

Property of

(Student Name)

(School)

Principal

Jim Paul

Jim Paul
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 Escambia County School Board during the school day and regular school activities; while 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; at such time and places including, but not necessarily limited to, school sponsored events, field trips, athletic functions, and other activities where appropriate school personnel have jurisdiction over students. In addition, jurisdictional control over the student may be extended to the immediate vicinity of the school whenever the conduct of the student is deemed to have a detrimental effect on the health, safety, and welfare of other students and/or of the school.

School Board Members

Jeff Bergosh
District 1

Gerald Boone
District 2

Claudia Brown-Curry
District 3

Patty Hightower
District 4

Peter Gindl, Sr.
District 5

Phone (850) 469-6155

2007-2008

www.escambia.k12.fl.us

Escambia County School District 2007-2008 School Calendar

Thursday, August 9, 2007	10 Month Teachers Return – Preplanning & Inservice
Monday, August 20, 2007	First Day of School–Students
Monday, September 3, 2007	Labor Day Holiday
Thursday, September 13, 2007	Late Start Day for High School
Wednesday, October 10, 2007	Late Start Day for High School
Friday, October 19, 2007	End–First 9 Weeks Grading Period
Friday, October 31, 2007	Report Cards Sent Home
Wednesday, November 7, 2007	School Improvement Day (1/2 day Early Release)
	Late Start Day for High School
Monday, November 12, 2007	Veterans Day Holiday (Observance)
Monday, November 19, 2007-	Fall Break
Wednesday, November 21, 2007	
Thursday, November 22, 2007	Thanksgiving Holiday
Friday, November 23, 2007	Thanksgiving Holiday
Wednesday, December 5, 2007	Late Start Day for High School
Friday, December 21, 2007	Last Day of School before Winter Holidays
	School Improvement Day (1/2 Day Early Release for All)
Monday, December 24, 2007	Christmas Holidays–All Employees
-Friday, January 4, 2008	
Monday, January 7, 2008	First Day of School for Students after Holidays
Tuesday, January 14, 2008	End Second 9 Weeks Grading Period
Monday, January 21, 2008	Martin Luther King Holiday
Monday, January 28, 2008	Report Cards Sent Home
Wednesday, February 20, 2009	School Improvement Day (1/2 Day Early Release)
	Late Start Day for High School
Thursday, March 20, 2008	End – Third 9 Weeks Grading Period
Friday, March 21, 2008	Good Friday Holiday
March 31, 2008	Spring Break–Students
*-Friday, April 4, 2008	
April 8, 2008	Report Cards Sent Home
Thursday, April 17, 2008	School Improvement Day (1/2 Day Early Release)
	Late Start Day for High School
Monday, May 26, 2008	Memorial Day
Friday, May 30, 2008	Last Day of School for Students & End–Fourth 9 Weeks Grading Period/End Second Semester
	Elementary Report Cards Sent Home
Monday, June 2, 2008	10 Month Teacher Planning Days
Tuesday, June 3, 2008	
Wednesday, June 4, 2008	
Friday, June 6, 2008	Secondary Report Cards Mailed

*Fall Break, Winter Break, and Spring Break Days may be used as make-up days for school closure.

THE SCHOOL DISTRICT OF ESCAMBIA COUNTY
215 WEST GARDEN STREET
PENSACOLA, FL 32502-5728
PHONE (850)432-6131 FAX (850) 469-6379
<http://www.escambia.k12.fl.us>
JIM PAUL, SUPERINTENDENT

Dear Students,

I want to welcome you to the 2007-2008 school year. The teachers, administrators, and support staff of the Escambia County School District have been working hard in preparation for this school year, and their commitment to you is strong. We want to make every effort to provide you the best educational opportunities available. We are looking forward to a year filled with positive experiences and personal success.

The mission of the Escambia County School District is to “make a positive difference in students’ lives and prepare them for lifelong learning.” To help us accomplish this mission, we have provided both your rights and your responsibilities in the handbook. The rules and guidelines should assist you in knowing our expectations of your behavior, and they should help both you and your parents as we partner together to meet your needs. By recognizing both our commitment to you and your responsibility to your education, the likelihood of accomplishing our mission should be realized.

The information you will find in this handbook is invaluable and it should help you to have a positive experience this year. I want to encourage you to make good decisions and responsible choices. Together we can accomplish great things. I wish you a successful school year.

Sincerely,



Jim Paul
Superintendent

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I. NOTICE OF NON-DISCRIMINATION

The School Board does not unlawfully discriminate against any person on the basis of sex, age, race, creed, color, marital status, national origin, sexual orientation, or disability in the educational programs or extra curricular 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 215 West Garden Street, Pensacola, Florida 32502.

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, contact the Director of Exceptional Services Student Education at 30 East Texar Drive, Pensacola, Florida 32503.

II. PROVISION FOR MOMENT OF SILENCE Section 1003.45(2), Florida Statutes

Moment of Silence

In each public school classroom the administrator in charge shall, in accordance with this rule, at the opening of school each day conduct a brief period of quiet reflection for not more than 60 seconds with the participation of all the students therein assembled.

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 or 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 religious activity by students;
 - discourage in any way whatsoever prayer or any religious activity by a student.
3. The moment of quiet reflection authorized by paragraph one (1) of this rule is not intended to be, and shall not be conducted as a religious service or exercise but shall be considered as an opportunity for a moment of silent reflection on the anticipated activities of the day.
4. A school administrator shall initiate the moment of silence for the entire school through the public address system utilized by the school
5. 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.

III. "PARENT'S RIGHT TO KNOW"
SECTION 1111(h) (6) (A & B) OF THE NO CHILD LEFT BEHIND ACT

You may request and the District will provide information regarding the professional qualifications of your child's classroom teacher and the services provided by paraprofessionals, as well as their qualifications.

Parental Access

In the case of divorce or separation, both parents shall have full rights to participate in the child(ren)'s school activities. Parents or guardians of students who have court orders that limit or prevent access to school records or to the child(ren) shall provide a certified copy of the court order to school officials. The primary residential parent has sole authority to determine who may remove the student from the school campus unless otherwise determined by court order.

**IV. RIGHTS AND RESPONSIBILITIES
OF STUDENTS**

1. RIGHT:

Students have a right to utilize all educational opportunities available in the Escambia County School District.

RESPONSIBILITY:

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

2. RIGHT:

Students have the right to competent teachers, as determined by the proper administrative authorities, in a learning atmosphere free from turmoil, bias, prejudice, ridicule, and/or unlawful harassment.

RESPONSIBILITY:

Students have the responsibility to respect the authority and directions of the teacher and to contribute toward the development of a positive climate that is conducive to wholesome learning in the school.

3. RIGHT:

Students have the right to expect classes to have reasonable continuity. Interruptions shall be kept to a minimum.

RESPONSIBILITY:

Students have the responsibility to make efficient use of class time to enhance the educational process and to adjust appropriately to any necessary interruptions of regularly scheduled classes.

4. RIGHT:

Students have the right within their level of maturity to provide input into formulating school rules and in selecting curriculum and courses.

RESPONSIBILITY:

Students have the responsibility to involve themselves in the student government committee process and the school advisory committee and to enrich the classes in which they are enrolled through participation in planning, implementation, and evaluation within the confines of course objectives.

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 and to conduct election campaigns in a positive, mature manner.

NOTE: Sponsors and students are to refer to the election code in the Florida Statutes.

6. RIGHT:

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

RESPONSIBILITY:

Students have a responsibility to inform the school leadership of their interests.

7. RIGHT:

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

RESPONSIBILITY:

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

Clubs, organizations, and activities must be open to all students. If a student qualifies, he/she has a right to join. 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, and school personnel may read them. The constitution of a club shall determine its number of members.

All club meetings must be held on the school grounds except for special meetings or events which are approved by the administration.

The faculty sponsor of a club or organization is responsible for securing appropriate chaperones for all meetings of clubs and organization.

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

8. RIGHT:

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.

NOTE: If a disturbance should occur, the regular schedule may be altered, and students may be required to go to a classroom or other location immediately.

9. RIGHT:

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

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 or the principal's designee when there is reasonable suspicion 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. Section 1006.09, Florida Statutes.

RESPONSIBILITY:

Students must 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 as specified in Florida Statutes.

