



**Brevard  
Public Schools  
2014-2015  
Elementary Handbook**



**Code of Conduct**

**Brian T. Binggeli, Ed. D.,  
Superintendent**

# Welcome To Brevard County Public Schools



Welcome Students and Parents!

Elementary school is a time to thrive, learn and discover interests and talents. On behalf of the School Board and the employees of Brevard Public Schools (BPS), I would like to welcome you to our schools and to the 2014-2015 school year. We are truly committed to *servng every student with excellence as the standard*.

This new school year represents a blank slate of opportunity, and this handbook is intended to be a guide for these opportunities. It provides beneficial information regarding practices, policies, procedures and programs that are common to the elementary schools of the Brevard County School District. I would also encourage you to visit our district's website at [www.brevardschools.org](http://www.brevardschools.org) as updates and additional news and information related to BPS are posted daily.

Additionally, there are many options for involvement in BPS. School volunteer programs provide opportunities for parents, guardians, senior citizens, and other interested community members to support schools and participate in the educational experiences of children. Students can enrich their school experience by participating in extracurricular activities and campus clubs. Please feel free to contact your school's administration for information about these opportunities or whenever you have any questions, comments or concerns.

Thank you for taking the time to learn the information in this handbook. I hope that it helps you as we work together in the service of children.

Best Regards,

A handwritten signature in black ink that reads "Brian T. Binggeli". The signature is written in a cursive style.

Brian T. Binggeli, Ed. D.

## **SCHOOL BOARD OF BREVARD COUNTY**

2700 Judge Fran Jamieson Way  
Viera, Florida 32940-6601

### **BREVARD COUNTY SCHOOL BOARD MEMBERS**

Karen Henderson, Chairman  
Andrew Ziegler, Vice Chairman  
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Brian T. Binggeli, Ed. D.

### **STUDENT SUPPORT SERVICES**

Beth Thedy, Ed. D., Assistant Superintendent



## **Brevard County Public Schools**

### **MISSION STATEMENT**

*Our mission is to serve every student with excellence as the standard.*

## NONDISCRIMINATION NOTICE

It is the policy of the School Board of Brevard County to offer the opportunity to all **students** to participate in appropriate programs and activities without regard to race, color, gender, religion, national origin, disability, marital status, or age, except as otherwise provided by Federal law or by Florida state law.

A **student** having a grievance concerning discrimination may contact:

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Superintendent  
Brevard Public Schools

Ms. Cyndi Van Meter  
Associate Superintendent,  
Division of Curriculum  
and Instruction  
Equity Coordinator

Robin Novelli, Director  
High School Programs

Ms. Pam Treadwell, Director  
Student Services ESE  
ADA/Section 504  
Coordinator

School Board of Brevard County  
2700 Judge Fran Jamieson Way  
Viera, Florida 32940-6601  
(321) 633-1000

It is the policy of the School Board of Brevard County not to discriminate against **employees** or **applicants** for employment on the basis of race, color, religion, sex, national origin, participation and membership in professional or political organizations, marital status, age, or disability. Sexual harassment is a form of employee misconduct which undermines the integrity of the employment relationship, and is prohibited. This policy shall apply to recruitment, employment, transfers, compensation, and other terms and conditions of employment.

An **employee** or **applicant** having a grievance concerning employment may contact:

Ms. Susan Standley, Director  
Office of Compensation &  
Benefits

Mr. Jim Hickey, Director  
Human Resources Services  
and Labor Relations

School Board of Brevard County  
2700 Judge Fran Jamieson Way  
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This publication or portions of this publication can be made available to persons with disabilities in a variety of formats, including large print, Braille or audiotape. Telephone or written requests should include your name, address, and telephone number. Requests should be made to Kim Parker, Exceptional Education Projects, 631-1911, extension 535, at least two (2) weeks prior to the time you need the publication.

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## INTRODUCTION

This handbook has been prepared to provide elementary students and their parents with some of the rules and guidelines concerning Brevard County elementary schools. The Elementary Student/Parent Handbook covers school attendance as well as rules of conduct for students in elementary schools.

State Law requires the school district to adopt a code of student conduct for elementary schools and a code of student conduct for secondary schools. The codes must be distributed to teachers, school personnel, students, and parents or guardians at the beginning of every school year.

It is the responsibility of the school Principal, faculty, and staff to help students and parents understand and follow the rules of conduct. Parents are urged to read and discuss this handbook with their children in order to help them adjust more successfully at school.

Parents are encouraged to keep in close contact with their child's school. Also, your school may have additional guidelines which are specific to the local school activities and facilities. The support of parents is needed continuously as we provide a safe and friendly place for children to learn.

### **Handbook Disclaimer**

The Elementary Handbook/Code of Conduct contains Board policies and other documents pertaining to the rules and regulations of Brevard Public Schools. The District reserves the right to revise any of these documents during the course of the school year. For the current version of any of these documents, please check the District website at:

[http://www.edline.net/pages/Brevard\\_County\\_Schools/Departments/Departments\\_K-Z/Student\\_Services](http://www.edline.net/pages/Brevard_County_Schools/Departments/Departments_K-Z/Student_Services)

### **Change of Address and/or Telephone**

It is most important that parents notify the school immediately of any change in address or telephone number. Unlisted numbers will be held in confidence when requested.

### **Coming to School**

You must attend school each day and be on time. When you are sick or have a family emergency, you may remain at home. When you return to school, be sure to have a note from your parent or guardian, explaining why you were absent.

### **Release of Students**

Students are released to the parent/guardian of record only. A parent/guardian must give advance written notice to the school when requesting a child be released to other designated persons. School personnel may require persons who are requesting to pick up children from school to show proper identification.

### **Visitors at School**

Parents, visitors, and volunteers may visit the school office at any time. It is necessary for you to identify yourself to the school Principal or his/her designee prior to contacting a child or entering school grounds. This is done for the protection of the children, the parents, and the school district. Children who are not enrolled in the school are not permitted to come to school with other students.

## **EMERGENCY RESPONSE**

When emergency conditions exist, such as an impending tornado or hurricane, which may result in schools and/or the district being closed, there are three levels of response that each Brevard County School Board employee needs to know and understand.

### **Level I: Schools Closed**

When an announcement is made that **SCHOOLS ARE CLOSED**, all school-based employees who work the standard school year - teachers, teacher assistants, cafeteria workers, bus drivers, etc. **do not** report to work. School-based and district level administrative personnel, office staffs, custodians and cafeteria managers will report to work as usual.

### **Level II: District Closed**

When this condition exists, only employees who are assigned or designated as emergency responders are required to report to work or be on standby.

### **Level III: Clear and Present Danger**

Under this condition, no one is required to report.



## STUDENT RESPONSIBILITIES AND RIGHTS

- A. Students have the responsibility to know and obey rules and laws which govern their conduct while at school or on school property and to expect consequences for any inappropriate behavior.
- B. Schools must provide opportunities for learning. Students have the responsibility to learn and use the educational experiences provided for them.
- C. Students have the responsibility to respect the rights of other persons who may have different points of view on some issues.
- D. Students have an obligation to attend school and avail themselves of a free and appropriate public education.
- E. Students have the responsibility to inform the school (main office) when they plan to withdraw or transfer from school as soon as possible prior to the last day of attendance.
- F. Students have a responsibility to respect other persons and the property of others in the school setting and at school activities.
- G. Students have the responsibility to conduct themselves so that disciplinary action will not be necessary.
- H. Students have the responsibility to take care of the property (e.g., *textbooks, equipment, materials*) provided to them by the school system.
- I. Students have the responsibility to show respect during the pledge of allegiance to the flag. Students who do not desire to stand for personal or religious convictions have the choice to remain seated quietly, stand without reciting the pledge or leaving the classroom during the pledge. A reason does not have to be given.

## **STUDENTS ARE UNDER CONTROL OF SCHOOL**

All students are under the control and direction of the school Principal, or designee and the immediate control and direction of the teacher or another member of the instructional staff or bus driver to whom such responsibility may be assigned by the Principal;

- while they are being transported to or from school at public expense
- when they are attending school
- when they are engaged in a school-sponsored activity on the school premises or away from school premises
- during a reasonable time before and after a student is on the premises for attendance at school or for authorized participation in a school-sponsored activity and only when on the premises

A “reasonable time” shall mean thirty (30) minutes before the school day or school-sponsored activity is scheduled or actually begins or ends; whichever period is longer.

## **GUIDELINES FOR STUDENT RIGHTS AND RESPONSIBILITIES BREVARD COUNTY SCHOOLS**

Being a member of a school is like being a part of a family or a nation. In order for everyone to get along and to have freedom, all must share certain duties. Rights (freedom) and responsibilities (duties) go hand in hand.

The following pages list student rights and responsibilities which will help to guide you, the student, to success while you attend school.

### **Having Respect**

At school everyone works to make sure that you are safe and well and that your day will be pleasant. You must do your part by:

1. Not hurting other people or their feelings.
2. Not taking items that do not belong to you.
3. Not damaging other people’s property or things.
4. Dressing in the right manner for school.
5. Helping us keep our school neat and clean.

## **Free Speech**

All students have the right to express themselves as long as it does not hurt others. You may wish to speak in the classroom or place items of interest on the bulletin board or show them to your class. Arrangements should be made with the teacher.

When pledging the flag, you should stand with everyone else unless your parents say you should not because of religious beliefs. If there is a school program, party, or play which your parents will not allow you to attend because of religious beliefs, let your teacher know in advance.

## **Knowing the Rules**

The school has rules for all students, which you must know and follow. If you break a rule, you will be treated fairly. You will be allowed to tell your side of the story to your teacher or someone in the office. Punishment may include talking with you, talking with your parents or guardians, or your staying after school.

