete or disclose such files for any purpose. Students shall treat the computer system like a shared or common file system with the expectation that electronic files, sent, received, or stored anywhere in the computer system, will be available for review by any authorized representative of the District for any purpose. Electronic communication devices are subject to examination in accordance with disciplinary guidelines if there is reason to believe that the Responsible Use Guidelines have been violated.

### **Student Computer/Network/Internet Responsibilities**

District students are bound by all portions of the Responsible Use Guidelines. A student who knowingly violates any portion of the Responsible Use Guidelines will be subject to suspension of access and/or revocation of privileges on the District's system and will be subject to disciplinary action in accordance with the *Rights and Responsibilities Handbook*.

**Use of Social Networking/Digital Tools.** Students may participate in District-approved social media learning environments related to curricular projects or school activities and use digital tools, such as, but not limited to, mobile devices, blogs, discussion forums, RSS feeds, podcasts, wikis, and on-line meeting sessions. The use of blogs, wikis, podcasts, and other digital tools are considered an extension of the classroom. Verbal or written language that is considered inappropriate in the classroom is also inappropriate in all uses of blogs, wikis, podcasts, and other District-approved digital tools.

**Password Confidentiality.** Students are required to maintain password confidentiality by not sharing their password with others. Students may not use another person's system account.

**Reporting Security Problem.** If knowledge of inappropriate material or a security problem on the computer/network/Internet is identified, the student shall immediately notify the supervising staff member. The security problem shall not be shared with others.

**The following guidelines must be adhered to by students using a personal communication device at school:**

- Communication devices are only to be used during class for educational purposes at the direction of a classroom teacher.
- Internet access is filtered by the District on electronic communication devices in the same manner as District-owned equipment. If network access is needed, connection to the filtered, wireless network provided by the District is required.
- These devices are the sole responsibility of the student owner. The campus or District assumes no responsibility for electronic communication devices if they are lost, loaned, damaged or stolen and only limited time or resources will be spent trying to locate stolen or lost items.
- These devices have educational and monetary value. Students are prohibited from trading or selling these items to other students on District property, including school buses.

- Each student is responsible for his/her own device: set-up, maintenance, charging, and security. Staff members will not store student devices at any time, nor will any District staff diagnose, repair, or work on a student's personal telecommunication device.
- Communication devices will not be used as a factor in grading or assessing student work. Students who do not have access to electronic communication devices will be provided with comparable District-owned equipment or given similar assignments that do not require access to electronic devices.
- Campus administrators and staff members have the right to prohibit use of devices at certain times or during designated activities (i.e. campus presentations, theatrical performances, or guest speakers) that occur during the school day.
- Students are only allowed to use video and audio-conferencing tools under the direct supervision of a staff member.
- An administrator/designee may examine a student's electronic communication device and search its contents, in accordance with disciplinary guidelines.
- When students are participating in Google classrooms remotely, they should turn on the camera.

### **Inappropriate Use**

Inappropriate use includes, but is not limited to, those uses that violate the law, that are specifically named as violations in this document, that violate the rules of network etiquette, or that hamper the integrity or security of this computer/network/Internet system or any components that are connected to it. The appropriateness of a given use will be assessed on a case-by-case basis with a "reasonable person" standard. Although the District uses an Internet filter to block inappropriate material, simply because something is not blocked does not mean that it is appropriate. Students shall report any inappropriate material to the supervising staff member immediately.

Tampering with or theft of components from District systems may be regarded as criminal activity under applicable state and federal laws. Any attempt to break the law through the use of a District computer/network/Internet account may result in prosecution against the offender by the proper authorities. If such an event should occur, the District will fully comply with the authorities to provide any information necessary for legal action.

The following actions are considered inappropriate uses, are prohibited, and could result in revocation of the student's access to the computer/network/Internet:

**Modification of Computer.** Modifying or changing computer settings and/or internal or external configurations without appropriate permission is prohibited.

**Transmitting Confidential Information.** Students may not redistribute or forward confidential information without proper authorization. Confidential information shall never be transmitted, redistributed or forwarded to outside individuals who are not expressly authorized to receive the information. Revealing personal information such as, but not limited to, home addresses, phone numbers, email addresses, or birthdates about oneself or others is prohibited.

**Commercial Use.** Use of the system for any type of commercial or personal income-generating activity is prohibited.

**Marketing by Non-ECSD Organizations.** Use of the system for promoting activities or events for individuals or organizations not directly affiliated with or sanctioned by the District is prohibited.

**Vandalism/Mischief.** Any malicious attempt to harm or destroy District equipment, materials or data is prohibited. Deliberate attempts to degrade or disrupt system performance are violations of District policy and administrative regulations and may constitute criminal activity under applicable state and federal laws. Such prohibited activity includes, but is not limited to, the uploading or creating of computer viruses.

Vandalism as defined above is prohibited and could result in the cancellation of system use privileges. Students committing vandalism could be required to provide restitution for costs associated with system restoration and may be subject to other appropriate consequences.

**School District Software.** The unauthorized use of school district software is prohibited.

**Intellectual Property.** Students must always respect copyrights and trademarks of third-parties and their ownership claims in images, text, video and audio material, software, information and inventions. The copy, use, or transfer of others' materials without appropriate authorization is not allowed.

**Copyright Violations.** Downloading or using copyrighted information without following approved District procedures is prohibited. District procedures can be found in the School Board section of the district web site.

**Plagiarism.** Fraudulently altering or copying documents or files authored by another individual is prohibited.

**Impersonation.** Attempts to log on to the computer/network/Internet impersonating a system administrator or District employee, student, or individual other than oneself, could result in revocation of the student's access to computer/network/Internet.

**Illegally Accessing or Hacking Violations.** Intentional or unauthorized access or attempted access of any portion of the District's computer systems, networks, or private databases to view, obtain, manipulate, or transmit information, programs, or codes is prohibited.

**File/Data Violations.** Deleting, examining, copying, or modifying files and/or data belonging to other users without their permission is prohibited.

**System Interference/Alteration.** Deliberate attempts to exceed, evade, or change resource quotas are prohibited. The deliberate causing of network congestion through mass consumption of system resources is prohibited.



**Taking or Sharing Videos.** Taking or sharing images or recordings of others without permission is prohibited.

**Circumventing or Compromising Security.** Students must not utilize any hardware or software in an attempt to compromise the security of any other system, whether internal or external to the District's systems and network. Examples of prohibited activities include, but are not limited to, web proxies, Trojan horses, password crackers, port security probes, network snoopers, IP spoofing, and intentional transmission of viruses or worms.

## **Email and Communication Tools**

Email and other digital tools such as blogs and wikis are used to communicate within the District. The use of these communication tools shall be limited to instructional, school-related activities, or administrative needs.

All students will be issued email accounts. Students should check email frequently, delete unwanted messages promptly, and stay within the email server space allocations. Internet access to personal email accounts is not allowed.

Students shall keep the following points in mind:

**Perceived Representation.** Using school-related email addresses, blogs, wikis, and other communication tools might cause some recipients or other readers of the email to assume that the student's comments represent the District or school, whether or not that was the student's intention.

**Privacy.** Email, blogs, wikis, and other communication within these tools shall not be considered a private, personal form of communication. Private information, such as home addresses, phone numbers, last names, pictures, or email addresses, shall not be divulged. To avoid disclosing email addresses that are protected, all email communications to multiple recipients shall be sent using the blind carbon copy (bcc) feature.

**Inappropriate Language.** Using obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language in emails blogs, wikis, or other communication tools is prohibited. Sending messages that could cause danger or disruption, personal attacks, including prejudicial or discriminatory attacks are prohibited.