11. RIGHT:

Students may expect school facilities to be clean and in reasonable order.

RESPONSIBILITY:

Students shall show respect for personal and public property. Students will be 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 as specified in Florida Statutes.

12. RIGHT:

Students may expect to attend school in a safe environment conducive to their intellectual, social, emotional, and physical development.

RESPONSIBILITY:

Students that witness or have knowledge of criminal or other unlawful acts shall report such acts to school personnel, the appropriate law enforcement agency, or the District administration. (CRIME STOPPERS, 433-STOP information is listed on Page 17.)

V. ATTENDANCE (Sections 1003.24, 1003.26, 1003.27, Florida Statutes)

Compulsory school attendance age now applies to students between six (6) and eighteen (18) years of age unless the parent 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.

Excusable absence includes

- that which is caused by the illness of student, serious illness, death in the family, or quarantine.
- that which has the sanction of both parents and school. This agreement should be made prior to the absence. **An absence related to vacation will not be excused.**
- that which the principal deems excusable because of unusual circumstances.
- that which recognizes absence for a religious holiday. (Prior notice of absence is required.)

Each absence must be explained. Parents or guardians are responsible for providing notification within three (3) days of the student's return to school or the absence will result in being recorded as "unexcused absence." Notification should include the student's name, the date the student was absent, the reason for the absence, and parent's or legal guardian's name. Schools may request the parent or guardian contact the school by telephone within three days or provide the written notice upon the student's return to school.

Absences related to illness or injury of the student shall be excused upon receiving notification by the parents or 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.

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

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 on ninety (90) calendar days shall require a physician's statement. 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 parent/guardian shall be notified and a parent/guardian meeting will be scheduled to identify potential remedies.

Students with excused absences will be allowed to make up all missed work. All missed work must be requested by the student/parent/guardian upon the student's return to school with an excused absence. 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 less than the number of consecutive days absent.

Students will receive a zero on all graded classwork/tests during unexcused absences and suspensions, subject to administrative review.

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 missed.

Upon request, students will be provided information regarding daily classwork within 24 hours of being suspended so the student may remain current with class assignments. Each school shall determine how the assignments are given to the student/parent. Only **homework** that is graded for all students will be graded for suspended students. Homework not graded for other students will not be graded for suspended students. Suspended students who do not complete "graded" homework assignments will receive zeroes for those assignments. With the exception of homework graded for all students, suspended students will receive zeroes for all work missed while suspended.

State law requires the name of any minor with fifteen (15) unexcused absences during a period of ninety (90) calendar days reported to the district school board and the Department of Highway Safety and Motor Vehicles. Students reported to the Department of Highway Safety and Motor Vehicles shall have their license suspended or withheld upon making application for a license unless the department is provided with (a) proof of compliance or (b) a hardship waiver. Request for proof of compliance or a hardship waiver should be made to the school principal or the principal's designee 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 or the principal's designee, the student, parent or guardian may request to appeal that decision to the School Board. Requests to appeal the school's decision regarding a hardship waiver shall be made in writing and submitted to the Office of School Choice, 30 East Texar Drive, Pensacola, Florida, 32503.

Students at the high school level who have 10 or more absences in a class each semester shall be required to pass the semester exam to earn credit in the course. For students on a block schedule, a student with 5 or more absences in a class each semester must pass the semester exam to earn credit in the course.

Religious Holiday

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 prior to the absence. A note shall not be required upon the student's return to school. Students shall not receive any adverse effect for 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.

Truancy

1. 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 person in charge of the school, the parent/guardian of the child shall report and explain the cause of such absence as soon as practical after learning of such absence.
2. If a student under the age of eighteen (18) is absent from school without valid reason, the parent shall be given written notice requiring that 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 to criminal prosecution.
3. Students who become habitual truants shall be dealt with according to the provisions of Section 1003.27 and Chapter 39, Florida Statutes.
4. 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 transported to school when found by law enforcement.

Law Enforcement Officers and the Truant Child

A law enforcement officer is authorized to take a child into custody when such officer has reasonable grounds to believe that the child is truant.

Tardy Policy

Each school shall develop a written tardy policy which will ensure on-time arrival to school and class. Students cannot be suspended for tardiness or truancy.

VI. DISCIPLINE PROCEDURES AND DUE PROCESS RIGHTS FOR STUDENTS

STUDENT SUBJECT TO CONTROL OF SCHOOL

Each student enrolled in a public school shall, 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, be under the control and direction of the principal or teacher in charge of the school and under the immediate control and direction of the teacher or other member of the instructional staff or of the bus driver to whom such responsibility may be assigned by the principal. Section 1003.31, Florida Statutes.

Students while at the bus stop are subject to the discipline procedures of the district when engaging in disruptive behavior or other violations of district policy found in the *Student Rights and Responsibilities Handbook*.

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 School 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 school.

NOTE: State Board Rule 6A-1.0404 authorizes the use of a student's juvenile justice information and criminal record in conjunction with other relevant information 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.

DUE PROCESS PROCEDURES

All students will be given the right of due process, - the course of legal proceedings established by the legal system of a nation or a state to protect individual rights and liberties. **Due process is a student right and not to be confused with a parental right. (Parental notification is not required prior to questioning of a student.) Certainly there is an obligation to the parents, but this obligation is limited to the evidence and the charges against the student. The school will make a reasonable attempt to notify a parent/guardian at the conclusion of the due process procedure**

1. Prior to any disciplinary action, the student will be informed of charges against him/her orally and in writing.
2. The student will be asked whether he/she is guilty/not guilty.
3. If the student claims innocence, the evidence against him/her will be explained.
4. The student will be allowed to present his/her side of the case.
5. All evidence will be considered by the principal or designee.
6. The penalty invoked will be in direct proportion to the severity of the infraction as determined by the administrator.

NOTE: 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.

INTERVENTIONS/CONSEQUENCES

One or more of the following procedures will be initiated:

1. conference between school administrator and student
2. telephone conference between school administrator and parents
3. conference at school between school administrator and parents
4. referral to school social worker
5. referral to Child Study Team
6. referral to Out Patient Service
7. referral to DAART (Drug Alcohol Adolescent Residential Treatment)
8. referral to peer mediation
9. placement on school probation
10. assignment to work detail
11. assignment to detention
12. assignment to Saturday work detail, detention, or remediation
13. assignment to in-school suspension

14. temporary removal from class following proper procedures
15. referral or assignment to another district school or alternative educational setting (also can be utilized for a student waiting for expulsion hearing)
16. suspension from school and/or bus
17. recommendation for expulsion
18. referral for criminal procedures or non-criminal procedures

NOTE: Nature of the offense and/or the student's past disciplinary record will dictate disciplinary action.

DETENTION/SATURDAY PROGRAM

Detention of students before/after school shall be kept to a minimum. Middle and high school students, Grades 6-12, shall not be detained for more than sixty minutes before the open of or after the close of the school day. Saturday disciplinary programs shall be limited to duration of four hours or less. Transportation for detained students shall be arranged by the student or parent upon receiving notice of detention. Middle school and high school parents/guardians shall be notified a minimum of twenty-four hours in advance of detention or Saturday programs.

CORPORAL PUNISHMENT

Corporal punishment will not be administered on an Escambia County School District campus.

REMOVAL FROM CLASS

A teacher has the authority to request permanent removal of a student from his or her class for repeated disruptive behavior or for a violent incident and to request that the student not be allowed to return to the classroom as provided by Section 1003.32, Florida Statutes.

SUSPENSION (IN-SCHOOL)

In-school suspension is the temporary removal of a student from the student's regular school program and placement into an alternative program under the supervision of school district personnel for a period not to exceed ten (10) school days per incident.

SUSPENSION (OUT-OF-SCHOOL)

Suspension is the temporary removal of a student from all classes of instruction on public school grounds and all other school-sponsored activities, except as authorized by the principal or the principal's designee, for a period not to exceed (10) ten school days per incident. Each suspension will be reported in writing with the reason within twenty-four (24) hours to the student's parent(s) or guardian(s). A good faith effort shall be made by the principal to employ parental assistance or other alternative measures prior to suspension except in the case of emergency or disruptive conditions which require immediate suspension. Students shall be provided daily classwork for the period of suspension (see Section V. Attendance). No student currently enrolled in school shall be suspended for unexcused tardiness, absence, or truancy.