## **Getting Together**

During their free time, students may get together on school grounds or buildings if permission has been given and it will not disturb others.

## **Learning in School**

Schools will help you grow into a useful and successful adult. To do this, you must take part in all of your classes and other activities to the best of your ability. All school workers are there to help you do your best. If you have any questions or problems, ask for help.

Students who bother others and make it hard for them to learn may be removed from the classroom.

## **People Who Are Different**

Everyone is different in his or her own special way. We should treat all people in the same way and not make fun of others because they are different.

## **Coming to School**

You must attend school each day and be on time. When you are sick or have a family emergency, you may remain at home. When you return to school, be sure to have a note from your parent or guardian, explaining why you were absent.

However, when you come to school, you must obey the school safety rules.

## **ACCESS TO RESOURCES AND SERVICES IN THE SCHOOL LIBRARY MEDIA PROGRAM**

Your school has a wonderful room that houses information on lots of topics, with something special for everyone. That room is the library media center. In it you will find what our School Board recognizes as “the center of the educational program of the school. It provides materials and services that meet academic, technical, personal and social needs of the school community.”

In meeting these needs, the media selection policy makes available a wide range of materials on varying levels of difficulty, with something to appeal to everyone. Many religious, ethnic, and cultural groups are represented in the school library, and specific criteria are used in considering items to be included. We have a selection policy; specific selection criteria are appropriately applied to the extent possible for every title purchased. Because libraries are forums for information and ideas, books are provided for the interest and enlightenment of all students and teachers.

Many of these books are on various reading program lists, such as Sunshine State Young Readers’ Awards, Accelerated Reader, Reading Counts, and Young Adult Choices. Some of these lists also include recommended reading levels. These reading levels are determined by companies that are selling the book product, and while they may indicate the level of vocabulary and grammar that your child may understand, they do not necessarily reflect the appropriate chronological age, developmental age, maturity level, or family values for all students.

Since reading is vital to success in our world, and since we know that many of the best readers are those whose parents are involved in their education, we encourage parents to read and review the books your student selects. Come in and visit your school’s media center. Browse through the books. Your child’s media specialist and classroom teachers are also excellent resources for further information about books. You may find just the right book to share with your child.

## **BULLYING, HARASSMENT AND DATING VIOLENCE AND ABUSE**

The Board is committed to providing a safe, secure, positive, productive, and nurturing educational environment that is free from bullying, harassment, and dating violence and abuse of any kind for all of its students, employees, and volunteers. The Board encourages the promotion of positive interpersonal relations between members of the school community. All school members are expected to conform to reasonable standards of socially acceptable behavior, respect the person, property, and rights of others, obey constituted authority and respond to those who hold that authority. Bullying, harassment and dating violence and abuse toward a student, employee, volunteer, or visitor whether by

other students, employees, 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 en route to or from school-sponsored activities and those occurring off school property if the student or employee or volunteer 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 or volunteer is engaged in school business. Bullying, harassment and dating violence and abuse will not be tolerated and disciplinary action will be taken. In addition to school consequences, criminal charges may also be filed. This policy shall be interpreted and applied consistently with all applicable State and Federal laws. Conduct that constitutes bullying, harassment and dating violence and abuse as defined herein, are prohibited in all educational environments.

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

- A. Unwanted teasing
- B. Social exclusion
- C. Threat
- D. Intimidation
- E. Stalking
- F. Physical violence
- G. Theft
- H. Sexual, religious, or racial/ethnic harassment
- I. Public and private humiliation
- J. Destruction of property

**Cyberbullying** means bullying through the use of technology or any electronic communication, which includes, but is not limited to, any transfer of signs,



signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photoelectronic system, or photooptical system, including, but not limited to, electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person, or the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

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

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

**Bullying** and/or **harassment** also encompasses:

- A. Retaliation against a student or school employee by another student or school employee for asserting or alleging an act of bullying and/or harassment. Reporting an act of bullying and/or harassment that is not made in good faith is considered retaliation.
- B. Perpetuation of conduct listed in the definition of bullying and/or harassment by an individual or group with intent to demean, dehumanize, embarrass, or cause emotional or physical harm to a student or school employee by:
  - 1. Incitement or coercion
  - 2. Assessing or knowingly and willingly causing or providing access to data or computer software through a computer, computer system, or computer network within the scope of the District school system

3. Acting in a manner that has an effect substantially similar to the effect of bullying and/or harassment

**Cyber-stalk**, as defined in F.S. 784.048(1)(d), means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.

**Teen Dating Violence and Abuse** is a pattern of emotional, verbal, sexual, or physical abuse used by one person in a current or past intimate relationship to exert power and control over another when one or both of the partners is a teenager. Abuse may include insults, coercion, social sabotage, sexual harassment, threats and/or acts of physical or sexual abuse. The abusive partner uses this pattern of violent and coercive behavior to gain power and maintain control over the dating partner.

### **Expected Behavior from Students and School Employees**

The District expects students to conduct themselves in keeping with their levels of development, maturity, and demonstrate capabilities with a proper regard for authority, the rights and welfare of other students, and school staff, respecting the educational purposes underlying all school activities while providing proper care of school facilities, school buses, and equipment.

The School District believes that standards for student behavior must be set cooperatively through interaction among the students, parents/legal guardians, staff, and community members producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for District and community property on the part of students, staff and community members. Since students learn by example, school administrators, faculty, staff, and volunteers will demonstrate appropriate behavior, treat others with civility and respect, and refuse to tolerate bullying and/or harassment.

The School District upholds that bullying and/or harassment of any student or school employee is prohibited:

- A. during any education program or activity conducted by the School District;
- B. during any school-related or school-sponsored program or activity or on District school bus and/or bus stop;

- C. through the use of data or computer software that is accessed through computer, computer system, or computer network of the District within the scope of the School District, meaning regardless of ownership, any computer, computer system, or computer network that is physically located on school property or at a school-related or school-sponsored program or activity; or
- D. through the use of data or computer software that is accessed at a non-school-related location, activity, function, or program or through the use of technology or an electronic device that is not owned, leased, or used by a School District or school, if the bullying substantially interferes with or limits the victim's ability to participate in or benefit from the services, activities, or opportunities offered by a school or substantially disrupts the education process or orderly operation of a school.

The above section does not require a school to staff or monitor any non-school-related activity, function, or program.

### **Consequences for a Student or Employee of a Public K-12 Educational Institution who is Found to Have Wrongfully and Intentionally Accused Another of an Act of Bullying or Harassment**

Consequences and appropriate remedial action for a student found to have wrongfully and intentionally accused another as a means of bullying or harassment range from positive behavioral interventions up to and including suspension or expulsion, as outlined in the Code of Student Conduct. Consequences and appropriate remedial action for a school employee found to have wrongfully and intentionally accused another as a means of bullying or harassment may be disciplined in accordance with District policies, procedures, and agreements. Consequences and appropriate remedial action for a visitor or volunteer, found to have wrongfully and intentionally accused another as a means of bullying or harassment shall be determined by the school administrator after consideration of the nature and circumstances of the act, including reports to appropriate law enforcement officials.

All administrators, faculty, and staff, in collaboration with parents, students, and community members, will incorporate systemic methods for student and staff recognition through positive reinforcement for good conduct, self-discipline, good citizenship, and academic success, as seen in the required school plan to address positive school culture and behavior.

Student rights shall be explained as outlined in this policy and in the Student Code of Conduct.

Proper disciplinary sanctions and intervention steps shall be taken based on the level of severity of infraction as outlined in the Student Code of Conduct and this policy.

### **Incident Reporting and Immunity**

At each school, the principal or principal's designee is responsible for receiving complaints alleging violations of this policy. All school employees are required to report alleged violations of this policy to the principal or the principal's designee. All members of the school community, including students, parents/legal guardians, volunteers and visitors are encouraged to report any act that may be a violation of this policy anonymously or in-person to the principal or the principal's designee.

The principal of each school in the District shall establish and prominently publicize to students, staff, volunteers, and parent/legal guardians, how a report of bullying, harassment and dating violence and abuse may be filed either in-person or anonymously and how this report will be acted upon. The victim of bullying, harassment and dating violence and abuse, anyone who witnessed the bullying, harassment and dating violence and abuse, and anyone who has credible information that an act of bullying, harassment and dating violence and abuse has taken place are encouraged to file a report of bullying, harassment and dating violence and abuse.

A school employee, school volunteer or visitor, student, parent/legal guardian or other person who promptly reports in good faith an act of bullying, harassment and dating violence and abuse to the appropriate school official, and who makes this report in compliance with the procedure set forth in this District policy is immune from a cause of action for damages arising out of the reporting itself of bullying, harassment and dating violence and abuse will not affect the complainant or reporter's future employment, grades, learning or working environment, or work assignments within the District.

Any written or oral reporting of an act of bullying, harassment and dating violence and abuse shall be considered an official means of reporting such act(s). Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report.

### **Determination of Scope of Investigation**

When a report of bullying, harassment, and dating violence and abuse has taken place, the principal or the principal's designee that is trained in investigative procedures will promptly initiate a preliminary investigation to determine whether there is probable cause to believe such an act has occurred and falls

within the scope of the School District's Student Code of Conduct. Computers without web-filtering software or computers with web-filtering software that is disabled shall be used when complaints of cyber-bullying are investigated.

- A. If it is within scope of the District's Student Code of Conduct, move to Procedures for Prompt Investigation Act of Bullying and/or Harassment.
- B. If it is outside the scope of the District, and determined a criminal act, refer to appropriate law enforcement immediately, notify parent or legal guardian, and document the referral.
- C. If it is outside the scope of the District, and determined not a criminal act, inform parents/legal guardians of all students involved.
- D. While the District does not assume any liability for incidents that must be referred for external investigation, it encourages the provisions of assistance and intervention as the principal or the principal's designee deems appropriate, including the use of School Resource Officer and other personnel.