**Political Lobbying.** District resources and equipment, including, but not limited to, emails, blogs, wikis, or other communication tools must not be used to conduct any non-instructional political activities, including political advertising or lobbying. This prohibition includes using District email, blogs, wikis, or other communication tools to create, distribute, forward, or reply to messages, from either internal or external sources, which expressly or implicitly support or oppose a candidate for nomination or election to either a public office or an office of a political party or support or oppose an officeholder, a political party, or a measure (a ballot proposition). These guidelines prohibit direct communications as well as the transmission or forwarding of emails, hyperlinks, or other external references within emails, blogs, or wikis regarding any political advertising.

**Forgery.** Forgery or attempted forgery of email messages is prohibited. Attempts to read, delete, copy or modify the email of other system users, deliberate interference with the ability of other system users to send/receive email, or the use of another person's user ID and/or password is prohibited.

**Junk Mail/Chain Letters.** Students shall refrain from forwarding emails that do not relate to the educational purposes of the District. Chain letters or other emails intended for forwarding or distributing to others are prohibited. Creating, distributing or forwarding any annoying or unnecessary message to a large number of people (spamming) is also prohibited.

**Video and Audio-Conferencing Tools.** Students are only allowed to use video and audio-conferencing tools under the direct supervision of a staff member.

### **Consequences of Agreement Violation**

Any attempt to violate the provisions of this agreement may result in revocation of the student's access to the computer/network/Internet, regardless of the success or failure of the attempt. In addition, school disciplinary and/or appropriate legal action may be taken.

**Denial, Revocation, or Suspension of Access Privileges.** The System Administrator and/or building principal may deny, revoke, or suspend computer/network/Internet access as required, pending an investigation.

### **Warning**

Sites accessible via the computer/network/Internet may contain material that is illegal, defamatory, inaccurate or controversial. Each District computer with Internet access has filtering software that is designed to block access to visual depictions that are obscene, pornographic, inappropriate for students, or harmful to minors, as defined by the federal Children's Internet Protection Act. The District makes every effort to limit access to objectionable material; however, controlling all such materials on the computer/network/Internet is impossible, even with filtering in place. With global access to computers and people, a risk exists that students may access material that may not be of educational value in the school setting.

**Student Access.** Computer/Network/Internet access is provided to all students unless parents or guardians request in writing to the campus principal that access be denied after school hours. If a parent decides to deny afterhours access, the student will still have access during school hours but will be under the direction and guidance of a District staff member and in accordance with campus policies during school hours. Although the District does provide Internet filtering for devices checked out to students for use outside of school, students still need to be monitored at home to ensure that they are accessing appropriate content. Students may also be allowed to use the local network and public Wi-Fi with campus permission.

### **Disclaimer**

The District's system is provided on an "as is, as available" basis. The District does not make any warranties, whether expressed or implied, including, without limitation, those of merchantability

and fitness for a particular purpose with respect to any services provided by the system and any information or software contained therein. The District does not guarantee that the functions or services performed by, or that the information or software contained on the system will meet the system user's requirements, or that the system will be uninterrupted or error free, or that defects will be corrected.

Opinions, advice, services, and all other information expressed by system users, information providers, service providers, or other third-party individuals in the system are those of the providers and not the District.

The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the District's electronic communications system.



## Chapter 2: Attendance

### A. Compulsory Attendance

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

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

Excusable absence includes

- That which is caused by the illness of student, serious illness or documented death in the family, or quarantine.
- That which has the sanction of both parents/guardians and principal. This agreement should be made prior to the absence.
- That which the principal deems excusable because of unusual circumstances.
- That which recognizes absence for a religious holiday. Prior administrative approval of absence is required.
- That which results from a visit to the parent/guardian/immediate family member who is being deployed or who is returning from a tour of duty in the military.

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

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

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

Absences related to illness or injury of the student that exceed five (5) consecutive days or a total of ten (10) days in a period of ninety (90) calendar days may require a physician's statement. After the student exceeds the ten (10) days of absence, at the level director's discretion, a doctor's note

may be required for all subsequent absences that are due to illness. The physician's statement should indicate the student is under his/her care and the dates (or period of time) that it is medically necessary for the student to be absent. Absences related to illness or injury that exceed the number of days described above and lack a physician's statement as required shall be recorded as unexcused absences.

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

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

Students shall make up all graded class work and tests assigned or due during an unexcused tardy, check in or check out, or absence. All missed work during an unexcused absence must be requested by the student or parent/guardian either during the absence or on the day the student returns to school. A timeline for the completion of all missed work and/or tests will be determined by the teacher and the student and shall not exceed the number of days the student was out of school. At the teacher's discretion, graded class work/tests may be accepted for partial credit (with no more than a ten percent (10%) reduction), or full credit.

Students shall make up all graded class work and tests assigned during an out-of-school suspension. All missed work during an out-of-school suspension must be requested by the student or parent/guardian either during the suspension or on the [first](#) day the student returns to school [or to the class](#). 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. [The request can be made to the teacher within the time frame by email.](#)

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

State law requires the name of any minor at the secondary level with fifteen (15) unexcused absences during a period of ninety (90) calendar days be reported to the Department of Highway Safety and Motor Vehicles. Students reported to the Department of Highway Safety and Motor Vehicles shall have their license suspended or withheld upon making application for a license

unless the department is provided with proof of compliance or a hardship waiver. Request for proof of compliance or a hardship waiver should be made to the school administration within fifteen (15) days from the date of receipt of the notice of intent to suspend the license.

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

## B. Tardiness

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

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

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

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

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

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

## ~~C. Awarding High School Credits~~

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

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

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

#### DC. Religious Holidays

Students shall receive an excused absence for an absence related to the observance of a religious holiday. The observance of the holiday shall be consistent with the tenets of the student's religion. Parents/guardians shall provide written notice of the observance and receive administrative approval prior to the absence. A note shall not be required upon the student's return to school. Students shall not be adversely affected by an absence related to the observance of a religious holiday and shall be allowed to make up any work missed as the result of the absence. 1002.20, F.S.

#### ED. Truancy

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

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

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

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

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

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



## GE. Gifted Center Attendance

Gifted students who attend weekly enrichment services are expected to maintain adequate progress and master grade level standards. Gifted students must complete assignments, including tests, as determined necessary by the classroom teacher in order to make progress in the required content of each course. Missed work must be requested by the student. All required work may be submitted without penalty at a time agreed upon by the teacher but no less than one full school day following the enrichment day.



## **Chapter 3: Campus Arrival/Departure**

### **A. Campus Hours**

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

### **B. Arriving/Leaving During School Day**

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

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

- A person (with photo ID) who is listed as an authorized contact in the Focus Student Information System
- A law enforcement officer, emergency medical worker, worker from the Department of Children and Families, or court official
- A school employee for the purpose of a field trip, athletic competition, or other approved event

Once a student has arrived on campus, he/she may not leave campus without the permission of the school. Parents/guardians may designate individuals to whom the school may release the student by providing their names and contact information in the Focus Student Information System.

If there is no designated primary custodian, the child may be released only to the persons listed in the Focus Student Information System. In the absence of a change of custody, only the person who completes the Focus Student Information, either on paper or online, may make changes to it. Parents/guardians are required to provide the school a certified copy of all current court orders affecting custody. Certified copies are obtained from the Clerk of Court.

### **C. Early Checkouts**

For safety and efficiency, student check outs will not be allowed during the last thirty (30) minutes of the school day.

D. Pick Up/Drop Off Area

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

E. Students Walking to School

Parents/guardians should discuss safety rules with students who walk to school. Students should use designated and monitored crosswalks and follow all safety rules for walkers. The District's supervisory responsibility is limited to times when students are on the school campus. 1003.31, F.S.