Restrictions during suspension

1. Suspended students trespassing **on any school** campus shall be subject to immediate arrest.
2. Students who have been suspended from school shall not be allowed to participate in or attend **any extracurricular activities** except as authorized by the principal or the principal's designee.
3. Grades during suspension – See Attendance.

Extended suspension

The district school superintendent may extend the suspension assigned by the principal beyond 10 school days if such suspension period expires before the next regular or special meeting of the district school board. Section 1006.08 (1), Florida Statutes.

NOTE: A day of suspension includes all activities that occur within the 24 hours of the suspended day(s).

EXPULSION

Expulsion is the removal of the right and obligation of a student to attend public school. It may be for the remainder of semester, the remainder of the school year, or the remainder of the school year plus an additional school year. Section 1003.01 (6) Florida Statutes.

In the event that a student is recommended for expulsion, the student or his/her parents/guardians may request a formal administrative hearing or they may request a hearing before the School Board. Such requests shall be submitted to the Superintendent in writing and within seven days of receipt of the Superintendent's "Notice of Recommendation for Expulsion."

Restrictions during expulsion:

1. Individuals trespassing on any school campus, including expelled students, shall be subject to immediate arrest as authorized by the principal or his designee.
2. Individuals who have been expelled from school shall not be allowed to participate in or attend any extracurricular activities.

OFF CAMPUS FELONY CRIMINAL CHARGES/DRUG ABUSE/POSSESSION Section 1006.09 (2), Florida Statutes

Suspension proceedings, pursuant to rules of the State Board of Education, may be initiated against any enrolled student who is either formally charged with a felony or with a delinquent act which would be a felony if committed by an adult, by a proper prosecuting attorney for an incident which allegedly occurred on property other than public school property, if that incident is shown in an administrative hearing with notice provided to the parents/guardians of the student by the principal of the school pursuant to rules adopted by the State Board of Education and to rules developed pursuant to above referenced statute to have an adverse impact on the educational program, discipline, or welfare in the school in which the student is enrolled. Any student who is suspended as the result of such proceedings may be suspended from all classes of instruction on public school

grounds during regular classroom hours for a period of time which may exceed 10 days, as determined by the district school superintendent. The suspension shall not affect the delivery of educational services to the student, and the student shall be immediately enrolled in a day time or night time alternative program where appropriate.

If the court determines that the student did commit the felony or delinquent act which would have been a felony if committed by an adult, the district school board may expel the student, provided that expulsion under this subsection 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 for unlawful possession or use of any substance controlled under Chapter 893 may be entitled to a waiver of the discipline or expulsion

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

VII. SUSPENSION AND/OR EXPULSION OF AN EXCEPTIONAL EDUCATION STUDENT OR STUDENT WITH AN ACTIVE 504 PLAN

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

An exceptional education student may be suspended from one to ten days for infractions of rules. However, there are some important exceptions. If it is determined that the behavior is NOT a manifestation of the student's disability, then any length of suspension or even expulsion may be imposed. Services must continue. The Individual Educational Plan (IEP) team will convene to develop an assessment plan (or to review the student's existing behavioral intervention plan, if there is one). This process includes all cases in which a school is recommending suspension of a student for more than 10 days in a given year or expulsion of a student. The IEP committee will make a determination of whether the behaviors reflect a manifestation of the student's disability. Any change in educational placement must not result in complete cessation of services for an exceptional education student.

Within twenty-four (24) hours of the student's suspension, the principal/designee shall

- provide written notice to the student and his/her parent(s) or guardian(s) of the suspension;
- specify alleged charges; and
- provide the parent(s) and/or guardian(s) written notice of an IEP/suspension committee review meeting (specifying the purpose, participants, time, and place) and ask the parent(s) and or guardian(s) to attend.

Within the ten day suspension period, the principal/designee must convene the IEP/suspension committee review following all standard procedures as established in the current *Special Programs and Procedures for Exceptional Education*. The IEP/suspension committee will determine and document

- the need for the use of suspension as a disciplinary tool or management strategy,
- the need to modify the educational program,
- the need to change the education placement, and
- whether or not the disability is a precipitating factor of the inappropriate behavior. If not, the student is expected to behave in accordance with the rules in this handbook.

The parent(s) and/or guardian(s) will be given a copy of the IEP/suspension committee review and procedural safeguards. If they have not participated in the review, a copy of the IEP/suspension committee review and procedural safeguards will be sent to them.

Infractions of rules as specified in the *Students Rights and Responsibilities Handbook* which might result in suspension and expulsion of a regular education student may require a major change in the IEP of a student with a disability; therefore, change of placement decisions must involve the IEP committee to ensure that any change in educational placement must not result in a complete cessation of educational services. Referral back to the school, transfer to other public school or alternative programs, or referral to other community agencies may be recommended. All procedures as outlined in the *Special Programs and Procedures for Exceptional Students* regarding IEP review will be followed. The parent(s) and/or guardian(s) will be invited to participate and will be provided with copies of procedural safeguards. Alternative education programs for a student with a disability will be considered; however, **the educational services provided for the student will not be terminated.**

Suspension and/or Expulsion of a student with an Active 504 Plan

Students who have active 504 plans and reach 10 days of suspension and/or expulsion will be given a manifestation determination review.

The Director of Exceptional Student Education has been designated as the responsible employee to coordinate grievance procedures in Section 504 of the Rehabilitation Act of 1973. Complaints alleging violations of this act shall be made in writing to the Director of Exceptional Student Education, 30 East Texar Drive, Pensacola, Florida 32503 or by calling 469-5518.

VIII. PROVISION TO ENSURE THE SAFETY OF STUDENTS

Campus Hours

The principal of each school will designate a time when students are to arrive on the school campus. Parents are advised that the school will not be responsible for students who are on school premises prior to that time. Immediately upon dismissal in the afternoon, students are to leave the campus. Exceptions may be allowed for those students involved in supervised extracurricular activities.

Students Arriving/Leaving School During School Day

1. Students arriving or leaving school during the school day must have permission verified by the parent/guardian and follow prescribed check-in and check-out procedures. This rule includes leaving campus in the morning prior to the opening of school.
2. Students shall not be permitted to leave school with persons whose identity has not been satisfactorily established or whose authority to transport the child from school has not been authenticated by appropriate school records.
3. A non-residential parent shall not remove the student from school without the knowledge and consent of the residential parent unless the school is furnished with a certified copy of the order that specifically permits the non-residential parent to remove the child from school. The primary residential parent has the sole authority to determine who may remove the student from school unless otherwise determined by court order.

Student 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 to be picked up at the conclusion of school or after-school activities. In the event a student must call his/her parents, 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. Parents should not drop off a student prior to 30 minutes before the start of school or a school-sponsored activity and should pick up the student within 30 minutes of the dismissal of school or the close of a school-sponsored activity.

Sexual Harassment

1. The Escambia County School Board prohibits sexual harassment of students in any form which involves employees, school volunteers, or other students. Behaviors considered to be sexual harassment include but are not limited to the following:
 - spreading sexual gossip
 - making unwanted sexual comments (whether intended to be serious or humorous)
 - pressuring for sexual activity
 - making any unwanted physical contact of a sexual nature
 - making any unwanted sexually suggestive telephone calls, emails, text messages, or writing unwarranted suggestive letters
 - 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 work performance
 - requesting sexual favors or making advances to secure favorable employment conditions or to avoid unfavorable conditions
2. Any student who believes that he or she is a victim of sexual harassment shall immediately report the individual(s) to his or her teacher, guidance counselor, coach, dean, assistant principal, principal, or the deputy superintendent.

3. Any employee who becomes aware of an allegation of sexual harassment of a student shall immediately report that allegation to the school administration or to the deputy superintendent whether or not the staff member feels the allegation is well founded.
4. 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.
5. Violation of the sexual harassment policy by a student is grounds for in-school suspension, out-of-school suspension, or other disciplinary action and may also result in criminal prosecution and penalties.

The Board is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Aggressive behavior toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse. The Board will not tolerate any gestures, comments, threats, or actions, which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property or while enroute to or from school-sponsored activities, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control or where an employee is engaged in school business.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's education or his/her physical, or emotional well being. This type of behavior is a form of intimidation and harassment although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name-calling, taunting, making threats, or hazing.