### **Procedures for Prompt Investigation**

The investigation of a reported act of bullying and/or harassment of a student, school-based employee, or other persons providing service to the school is deemed to be a school-related activity and begins with a report of such an act. Incidents that require a reasonable investigation when reported to appropriate school authorities shall include alleged incidents of bullying and/or harassment allegedly committed against a child while the child is en route to school aboard a school bus or at a school bus stop.

The principal or the principal's designee shall document all complaints in writing to ensure that problems are addressed in a timely manner. If the complaint is about the principal, then the Superintendent or designee shall be asked to address the complaint.

At each School District, the Procedures for Investigating Bullying and/or Harassment include:

- A. Documented interviews of the victim, alleged perpetrator(s), and witnesses are conducted privately, separately, and are confidential. At no time will the alleged perpetrator and victim be interviewed together. It is recommended that the victim be interviewed first.

- B. The investigator shall collect and evaluate the facts including, but not limited to:
  - 1. Description of incident(s) including nature of the behavior (physical hurt or psychological distress), context in which the alleged incident(s) occurred, etc.;
  - 2. How often the conduct occurred;
  - 3. Whether there were past incidents or past continuing patterns of behavior;
  - 4. The relationship between the parties involved;
  - 5. The characteristics of parties involved (i.e., grade, age, etc.);
  - 6. The identity and number of individuals who participated in bullying and/or harassing behavior;
  - 7. Where the alleged incident(s) occurred;
  - 8. Whether the conduct adversely affected the student's education or educational environment;
  - 9. Whether the alleged victim felt or perceived an imbalance of power as a result of the reported incident; and
  - 10. The date, time, and method in which the parents/legal guardians of all parties involved were contacted.
- C. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances and includes:
  - 1. Recommended remedial steps necessary to stop the bullying and/or harassing behavior; and
  - 2. A written final report to the principal and Superintendent.
- D. The maximum of fifteen (15) school days shall be the limit for the initial filing of incidents and completion of the investigative procedural steps. The highest level of confidentiality possible will be upheld regarding the submission of a complaint or a report of bullying and/or harassment, and the investigative procedures that follow.

### **Dating Violence and Abuse**

- A. If a crime has been committed, the police will be immediately notified.
- B. The principal selects a designee(s), employed by the school, trained in investigative procedures to initiate the investigation. The designee(s) may not be the accused perpetrator or victim.

- C. Documented interviews of the victim, alleged perpetrator, and witnesses are conducted privately, separately, and are confidential. Each individual (victim, alleged perpetrator, and witnesses) will be interviewed separately and at no time will the alleged perpetrator and victim be interviewed together.
- D. The maximum of fifteen (15) school days shall be the limit for the initial filing of incidents and completion of the investigative procedural steps. The highest level of confidentiality possible will be upheld regarding the submission of a complaint or a report of teen violence and/or abuse, and the investigative procedures that follow.
- E. If it is determined that inappropriate behavior(s) has occurred, the designee will make recommendations for disciplinary action to the principal.
- F. Immediate action will be taken to eliminate the behavior and disciplinary action will be taken. Disciplinary action will be taken based on the circumstances of the behavior(s).

## **Parent Notification**

The principal, or the principal's designee, shall notify via telephone, personal conference, and/or in writing, the occurrence of any incident of bullying, harassment and dating violence and abuse as defined by this policy to the parent or legal guardian of all students involved as soon as possible on the same day the investigation of the incident has been initiated. Notification must be consistent with the student privacy rights under the applicable provision of the Family Educational Rights and Privacy Act of 1974 (FERPA). If the bullying incident results in the perpetrator being charged with a crime, the principal, or designee, shall by telephone or in writing by first class mail, inform parents/legal guardian of the victim(s) involved in the bullying incident about the Unsafe School Choice Option (No Child Left Behind, Title IX, Part E, Subpart 2, Section 9532) that states "...a student who becomes a victim of a violent criminal offense, as determined by State law, while in or on the grounds of a public elementary school or secondary school that the student attends, be allowed to attend a safe public elementary school or secondary school within the local educational agency, including a public charter school."

Once the investigation has been completed and it has been determined that criminal charges may be pursued against the perpetrator(s), all appropriate local law enforcement agencies will be notified by telephone and/or in writing.

## **Consequences**

Concluding whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances. Consequences and appropriate remedial actions will apply to persons, whether they be student, school employees, or visitors/volunteers, who are found to have wrongfully and intentionally accused another of an act of bullying, harassment and dating violence and abuse. The physical location or time of access of a computer-related incident cannot be raised as a defense in any disciplinary action initiated.

**Student** consequences and appropriate remedial actions for a committed act of bullying, harassment and dating violence and abuse are outlined in the Student Code of Conduct.

## **Enforcing Restraining Orders**

Students and/or parents should inform the school or the District that an order of protection has been issued. The designee will contact the abuser and his/her parents to initiate a Stay Away Contract, consistent with the terms of the order, with penalties for known violations of the contract. The principal or District administrator will notify law enforcement immediately if they have a reasonable belief that a criminal or civil restraining order has been violated. The School Resource Officer or a District Security Officer will respond immediately to a report of a violation of a criminal or a civil restraining order by reporting it to local law enforcement.

## **Support Services and Reasonable Accommodations to the Victim**

The school or the District will provide a victim of dating violence and abuse with the following, based on the circumstances and may be provided to victims of bullying or harassment:

- A. Stay Away Contract: a contract with the offender to stay away from the victim while on school grounds, on school transportation, and during school sponsored programs and events.
- B. Reasonable accommodations, such as class schedule changes.
- C. Timely and comprehensive investigation of dating violence and abuse complaints.
- D. Referrals for outside support and/or counseling.



## **Referral for Counseling**

School personnel or parents may request informal consultation with school staff (specialty staff, e.g. school counselor, school social worker, school psychologist, etc.) to determine the severity of concern and appropriate steps to address the concern.

If a formal discipline report or formal complaint is made, the principal or the principal's designee must have a procedure in place to determine the consideration of appropriate services for students involved. Parent or legal guardian notification is required at this point. Counseling may be provided by school or District personnel. A referral may be made to Student Services for determination of counseling, assistance, and interventions.

Referral of school or area/District personnel to the Employee Assistance Program (EAP) for consideration of appropriate services will be made by the administrator.

Intervention and assistance for bullying/harassment includes:

- A. counseling and support to address the needs of the victims;
- B. counseling/interventions to address behavior of the students who bully and/or harass others;
- C. counseling/interventions which include assistance and support provided to parents/legal guardians, if deemed necessary or appropriate.

## **Data Collection/Reporting**

The procedure for including incidents of bullying and/or harassment in the school's report of safety and discipline data is required under F.S. 1006.09(6). The report must include each incident of bullying and/or harassment and the resulting consequences, including discipline, interventions, and referrals. In a separate section, the report must include each reported incident of bullying and/or harassment that does not meet the criteria of a prohibited act under this policy, with recommendations regarding said incident.

The School District will utilize Florida's School Environmental Safety Incident Reporting (SESIR) Statewide Report on School Safety and Discipline Data, which includes bullying and harassment as an incident code as well as bullying-related element codes.

If a bullying, harassment and/or dating violence and abuse incident occurs then it will be reported in SESIR. If the bullying or harassment results in any of the following SESIR incidents, the incident will be coded appropriately using the relevant incident code AND the related element code entitled bullying-related code. Those incidents are:

- A. alcohol
- B. arson
- C. battery
- D. breaking and entering
- E. disruption on campus
- F. drug sale/distribution excluding alcohol
- G. drug use/possession excluding alcohol
- H. fighting
- I. homicide
- J. kidnapping
- K. larceny/theft
- L. robbery
- M. sexual battery
- N. sexual harassment
- O. sexual offense
- P. threat/intimidation
- Q. trespassing
- R. tobacco
- S. vandalism
- T. weapons possession
- U. other major (other major incidents that do not fit within the other definitions)

The SESIR definition of bullying is systematically and chronically inflicting physical hurt or psychological distress on one (1) or more students or employees that is severe or pervasive enough to create an intimidating, hostile, or offensive environment; or unreasonably interfere with the individual's school performance or participation. The SESIR definition of harassment is any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct that 1) places a student or school employee in

reasonable fear of harm to his/her person or damage to his/her property, 2) has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or 3) has the effect of substantially disrupting the orderly operation of a school including any course of conduct directed at a specific person that causes substantial emotional distress in such a person and serves no legitimate purpose.

Discipline and referral data will be recorded in Student Discipline/Referral Action Report and Automated Student Information system.

The District will provide bullying incident, discipline, and referral data to the Florida Department of Education in the format requested, through Survey 2, 3 and 5 from Education Information and Accountability Services, and at designated dates provided by the department. Data reporting on bullying, harassment, unsubstantiated bullying, unsubstantiated harassment, sexual harassment and threat/intimidation incidents as well as any bullying-related incidents that have as a basis sex, race or disability should include the incident basis. Victims of these offenses should also have the incident basis (sex, race or disability) noted in their student record.

### **Actions to Protect Victim**

According to the level of infraction, parents/legal guardians will be notified by telephone and/or writing of actions being taken to protect the child; the frequency of notifications will depend on the seriousness of the incident. Notifications must be consistent with the student privacy rights under the applicable provisions of the Family Education Rights and Privacy Act of 1974 (FERPA).

Limited disclosure may be necessary to complete a thorough investigation as described above. The District's obligation to investigate and take corrective action may supersede an individual's right to privacy.

The complainant's identity shall be protected, but absolute confidentiality cannot be guaranteed. The identity of the victim of the reported act shall be protected to the reasonable extent possible.