F. Driving on Campus

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



## **Chapter 4: Transportation Services**

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

### **A. Contacting the Transportation Department**

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

### **B. Establishing School Bus Stops**

1. Bus Tickets - Students not listed on the initial bus roster must obtain a “bus ticket” in order to ride the school bus or to be granted a special transportation accommodation authorized under Chapter 6, Rules and Procedures of the District School Board.
2. Designated Bus Stop - Parents/guardians may request relocation of bus stops by contacting the Transportation Department. Parents/guardians may appeal bus stop location decisions to the Bus Stop Change Committee (BSCC) via Bus Stop Change Request. The Bus Stop Change Request can be downloaded from the Transportation Department website at <http://www.escambiyellow.com>. The Transportation Department and the BSCC must comply with the law and School Board Rules when making bus stop decisions.
3. Special Transportation Accommodations - Parents/guardians may request a transportation accommodation authorized under Chapter 6.04, Rules and Procedures of the District School Board utilizing the Request for Transportation Accommodation found on the Transportation Department web site. Parameters articulated in Rules and Procedures of the District School Board will be stringently observed.
4. Range of Bus Service - The District provides bus service for elementary school students who live one (1) mile or more from the school, for middle school students who live one and one-half (1.5) miles or more from school, and for high school students who live two

(2) miles or more from the school. Bus stops may be established one-half (.5) mile for elementary students, and one (1) mile for middle and high school students from their residence.

5. Center-to-Center Transportation - Center-to-center routing may be provided for some students attending a school outside their attendance zone in a manner consistent with Rules and Procedures of the District School Board. Parents/guardians are responsible for the timely drop-off and pickup of center-to-center bus riders. Students must not arrive at the center-to-center bus stop more than thirty (30) minutes before the scheduled school bus pick up time and they must leave the center-to-center bus stop immediately after school bus drop-off at the end of the day.
6. Parental Responsibilities - Parents/guardians are responsible for the safety, control, and supervision of students while students are en route from home to the bus stop, while at the bus stop, and when returning from the bus stop to the home.
7. Route Changes - Parents/guardians will be notified in writing of school bus route changes resulting in permanent relocation or removal of an existing bus stop. The Transportation Department will generally provide notice to the school, bus operator, and affected student at least two (2) days prior to the change.

#### C. Authority of School Bus Operator

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

#### D. School Bus Student Expectations

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

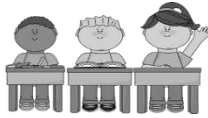
6. Students will sit in their assigned seats and remain properly seated with their seat belts securely fastened while the bus is in motion.
7. Students will wait until the bus comes to a complete stop before boarding or leaving the bus. They will enter and leave the bus in an orderly single file. If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

E. School Bus Discipline

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

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





## Chapter 5: Student Conduct

### A. Subject to Control

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

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

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

All students have access to digital devices provided by the district. Students shall comply with the district's Responsible Use Guidelines. Students in grades 3-12 may be given a device to take home. ~~Prior to taking a digital device home, students and parents must complete the contract and comply with the terms of the contract.~~ See Chapter 1 for Responsible Use Guidelines.

### B. Safe Harbor

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

### C. Simulating a Firearm

Simulating a firearm or weapon while playing or wearing clothing or accessories that depict a firearm or weapon or express an opinion regarding a right guaranteed by the Second Amendment to the United States Constitution is not grounds for disciplinary action or referral to the criminal justice or juvenile justice system. However, a student may be subject to disciplinary action if simulating a firearm or weapon while playing substantially disrupts student learning, causes bodily harm to another person, or places another person in reasonable fear of bodily harm. The severity of consequences imposed upon a student, including referral to the criminal justice or juvenile justice system, must be proportionate to the severity of the infraction and consistent with district school board policies for similar infractions.

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

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

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

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

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

DISCIPLINE INTERVENTION MATRIX ELEMENTARY				
	LEVEL 1 INCIDENTS - MINOR	DEVELOPING PROBLEM AND/OR LOW LEVEL OF INTENT	CONTINUING PROBLEM AND/OR MORE SERIOUS SITUATION	UNRESPONSIVE TO CORRECTIONS AND/OR SEVERE SITUATION
SESIR <a href="#">See pg 41</a>	Type of Incident	1st CONSEQUENCE	2nd CONSEQUENCE	3+ CONSEQUENCE
	Abuse of School Property	A	A	B, C, E, F, I, J, K, L, M, N, O
	Abusive Behavior (Minor)	A	A	B, C, G, I, J, K, L, M, N, O
	Arguing	A	A	B, C, G, J, L, M, O
	Electronic Communication Device Infraction	A	A	C, E, I, J, K, O
	Copying/Cheating/Plagiarism	A	A	C, G, J, O
	Defiance	A	A	B, C, D, G, I, J, K, L, M, N, O
	Disrespect	A	A	B, C, D, G, I, J, K, L, M, N, O
	Disruption	A	A	B, C, D, G, I, J, K, L, M, N, O
	Dress Code Violation	A	A	B, C, G, H, M, N, O
	Fighting	A	A	B, C, D, G, I, J, K, L, M, N, O
	Forgery	A	A	B, C, G, L, M, O
	Harassment (Teasing, Put Downs, Name Calling, etc.)	A	A	B, C, G, I, J, K, L, M, N, O
	Horseplay	A	A	B, C, I, J, K, L, M, N, O
	Inappropriate Language	A	A	C, G, I, J, K, L, M, N, O
	Instigate Trouble	A	A	B, C, D, G, I, J, K, L, M, N, O
	Leaving Assigned Area	A	A	C, L, M, O
	Lying to School Personnel	A	A	B, C, G, I, J, K, L, M, N, O
	Refusing to Follow Instructions	A	A	C, D, G, J, L, M, N, O
	Safety/Security Violation	A	A	B, C, I, J, K, L, M, N, O
	School Rules Violation	A	A	B, C, J, L, M, N, O
	Stealing	A	A	B, C, D, E, G, J, K, L, M, N, O
	Technology Misuse	A	A	B, C, F, J, K, M, O

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

  
**Classroom**

  
**Next Level of  
Intervention**

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

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

## SECONDARY

### Action Legend

#### Administrative Consequences/Interventions

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

A. Parent Phone Call (Required for each offense)

B. Warning

C. Collaborative Problem Solving Team (RtI) Referral

D. Confiscation (when applicable)

E. Restitution (when applicable)

F. Referral to Substance Abuse Case Manager

G. Referral to Guidance Services/Mental Health Counseling

H. Attendance/Behavior Contract

I. Apology Letter

J. Detention 1-5 Days

K. Saturday Detentions/School

L. School Specific Intervention (VPP, Anger Management, Social Skills)

M. Loss of Privilege (May include ban on bringing electronic communication device up to 365 days)

N. Campus Beautification

O. Restorative Practices/Peer Mediation

P. Loss of Extracurricular Activities: 1-30 Days

\* If student receives ISS, OSS or ILR, student will have loss of extracurricular activities during duration of ISS, OSS or ILR.

\*\* In addition to 10-day suspension

- Parent phone call required for each offense.

Q\*. In-School Suspension: 1-2 Days

R\*. In-School Suspension: 3-5 Days

S. Out-of-School Suspension: 1-2 Days

T. Out-of-School Suspension: 3-5 Days

V. Out-of-School Suspension: 6-10 Days (pending director approval)

W. Request for Removal From School

X. In Lieu of Removal (ILR)

Y. Bus – School Bus Suspension 1-2 Days

Z. Bus – School Bus Suspension 3-5 Days

AA. Bus – School Bus/School Suspension 6-10 Days (pending route manager approval)

BB. Bus – Removal from School Bus for Remainder of School Year (pending transportation director approval)

DD. Consultation with Law Enforcement (as required by Florida statutes and School Board Rules)

EE. Admin/Parent/Student Conference

The Discipline Matrix sets forth the guidelines for assessing consequences for violations of School Board policies. School principals have the discretion to deviate from these guidelines by assessing an appropriate consequence other than stated in the Matrix if he or she determines in his or her sole discretion that there are mitigating or aggravating circumstances. The nature of the offense and/or the student's past disciplinary record may be considered in disciplinary action under the progressive disciplinary policy. Positive Behavior Support schools may skip the first consequence if other classroom interventions have been done. SESIR (see page 41) and/or Law reporting requirements are designated in far left column and are required by Florida Statutes. Students may be referred for mental health services on an as needed basis.