Any student who believes he/she has been or is the victim of aggressive behavior should immediately report the situation to the building principal or assistant principal or the Superintendent. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board Chairman.

Every student is encouraged and every staff member is required to report any situation that they believe to be aggressive behavior directed toward a student.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Making intentionally false reports about aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not

be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

The following definitions are provided for guidance only. If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition he/she should report it and allow the administration to determine the appropriate course of action.

Bullying is defined as willfully and repeatedly exercising power or control over another with hostile or malicious intent. (i.e., repeated oppression, physical or psychological, by a less powerful individual by a more powerful individual or group). Bullying can be physical, verbal (oral or written), electronically transmitted, psychological (e.g., emotional abuse), an attack on the property of another, or a combination of any of these. Some examples of bullying are

1. physical – hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
2. verbal – taunting, malicious teasing, insulting, name calling, making threats.
3. psychological – spreading rumors, manipulating social relationships, coercion, extortion, or intimidation.
4. cyberbullying – using information and communication technologies such as e-mail, cell phone, and pager text messages, instant messaging (IM), defamatory personal web sites, and defamatory online personal pooling web sites, 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 student's ability to receive an education.

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, who commits any act that interrupts the orderly conduct of a school or any activity thereof, shall be guilty of a misdemeanor of the second degree, punishable as provided by law. This section shall not apply to any student in or subject to the discipline of a school.

Visitors On Campus

Visitors or other individuals with legitimate educational interests or business are welcome at Escambia district schools. To avoid class disruptions and to ensure the safety of students and school personnel, all visitors are required to check in and out through the school's main office. Each principal has the authority to bar persons from coming onto school property for violation of the rules or other disruptive behavior. Violators are subject to arrest for trespassing.

Secret Societies Prohibited in Public Schools (Section 1006.14 Florida Statutes)

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 and which perpetuates itself wholly or partly by taking in additional members from the students enrolled in public K-12 schools on the basis of the decision of its membership rather than 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 district school board and district school superintendent or by school principals.” (Section 1006.14 Florida Statutes)

Law Enforcement Officer Questioning Students at School (Excluding School Resource Officer)

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

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

The school shall make a reasonable effort to notify the parent(s)/guardian(s) that the student has been questioned or has been placed under arrest.

Department of Children and Families Staff Interviews or Removal of Students from School

Notification of parents regarding removal or interview of a student while on school premises by personnel of the Department of Children and Families is the responsibility of the Department of Children and Families.

If any Department of Children and Families staff person wishes to interview a student at school, a suitable place will be provided, but the interview will be permitted only after the Children and Families staff person has provided appropriate identification from the Department of Children and Families. The principal or designee will be present only if the Children and Families staff person feels it will enhance the interview and the student requests or consents to the presence of the principal/designee. The school district witness, when involved in interviews of children by Department of Children and Families, will not be involved in the investigation but will serve only as a witness to the interview. The school district witness will be bound by the confidentiality provisions governing child protective investigation interviews found in Chapter 39 Florida Statutes. If the Department of Children and Families staff person elects to remove a student from the school, he/she must sign an affidavit accepting custody for the student before removing him/her from the school.

Child Abuse – Reports by Parents and Other Persons to Hotline/Law Enforcement

Section 39.201, Florida Statutes requires employees of the school district to report any and all suspected or reported cases of child abuse to the Department of Children and Families.

Parents are advised that they should report known or suspected incidents of child abuse of a student by an employee of the Escambia County School District, occurring while the student is attending school, a school function, or otherwise under the jurisdiction of the school district to the Florida Child Abuse Hotline, 1-800-ABUSE, the school principal, the Escambia County Sheriff's Department, and/or police department or local law enforcement.

Trespass on School Grounds

“Any person, who is not a student, officer, or employee of the school, or who does not have legitimate business at a school, or who has no authorization to be on school property, or who is not a parent or guardian of a student at the school, or who is a student currently under suspension or expulsion, and who enters or remains on school property commits a trespass and is guilty of a second degree misdemeanor or, who enters and remains after directed to leave or not to enter, is guilty of a first degree misdemeanor.” (Section 810.097 (1), Florida Statutes)

“Any person who enters or remains upon the campus or other facility of a school after the principal of such school, or his or her designee, has directed such person to leave such campus or facility or not to enter upon the campus or facility, commits a trespass upon the grounds of a school facility and is guilty of a misdemeanor of the first degree, punishable as provided in s. [775.082](#) or s. [775.083](#).” (Section 810.097 (2), Florida Statutes)

School Resource Officer/Crime Stoppers

Local law enforcement agencies in cooperation with the school district have provided uniformed personnel to middle and senior high schools. The focus of the School Resource Officer Program is to foster a basic understanding among students of the laws and the role of the law enforcement officer and to assist in matters of enforcement. Students are encouraged to prevent or report a crime by calling **CRIME STOPPERS, 433-STOP**.

Search of Student Locker, Vehicle, or Storage Area

As provided in Section 1006.09 Florida Statutes, student lockers, other storage areas, and vehicles are subject to search by the principal or the principal's designee where reasonable suspicion is present to believe a prohibited item is illegally possessed or contained therein.

Vehicles: Any vehicle while on the school campus or the grounds of a facility where a school-sponsored function is being held or used in connection with a school-sponsored activity is subject to search by the principal, the principal's 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.

Student Search: The search of a student may be conducted under the following circumstances:

- Reasonable suspicion is present 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.

Note: See Serious and Very Serious Breach of Conduct for prohibited items.

Students who make incidental contact with or observe any prohibited item on campus should not hold or take possession of said item and are to immediately notify the administration.

IX. TRANSPORTATION OF STUDENTS

Establishing School Bus Stops

1. Designated bus stop – A student's bus stop is established according to his/her residence. Any request to change the bus stop must be made to Transportation. If/When approved, the new stop shall become the designated bus stop for that student for the entire year.
2. Temporary change of bus stop – A student's designated bus stop may be temporarily changed if the duration is five or more consecutive school days. A written request must be submitted to the principal two working days before the effective date of the change.
3. Emergency situations – In emergency situations, the principal may change bus stops without prior notice. This decision is at the discretion of the principal.
4. School bus basic responsibilities – By authority of the Florida State Board of Education, a student is privileged to ride a school bus provided he/she lives two miles or more from the school. The Escambia County School Board further extends bus service for middle school students who live one and one half (1 ½) miles from the school or who live in areas deemed as safety hazards due to road and traffic conditions as identified by qualified highway safety personnel. The bus driver is responsible for each student's safety and must be obeyed.
5. School bus stops – Parents/guardians are responsible for the 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. Students are subject to the discipline procedures of the district when they misbehave at the bus stop.
6. Parents/guardians will be notified in writing of school bus route changes resulting in permanent relocation or removal of an existing bus stop. Notice will be provided to the transportation department to the schools and to the driver to distribute to the students affected by the change at least one week prior to the effective date of change.
7. Any student who persists in disorderly conduct on a school bus or at a school bus stop shall be reported to the principal or designee by the driver of the bus and may be suspended from school or from being transported to and from school at public expense. Students may be removed from the bus in excess of ten days where necessary to protect the safety of the driver and/or other students. Parent(s) or guardian(s) must be notified in writing within twenty-four hours of the suspension from the bus.
8. Violation of student transportation rules, including disruptive behavior on a school bus or at a school bus stop, is grounds for suspension of the student's privilege to ride the bus and may be grounds for disciplinary action by the school and may also result in criminal penalties being imposed.

AUTHORITY OF SCHOOL BUS OPERATOR

The principal shall delegate to the school bus driver such authority as may be necessary for the control of students being transported to and from school and school functions at public expense. Such delegation of authority shall not include the administration of corporal punishment. The driver may enlist the assistance of school officials when behavior is inappropriate. If a student(s) compromises the safety of the bus, law enforcement may be called.