Retaliation is prohibited and includes, but is not limited to, any form of intimidation, reprisal, or harassment in response to filing a complaint or assisting with an investigation under this policy. Retaliatory or intimidating conduct against any individual who has made a bullying complaint or any individual who has testified, assisted, or participated, in any manner, in an investigation is specifically prohibited and as detailed in this policy, shall be treated as another incidence of bullying.

## **Providing Instruction/Training**

The District ensures that schools sustain healthy, positive, and safe learning environments for all students. It is important to change the social climate of the school and the social norms with regards to bullying, harassment and dating violence and abuse. This requires the efforts of everyone in the school environment – teachers, administrators, counselors, school nurses, all non-teaching staff, parents/legal guardians, and students.

Students, parents/legal guardians, teachers, school administrators, counseling staff, bus drivers, non-teaching staff and school volunteers shall be given annual instruction at a minimum on the District’s policy and regulations prohibiting bullying, harassment and/or dating violence and abuse. The instruction shall include evidence-based methods of preventing bullying, harassment and/or dating violence and abuse, as well as how to effectively identify, prevent, and respond to bullying, harassment and/or dating violence and abuse in schools.

Instruction will be provided to students in grades 7-12 through the District’s comprehensive health education that includes a teen dating violence and abuse component.

Members of the instructional staff of the public schools, subject to the rules of the State Board of Education and the Board, shall teach efficiently and faithfully, using the books and materials required that meet the highest standards for professionalism and historic accuracy, following the prescribed courses of study and employing approved methods of instruction.

All comprehensive health components listed in F.S. 1003.42, include a health education curriculum for students in grades 7 through 12 in the area of dating violence and abuse. This instruction shall include a teen dating violence and abuse component that includes, but is not limited to, the definition of dating violence and abuse, the warning signs of dating violence and abusive behavior, the characteristics of healthy relationships, measures to prevent and stop dating violence and abuse, and community resources available to victims of dating violence and abuse. The curriculum has an emphasis on prevention based education.

## **Publicizing the Policy**

The District shall provide notice to students, parents/legal guardians, and staff of this policy through appropriate references in the Student Code of Conduct and employee handbooks, and/or through other reasonable means.

Each school principal shall develop and document an annual process for discussing the School District policy on bullying, harassment and dating violence and abuse with students.

## CHARACTER EDUCATION

### Introduction

In response to the Florida legislation in 1998 that suggested character education be taught in every elementary school, a district Character Education Committee was formed to determine current programs and needs. A questionnaire was sent to each of the elementary, middle and secondary schools asking them to describe their current Character Education Program and tell of any supplemental district help that might be needed. The survey of schools indicated that character education is an integral part of the curriculum and activities at each school. Suggestions for district support were noted. In response, several staff development opportunities have included character education.

Character education was mandated through Florida state legislation in 1999. Each school shall have a Character Education Plan on file at the school site. Plans should be reviewed and revised, as needed, each school year. In order to assist the Brevard Public Schools promote character education guidelines and accountability, the Character Education Committee was expanded for further action steps.

The committee of fifteen is representative of students, parents, teachers, guidance counselors, school and district administrators, and community leaders. The following overview of philosophy, guiding principles, and procedures is the result of a consensus of the 1999 Character Education Committee.

### District Framework for Brevard Public Schools character education

1. **Appropriate character traits and behaviors need to be molded by teachers, staff, administrators, and parents.** Examples from the committee of what adult behaviors influence students include language, habits, dress, and attitudes.
2. **District instruction should occur.** Examples: Character education traits including courtesy protocols could be taught in high school life management and personal fitness classes; in elementary school-wide instruction or classroom guidance lessons.
3. **Character education should be reinforced throughout all aspects of school life.** Examples: Throughout the day - on the playground, in the halls, in the lunchroom, on field trips, on the bus, in aftercare programs, during sporting events - every adult has the opportunity to help students in real-life situations use what they have learned in the classroom.

4. **Encourage student leadership, opinions, and rights.** Students derive more benefit from character education programs that they help design, plan, and implement. Examples: Peer mediation, student council/government, and committee representation.
5. **School-wide focus and activities offer a support for character education.** Examples: Optimistic, upbeat environment, motivational events, school-community plans, service learning, mentors, and career education speakers.
6. **District-wide support of character education goals is needed.** Examples: District committee, instructional guidelines, staff development, information about resources, motivational events, and a logo for the overall District Character Education Program.
7. **Family involvement is important.** Example: While parents need to instruct their children in home values, it is also necessary for students to learn socially accepted behaviors in the school, workplaces, and in the community.

### **What Is Character Education?**

- Character education is learning about character traits and how they are linked to good behavior.
- It is learning that an individual can be in control of choices concerning his/her own behavior and it is learning to make good decisions.

### **Guiding Principles for the Brevard Character Education Program**

The Character Education Committee agreed that there are universal principles or character traits that foster a safe, orderly, and caring school environment. The character traits of emphasis for schools are caring, citizenship, fairness, integrity, perseverance, respect, responsibility, and trustworthiness. Specific qualities of these traits might be included in the following descriptions:



#### **Caring**

Showing understanding of others by treating them with kindness, compassion, generosity, and a forgiving spirit. Caring is also listening for understanding and communicating with each other about such feelings as concern and gratitude.

## **Citizenship**

Being law abiding and involved in service to school, community, and country. Honoring school rules, cooperating, respecting authority, and protecting the environment are all qualities of a good citizen.



## **Fairness**

Practicing justice, equity and equality, cooperating with one another. A person who is fair plays by the rules, takes turns and shares, is open-minded, listens to the opinions of others and doesn't take advantage of others.

## **Integrity**

Having the courage and inner strength to do the right thing. A person of high integrity builds a good reputation for standing up for his/her beliefs and acts justly and honorably toward all.



## **Perseverance**

Pursuing worthy objectives with determination and patience while exhibiting fortitude when confronted with obstacles. One who perseveres is prepared, works hard, never gives up, is positive and enthusiastic, and doesn't get discouraged by negative people.

## **Respect**

Showing high regard for authority, other people, self, and country. A respectful person uses good manners, is tolerant of differences, is considerate of the feelings of others and uses respectful language, not hurtful words.





## **Responsibility**

Being accountable in word, choices and actions. A responsible person has a sense of duty to fulfill tasks to the best of his/her ability with reliability, dependability, and commitment. Acting responsibly is using self-control by knowing what is the right thing to do and doing it.

## **Trustworthiness**

Being dependable, telling the truth, and admitting wrongdoing. A trustworthy person is honest, loyal and keeps promises.



**In addition** to these character principles, each school committee may want to add character traits that reflect the needs and uniqueness of their Character Education Program.

***Courtesy Protocols in Brevard Public Schools are the expectations and behaviors that are seen and heard that provide a respectful school environment. Courteous behaviors to hear, say, see, or do in a school setting include...***

1. **Respectful** greetings, acknowledgments, smiles, or gestures.
2. **Social skills** showing appreciation and respect such as please, thank you, excuse me, and good morning.
3. **Respectful and appropriate behavior to all.** Knowing and practicing courtesy words appropriate to addressing elders and those in authority.
4. **Classroom etiquette** such as entering on time; appropriate greetings; one person talking to the teacher at a time; honoring time lines; patiently waiting; respectful listening; and honoring classroom procedures. Teach and review procedures to provide consistency through out the school.
5. **Hall etiquette** such as orderly walking and talking; staying to the right of the hallway; leaving space for others to pass; courtesy words when someone is bumped.
6. **Cafeteria/lunchroom manners** such as waiting in orderly lines; using words such as please, thank you to servers; eating with good table manners; leaving a clean area.
7. **Appropriate behaviors for particular situations** such as appropriate quiet and applause at concerts or in the auditorium, good sportsmanship at sporting events.



# COMPULSORY SCHOOL ATTENDANCE

## **Attendance**

A student is considered to be present at school if away from school on a school day and engaged in an educational activity that constitutes a school approved instructional program or activity.

## **Absence**

A student who is not present for his or her instructional classes or program at school on a school day is marked absent.

## **Attendance Policy**

The educational program offered by this District is predicated upon the presence of the student and requires continuity of instruction and classroom participation. Attendance shall be required of all students enrolled in the schools during the days and hours that the school is in session. School attendance shall be the responsibility of parents/guardians and students. Absences shall be reported to the school by the parent or eligible student as soon as practicable.

In accordance with statute, the Superintendent shall require, from the parent/guardian of each student of compulsory school age or from an eligible student who has been absent from school or from class for any reason, a statement of the cause for such absence. The Board reserves the right to verify such statements and to investigate the cause of each single absence.

In addition, educators shall have the responsibility of encouraging regular attendance of students, maintaining accurate attendance records, and following reporting procedures prescribed by the Superintendent as follows:

- A. teachers shall record absentees each period of the school day and report absences as required by the school;
- B. parents/guardians should be notified each time their child is absent insofar as possible;
- A. when a student has been absent three (3) consecutive days and the school has been unable to ascertain the reason for the absences, the absences shall be investigated or at any other time if deemed necessary by the school principal;
- B. absences must be reported in writing to the school by the parent/guardian or eligible student as soon as possible. Failure to report and explain the absence(s) shall result in unexcused absence(s). The final authority for determining acceptability of the reason for the absence(s) shall rest with the Principal.

Each school should establish procedures to insure good attendance. A student who is absent more than nine (9) days within a semester or more than four (4) days within a 9-week period for schools on a block schedule will not receive a passing grade for the semester.

Absences **not** counted in the 9 days/4 days attendance policy are:

1. Court dates
2. Religious holidays
3. Illness with medical documentation
4. Chronic and extended illness

Absences caused by homelessness should not be counted against students, in accordance with the McKinney-Vento Act.