### Discipline Intervention Matrix Secondary

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



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

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

SESIR or Law	Type of Incident	1st Consequence	2nd Consequence	3rd Consequence	4th Consequence	Subsequent Consequence
S & L	Other Major Incident	A, B, T, V, W, X, DD	A, B, T, V, W, X, DD	A, B, T, V, W, X, DD	A, B, T, V, W, X, DD	A, B, T, V, W, X, DD
	Over the Counter / Non-Controlled Substance including Stimulants: 1. Possession 2. Distribution	1. A, B, C, D, R, DD	1. A, B, C, D, S, DD	1. A, B, C, D, T, DD	1. A, B, C, D, DD	
S & L	Other Major Incident	2. A, B, C, D, S, DD	2. A, B, D, T, DD	2. A, B, D, DD	2. A, B, C, D, W, X, W, DD	
S & L	Parking Lot Violations Physical Attack on peer	A, B, Warning Loss of Driving Privileges	Loss of Driving Privileges	Permanent Loss of Driving Privileges		
S & L	Parking Lot Violations Physical Attack on peer	A, B, T, W, X, DD	A, B, T, W, X, DD	A, B, T, W, X, DD	A, B, T, W, X, DD	A, B, T, W, X, DD
S & L	Physical Attack on staff					
S & L	Parking Lot Violations Physical Attack on peer	A, B, G, L, V, W, DD	A, B, V, W, DD	A, B, V, W, DD	A, B, V, W, DD	A, B, V, W, DD
S & L	Physical Attack on staff					
S & L	Pornography/Obscene Material					
S & L	Parking Lot Violations Physical Attack on peer	A, B, C, D, G, W, DD	A, B, C, D, G, H, W, DD	A, B, C, D, G, W, BB, DD		
S & L	Physical Attack on staff					
S & L	Pornography/Obscene Material					
S & L	Profanity					
S & L	Parking Lot Violations Physical Attack on peer	A, B, I, O	A, B, C, G, I, O	A, B, C, G, I, N, O	A, B, C, G, I, N, O, Q	A, B, C, G, I, N, O, R
S & L	Physical Attack on staff	A, V, W, X				
S & L	Pornography/Obscene Material					
S & L	Profanity					
S & L	Pull Fire Alarm (must include consultation with law enforcement)					
S & L	Robbery	A, V, W, X, DD				
	Safety/Security Violation	A, B, C	A, B, C, J	A, B, C, J, N	A, B, C, J, N, Q	A, B, C, J, N, R
	School Rules Violation - Including PDA	A, B, C, J, M, N	A, B, C, G, J, M, N	A, B, C, G, H, J, M, N	A, B, C, G, H, J, M, N, Q	A, B, C, G, H, J, M, N, Q
S & L	Sex Offenses / Lewd or Lascivious Behavior	A, G, V, W, X, DD				
L	Sexting	A, B, D, G, H, R, DD	A, D, G, T, DD	A, D, V, X, W, DD	A, D, V, W, DD	
S & L	Sexual Assault	A, V, W, X, DD				
S & L	Sexual Battery	A, V, W, X, DD				
S	Sexual Harassment	A, B, C, G, H, Q, DD	A, B, C, G, H, R, DD	A, B, C, G, H, S, W, DD	A, B, C, G, H, V, T, W, DD	
	Sexual Misconduct / Minor	A, B, C, G, O, Q, DD	A, B, C, G, H, O, R, DD	A, B, C, G, H, O, S, DD	A, B, C, O, W, X, DD	A, B, C, O, W, X, DD

SESIR or Law	Type of Incident	1st Consequence	2nd Consequence	3rd Consequence	4th Consequence	Subsequent Consequence
	Skippping Class	A, B, C, G, J, N	A, B, C, G, H, J, K, N	A, B, C, G, H, J, K, Q	A, B, C, G, H, R, W, X	A, B, C, G, H, R, W, X
S & L	Stealing / Larceny / Theft / Motor Vehicle Theft / Forgery (value of \$300 or more)	A, T, W, X, DD	A, T, W, X, DD	A, T, W, X, DD	A, T, W, X, DD	A, T, W, X, DD
	Stealing / Minor	A, B, C, E, G, O, Q	A, B, C, E, G, H, O, R	A, B, C, E, G, H, O, R	A, B, C, E, G, H, O, R	A, B, C, E, G, H, O, R, W, X
	Student in Unauthorized Area	A, B, N	A, B, J	A, B, J, K	A, B, M, N	A, B, K, N
	Tardy	School-Based Policy with No Out-of-School Suspensions				
	Technology Violation	A, B, J	A, B, J, M	A, B, J, M	A, B, J, M	
	Technology Violation (Major)	A, B, M, S, W (option)	A, M, T, W (option)	A, M, V, W (option)	A, M, W	
	Threaten / Intimidate School Personnel / Minor	A, B, C, G, Q	A, B, C, G, H, R	A, B, C, G, H, S, W, X	A, B, C, G, H, T, W, X	A, B, C, G, H, W, X
S & L	Threaten / Intimidate School Personnel and Students / Major	A, B, C, G, R, S, W, DD	A, B, C, G, H, S, T, W, X, DD	A, B, C, H, T, , V, W, X, DD	A, B, C, H, V, W, X, DD	
	Threaten / Intimidate Student / Minor	A, B, C, G, O	A, B, C, G, H, J, O	A, B, C, G, H, J, N, O	A, B, C, G, H, J, N, O, Q	A, B, C, G, H, J, N, O, R
S & L	Trespassing	A, B, C, Q, DD	A, B, C, R, DD	A, B, C, S, DD	A, B, C, H, T, DD	
	Unauthorized Personal Property	A, B, D	A, B, D, N	A, B, D, J	A, B, D, K	A, B, D, Q
S	Unsubstantiated Bullying	N/A	N/A	N/A	N/A	N/A
S	Unsubstantiated Harassment	N/A	N/A	N/A	N/A	N/A
S & L	Using/Possessing Tobacco Products (under 21) (including any nicotine or nicotine substitute, i.e., e-cigarettes-vaping or nicotine containing devices) <a href="#">1. Possession</a> <a href="#">2. Distribution</a>	<a href="#">1.</a> A, B, C, D, G, Q, DD	<a href="#">1.</a> A, B, C, D, G, H, R, DD	<a href="#">1.</a> A, B, C, D, G, H, R, DD	<a href="#">1.</a> A, B, C, D, G, H, R, DD	<a href="#">1.</a> A, B, C, G, H, R, DD
		<a href="#">2.</a> A, B, C, D, G, R, DD	<a href="#">2.</a> A, B, C, D, G, S, DD	<a href="#">2.</a> A, B, C, D, G, S, DD	<a href="#">2.</a> A, B, C, D, G, S, DD	<a href="#">2.</a> A, B, C, D, G, S, DD
	Violation of Behavior Contract	A, B, X	A, B, S	A, B, T	A, B, V	
S & L	Weapons / Dangerous Item - Possession or Use	A, V, W, X, DD				
	Weapons / Dangerous Item – Possession or Use Non-SESIR	A, B, C, D, W, X, DD	A, B, C, D, W, DD			

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

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

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

Consistent with the District's aim to provide a safe and orderly learning and work environment in all District schools, the Board has adopted and will enforce a policy in which the three (3) offenses described below will result in disciplinary reassignment, expulsion, and/or referral for mental health services with or without continuing educational services, from the student's regular school. Enforcement of this policy is not intended to imply a disregard of the rights of any individual or lack of concern by the District for any student. Enforcement of this policy shall be consistent with applicable laws including the Individuals with Disabilities Education Act (IDEA). The Superintendent may consider the one (1) year expulsion requirement on a case-by-case basis and modify the requirement by assigning the student to a disciplinary program or alternative school if the modification is determined to be in the best interest of the student and the District. If a student committing any of the offenses in this subsection is a student who has a disability, the Board shall comply with applicable State Board of Education rules. 1006.13, F.S. This policy will be enforced for violation of the following:

- **Drugs:** The unlawful use, possession, or sale of an illegal or controlled substance by any student while the student is upon school property, at a school bus stop, or while in attendance at a school function.
- **Weapons:** Bringing a firearm, weapon, destructive device, or dangerous item to school, to any school function, or onto any school-sponsored transportation or possessing any firearm or weapon at school, at any school function, or on any school-sponsored transportation. Examples include, but are not limited to, ammunition, fireworks or tasers.
- **Bomb Threat:** Initiating or knowingly and willingly actively participating in the commission of a bomb threat or a false report of a bomb, explosive, weapon of mass destruction or concerning the use of a firearm in a violent manner, involving a District school, school site, school bus, or facility in which a school function is held or scheduled to be held.