Bus Rules for Students

1. Students are expected to enter and leave the bus in an orderly single file and wear seat belts on buses so equipped.
2. Students are to be absolutely silent while the bus is proceeding across any railroad crossing.
3. If it is necessary to cross the road after leaving bus, students are to cross in FRONT of the bus after receiving a clear signal from the driver that it is safe to cross.
4. Students are to report promptly to their principal or designee when instructed to so by their driver.
5. All students must be seated while the bus is in motion. If standing is necessary while en route (permitted only in an emergency when all seats are filled to capacity, three to a seat), students are not allowed to stand in front of the front seats nor within two (2) feet of rear emergency door. The bus driver will reduce speed and use extreme caution.
6. Musical instruments which interfere with the seating and safety of others shall be placed in the seat or held in lap of the student to whom the instrument belongs. Instruments may be transported on a space-available-basis only.
7. Talking will be permitted on the bus in the same manner as normal conversation.

Student Discipline on the School Bus

Infractions on the bus fall into two categories which may result in discipline:

Minor Infractions

1. Eating, drinking, spitting or chewing gum
2. Failing to remain seated as appropriate, including failure to wear occupant restraint systems when provided
3. Extending body parts or other objects from the window
4. Annoying or bothering others, including horseplay or rough play
5. Using profanity (that doesn't rise to the level of harassing, bullying, intimidating, or threatening others)
6. Failing to follow the bus operator's instructions (e.g. boarding or exiting the bus unsafely)
7. Creating a distraction to the bus operator
8. Possessing reptiles, snakes, insects, animals, or marine life, dead or alive

9. Possessing skateboards, skates, wheeled shoes, or other wheeled vehicles
10. Engaging in behaviors that contribute to disorder, misbehavior or others, or decrease the bus operator's capacity to attend to the safe operation of the bus (Behavior must be specified when cited)

Major Infractions

1. Possessing, using, or selling any item not allowed on campus by state law, Board policy, or school principal (Including but not necessarily limited to weapons of any kind, facsimiles of weapons, drugs, alcohol, tobacco)
2. Fighting or hurting others, including harassing, bullying, intimidating, or threatening behavior
3. Engaging in other acts that place the safety and well-being of students or others at risk (e.g. unnecessarily opening the bus emergency exit door or failing to follow the bus operator's directions in an emergency)
4. Demonstrating rebellious behavior or open defiance of the bus operator's authority
5. Stealing
6. Engaging in willful destruction or defacement of district property or the personal property of others
7. Engaging in sexual misconduct or lewd and lascivious behaviors
8. Throwing objects in or outside the bus
9. Using a cell phone on the bus unless permission is granted by the bus operator. (Cell phones are to be used only in extreme emergencies after permission is given by the proper authority.)
10. Boarding or leaving the bus at a stop other than the stop location assigned

X. PROVISIONS TO ENSURE HEALTH OF STUDENTS

Health Services: 469-5456

Administration of Medication to Students

Students shall not possess, dispense, deliver, or share prescription or nonprescription medication with other students. See Section XII. - Very Serious Breach of Conduct.

All medications, both prescription and nonprescription, should be administered at home whenever possible. If it is necessary to schedule medication during the school day, School Board policy will be followed. **A parent/guardian or responsible adult must deliver/pick up medication to/from the school clinic.**

Each prescription medication must be authorized in writing on a school district Authorization for Prescription Medication Form, signed by both the prescriber and parent/guardian. The pharmacist should label a second bottle for the parent to provide a 30 day supply for school.

Taking Medicine at School

While in school or under the authority of school district personnel, a student may carry only 2 types of medications **when first** there is an Authorization for Administration for Prescription Form on file in the

clinic with signatures of legal prescriber and parent/guardian. Additionally, the school nurse shall assess student's capability and include the individual Health Care Plan:

- A student with asthma may be permitted to carry a metered dose inhaler.
- a student with severe allergies may carry a prescribed Epi-pen with inclusion in Health Care Plan/School Nurse. Authorization for Administration of Prescription Form must be on file in the clinic before the student can carry an asthma inhaler or Epi-pen.

Students shall not possess, dispense, deliver or share prescription or non-prescription medication. For student safety, it is required that the parent/guardian or responsible adult, deliver the medication to or from school clinic personnel. Medication must be picked up within one week after it has been discontinued as well as at the end of the school year. Unclaimed medications will be destroyed.

Over-the-counter medications which can be taken at school are limited to acetaminophen (e.g., Tylenol) - calcium carbonate, (e.g., Tums, Maalox) and ibuprofen (e.g. Advil, Pamprin IB). An Authorization for Administration of Non-Prescription Form must be completed by the parent/guardian. Forms are available in the school clinic. All other over-the-counter medications require an Authorization for the Administration of Prescription Medication from the physician. The parent will provide no more than a 30 day supply of the medication in the original container with the manufacturer's directions. **Dosage cannot exceed manufacturer's directions.** The bottle must be labeled with the student's name and birth date.

Head Lice Management Plan:

This plan is enforced to keep students in school and free of head lice. Students will be temporarily excluded from school for parents/guardians to perform head lice treatment. When treatment is completed, students 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.

XI. SERIOUS BREACH OF CONDUCT

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

1. possession or use of tobacco or tobacco products
2. possession of any items not allowed on campus (see XV. Personal Property of Students)
3. profanity
4. cheating/plagiarism
5. forgery
6. gambling
7. causing personal injury to another
8. stealing (minor offense)
9. open defiance
10. repeated misconduct in class
11. violation of school bus rules

12. parking lot loitering
13. public display of affection (included but not limited to kissing, fondling or excessive body contact)
14. violation of dress code
15. excessive tardiness to school or class*
16. truancy or skipping class*
17. violations of check-in/check-out procedures
18. violations of published local school regulation, school board policy, or state laws pertaining to school
19. presence in an unauthorized area before, during, or after school
20. minor violation of the guidelines in the Acceptable Use of District Information Systems document (Refer to Section XIII, Appropriate Use of Technology)
21. selling, possessing, holding, dispensing, printing, or receiving any pornographic, indecent or obscene materials
22. horseplay, pushing or shoving
23. possession of, printing, or using counterfeit U.S. currency
24. soliciting, encouraging, hiring, aiding, or procuring another to commit an offense prohibited by school board policy or Florida law
25. use of any unauthorized wireless communication device from arrival on school district property until the end of the school day, including simply turning the device on
26. failure to keep a cell phone or wireless communication device in a non-visible location
27. participation in secret societies
28. obstruction of an investigation by school officials or other authorities
29. unauthorized use of a free or reduced meal number
30. use, sale, or possession of any item which can produce a flame
31. sale of any item or service not authorized by the school
32. failure to report to or refusal to accept detention or work detail
33. lying to school officials
34. distributing or posting of non-school related materials (flyers, posters, newsletters, etc.) on school property without permission of the principal
35. failure to follow school rules

* Students shall not be suspended for truancy, skipping, or tardiness.

XII. VERY SERIOUS BREACH OF CONDUCT

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

1. disrespect to any school official in any way (by word, action or gesture)
2. refusal to follow instruction given by appropriate school personnel as related to conduct

3. refusal to identify himself/herself on request of any teacher, principal, Superintendent, bus driver, school security officer, or other school personnel
4. assault, battery, threats, or other violent acts against any student, teacher, bus driver, or other School Board personnel
5. fighting, or inciting others to fight (This conduct includes behavior which would constitute encouraging others to fight, gathering around students who are fighting in such a way as to interfere with school officials addressing that situation, or other acts significantly aggravating an ongoing disturbance resulting from fighting.)
6. bullying, threatening, intimidation, or harassment
7. sexual misconduct or sexual harassment
8. harassment of school personnel – Students shall not embarrass or harass school employees during or after school hours by improper remarks (written or oral) or language in public, on the telephone, or by damage or defacement of property or any other such violations of personal property right. A student who intentionally makes false accusations against school personnel may be expelled or assigned to an alternative program.
9. repeated incidents of disruptive behavior
10. possessing, selling, holding, dispensing, receiving, transporting, consuming, or giving prescription/non-prescription substances to other students
11. violation of district policy regarding appropriate handling and use of prescription medication,
12. possessing, selling, holding, dispensing, receiving, transporting, or consuming alcoholic beverages
13. improper use of any substance by inhaling, huffing, or sniffing in violation of warnings included on Material Safety Data Sheets
14. possession of or intent to sell or distribute any substance which may have the appearance of or is purported to be an illegal/controlled substance
15. being under the influence of or impaired by prohibited substances including but not limited to the substances indicated in 10, 11, 12, 13, or 14 above, or who may use, sell, or be in possession of any paraphernalia designed for use with above listed substances. Such behaviors as drowsiness, nervousness, red eyes, dilated pupils, slurred speech, equilibrium, or other may be considered indicators that a student is “under the influence or impaired” by prohibited substance.
16. possessing or holding the following:
 - a. ice picks or other pointed instruments
 - b. nunchakus, Chinese stars, or any instruments associated with martial arts
 - c. pipe – any length of metal not being used for the purpose for which it was normally intended
 - d. chains – any chain not being used for the purpose for which it was normally intended
 - e. any instrument or object deliberately used or intended for use to inflict harm upon another person or used to intimidate any person or any facsimile of the above
 - f. knife, other than that which is described in Chapter 790 of Florida Statutes, including a “common pocket knife”
17. willful or malicious destruction of personal property or school property including but not limited to:
 - a. willful or malicious tampering with, altering, deleting, or otherwise changing any computer software files
 - b. willful or malicious tampering with, defacing, altering or reconfiguring computer hardware