A student is considered to be present at school if away from school on a school day and engaged in an educational activity that constitutes a school approved instructional program or activity.

Kindergarten students must be in attendance for a minimum of 162 days as a criteria for progression to first grade. The Principal may, in consultation with the teacher, deny promotion based on this criteria.

All students must be in attendance a minimum of four (4) hours of instructional time to be considered present each day.

### **Absence from School for Religious Instruction**

It is the policy of the School Board to cooperate with those parents who wish to provide for religious instruction for their children but also recognizes its responsibility to enforce the attendance requirements set forth in the State-mandated Student Progression Plan.

Upon receipt of a signed, written request from the parent/guardian or adult student, the Board will grant permission and allow exceptions to the student's attendance at school for religious instruction outside the school building by a religious group, church, or denomination. The signed, written request shall include the following:

- A. a statement attesting that the religious instruction is not provided at a time that does not conflict with the student's attendance at school
- B. a statement of acceptance by the parent/guardian or adult student for any liability that might arise as a result of the student's conduct while on this release
- C. a statement indemnifying and holding harmless the District and District personnel for any liability arising from conduct by the student that does not occur on property under the District's control

Upon receipt of the signed, written request and provided the religious group, church, or denomination responsible for the religious instruction submits evidence, in writing, of the student's registration for religious instruction, as well as written weekly records documenting the student's attendance at such instruction for each day of release, the student shall be considered to have an excused absence during such release for religious instruction.

Prior to approving the request, the principal shall confirm that the student is enrolled in sufficient courses to allow for promotion or graduation and that the student's grades are adequate for promotion or graduation.

The principal may terminate the student's permission for non-attendance. The parent/guardian or adult student may appeal the principal's decisions to terminate permission for the student to be released for religious instruction to the Superintendent.

The religious instruction shall be the responsibility of the religious group, church, or denomination and transportation shall be the responsibility of the parent/guardian, adult student, or the religious institution.

No solicitation for attendance at religious instruction shall be permitted on District premises. No staff member shall encourage or discourage participation in any religious instructional program.

### **Make-Up Work**

Students may be able to make up any work missed for grade or credit within the nine (9) days per semester or the (4) days within a 9-week period for schools on a block schedule. All educational requirements for the course shall be met before a passing grade and/or credit is assigned. The student shall have a reasonable amount of time, left up to the discretion of the teacher, to complete make-up work. Principals may grant extensions to the make-up time limit for extenuating circumstances.

The principal shall determine, in consultation with the teacher, when appropriate, whether the student should be given the opportunity to make-up schoolwork and course requirements missed while absent due to out-of-school suspension. If this privilege is given following suspension, the student shall have a reasonable amount of time, left to the discretion of the teacher, to complete the schoolwork missed and shall do so on his or her own initiative.

### **Attendance Appeal Committee**

Each school shall establish an Attendance Appeal Committee to implement the appeals process.

A uniform set of guidelines has been developed by the district's attendance committee.

Each student is entitled to an appeal once the student has been absent more than nine (9) days within a semester or more than four (4) days within a 9-week period for schools on a block schedule. Individual schools will publicize the availability of the appeals process.

**Tardiness**

Each school should establish a tardy policy to ensure prompt arrival to school and class. Chronic tardiness to school and/or class may result in referral to the appropriate administrator or designee.

**Habitual Truant**

As defined in Florida Statute 1003.01(8), a "habitual truant" is a student who has fifteen (15) or more unexcused absences within ninety (90) calendar days with or without the knowledge or consent of the student's parent/guardian, and who is subject to compulsory school attendance.

Any student who accumulates a total of fifteen (15) days of unexcused absences in a period of ninety (90) calendar days will be considered habitually truant. The student and his/her parent shall be informed of excessive absences as well as the district's intent to file a complaint with the Circuit Court Juvenile Division for habitual truancy.

**Regular School Attendance**

- A. Regular school attendance shall be the responsibility of parents and students. In addition, the parent/guardian shall be required to justify each absence of the child by providing the reasons and explanations for the child's absence to the school.
- B. Each school shall continually encourage and promote regular school attendance of students. Furthermore, each school shall maintain accurate attendance records, track absences, and follow attendance reporting procedures prescribed by the Superintendent.
- C. Teachers shall record absentees each period of the school day and report absences as required by the school. Parents/guardians should be notified each time their child is absent insofar as possible.
- D. For each absence for which the reason is unknown, the Principal or designee shall contact the student's parent or guardian to determine the reason for the absence. The final authority for determining acceptability of the reason for the absence(s) shall rest with the Principal.
- E. Any student who fails to attend any regularly scheduled class and has no

excuse for absence shall be referred to the appropriate school administrator. Disciplinary action shall include notifying the student's parent/guardian. Chronic truancy, deliberate nonattendance, or students with at least five (5) unexcused absences shall result in a referral to the Child Study Team.

F. Students identified as physically or mentally impaired and eligible under the Individuals With Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973 and are exhibiting a pattern of non-attendance shall be referred to the Child Study Team to review the attendance record and make appropriate recommendations.

### **Absence of Student for Work**

Students may not be given excused absences to remain out of school for the purpose of working, unless the job is an integral part of the student's instructional program.

### **Notification of In Loco Parentis**

In some cases, a parent or guardian may find it necessary for their child to live at another residence temporarily and may arrange for an adult to stand *in loco parentis* to the child in order to be admitted or continue in school. The Notification of In Loco Parentis Form should be completed to inform the school of the arrangement. In Loco Parentis forms are valid for not more than 30 days.

### **Leaving School Grounds and Early Dismissal**

No student shall be permitted to leave school prior to dismissal at the request of or in the company of anyone other than a school employee, a police officer with judicial authority, a court official, or the parents of the student unless the permission of the parent or guardian of record be first secured. Parents or guardians may have access to the student or may grant permission to allow the student to leave school prior to dismissal unless the school has been provided with evidence that there is a legally binding instrument or court order governing such matters as divorce, separation or custody which provides to the contrary.

No student shall be sent from school grounds to perform an errand or act as a messenger except with the approval of the Principal and only for urgent and necessary school business and with the consent of the student's parents or guardians.

### **Non-Resident Students**

Students who are not residents of Brevard County may attend Brevard County Schools upon compliance with Florida Laws governing admission of students to the schools of the State. Such students may be assigned to schools by the Superintendent.

## **DAMAGE BY STUDENTS**

Any malicious or willful act which destroys, injures, mars, defaces, or otherwise alters any school building, grounds material, equipment, or other school property by a student enrolled in any school shall cause parent, guardian, or person standing in loco parentis of the offending student to restore or replace such damaged property to the satisfaction of the Superintendent or be assessed to pay all costs to restore or replace such damaged property as determined by the true value established by the Superintendent.

## **DRESS CODE**

The Board's dress and grooming policy (5511) was developed to provide specific guidelines for students to follow and for staff to enforce regarding the dress or appearance of each student. Staff must ensure that a student's dress is not extreme to the point that it creates a disruption in the learning environment, is not offensive or vulgar to the point that it infringes on the rights of other students/staff, and does not represent a hazard to the student wearing the attire, other students, staff, or to school property. Student dress and standards of personal grooming should be in conformity with a studious atmosphere. SB 228 amended s.1006.07, F.S. to prohibit students, while on the grounds of a public school during the regular school day, from wearing clothing that exposes underwear or body parts in an indecent or vulgar manner or that disrupts the orderly learning environment. Specific penalties for violating this section of the Florida statute are incorporated into the student code of conduct.

**The following represents a minimum dress standard for all students to follow:**

### **Head**

1. No hats, curlers, bandanas, or sunglasses (unless prescribed by a physician) are to be worn in the school building or hallways.
2. Extreme hairstyles, hair colors, or make-up that is disruptive or does not allow direct eye contact is prohibited.

### **Upper Garments**

1. Garments must be of a length and fit that are suitable to the build and stature of the student. The cut of sleeveless garments must not expose undergarments or be otherwise immodest.
2. Strapless garments are prohibited. Straps of permitted garments must be a minimum of 1 1/2 inches in width. (Tube tops and halter-tops are prohibited.)
3. Necklines of all upper garments must be modest. Low cut necklines are prohibited.

4. Excessively large or baggy clothes, which may conceal dangerous items or be a safety hazard, shall not be worn.
5. Upper garments must adequately cover the waistline and must not expose the midriff while the student is performing normal school-related activities (studying, retrieving books, raising hands, etc.).

### **Lower Garments**

1. Pants shall conform to the build and stature of the student; shall be worn at the waist; and shall not extend below the heel of the shoe in length. Pants shall have no holes or rips.
2. Undergarments shall not be visible. (Sports bras are considered undergarments.)
3. Dresses and skirts must reach mid-thigh.
4. Shorts must have clearly discernible inseams of reasonable length and cover the buttocks. Short shorts are prohibited.
5. Garments must be of a length and fit that are suitable to the build and stature of the student.

### **Footwear**

1. Students in K-6 must wear shoes that are safe and appropriate for recess and physical education. Students in grades 7-12 may wear footwear commonly considered as beachwear (for example, flip-flops, thongs, etc.) unless a course of instruction requires them to wear safe and appropriate footwear to protect the student from injury i.e. athletic shoes in physical education classes.

### **Accessories**

1. Clothing, jewelry and accessories shall not convey messages that are crude; vulgar/profane; violent/death-oriented; gang related; sexually suggestive; and/or promoting alcohol, drugs, or tobacco.
2. Pierced jewelry shall be limited to the ear. Dog collars, tongue rings, wallet chains, large hair picks, chains that connect one part of the body to another, or other jewelry/accessories that pose a safety concern for the student or others shall be prohibited.
3. Clear plastic spacers or retainers may be worn in facial piercings. Band-aids cannot cover a piercing.