The Board may assign the student to a disciplinary program for the purpose of continuing educational services.

#### E. Personal Property of Students

Schools are not responsible for loss, theft, or destruction of students' personal items. Students are encouraged not to bring items of value such as cash, credit cards or gift cards to school. For safety purposes, headphones and ear buds are not to be used in common areas or hallways. Students may bring headphones or ear buds to use in class as directed by a teacher. Electronic games, media devices including, but not limited to, radios, CD/DVD players, laser pointers, two-way radios, smart watches or listening devices are not allowed. The principal or designee may determine that other devices are not allowed and will contact parents.

#### F. Gang Activity

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

#### G. Clubs and Organizations

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

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

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

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

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

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

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

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

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

Club Constitutions must include the following components:

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

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

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

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

Any student who is formally charged with an off-campus felony (or with a delinquent act which would be a felony if committed by an adult) may be suspended from school if that incident is shown to have an adverse impact on the school in which the student is enrolled. Parents should be

aware that the School District does not have the authority to discipline students for off-campus incidents unless there is a clear indication that the incident had an adverse impact on campus. See *Morse v. Frederick*, 551 U.S. 393 (2007); *M.T. v. School Board of Manatee County*, 779 So.2d 338 (2d DCA 1979). A suspension resulting from an adverse impact determination may exceed ten (10) days, as determined by the Superintendent. The suspension shall not affect the delivery of educational services to the student, and the student shall be immediately enrolled in a daytime alternative education program, or an evening alternative education program, where appropriate. 1006.09(2), F.S.

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

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

#### I. Extracurricular Activities

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

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

Students do have the right to bring approved personal property onto campus. Student lockers, personal property, and vehicles are subject to search by the principal/designee where reasonable suspicion is present to believe a prohibited or illegally possessed item is contained therein. Any vehicle while on the school campus or the grounds of a facility where a school sponsored function is being held or any vehicle used in connection with a school sponsored activity is subject to search by the principal/designee and/or the appropriate law enforcement agency when a reasonable



suspicion exists that a prohibited or illegally possessed item is stored in the vehicle. The person in control of the vehicle will be present during the search. 1006.09, F.S.

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

The search of a student may be conducted when reasonable suspicion exists that the student possesses a prohibited or illegally possessed item. The search must be conducted (with an adult witness present) in a discreet manner out of view of other students. Such search is not subject to prior parent/guardian notification.



## Chapter 6: Bullying and Harassment

It is the responsibility of all parents, students and other adults in the school community to be aware of bullying incidents so that the school community and learning environment are safe. Resources and materials about prevention and awareness are available at:

<https://ecsd-fl.schoolloop.com/bullyinghelp>.

Any person who has knowledge of bullying has an obligation to report the incident either through the on-line *Report School Violence* link located on the District's web site home page at [www.escambiaschools.org](http://www.escambiaschools.org) or to any District employee.

### A. Bullying and Harassment

Bullying means systematically and chronically (repeatedly) inflicting physical hurt or psychological distress on one or more students or employees. It is further defined as unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture by a student or adult that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation which may involve, but is not limited to, the following:

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

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

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

Bullying and harassment also encompasses

1. retaliation against a student or school employee by another student or school employee for asserting or alleging an act of bullying or harassment. Reporting an act of bullying or harassment that is not made in good faith is considered retaliation.
2. perpetuation of conduct listed in the definition of bullying or harassment by an individual or group on the basis of the victim's real or perceived racial/ethnic origins, gender, gender identity/expression, sexual orientation, religion, or disability with an intent to demean, dehumanize, or cause emotional or physical harm to a student or school employee by
  - incitement or coercion;
  - accessing or knowingly and willingly causing or providing access to data or computer software through a computer, computer system, or computer network within the scope of the District; or
  - acting in a manner that has an effect substantially similar to the effect of bullying or harassment.

### Harassing School Personnel

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

### Cyber-bullying

“Cyber-bullying” means bullying through the use of technology or any electronic communication, which includes, but is not limited to, any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including, but not limited to, electronic mail, Internet communications, instant messages, or facsimile communications. Cyber-bullying includes the creations of a webpage or weblog in which the creator assumes the identity of another person, or the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying. Cyber-bullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying. 1006.147, F.S.

### B. Sexual Harassment

The District prohibits sexual harassment of students in any form which involves employees, school volunteers, or other students. Any student who believes that he/she is a victim of sexual harassment shall immediately report the individual(s) to any District employee as well as to the parent/guardian. Any employees, including, but not limited to, teachers, secretaries, custodial staff, cafeteria staff, or clerks, who become aware of an allegation of sexual harassment of a student shall immediately report that allegation to the school administration or to the Deputy

Superintendent whether or not the staff member feels the allegation is well founded. All complaints will be investigated promptly and, if substantiated, the appropriate disciplinary action will be taken. Retaliation against individuals who report or file a complaint in good faith will not be tolerated.

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

1. spreading sexual gossip;
2. making unwanted sexual comments (whether intended to be serious or humorous);
3. pressuring for sexual activity;
4. making any unwanted physical contact of a sexual nature;
5. making any unwanted sexually suggestive telephone calls, e-mails, text messages, pictures, video, audio, or writing unwarranted suggestive letters;
6. creating a hostile, offensive, or intimidating environment based on or related to gender that has the purpose or effect of interfering with an individual's academic performance;
7. requesting sexual favors; or
8. using social media outlets to create a hostile, offensive or intimidating environment.

#### C. Dating and Violence Abuse (Secondary)

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

Definition of dating violence and abuse:

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

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

the District's web site at <http://www1.escambia.k12.fl.us/SchoolViolenceReporting/Index.aspx> or to any District employee.

#### D. Sexting

Students commit the crime of sexting when they knowingly use any computer or electronic communication device to distribute or send any image or video that depicts or shows nudity or sexual conduct to another person.

Sexting also applies to any situation where a student receives and possesses a nude or explicit image or video sent by another person. When the student did not request the image or video and did not send it to or share it with others, then the student must immediately report the image/video to a guardian, school official or law enforcement official in order to avoid school consequences.



## **Chapter 7: Safe Schools**

### **A. Visitors on Campus**

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

### **B. Classroom Observation**

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

### **C. Disturbing School Functions**

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

### **D. Trespass on School Property (including school buses)**

Any person who does not have legitimate business on school district property (including a school bus) including license or invitation to enter or remain upon such property, or a student currently under suspension or expulsion, who enters or remains upon such property, commits a trespass upon school property, a misdemeanor of the second degree. Any person who trespasses upon school property (including a school bus) after the principal/designee has directed such person either to

leave or not to enter upon such property commits a trespass upon school property, a misdemeanor of the first degree. 810.097, F.S.

#### E. Interviews of Students by School Resource Officers

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

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

If any officer wishes to question a student at school, a suitable place will be provided after the officer has presented proper identification. The principal/designee shall be present during the interview. The conference area will be so located as to create as little attention as possible to the matter. If appropriate, an attempt will be made by school personnel to contact a parent/guardian prior to the interview of a student suspect, and such attempt shall be documented.