18. major violation of the guidelines in the Acceptable Use of District Information Systems document, particularly
 - a. unauthorized access, download, or alteration of information, systems, and software
 - b. use of technology to threaten, harass, or harm other
 - c. intentional damage of technology.
19. stealing (major or repeated offenses)
20. recklessness with vehicles on campus or failure to obey speed limits
21. any act which substantially disrupts the orderly conduct of the school
22. use of any unauthorized wireless communication device in any manner which disrupts the normal operation of a school.
23. possession, use, or sale of fireworks or other destructive devices
24. possession, use, or threatening use of a “replica” of a firearm or other weapon which may or may not propel a projectile
25. falsely activating a fire alarm
26. setting/starting a fire
27. hazing as defined by Florida Statutes
28. other behaviors deemed by the principal or designee as disrupting the orderly operation of the school

Zero Tolerance

Consistent with the District’s aim to provide a safe and orderly learning and work environment, the Escambia County School Board has adopted and will enforce a policy of **Zero Tolerance**. 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). This policy will be enforced for violation of the following:

1. **Firearms:** Any student who is determined to *possess* or to have *brought* a firearm, as defined in Chapter 790, to school, to any school function, or onto school-sponsored transportation will be expelled with or without continuing education services for a period not less than one full year and will be referred for criminal prosecution.
This rule shall include any firearm, operable or inoperable, loaded or unloaded.

A firearm means “any gun (including a starter gun) designed to or which may be readily converted to expel a projectile by action of an explosion.”

2. **Weapons:** Any student who is determined to possess or to have brought a weapon, as defined in Chapter 790, to school, to any school function, or onto any school-sponsored transportation will be expelled with or without continuing education service from the student’s regular school for a period of not less than one full year and referred for criminal prosecution.

Items prohibited under Zero Tolerance include the following:

- dirks
- metallic knuckles
- slingshot
- sword or sword cane

- tear gas gun, chemical weapon, or device
 - electrical weapon
 - stun gun
 - any destructive device designated to inflict injury or destruction of life
 - knife
 - razor
 - box cutter
3. **Bomb Threat:** Any student enrolled in Grades 6-12 or in a post-secondary program found to have initiated or knowingly and willingly actively participated in the commission of a bomb threat involving a district school, school site, school bus, or a facility in which a school function is held or scheduled to be held shall be expelled for a period of not less than one full year, and such action shall result in criminal prosecution.
 4. **Drugs:** The unlawful use, possession, or sale of a controlled substance as defined in Chapter 893 Florida Statutes by any student while the student is upon school property, at a school bus stop, or while in attendance at a school function shall result in the student's expulsion and may result in criminal penalties being imposed.

XIII. APPROPRIATE USE OF TECHNOLOGY

The Guidelines for Acceptable Use of District Information Systems document (posted on the district web site at <http://www.escambia.k12.fl.districtinfo.htm>) provides specific examples of technology usage that are not permitted. These behaviors listed below (as well as related behaviors not listed) shall constitute misconduct resulting in disciplinary procedures consistent with other conduct violations of equal seriousness:

- accessing inappropriate materials including any section labeled adult or restricted to eighteen or older
- using the Internet for illegal, obscene, or non-educational purposes
- sending, displaying, downloading, or using obscene language or pictures
- violating copyright laws
- damaging computers, systems, or networks
- intentionally wasting network or computing resources
- employing the network for commercial purposes
- downloading any programs without teacher permission
- harassing, insulting, threatening, or attacking others
- using another person's password or accessing another person's documents
- using the Internet for unmoderated chat or e-mail

Cell Phones and Other Electronic Devices

Personally Owned Wireless Communications Devices

Students are permitted to possess personally owned wireless communications devices such as cellular telephones (including personal digital assistance [PDA] with wireless telephone

capabilities) and pagers while on school property or in attendance at school functions; however, the use of such devices from a student's arrival on school district property (including school buses) until the final dismissal bell is prohibited. Such devices must be turned off for the duration of the school day. After the final dismissal bell or during school functions outside of the normal school day, students may use personally owned wireless communications devices only for cellular voice services or paging. Students are prohibited from use of any other telecommunication services (including, but not limited to, email, internet access, photographing, videoing, text messaging, and instant messaging) while on school property or at a school function at any time. Appropriate student use of telecommunications services is also addressed in the Guidelines for Acceptable Use of District Information Systems document. Part Two – Student Community Access.

Students may not use any wireless communications devices while on a school bus at any time, and such devices must be turned off for the duration of any bus transportation.

Students possessing personally owned wireless communications devices on school property must keep such devices stored in a vehicle, locker, backpack, or other non-visible secure location throughout the school day.

Violation of this policy is considered a serious breach of conduct and will result in disciplinary and/or legal action commensurate with other equally serious conduct violations contained in the *Student Rights and Responsibilities Handbook*.

School principals may suspend this rule in the event of emergency or other exceptional circumstance.

Students shall be advised in the *Students Rights & Responsibilities Handbook* that the use of a wireless communications device in violation of this policy may result in disciplinary action by the school or in criminal penalty if the device is used in a criminal act.

Other Electronic Devices

Other personally owned, wirelessly equipped, electronic devices subject to the restricted possession and usage described above include, but are not limited to handheld computers, sub-laptop computers, and laptop computers. Any personally owned electronic device capable of audio and/or video play back may also be subject to restricted student possession and use at the discretion of the principal. Any unauthorized use of personally owned electronic and/or wireless communication devices identified in the *Student Rights & Responsibilities Handbook* shall result in the confiscation of that device as follows:

First Infraction: The appropriate school administrator or designee will notify student's parent/guardian that the contraband electronic device has been confiscated and that the confiscated item will be held by the school until the end of the school year unless:

- the parent/guardian attends a meeting with the school administrator or designee to discuss Board policy on contraband electronic devices; and

- the parent/guardian signs a written release stating that he/she acknowledges that should his/her student subsequently violate the instant rule, the item (regardless of whether or not it is the same item as that involved in the first infraction) shall be confiscated as contraband and held by the school until the end of the year without exception.

Subsequent Infractions: For each subsequent violation of this rule, the contraband item (regardless of whether or not it is the same item as that involved in the first infraction) shall be confiscated by the school administration and held by the school until the end of the year without exception.

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

XIV. SPECIAL PROGRAMS AND SERVICES

ASBESTOS NOTIFICATION - 469-6254

The School District of Escambia County has available for review and inspection the asbestos managements plans for all schools and buildings under the jurisdiction of the Escambia County School Board. These plans are available for public review and inspection at 51 East Texar Drive and at each school or administrative center. Any person interested in reviewing these plans should contact the school or Risk Management at (850) 469-6254.

AUDIOLOGICAL EVALUATIONS – 453-7472

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

EXCEPTIONAL STUDENT EDUCATION – 469-5518

Special classes and services are provided for students eligible for the following programs: mentally disabled, specific learning disabilities, physically impaired, gifted, occupational and physical therapy, severely emotionally disturbed, visually impaired, autistic, speech, language developmentally delayed, deaf and hard of hearing, dual sensory impaired, and emotionally disabled.

Hospitalized/homebound services are available for students whose medical condition restricts school attendance for an extended period of time.

GUIDANCE SERVICES – 469-5303

Guidance services provide the following:

- individual and small group counseling to assist students with educational, career, personal, and social development.
- assistance to students and parents in solving problems which interfere with educational progress.