### **Symbols or Clothing Showing Membership/Affiliation with a Gang**

1. Any clothing, accessories, symbols, or regalia that convey membership or affiliation with a “gang” or other similarly oriented group or association prone to violence or criminal acts is prohibited.
2. Prohibited gang clothing, accessories, or regalia can include, but is not limited to, gang related colors, rolled up bandanas about the head or other parts of the body, knit caps, rolled up or split pant cuffs, certain sports attire that has a “street meaning”, etc.

## **Other**

1. Beachwear and see-through or otherwise revealing apparel is not considered appropriate.
2. Students are not permitted to wear clothing which contains vulgar, sexually explicit, or oriented wording/scenes, promotes tobacco, alcohol, or illegal drug use, or contains printed profanity as defined in Policy 5500.

## **Administrators Advocating a Stricter Dress Code for Their School**

If school administrators have concerns that certain types of clothing or jewelry normally allowed under the guidelines (as set forth in section 1, A through G above) represent a specific health and safety danger to students in the school, the administrators may form a committee. The purpose of the committee is to discuss and prepare a more stringent dress code than listed above.

The committee will submit a recommendation for change to the Superintendent in writing for evaluation. If approved, the recommendation will be submitted to the School Board. Detailed procedures and requirements for submitting a change in the student dress code are outlined in Board Policy 5511 (Administrative Procedures).

## **Enforcement of the Policy**

The following key procedures will serve as the foundation for the enforcement of the dress code guidelines:

1. All staff members are to be aware of the approved dress code guidelines and are responsible for making the administration aware of any possible violation.
2. All staff members should refer any student that is not in compliance with the dress code to an administrator.
3. All decisions on appropriateness of attire will be made by administration in order to minimize any disruption of the educational process.
4. Once administration deems a student's attire to be inappropriate, parents will be called and the violation will be reported and discussed. Parents may be asked to provide an appropriate (alternate) means of dress before their child is allowed back in class that day.
5. A student will not be permitted to return to class without meeting the requirements of the dress code.
6. Repeated violations of the school dress code will result in progressive disciplinary action.



## **Objections to the Policy**

1. The principal is the arbiter of student dress and grooming in his/her building;
2. The principal shall instruct staff members to demonstrate by example and precept wholesome attitudes toward neatness, cleanliness, propriety, modesty, and good sense in attire and appearance;
3. The principal shall ensure that all rules implementing this policy impose only minimum and necessary restrictions on the exercise of the student's taste and individuality.
4. Should any student communicate a written allegation that enforcement of this policy would represent a willful violation of their federally protected rights; the principal shall communicate with their area superintendent, superintendent over student services, and risk management for further instructions.

## **ELEMENTARY INSTRUCTIONAL PROGRAM**

Each elementary school has available for parents and students copies of the Brevard County School District Elementary Instructional Program. The program card is an overview which identifies the areas of instructional focus, curriculum philosophy, and programs used in elementary schools.

## **ELECTRONIC/WIRELESS DEVICES**

The School Board is aware that wireless communication devices (WCDs) are used by students and parents to communicate with each other. However, the use of wireless communication devices (WCDs) on school grounds must be appropriately regulated to protect students, staff, and the learning environment. This policy sets forth the District's policy with respect to WCDs.

Pursuant to State law, students shall not operate a motor vehicle owned or leased by the District on or off school property, or personal motor vehicle on District property, while manually typing or entering multiple letters, numbers, symbols, or other characters into a personal communication device or while sending or reading messages on such a device, for the purpose of non-voice interpersonal communication, including, but not limited to, communication methods known as texting, e-mailing, instant messaging, and snap chatting.

Students may possess wireless communication devices (WCDs) in school, on school property, during after school activities (e.g. extra-curricular activities) and at school-related function and they must be powered completely off (i.e., not just placed into vibrate or silent mode) and stored out of sight during school hours.

Technology including, but not limited to, WCDs intended and actually used for instructional purposes (e.g., taking notes, recording classroom lectures, writing papers) will be permitted, as approved by the classroom teacher or the building principal. However, the use of a WCD to engage in non-education-related communications is expressly prohibited.

For purposes of this policy, "wireless communication device" includes computers, tablets (e.g., iPads and similar devices), electronic readers ("e-readers"; e.g., Kindles and similar devices), cell phones (e.g., mobile/cellular telephones, smartphones (e.g., BlackBerry, iPhone, Android devices, Windows Mobile devices, etc.), telephone paging devices (e.g., beepers or pagers), and/or other web-enabled devices of any type. Students may not use WCDs on school property or at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school.

Also, during after school activities, WCDs shall be powered completely off (not just placed into vibrate or silent mode) and stored out of sight when directed by the administrator or sponsor.

Under certain circumstances, a student may keep his/her WCD "on" with prior approval from the building principal.

Except as authorized by a teacher, administrator, or IEP Team, students are prohibited from using WCDs during the school day, including while off-campus on a field trip, to capture, record or transmit the words or sounds (i.e. audio) and/or images (i.e., pictures/video) of any student, staff member or other person in the school or while attending a school-related activity, without express prior notice and explicit, written consent for the capture, recording or transmission of such words or images. Using a WCD to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted. Students who violate this provision and/or use a WCD to violate the privacy rights of another person may have their WCD confiscated and held the end of the school day a parent/guardian picks it up, **and may be directed to delete the audio and/or picture/video file while the parent/guardian is present.** If the violation involves potentially illegal activity the confiscated WCD may be turned over to law enforcement.

"Sexting" is prohibited at any time on school property or at school functions. As set forth in State law, sexting is the knowing transmission or distribution to another minor by a computer or similar device any photograph or video of any person that depicts nudity and is harmful to minors. Sexting also includes possessing a photo of any person that was transmitted or distributed by another minor that depicts nudity. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the

transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the WCD.

WCDs, including but not limited to those with cameras, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include but are not limited to classrooms, gymnasiums, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The Superintendent and building principal are authority to determine other specific locations and situations where possession of a WCD is absolutely prohibited.

Students shall have no expectation of confidentiality with respect to their use of WCDs on school premises/property.

Students may not use a WCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. See Policy 5517.01 – Bullying and Harassment. In particular, students are prohibited from using WCDs to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, national origin, sex, sexual orientation, disability, age, religion, ancestry, or political beliefs; and (2) engage in "sexting" - i.e., sending, receiving, sharing, viewing or possessing pictures, text messages, e-mails or other materials of a sexual nature (i.e., sexting) in electronic or any other form. As set forth in State law, sexting is the knowing transmission or distribution to another minor by a computer or similar device any photograph or video of any person that depicts nudity and is harmful to minors. Sexting also includes possessing a photo of any person that was transmitted or distributed by another minor that depicts nudity and is harmful to minors. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

Students are also prohibited from using a WCD to capture, record and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using WCDs to receive such information.

Possession of a WCD by a student at school during school hours and/or during extra-curricular activities is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise abuses this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the WCD. The building principal may also refer the matter to law enforcement or child services if the violation involves an illegal activity (e.g. child

pornography, sexting). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the WCD is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed, unless the violation involves potentially illegal activity in which case the WCD may be turned over to law enforcement. In particular egregious offenses involving the invasion of another person's privacy, the Board reserves the right to confiscate the WCD and hold it until the end of the school year. A confiscated device will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parent/guardian or turned over to law enforcement. School officials will not search or otherwise tamper with WCDs in District custody unless they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Policy 5771 – Search and Seizure. If multiple offenses occur, a student may lose his/her privilege to bring a WCD to school for a designated length of time or on a permanent basis.

A person who discovers a student using a WCD in violation of this policy is required to report the violation to the building principal.

Students are personally and solely responsible for the care and security of their WCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of WCDs brought onto its property, or the unauthorized use of such devices.

Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office.

## **ENROLLING IN SCHOOL**

### **Mandatory School Age**

State law requires that a child who will be six (6) years old by February 1 of the school year, must attend school regularly during the school term. Therefore, the child must begin school at the beginning of the school year.

### **Evidence of Date of Birth**

A legal birth certificate or other authentic proof of a child's age, as required by law, must be submitted prior to a student's initial entry into kindergarten. Kindergarten and first grade students, who are transferring to a Brevard County school, must also furnish proof of age in order to comply with state and district transfer requirements.

### **Initial Entry to Kindergarten**

Children entering kindergarten in Brevard County schools for the first time must comply with **Florida Statute 1003.21** regarding entry age. A child must be five (5) years old on or before September 1, in order to meet the Florida age requirements for kindergarten.

### **Initial Entry to First Grade**

Children entering first grade in Brevard County schools for the first time must comply with **Florida Statute 1003.21**. Any child who has attained the age of six (6) years on or before September 1 of the school year and has satisfactorily completed the requirements for kindergarten in a public or non-public school, shall be eligible to enter first grade.

Students transferring to first grade from a kindergarten program other than the one offered by the Brevard County school system will need written verification of satisfactory completion of kindergarten from the public or non-public school attended. Non-Public verification forms are available at each elementary school. Students participating in a kindergarten home education program will be assessed at the public school in which the child is enrolled prior to determining placement. School personnel will assess the child to determine readiness for first grade by using the Kindergarten End of the Year Literacy Survey and the Kindergarten End of the Year Mathematics Assessment. The principal will determine final placement. Placement in kindergarten will occur if a child does not demonstrate readiness for first grade.

### **Underage Transfers From Out-of-State to Kindergarten and First Grade**

Kindergarten and first grade students transferring from another state who do not meet the Florida age requirements must comply with rules established by Florida Statutes and Administrative Rules.

### **Other Transfers**

Students transferring to Brevard schools in grades kindergarten through six will be eligible for the previous school's recommended grade placement if the district's criteria for transfer are met.