If the officer decides to take the student from the school grounds, he/she will be permitted to do so only on the basis of a warrant of arrest, court order, or statement of the officer that he/she is placing the student under arrest or taking the student into custody. The officer shall be asked to sign an affidavit accepting custody for the student before removing him/her from the school grounds. Affidavit forms are available in the school's front office. The school shall make a reasonable effort in a timely manner to notify the parent(s)/guardian(s), when appropriate, that the student has been questioned or has been placed under arrest. Law enforcement questioning of students will be conducted in compliance with Florida Statute and the United States Constitution. If a student is a victim or a witness as a result of child abuse or neglect and allegations exist that a parent/guardian is abusing the student or a sibling, the parent/guardian will not be contacted prior to law enforcement/Department of Children and Families (DCF) interviews. DCF and/or law enforcement will determine when the parent/guardian is contacted.

#### G. Child Abuse

Florida Statutes require District employees to report any and all suspected or reported cases of child abuse to the Department of Children and Families. Parents/guardians are advised that they should report known or suspected incidents of child abuse of a student by a District employee occurring while the student is attending school, a school function, or otherwise under the

jurisdiction of the District to the Florida Child Abuse Hotline, 1-800-96ABUSE, the school principal, and/or local law enforcement. 39.201, F.S.

#### H. Threat Assessment

A threat assessment is an organized, problem-solving approach to violence prevention to ensure safety of students, teachers and staff. All threat assessment teams, processes and actions are established and guided by the Florida threat assessment law. 1001.212, F.S. A threat assessment team will convene when a student(s) has exhibited a threatening behavior: spoken, written, indirect or implied while either in the classroom, on campus, during a school-sponsored event, while being transported or via social media. A school-based team comprised of an administrator, mental health professional, law enforcement officer and instructional personnel conducts the threat assessment. If the team determines that a student poses a threat of violence or physical harm to himself, herself or others, the team shall immediately report the finding to the superintendent and an attempt will be made to notify the student's parent or legal guardian.

The purpose of the threat assessment is twofold: to prevent violence through resolving conflicts or problems that underlie the threatening behavior and to determine whether or not the threat will be carried out. The threat assessment team may include interviews of the student(s) who made the threat, the student(s) targeted by the threat, witnesses and parent or legal guardian, if applicable. If the student poses a serious threat as determined by the threat assessment team, safety precautions may be implemented including warning potential victims. Furthermore, legal action and/or arrest may be enacted when determined necessary.

The information obtained during a threat assessment is stored electronically in the student's educational record. Pursuant to 1003.25, F.S., any student who transfers schools, his/her educational record must be transferred within three (3) school days to the receiving school. A student's educational record includes verified reports of serious or recurrent behavior patterns, including threat assessment evaluations and intervention services, and psychological evaluations, including therapeutic treatment plans and therapy or progress notes created or maintained by district or charter school staff. The District will uphold FERPA guidelines, which governs student record confidentiality.

#### I. Campus Security/Crime Stoppers

Local law enforcement agencies and private security companies work in cooperation with the District to provide armed security on all campuses. Students are encouraged to prevent or report a crime by calling CRIME STOPPERS @ 433-STOP.

#### J. Random Metal Detector Searches

To continue to safeguard students and personnel, daily random searches, which may include the use of metal detecting devices, will be conducted in schools. No student will be selected to be searched based upon their gender, race, ethnicity, physical appearance, manner of dress or association with any particular group of persons. Random searches will include student personal effects.



Students refusing to submit to a random search consistent with these guidelines may be subject to disciplinary action.

K. Department of Children and Families

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

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

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



## Chapter 8: Disciplinary Actions and Procedures

### A. Students' Rights/Due Process

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

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

Under federal law, a student is not entitled to legal counsel, to cross examine witnesses, or to call his/her own witnesses unless a suspension exceeds ten (10) days. For disciplinary sanctions in excess of ten (10) days, students have the right to due process including notice of charges, opportunity to be heard, right to consult their own attorney if desired, etc. School personnel cannot provide legal advice.

### B. Students with Disabilities

For students eligible under the Individuals with Disabilities Education Act (IDEA), disciplinary actions shall follow applicable laws, School Board policies and provisions of the Individual Education Plan (IEP). Likewise, for students determined to be disabled under Section 504 of the Rehabilitation Act of 1973, suspension, expulsion and other disciplinary measures shall follow applicable laws, School Board policies, and provisions of the Section 504 Accommodation Plan. Additional detailed information may be found regarding exceptional students with IEPs in the Exceptional Student Education Policies and Procedures linked on the Exceptional Student Education (ESE) Department's website or by calling the ESE Department at (850)469-5518. Additional information regarding discipline and Section 504 may be obtained by contacting the Student Services Department at (850) 469-5382.

### C. Severe Interventions and Consequences

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

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

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

**Suspension: Out-of-School** – Out-of-school suspension is the temporary removal of a student from all classes of instruction on any public school grounds to include all other school-sponsored activities, except as authorized by the principal/designee, for a period not to exceed ten (10) school days per incident.

The principal/designee will make a good faith effort to inform the parent/guardian of any suspensions and the reasons supporting the consequences. A good faith effort shall be made by the principal/designee to employ parental assistance or another alternative measure prior to suspension except in the case of emergency or disruptive conditions which require immediate suspension. No student shall be placed in out-of-school suspension for unexcused tardiness, absence, or truancy. 1006.09, F.S.

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

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

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

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

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

Students who have been suspended from school shall not be allowed to participate in or attend any school-related extracurricular activities on any Escambia County School District property. A student must be in attendance in school to be eligible to participate in any extracurricular activity;

therefore, a student who is suspended may not participate in extracurricular activities for the duration of the suspension. A student whose suspension period ends on a Friday may not participate in extracurricular activities that evening. A student whose suspension period includes a weekend may not participate in extracurricular activities over the weekend.

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



## Chapter 9: Dress Code

### A. Requirements for Student Dress

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

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

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

### Dress and Grooming Regulations

#### Kindergarten – Fifth Grades:

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

#### Sixth – Twelfth Grades:

1. Shoes shall be worn. ~~Skate tennis shoes~~[Shoes with wheels](#) and bedroom slippers are unacceptable and not allowed. Tennis shoes/athletic shoes are required to participate in physical education.
2. Tube tops, spaghetti straps, or similar type of clothing may only be worn with a blouse or shirt. Clothing exposing the torso or the midriff, either front, back, or sides shall not be

worn. Underwear shall not be visible. Clothing shall not expose the mid-chest area. Clothing not properly fastened or with tears that are indecent shall not be worn. Clothing traditionally designed as undergarments or sleepwear shall not be worn as outer garments. All pants and shorts shall be secured at the waist. Hemlines shall be no shorter than fingertip length for all shorts, skirts, skorts, and dresses. In addition, when leggings are worn a top garment is required and shall be no shorter than fingertip length around the entire circumference of the article of clothing with relaxed shoulders.

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

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

1. A student wears a costume or special clothing necessary for a school play or other school-sponsored activity as permitted by the principal.
2. A student wears clothing in the intended manner of a nationally recognized youth organization, i.e., NJROTC, Boy Scouts, Girl Scouts, on regular meeting days.
3. A student wears clothing that reflects his/her sincerely held religious beliefs. Parents/guardians are urged to contact the principal/designee immediately regarding any religious dress requirements.
4. A student wears a button, armband, or other accoutrement to exercise the right of free speech guaranteed by the United States' and Florida Constitutions.\*

\*No buttons, armbands, or other accoutrements that signify or are related to gangs, gang membership, gang activity, discrimination on the basis of gender, gender identity/expression, age, race, religious creed, color, sexual orientation, marital status, national origin, or disability will be permitted.

## B. Discipline for Infractions

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

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

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

Third and Subsequent Offenses – The student shall receive an in-school suspension for a period not to exceed three (3) days, the student is ineligible to participate in any extracurricular activity

for a period not to exceed thirty (30) days, and the school principal shall call the student's parent/guardian and send the parent/guardian a written letter regarding the student's in-school suspension and ineligibility to participate in extracurricular activities. 1006.07(2)(d), F.S.