- information and referral to programs which will meet specific needs of individual students and their parents. 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.
- crisis team assistance with grief and loss issues.

HEALTH SERVICES – 469-5456

Health Services are provided by the School District of Escambia County and Escambia County Health Department as defined by the School Health Services Plan. This plan is established in accordance with Florida Statute 381.0056. The mission of school health services is to enhance learning by promoting health and wellness for students. School Health Clinics are staffed with Health Support Technicians who are supervised by school nurses or registered nurses. The school nurse may be assigned to one or more schools. When needed, the Health Clinic staff can assist you in contacting your school nurse. Health information is confidential and is only shared with those who have a need to know. The School District complies with the Department of Health’s requirement by law to maintain the privacy of your protected health information.

Health services may include the following:

health appraisals & nursing assessment	emergency care
referrals and follow up	health education
disease & injury prevention	home visits
parent/community education	screenings
health consultations & counseling	record review

Parents are encouraged to seek medical evaluation of problems identified through the screening process, e.g., an eye exam if you do not pass the vision screening. **Parents who do not wish for their child to participate in health services and/or screenings must inform the school in writing each year.** If needed, forms are available at school.

HEALTH DEPARTMENT & SCHOOL DISTRICT DUTIES

The Health Department and School District are required by law to maintain the privacy of your health information. This Notice of Privacy Practices tells you how your protected health information may be used and how we keep your information private and confidential. This notice explains the legal duties and practices relating to your protected health information. As part of the department’s legal duties, this Notice of Privacy Practices must be given to you. The Health Department and School District are required to follow the terms of the Notice of Privacy Practices currently in effect.

The Health Department or School District may change the terms of its notice. The change, if made, will be effective for all protected health information that it maintains. New or revised notices of privacy practices will be posted on the Department of Health website at www.myflorida.com and will be available by email and at all Department of Health buildings. Also available are additional documents that further explain your rights to inspect and copy and amend your protected health information.

Your information may be used by certain personnel to improve health care operation. Personnel may send you appointment reminders, information about treatment options, or other health-related

benefits and services. Some protected health information can be disclosed without your written authorization as allowed by law. Those circumstances include the following:

- report of abuse of children, adults, or disabled persons
- investigations related to a missing child
- internal investigations and audits by the divisions, bureaus, and offices of the Department of Health or Department of Education
- investigations and audits by the state's Inspector General and Auditor General and the legislature's Office of Program Policy Analysis and Government Accountability
- public health purposes including vital statistics, disease reporting, public health surveillance, investigations, interventions and regulation of health professionals
- district medical examiner investigation
- research approved by the department
- court orders, warrants, or subpoenas
- law enforcement purposes, administrative investigations, and judicial and administrative proceedings

Other uses and disclosures of your protected health information by the Health Department or School District will require your written authorization. This authorization will have an expiration date that can be revoked by you in writing. These uses and disclosures may be used for marketing and for research purposes. Certain uses and disclosure of psychotherapist notes will also require your written authorization.

INDIVIDUAL RIGHTS

You have the right to request the Health Department or School District to restrict the use and disclosure of your protected health information to carry out treatment, payment, or health care operations. You may also limit disclosures to individuals involved with your care. The Health Department or School District is not required to agree to any restriction.

You have the right to be assured that your information will be kept confidential. The Health Department or School District will make contact with you in the manner and at the address or phone number you select. You may be asked to put your request in writing.

You have the right to inspect and receive a copy of your protected health information. Your inspection of information will be supervised at an appointed time and place. You may be denied access as specified by law. If access is denied, you have the right to request a review by a licensed health care professional who was not involved in the decision to deny access. This licensed health care professional will be designated by the Health Department or School District.

You have the right to correct your protected health information. Your request to correct your protected health information must be in writing and provide a reason to support your requested correction. The Health Department or School District may deny your request, in whole or in part, if it finds the protected health information.

Notice of Privacy Practices FL Department of Health Escambia County Health Department & School District of Escambia County:

This notice describes how medical information about you may be used and disclosed and how you can get access to this information.

PSYCHOLOGICAL SERVICES – 469-5361

The school district and Escambia County Health Department is 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. Because of the changing nature of our society, students present unique opportunities and challenges to classroom teachers, school administrators, and support staff.

Psychological services provide

- assistance to students experiencing social, emotional, and behavioral problems through evaluation, teacher consultation, and counseling.
- assistance to students exhibiting developmental or educational problems through evaluation, parent/teacher consultation, and educational placement recommendations.
- assistance to parents/guardians who have children with attention, motivation, discipline, or adjustment problems through consultation and parent/guardian group meetings.
- evaluation of exceptionally bright students evidencing outstanding scholastic achievement for placement in the program for gifted students.

SCHOOL SOCIAL WORKER – 469-5451

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

SUPPLEMENTAL INSTRUCTION/DROPOUT PREVENTION – 595-6085

Based on students' needs, programs are designed in the categories of supplemental instruction and dropout prevention at school sites throughout the district. A voluntary program for pregnant teens is provided at the Sid Nelson Center and at various high schools in the district.

Students subject to repeated referrals for disciplinary problems or suspension or who may have been recommended for expulsion from their regular school may be offered an opportunity for an alternative program placement provided space is available and the student meets the specific eligibility criteria for the program.

Any student who is of compulsory attendance age is required to continue an academic program in an educational setting, notwithstanding the provisions of the preceding paragraph.

XV. EDUCATIONAL RECORD ANNUAL NOTICE TO PARENTS

A complete copy of the Student Record Guidelines is available for use in each school or center in the district. The principal, guidance counselor, or data clerk can provide access to the Student Records Guidelines.

Each school in the Escambia County School District keeps individual records including electronic records which are part of the cumulative records of its students. Parents/guardians and students at age 18 may ask to see these records at any time. Students and their parents have certain rights in

regard to these records. Each school and the District have the following information about records for parents 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 the people, district staff members, or officials who are allowed to see and use the records without the written consent of parent or guardian.

Some of the kinds 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

RIGHT TO HAVE ACCESS

Parents and certain students may see the individual student's records by making a request to the school principal. The school will share the records with the parents of the student as soon as possible, not to exceed thirty (30) calendar days. 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 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 from inspecting or reviewing such records. (IDEA, FERPA) Exceptional Student Education parents can access records through central files.

RIGHT TO PRIVACY

All school records on individual students are private and confidential. Persons other than the school 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 18 years of age or older.

Some exceptions to this rule may include, but are not limited to, the following:

- In an emergency situation where danger to health and safety exists, some records may be shared without the parent's consent.
- Some state and federal officials have the right to see records.

- 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 new principal, the parents, or certain students.
- Some information from the record, called directory information, may be shared without written consent or permission. This information includes the student's name, address, listed telephone number, date and place of birth, major field of study, participation in officially recognized school activities and sports, weight and height of members of athletic teams, dates of attendance, degrees or awards received, and the last school attended by the student. Armed forces and recruiters are included in this release of information.
- Any parent or student 18 years or older may ask in writing that directory information not be released. Any such requests must be made within thirty (30) days of receiving this notice and renewed annually.

RIGHT TO WAIVE ACCESS

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

RIGHT TO CHALLENGE AND RIGHT TO HEARING

If at any time a parent or student believes that information in the school record is inaccurate, misleading, or inappropriate, the parent 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, the parent and student have the right to request a hearing challenging the content of the student's record. The parent 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.

ADDITIONAL RIGHTS FOR EXCEPTIONAL STUDENTS

Parents of exceptional education students are afforded additional rights as outlined in procedural safeguards.

Parents of exceptional education students may ask to have someone else see their child's record.

Parents of exceptional education students will be notified of information in the school record that is no longer needed and of their right to ask that such information be destroyed.

Parents of exceptional education students may review records kept at the Hall Center ESE Central Files. Please call (850) 469-5520 to schedule an appointment to view these records.

RIGHTS OF STUDENTS

When a student reaches age 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 of severity of handicap would prevent the student from understanding his/her rights and acting in his/her own best interest. If a student at age 18 is still a dependent student, parents may continue to share certain rights in regards to records.

Parents or students who have any questions about student records should call the principal or office of guidance services.