### **Immunizations Required - School Entry**

All beginning kindergartners must have completed the following immunizations, unless they have a valid certificate of exemption.

### **Physical Examination**

Beginning kindergarten students should have immunizations and school entry physical examination completed **prior to starting** school, since no school records can be transferred.

## Home Language Survey

Each student entering a Brevard County school for the **first time** must complete a Home Language Survey. The survey form, which has three (3) questions to be answered concerning the student's language, is a part of the Student Registration Form.

If a student answers "yes" to any one of the three questions on the survey, the school will assess the student's English proficiency to determine eligibility for services through the English for Speakers of Other Languages (ESOL) program. All students have a right to comprehensible instruction. More information on the ESOL program can be located at:

[http://www.edline.net/pages/Brevard\\_County\\_Schools/Departments/Departments\\_K-Z/Student\\_Services/ESOL](http://www.edline.net/pages/Brevard_County_Schools/Departments/Departments_K-Z/Student_Services/ESOL)

## Social Security Numbers

**FS 1008.386** requires school district personnel to request the Social Security Number from each student enrolling in a Florida public school beginning with the 1990-91 school year.

**FS 1008.386** also specifically states, "However, a student shall not be required to provide his Social Security Number as a condition for enrollment or graduation."

School personnel should continue to diligently request Social Security Numbers from students as a part of the registration process, keeping in mind that providing the Social Security Number by the parent or student is strictly voluntary. Please **do not** make copies of the student's Social Security cards to be placed in cum folders.

## Proof of Residence

Two proofs of verification of a parent or guardian's residence shall be required at the time the child registers in a Brevard County school. Verification of residence may also be required at any other time at the discretion of the Superintendent or designee.

Proof of residence may include the following with one (1) from each tier:

### Tier 1

- A. Current driver license (*F. S. 322.19 (2) requires that you update your address information on your driver's license within ten days of moving*)
- B. Current Homestead Exemption Card or Purchase Contract (with expected closing date within 90 days of school) or Warranty Deed
- C. Lease/rental agreement (with parent/guardian name as the renter)

## Tier 2

- A. Current utilities statement (within the last 30-45 days)
- B. Florida Voter Registration Card
- C. Florida Vehicle Registration or Title
- D. A utility hook up or work order dated within 60 days
- E. Medical or health card with address listed
- F. Current homeowner's insurance policy or bill
- G. Current automobile insurance policy or bill
- H. A letter from a homeless shelter, transitional service provider, or a half-way house verifying they receive mail.

## **Accessibility Survey**

To ensure equal access in accordance with the Americans with Disabilities Act (ADA) of 1990, the Brevard County School Board will provide appropriate auxiliary aids and services. These auxiliary aids and services for a parent/guardian may include but are not limited to the following:

- Sign Language Interpreter
- Braille
- Mobility Access
- Assistive Listening System
- Large Print

These accommodations are available upon request for Parent-Teacher Organization meetings, school plays, teacher conferences, etc. Please notify your child's school. This information is also requested (voluntarily) on the Student Registration Form.

## **Grades K-12/Adult Registration Form Addendum**

All students, grades K-12/Adult receive a copy of the Grades K-12/Adult Registration Form Addendum (drug addendum). The form includes information and rules on the following:

- a. Control of students
- b. Dangerous or disruptive items
- c. Assault or battery on school
- d. Violent behavior
- e. Possession, sale or use of
- f. Alcoholic beverages, narcotics, personnel illegal drugs and/or prohibited substances

It is most important that the information and the form be discussed with your child. The parent or guardian is required to sign acknowledging receipt of the form.

## 2014 – 2015 IMMUNIZATION REQUIREMENTS

GRADE	SHOT
Pre K	<b>4 DTaP</b> <b>3 Polio</b> <b>1 MMR</b> <b>1-4 HIB (age appropriate)</b> <b>3 Hep B</b> <b>1 Varicella (or certification of disease)</b>
Kindergarten	<b>4 DTaP (last dose must be after age 4)</b> <b>5 DTaP</b> <b>3-5 Polio (last dose must be after age 4)</b> <b>2 MMR</b> <b>3 Hep B</b> <b>2 Varicella (or certification of disease)</b>
1-6	<b>4 DTP/DTaP (last dose must be after age 4)</b> <b>5 DTP/DTaP</b> <b>3 Polio (last dose must be after age 4)</b> <b>4 Polio</b> <b>2 MMR</b> <b>3 Hep B</b> <b>2 Varicella (or certification of disease)</b>
7-12	<b>4 DTP/DTaP (last dose must be after age 4)</b> <b>5 DTP/DTaP</b> <b>Grade 7- 12, 1Tdap</b> <b>3 Polio (last dose must be after age 4)</b> <b>4 Polio</b> <b>2 MMR</b> <b>3 Hep B</b> <b>1 Varicella (or certification of disease)</b>

### For additional information contact:

**Beth Thedy, Ed. D.**, Assistant Superintendent  
 Student Services  
 Brevard County Public Schools  
 (321) 633-1000, ext. 270

**Pamelia Hamilton RN, BS**  
 School Health Coordinator  
 Brevard County Health Department  
 (321) 269-6311



## **FIELD TRIPS**

Field trips are planned to extend and enhance classroom experiences when opportunities and resources permit. Each participating student must have a permission form signed by the parent or guardian. Transportation is usually provided by school buses. When private automobiles are used, special insurance forms must be signed by the owner of the vehicle. Students are supervised and chaperoned by adults while on field trips. Additional information on field trips may be found at your local school site.

### **Misbehavior on Field Trips**

Students are required to follow school rules and guidelines while on a field trip, the same as in the classroom at school. Students shall at all times, follow the instructions and directives of teachers, sponsors, or chaperones in charge of the field trip. Whenever a student misbehaves on a field trip, disciplinary action will be taken which may include warning, in-school suspension, out-of-school suspension, or expulsion.

## **FIRE DRILLS**

Fire drills are held at school as required by law. Drills may occur at any time of the day. Students are requested to move quickly, as directed by the teacher, to the designated exit-area. Upon completion of the drill, an all-clear signal will be sounded, at which time all persons will return to their classroom.

## **HOME EDUCATION PROGRAMS**

The following guidelines refer to children from Home Education Programs who enroll or re-enter a public elementary school in the Brevard County School District.

1. A child will be enrolled if he/she meets district and state entrance requirements the same as any other student.
2. Grade level placement of the child for the current school term will be made by the school in accordance with Student Transfer Requirements in the current Brevard County Student Progression Plan. The specific topic reference is: *All Transfer Students, K-6*.

A student enrolled in a Home Education Program in grades kindergarten (K) through six (6) is restricted from participating in classes at the elementary level on a part-time basis, unless the student is staffed in an exceptional education program. Admission is restricted to secondary schools only.

# **HOMELESS - STUDENTS IN TRANSITION**

## **McKinney-Vento Act**

The McKinney-Vento Act is federal legislation that was passed to address growing concerns about the plight of individuals experiencing homelessness. Educational issues and requirements related to homelessness are addressed in the law.

## **Definition of Homeless Students**

- Living in emergency or transitional shelters, FEMA Trailers, abandoned in hospitals;
- Sharing the housing of other persons due to loss of housing, economic hardship or a similar reason; doubled up;
- Living in cars, parks, temporary trailer parks or campgrounds due to lack of alternative adequate accommodations, public spaces, abandoned buildings, substandard housing, bus or train stations, public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings or similar settings;
- Living in hotels or motels; or
- Awaiting foster care.

## **School District Services**

- Ensure access to school and appropriate services
- Enroll homeless students in school immediately
- Provide free lunch
- Provide school supplies if needed
- Provide tutoring services if needed\*
- Provide transportation to the school of origin when requested and feasible

**\*Schools may contact the Title I Office at (321) 633-1000 ext. 355, to request tutoring services whether or not the student in transition is attending a Title I school.**

**The Homeless Student Liaison may be contacted at the Office of Student Services at (321) 633-1000 ext. 366.** Additional information and important forms concerning students-in-transition (homeless) can be found at:

**[http://www.edline.net/pages/Brevard\\_County\\_Schools/Departments/Departments\\_K-Z/Student\\_Services/Students-In-Transition\\_Homele/Students-In-Transition\\_Homele](http://www.edline.net/pages/Brevard_County_Schools/Departments/Departments_K-Z/Student_Services/Students-In-Transition_Homele/Students-In-Transition_Homele)**

## **Enrollment Requirements for Homeless Students**

1. Immediately enroll the homeless student, even if the student is unable to produce records normally required for enrollment such as previous academic records, medical records, proof of residency, or other documentation. Homeless students must be given a temporary exemption of up to 30 school days.
2. Immediately contact the prior school the student attended to obtain relevant academic and other records.
3. Immediately refer the parent or guardian of the student or the unaccompanied youth to the local homeless liaison to assist in obtaining necessary immunizations, or medical and immunization records, if needed.

## **IMPACT INFORMATION**

Federal installations such as NASA and Patrick AFB occupy thousands of acres of Brevard County land. Such property is removed from the tax rolls of the county, resulting in the loss of a substantial source of revenue through ad valorem taxes. To compensate partially for this loss of revenue, legislation providing aid to impacted areas was enacted by Congress.

To qualify for these funds, it is necessary that employment-survey questionnaires be completed by parents of students in September of each year. The information requested is brief and does not violate any security regulations.

Parent cooperation is appreciated in the completion and return of the questionnaire when it is taken home by the child.

## **IMPORTANT NOTICE TO STUDENTS**

The possession of illegal drugs and the unlawful use of alcohol and/or prohibitive substances are both **HARMFUL** and **WRONG!**

Students should ask their teachers or school guidance counselor for any information about drug and alcohol counseling, rehabilitation programs, and re-entry programs. Teachers and guidance counselors also have information relating to community programs and services on alcohol and substance abuse.