### C. Uniforms – Procedures for Adopting

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

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

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

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

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

The following circumstances shall be considered:

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

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

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





## Chapter 10: Educational Records

### A. Annual Notice to Parents

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

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

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

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

### B. Right to Have Access

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

### C. Right to Privacy

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

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

### D. Right to Waive Access

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

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

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

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

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

#### G. Right for Language Interpretation

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

#### H. Right to Report Violation

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

#### I. Virtual Education Options

The Escambia County School District offers full time virtual instruction programs to all students grades K-12 that reside within our district. The open enrollment window for the ~~2021~~2022-22-23 school year will begin, June ~~7~~6, 202~~1~~2 and close August ~~19~~2, 202~~1~~2. For more information, please visit: <http://www.eva-ecsd-fl.schoolloop.com/> or call the K-12 Virtual Education office at (850)469-5457.



## Chapter 11: Services

### A. Audiological Evaluations (850-471-6001)

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

### B. Exceptional Student Education (850-469-5518)

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

### C. Student Services (850-469-5382)

Student Services include the following:

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

### D. Mental Health Services (850-469-5382)

Escambia County School District offers mental health counseling services for students. The district employs licensed mental health counselors and has partnerships with various local community behavioral agencies. For additional information about specific services, please contact Student Services.

### E. Baker Act (850-469-5382)

In the event a student is expressing a desire to harm him/herself or others, school staff will initiate one of the following courses of action to ensure the safety, care and well-being of all students:

- Risk Assessment by Licensed Mental Health Professional
- Risk Assessment by Mobile Response Team
- Risk Assessment by School Resource/ Law Enforcement Officer

If a Licensed Mental Health Professional or Law Enforcement Officer deems an Involuntary Examination (also known as a Baker Act procedure) to be necessary, the student may be transported by Law Enforcement to the designated Mental Health Screening facility for further evaluation. The school shall make a reasonable effort in a timely manner to notify the parent(s)/guardian(s), when appropriate.

#### F. Health Services (850-469-5456)

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

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

Students are required to have shots completed or up to date before entering school. Students are required to have a current, valid Florida Immunization Record (DH680) or Religious Exemption (DH681) on file at their school. 1003.22(4), F.S. An emergency information form, updated annually, shall be completed for each student listing contact person, family physician, allergies, significant health history and permission for emergency care. 64F-6.004 F.A.C. It is recommended that all students receive an annual flu vaccine each fall.

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

The School District and its contracted agency collaborate to staff the school clinics with a Health Technician or Licensed Practical Nurse who is supervised by a Registered Nurse. The Registered Nurse may be assigned to one or more schools. Health information is confidential and is only shared with staff members who have a legitimate need to know. Health services may include:

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

Health screening will be performed for students in designated grades

<u>Screenings</u>	<u>Designated Grade(s)</u>
Vision. ....	Pre-K, K, 1, 3, 6, and Referrals
Hearing.....	Pre-K, K, 1, 6 and Referrals

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

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

Whenever possible, medications must be administered at home. If it is necessary to administer medication during the school day or school-sponsored activity, Board Policy will be followed. 1006.062, F.S. Only Food and Drug Administration (FDA) regulated medications or products will be administered by school/clinic personnel.

1. Each prescription/non-prescription medication provided by the parent/guardian must be authorized in writing on a current District “Dispersion of Medication Form” that is completed in its entirety and signed by the parent/guardian. This form is available in the clinic and on the Health Services page of the District website.
2. Over the counter medications that may be stocked in the school clinic, as available, are limited to the following:
  - Acetaminophen (e.g. Tylenol)
  - Calcium Carbonate (e.g. Tums, Maalox)
  - Ibuprofen (e.g. Advil, Pamprin IB)
  - Diphenhydramine (e.g. Benadryl)
  - Sting Relief Pad (2% Lidocaine towelette)

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

3. Medication must be provided in the original, labeled container. The parent/guardian should request the pharmacist label a second bottle to provide a thirty (30) day supply for the school.
4. While in school or under the authority of District personnel, medications must be kept secure in the school clinic under lock and key when not in use. The following medications can be carried and self-administered by the student when authorized by the medical provider and parent/guardian:
  - Metered dose inhalers
  - Epinephrine auto-injector
  - Pancreatic enzyme

- Diabetic supplies and equipment

The school nurse shall assess the student's capability to administer medication through an individual health care plan. A District "Dispersion of Medication Form" signed by both the parent/guardian and physician must be on file in the clinic before the student can carry or self-administer these medications. 1002.20(3), F.S. Variance to this rule requires approval from the Superintendent on a case by case basis.

5. Except as provided above, students shall not possess, dispense or share prescription or non-prescription medication. For student safety, it is required that the parent/guardian or responsible adult deliver medication to or from the school's clinic. Discontinued medications must be picked up within one (1) week after the medication is discontinued and at the end of the school year. Unclaimed medications will be destroyed.
6. Food Substitutions or Modifications: USDA regulations 7 CFR Part 15b require substitutions or modifications in school meals for children whose disabilities and/or food allergies restrict their diets. A child with a disability and/or food allergy must be provided substitutions in foods when that need is supported by a completed "Medical Statement to Request Special Meals and/or Accommodations Outside of Meal Pattern" form signed by a licensed physician, physician's assistant or registered nurse practitioner. The form must identify: the child's disability; an explanation of why the disability restricts the child's diet; the major life activity affected by the disability; the food or foods to be omitted from the child's diet, and the food or choice of foods that must be substituted.
7. Head Lice Management: Students with a live louse and/or nits within one-quarter (1/4) inch from the scalp will be temporarily excluded from school for parents/guardians to perform head lice treatment. Treatment should be completed at home, and the student must return to the school clinic for clearance before returning to the classroom. If needed, one (1) day of absence will be excused to complete treatment.
8. Healthy Reminders for Families for a Healthy School Year:
  - The clinic should be updated whenever contact information changes.
  - A child who has a fever (greater than 100.4), diarrhea, vomiting, or other signs of illness, must be kept home until symptom free without fever-reducing medication for twenty-four (24) hours to prevent others from becoming ill.
  - Hand washing before eating, after using the restroom, after blowing nose, and after coughing or sneezing is recommended.
  - Coughing or sneezing into a tissue or the shirt sleeve instead of the hands prevents the spread of germs.
  - The school nurse should be contacted to discuss a child's health needs.
  - Health insurance information for children is available at <http://floridakidcare.org/>, 888-540-5437, or from the school nurse.
  - Healthy Eating Strategies
    - Encourage family meals.

- Serve a variety of healthy foods and snacks.
- Be an example by eating healthy yourself.
- Avoid battles over food.
- Involve children in the planning and meal preparation process.
- Physical Activity
  - Children should get sixty (60) minutes of physical activity each day.
  - Children should be encouraged to participate in a variety of activities to include endurance, strength, and flexibility.
  - Children should choose activities that are fun and don't feel like chores.
  - Families should make physical activity a priority and look for chances to be physically active.

#### G. Psychological Services (850-469-5569)

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

School psychologists provide

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

#### H. School Social Worker (850-469-5451)

The school social worker assists students with educational, attendance, emotional, and health problems by providing a vital link between home, school and community services and resources.

#### I. Alternative Education (850-430-7439)

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





## **Chapter 12: Legal Notices**

### **A. Notice of Non-Discrimination**

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

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

### **B. Parent Right to Know**

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

### **C. Asbestos Notification**

The District has available for review and inspection the asbestos managements plans for all schools and buildings under the jurisdiction of the Board. These plans are available for public review and inspection at each school or at the Office of Facilities Planning. Any person interested in reviewing these plans may contact the Office of Facilities Planning at (850) 469-5660.