RIGHT FOR LANGUAGE INTERPRETATION

Parents 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 *Rights and Responsibilities Handbook* including, but not limited to, Rights of Privacy. Requests for interpretation should be made to the Director of Middle School or High School Education located at the J.E. Hall Center, 30 East Texar Drive, Pensacola, Florida, 32503. The request may be made by phone at (850) 469-5495.

RIGHT TO REPORT A VIOLATION

A complaint regarding an alleged violation of the Family Educational Rights and Privacy Act may be reported to the U.S. Department of Education, Washington, D.C.

XVII. PERSONAL PROPERTY OF STUDENTS

Personal Property of Students

Schools are not responsible for loss or theft of students' personal items. Students are encouraged not to bring items of value to school.

Items not allowed on campus unless permission has been received from principal and/or his designee include, but are not limited to, IPODS, radios, tape decks, cassette tapes, MP3 players, CD players, electronic games, DVD players, laser pointers, or two-way radios.

XVIII. SECONDARY STUDENT DRESS CODE

Student dress and personal grooming is primarily the responsibility of the student and parent. Students are expected to come to school clean, neat, and appropriately attired. Students whose personal attire or grooming distracts the attention of other students or teachers from school work or which may be hazardous to themselves or to others in the course of school activities may be required to make the necessary alterations. Students who fail to meet the minimum acceptable standards of cleanliness and neatness, as determined by the principal or designee shall be subject to appropriate disciplinary measures including suspension.

SECONDARY STUDENT DRESS CODE FOR UNIFORM AND NON-UNIFORM SCHOOLS

A. SECONDARY DRESS REQUIREMENTS:

1. Pants and trousers shall be worn properly fastened so that the waistband is not below the top of the hip bone. Pant hems shall not extend beyond the heel of the shoe. All pants and trousers shall be worn with belts at the secondary level.
2. The hem or slit of skirts, shorts, or dresses shall be worn no shorter than two inches above the knee. Skirts and shorts shall be properly fastened so that the waistband is not below the top of the hip bone.
3. Shirts, T-shirts, and blouses shall be of appropriate size and length to cover the waistband while sitting or standing. Long t-shirts are not permitted.
4. Caps, hats, hoods, scarves, and other head coverings shall not be worn in any building, except those worn for religious or medical purposes.
5. Overalls or any bibbed garment may be worn with an appropriate shirt or blouse underneath.
6. The dress code shall not prohibit students from wearing coats, jackets, sweaters, or other appropriate outer garments when necessary due to inclement weather or temperature conditions.

B. THE FOLLOWING SECONDARY CLOTHING ITEMS ARE PROHIBITED:

1. Accessories that may be potentially dangerous and may include but are not limited to spiked arm bands, spiked necklaces, heavy chains, or other sharp objects;
2. Clothing or accessories associated with gangs or any garment with obscene, offensive, intimidating language relating to gangs or violence;
3. Clothing or accessories that reference the use of drugs, alcohol, tobacco, or violence;
4. Clothing or accessories associated with discrimination on the basis of gender, age, race, religious creed, color, sexual orientation, marital status, national origin, or disability;
5. Clothing exposing the torso or upper thighs such as see-through garments, spaghetti straps, mini-skirts, mini-dresses, halters, backless dresses or shirts, tube tops, tank tops, bare midriff outfits, or shirts and/or blouses tied at the midriff;
6. Clothing that promotes sexually suggestive material;
7. Clothing not properly fastened;
8. Visible undergarments, such as boxer shorts, bras, and thongs;

9. Undergarments worn as outer garments;
10. Nightwear/loungewear/pajamas;
11. Tight fitting clothing made of spandex or spandex-like fabric, including bicycle shorts;
12. Excessively large or form-fitting clothing that is disruptive to the order and discipline of the school setting or constitutes a safety hazard to the student(s);
13. Footwear that is deemed hazardous or dangerous to the health and safety of students or others, such as bedroom slippers, or cleats. The principal may further designate the footwear that is permissible under the dress code policy;
14. Clothing that exposes private body areas including cleavage, groin, buttocks, navel, and midriff;
15. Articles of clothing, jewelry, buttons, haircuts, tattoos, markings, or other attire that is disruptive, offensive, suggestive, or indecent.
16. Sunglasses should not be worn inside the building.

C. EXCEPTIONS TO THE DRESS CODE SHALL BE PERMITTED WHEN:

1. A student wears a button, armband, or other accoutrement to exercise the right of free speech guaranteed by the United States and Florida Constitutions, unless the button, armband, or other accoutrement signifies or is related to gangs, gang membership, gang activity, discrimination on the basis of gender, age, race, religious creed, color, sexual orientation, marital status, national origin, or disability, or would otherwise violate the dress code policy.
2. A student wears a costume or special clothing necessary for a school play or other school sponsored activity as permitted by the principal.
3. A student wears clothing in the intended manner of a nationally-recognized youth organization, i.e., JROTC, Boy Scouts, Girl Scouts, on regular meeting days.
4. The wearing of clothing in compliance with the dress code violates a student's sincerely held religious belief.

D. SECONDARY DISCIPLINARY CODE

1. A student's failure to adhere to the provisions of the student dress code as set forth above shall constitute a violation of student code and shall be subject to discipline as follows:
 - a. First offense - Verbal warning to student; student provided appropriate clothing to wear from the school's clothes locker or by parent; attempt to notify parent of violation.

- b. Second offense - Parent contacted to pick up student and/or bring appropriate clothes; conference with the parent(s) to discuss further consequences.
- c. Third and subsequent offenses - Student will be placed in OSS (out-of-school suspension) and/or other discipline action to be determined by school as set forth in the Interventions/Consequences” section of the Discipline Procedures for the Escambia County Schools in the most recent edition of the *Student Rights and Responsibilities Handbook, Grade 6-12*.

ALTERNATIVE EDUCATION PROGRAMS

Students in kindergarten through twelfth (12th) grade assigned to an Alternative Education Disciplinary Program shall be required to dress in accordance with the dress code policy in effect at the Alternative Education School.

UNIFORMS

- A. The School Advisory Council (SAC) shall confer with the principal to determine whether there is a need/justification to consider an election to adopt the District-Wide Uniform for a period of two (2) years at both the elementary and secondary levels. 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. The process can be found in School Board Rule 7.19.
- B. District-Wide School Uniform Standard: 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 dark blue and worn tucked in. *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 uniform shirt or blouse. No denim shall be allowed at the secondary level.
- C. In addition, the school uniform and appearance shall be governed by the same provisions as in the secondary dress code A, B, C, and D.

D. FINANCIAL CONSIDERATIONS

- 1. 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.
- 2. Assistance: Each school's principal and SAC in collaboration with the School 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 school district to provide for donations of clothing, financial assistance or through programs that would alleviate financial hardship.

- 3, 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 days to comply with the mandatory uniform policy at the new school.

STUDENT RIGHTS AND RESPONSIBILITIES HANDBOOK

2007-2008

I _____, have received the Student Rights and
(Please print full name)
Responsibilities Handbook for 2007-2008. 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.

Student Signature

Grade Level

Homeroom Teacher

Date

Community Services

Community Drug and Alcohol Council (Prevention, Education Awareness to report selling, serving to minors)	(850) 434-2724
DAART - Drug Alcohol Adolescent Residential Treatment	(850) 469-3586 (after hours)(850) 469-3585
Help Line/Teen Line	(850) 438-1617
Alcohol Helpline	1-800-ALCOHOL
Lakeview Center – Adult and adolescent drug and alcohol counseling (Residential and Outpatient)	(850) 469-3405
Alcoholics/AI Anon/Narcotics Anonymous (MADD) (SADD)	1-800-222-0828
The Friary (Residential) – family problems, alcohol/drug related)	(850) 932-9375
Twelve Oaks – Drug and alcohol rehabilitation center (residential)	1-800-622-1255
Baptist Hospital Stress Center care-unit (adult & adolescent)	(850) 434-4866
First Call for Help	(850) 595-5905
Crime Stoppers	(850) 433-STOP
CHADD (ADHD)	1-800-233-4050
FL KidCare Insurance (health insurance info for uninsured students)	1-850-444-7111

Peer Group Counseling Resources

Lutheran Services	(850) 453-2772
Your school's guidance counselor	_____
Escambia School District Guidance Department	(850) 469-5303
Your school's overlay counselor	_____