### **D. Parental Access**

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

### **E. Collection of Social Security Numbers**

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

1. student registration and student identification numbers;

2. adult student registration in an adult program;
3. tracking of adult students enrolled in a postsecondary 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 student applicant for Medicaid refuses to obtain a social security number, based on well-established religious objections].

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

#### F. Transfer of Education Records

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

## **G. Family Educational Rights and Privacy Act (FERPA) Notice**

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.** Parents 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;
  - b) 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;
- c) to school officials of other institutions for the purposes of student transfer or student enrollment;
  - d) to authorized federal, state and local officials, including educational authorities, and for audits or evaluations of federal and state supported programs;
  - e) 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;
  - f) to appropriate parties in connection with a health or safety emergency; and,
  - g) 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.

### **Types 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; student ID number, cumulative GPA, gender, race, and date of 9<sup>th</sup> grade enrollment may be shared with the Florida High School Athletic Association for the sole purpose of certifying and managing athletic eligibility; immunization and health information may be shared with appropriate government agencies as requested.

### **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 ECSDt 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.** The name 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.

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

~~Parents and students have the right for the student's education records to be protected from disclosure to anyone other than the parents/guardians. The School District is often asked to provide private education records to third parties, including but not limited to, extended family members, step-parents, attorneys, and court personnel. The Family Educational Rights and Privacy Act (FERPA) requires that the only time the School District can disclose a student's education records to such parties is: (1) if written consent from the parent/guardian is provided to the School District BEFORE disclosure, or (2) in response to a subpoena or court order and the parent/guardian is notified of the subpoena and intention to comply in a reasonable amount of time BEFORE compliance.~~

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

~~a playbill, showing your student's role in a drama production;~~

~~the annual yearbook;~~

~~honor roll or other recognition lists;~~

~~graduation programs;~~

~~sports activity sheets, such as for wrestling, showing weight and height of team members; and~~

~~school website.~~

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

~~If you do not want ECSD to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing within the first two weeks of each school year or enrollment. ECSD has designated the following information as directory information:~~

- ~~-Student's name~~ \_\_\_\_\_ ~~Degrees, honors, and awards received~~
- ~~-Address~~ \_\_\_\_\_ ~~The most recent educational agency or~~
- ~~-Telephone listing~~ \_\_\_\_\_ ~~institution attended~~
- ~~-Photograph~~ \_\_\_\_\_ ~~Immunization and health information may be~~
- ~~-Major field of student~~ \_\_\_\_\_ ~~shared with government agencies as~~
- ~~-Dates of attendance~~ \_\_\_\_\_ ~~requested.~~
- ~~-Grade level~~ \_\_\_\_\_ ~~Student ID number, cumulative GPA, gender,~~
- ~~-Participation in officially recognized~~ \_\_\_\_\_ ~~race, and date of 9<sup>th</sup> grade enrollment may be~~
- ~~activities and sports~~ ~~shared with the Florida High School Athletic~~
- ~~-Weight and height of members of~~ ~~Association (FHSAA) for the sole purpose~~
- ~~athletic teams of certifying and managing athletic eligibility~~

\_\_\_\_\_

~~The Student ID number, electronic mail address, and course enrollment information may be shared with digital tool providers accessible through the District's student webpage. A student's social security number, in whole or in part, cannot be used for this purpose.~~

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

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

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED):
  1. political affiliations or beliefs of the student or student's parent;
  2. mental or psychological problems of the student or student's family;
  3. sex behavior or attitudes;
  4. illegal, anti-social, self-incriminating, or demeaning behavior;
  5. critical appraisals of others with whom respondents have close family relationships;
  6. legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  7. religious practices, affiliations, or beliefs of the student or parents; or
  8. income, other than as required by law to determine program eligibility.
- *Receive notice and an opportunity to opt a student out of*
  1. any other protected information survey, regardless of funding;
  2. any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
  3. activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- *Inspect* upon request and before administration or use
  1. protected information surveys of students;
  2. instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  3. instructional material used as part of the educational curriculum.

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

The Escambia County School District (ECSD) has developed or will develop and adopt policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. ECSD will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. ECSD will also directly notify, such as through U.S. Mail or e-mail, parents of students who are scheduled to participate in the specific activities or surveys noted



below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. ECSD will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

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

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

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

## Glossary

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

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

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

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

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

**Bullying** - The act of systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. It is further defined as unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by a student or adult, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; unreasonably interfering with the individual's school performance or participation; and may involve, but is not limited to, teasing, social exclusion, threat, intimidation, stalking, physical violence, theft, sexual, religious, or racial harassment, public humiliation; or destruction of property.

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

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

**Detention** - The parent/guardian of a student assigned detention shall be notified of the student's detention a minimum of twenty-four (24) hours prior to the start of the detention. When students are kept after school for detention, the parent/guardian must provide for the student's

transportation from school. Students in grades Pre-K – 3 may be detained for no longer than thirty (30) minutes. Students in grades 4 – 5 may be detained for no longer than forty-five (45) minutes. Secondary students may be detained for no longer than sixty (60) minutes.

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

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

**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.

**Safety/Security 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.

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

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

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

[Self Harm – Hurting yourself as a way of dealing with very difficult feelings, painful memories, or overwhelming situations and experiences.](#)

**Sexting** - Knowingly using any computer or electronic communication device to distribute or send any image or video that depicts or shows nudity or sexual conduct to another person.

**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.

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

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

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

**Work Detail** - Work detail is an assignment of an adult-supervised task or tasks related to the upkeep of the school environment. Such assignment will be appropriate, in terms of the task itself and the duration of the work, for the age of the student. Students will not be assigned to use

equipment, materials, or supplies that are inappropriate, hazardous, or potentially injurious. The parent/guardian of a student assigned work detail shall be notified a minimum of twenty-four (24) hours prior to the start of the work detail assignment that occurs outside of the regular school day.

~~2020~~2021-~~2021~~2022 RIGHTS AND RESPONSIBILITIES HANDBOOK

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

I, \_\_\_\_\_, have received the ~~2020~~2021-~~2021~~2022 *Rights and Responsibilities Handbook*.  
(Please print full name)

I understand that I am responsible to adhere to the rules outlined in the handbook. This book explains the policies for discipline, suspension and expulsion, health and safety, attendance, appropriate dress, breaches of conduct, special programs, and educational records. I know that by having received this handbook I am responsible for the policies outlined.

The student has a right to request that a parent/guardian be contacted as set forth in this handbook, during a disciplinary proceeding.

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

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

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

\_\_\_\_\_  
Date

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

## Community Services

Community Drug and Alcohol Council (Prevention, Education Awareness to report selling, serving to minors) (850) 434-2724

Help Line/Teen Line/Crisis Line (850) 438-1617

~~Alcohol Helpline~~ [SAMHSA \(Substance Abuse and Mental Health Services Administration\)](#) 1-800-~~ALCOHOL~~ [662-HELP \(4357\)](#)

Lakeview Center – Adult and adolescent drug and alcohol (850) 469-3405 [500](#)

Alcoholics/AI Anon (850) 433-4191

Narcotics Anonymous (866) 985-0008

MADD/SADD 1-800-GET-MADD  
1-800-438-6233

The Friary (Residential) – family problems, alcohol/drug related (850) 932-9375

Twelve Oaks – Drug and alcohol rehabilitation center 1-800-622-1255

Baptist Hospital Stress Center care-unit (adult & adolescent) (850) 434-4866

United Way (850) 434-3157

Escambia County Community Resources (850) 595-~~4902~~ [3000](#)

Crime Stoppers (850) 433-STOP  
(850) 433-7867

CHADD (ADHD) [1-866-200-8098](#) ~~1-800-233-4050~~

FL KidCare Insurance (health insurance info for uninsured students) (888) 540-5437

### Peer Group Counseling Resources

Lutheran Services (850) 453-2772

Your school's counselor \_\_\_\_\_

Escambia School District ~~Guidance Department~~ [Student Services](#) (850) 469-5382

Your school's overlay counselor \_\_\_\_\_