## **INSURANCE**

Accident insurance is available to students at a reasonable price. Specific information regarding the plan will be supplied during registration and the first week of school. Parents are encouraged to purchase this insurance as the school accepts no financial responsibility for accidents occurring on school grounds.

## **LIBRARY BOOKS AND OTHER SCHOOL MATERIALS**

Children are taught to take proper care of books or materials. Lost or damaged books or materials are the financial responsibility of the parents and students.

## **LOST AND FOUND**

The school maintains a lost and found department where articles may be claimed. It is advisable that parents mark their children's clothing for easy identification.

Schools encourage parents of students to check the lost and found department at the end of the year for articles that may have been forgotten. Each year many articles are left unclaimed.

School officials will not assume responsibility for lost articles or money. It is suggested that children bring only the amount of money necessary for any given day.

## **LUNCHESES**

A reimbursed lunch is served in the school cafeteria. In case of absence, the student can be reimbursed for the prepaid lunch. Students may pay for their lunch daily or purchase their lunch in advance. Milk is available at an extra cost to students who bring their lunches from home.

The food service program is operated under regulations from the United States Department of Agriculture. Students meeting certain family size and income may be eligible for free or reduced price meals. An accurate report is needed from the family for food services.

Guidelines and applications for reduced price or free lunch are available in the school office. On a random basis, parents may be asked to submit proof of income to substantiate information on the application.

## **RACIAL SLURS, HATE SLURS, NAME-CALLING**

Racial slurs, hate-related slurs, name-calling and put downs, intimidation either verbal or written will not be tolerated at schools, school activities, on school buses or other school sponsored transportation.

Students shall at all times refrain from using racial slurs, hate-related nicknames, bullying and any other name-calling or put downs.

## REQUEST FOR OUT-OF-AREA ASSIGNMENT (K-12)

In addition to the array of choice schools/programs, parents have the option to complete an Out of Area request for their child to attend a school other than the zoned school of attendance, as long as the chosen school is not on the list of frozen schools, as well as the school continues to meet statutory class size amendment requirements, and parents provide the transportation.

### FOR ALL OUT OF AREA REQUESTS

- ✓ **When can you apply for the 2014-2015 school year?**
  - February 3, 2014 through April 4, 2014
- ✓ **Who can apply?**
  - Out of Area assignment is for Kindergarten through 12<sup>th</sup> grade.
  - Students who wish to attend a school other than their zoned school of attendance must submit an **online application** with a **\$30 nonrefundable application fee**.
- ✓ **Where can you get the application?**
  - The application is available on the School of Choice website located at: [http://www.edline.net/pages/Brevard\\_County\\_Schools/Departments/Departments\\_K-Z/School\\_of\\_Choice\\_new](http://www.edline.net/pages/Brevard_County_Schools/Departments/Departments_K-Z/School_of_Choice_new)
- ✓ **What do I need to know?**
  - If you have applied and were granted an Out of Area in years past, you **MUST reapply annually**.
  - Approval/Denial for Out of Area placement is subject to criteria including space availability as well as the observance of the Class Size Amendment.
  - The approval of an Out of Area assignment does not guarantee that a student will be able to remain at the school until the highest grade level.
  - Kindergarten students will not need to register at their home school; two proofs of residency will be required at registration thereby allowing schools to assign student numbers during the registration process.
  - All students approved for Out of Area placement must provide their **own transportation**.
- ✓ **If I move during the school year and want to stay at my school what do I need to do?**
  - You must notify the school of your new address. If applicable, you must complete an Out of Area application in order to be able to stay at the school you are currently attending.

✓ **Who does not apply?**

- Out of Area applications are not required for students who wish to attend a choice program (international, choice, CTE, academy).
- John M. McKay students. Please contact the Office of Student Services/Exceptional Student Education for further information.

✓ **Other**

- If you are an Active Duty Military Family in Transition, you must complete the Active Duty Military Family in Transition Verification form and upload it to your Out of Area request.
- Students seeking to participate in interscholastic competition will be subject to the policies established by BPS and the Florida High School Athletic Association (FHSAA).
- A student's Out of Area may be revoked if he/she fails to exhibit appropriate academic effort, good attendance, and/or acceptable behavior.
- Out of district transfers into Brevard County Schools (including students of Brevard County School Board Employees) will be approved on a case-by-case basis. The requested school must have available capacity, meet class size compliance and maintain diverse enrollment.
- Parents must show verification of release from the home school district prior to being approved and enrolling in Brevard County Schools by uploading the form to your Out of Area request.
- This application is for one (1) school year and a new form must be completed each year a student desires to remain at the school. No student may transfer before receiving approval.

**Verification of Residence**

Verification of a parent or guardian's residence shall be required at the time the child registers in a Brevard County school. Verification of residence may also be required at any other time at the discretion of the Superintendent or designee.

**RULES OF DISCIPLINE FOR DISABLED STUDENTS**

Individual Educational Plans (IEPs) and 504 Accommodation Plans must be reviewed when a student commits a disciplinary infraction that can lead to a recommendation for expulsion. Please refer to the Brevard County Plan for Exceptional Education.

# SCHOOL HEALTH

## **School Health Program**

Section 381.0056, Florida Statutes, defines the school health services program as those activities which should be carried out to appraise, protect and promote the health of students and “to encourage use of the services of their physician, dentist, and community health agencies.”

Health appraisal and screening programs which include periodic review and analysis of health related records, observations, and screening tests consistent with sound health practices will be carried out as a requirement of Florida state law.

Screening shall include vision, hearing, growth and development, nutrition, dental health, mental health, and communicable diseases. Any request for exemption from health screening must be made in writing to the Principal by the parent or guardian.

## **Accidents and Illness**

The school clinic, located in the administrative area of the building, is staffed by volunteers and/or school personnel who assist students and contact parents concerning illnesses and injuries. Necessary information must be on file in the school office in order that school personnel may contact parents during school hours, should an illness or accident occur.

If the nature of the illness is such that the child should go home, efforts will be made to notify parents. Students will not be released to anyone except parents or their designees.

## **Unusual Health Conditions**

Parents are urged to inform the school if a child has unusual or chronic health conditions, such as asthma, diabetes, etc. Parents may request a Chronic Health Condition form from the school nurse that will be filled out by the student’s medical provider. The form is not mandatory but if requested parents must give approval for medical information to be shared with the school and designated Brevard County Health Department medical staff.

## **Controlling Head Lice (*Pediculus capitis*)**

(Adopted from recommendations of American Academy of Pediatrics, Centers of Disease Control, and Harvard School of Public Health)

The following procedure will be used by clinic staff/school administration when a student at school is observed to be infested with live head lice:

1. The parent/guardian will be notified by the end of the school day.
2. A fact sheet on education and treatment of head lice will be sent home. This will include a statement to be signed by parent/guardian that treatment was done.
3. For a student to be re-admitted to school following live lice infestation, he/she must be checked, have no live lice, and have a statement signed by parent/guardian that treatment was done.
  - If no nits are found, further rechecking will not be done.
  - If nits are found, the student will be admitted and rechecked in 8-10 days.
  - If live lice are found, the student will not be readmitted and the entire procedure will need to be repeated.

### **Assisting with Medication**

1. Parent Permission forms are to be completed for **ALL** medication to be given at school.
2. All medication coming to the school must be in the **original container** with the manufacturer / pharmacy label in place. This includes all over-the-counter medications.
3. Over-the-counter medications can only remain at school for **10 days**. If a longer time period is needed then written physicians authorization is requested.
4. Clinic staff will administer over-the-counter medications as directed by manufacturer label. Any changes in administration must have written physician's approval.
5. Please do not send loose medication (cough drops, pills, etc.) to school in plastic bags. Clinic staff will be unable to administer these medications to your child.
6. Clinic staff will not give a medication if the container label has been altered in any way.
7. When completing Parent Permission forms, please make sure that your instructions match the label on the medication container or the medication will not be given.
8. PLEASE DO NOT ALLOW YOUR CHILD TO TRANSPORT MEDICATION TO AND FROM SCHOOL – This recommendation is for **your** legal safety.
9. All medication will be counted upon arrival at school. A second signature will be required to verify a correct count.
10. Clinic staff will complete a daily medication log for each student when medication is administered.



11. A student may carry and self-administer a metered dose inhaler, epinephrine auto-injector, prescribed pancreatic enzyme supplement and/or may carry diabetic supplies and equipment to manage and care for their diabetes provided the student's parent or guardian provides the following:
  - A. For self-administration of a metered dose inhaler, the parent or guardian must provide the District with a written authorization that is signed and dated by both the parent or guardian and physician. The written approval by the physician must include the following:
    - name of the medication in the metered dose inhaler;
    - the prescribed dosage;
    - the times or the special circumstances under which the medication is to be administered; and
    - any other special related information regarding the administration of the metered dose inhaler.
  - B. For self-administration of an epinephrine auto-injector, the parent or guardian must provide the District with a written authorization that is signed and dated by both the parent or guardian and the physician. The written approval by the physician must include:
    - the times or the special circumstances under which the medication is to be administered; and
    - any other special related information regarding the administration of the epinephrine auto-injected.
  - C. For self-administration of prescribed pancreatic enzyme supplements, the parent or guardian must provide the District with a written authorization that is signed and dated and provide the prescription label containing the following:
    - name of the medication;
    - the prescribed dosage;
    - the times or the special circumstances under which the medication is to be administered; and
    - any other special related information regarding the administration of the medication.

- D. For the use of a diabetic supplies and equipment, the parent or guardian must submit written authorization from the student's physician, containing the following:
- an identification of the diabetic supplies and equipment the student is authorized to carry;
  - a description of which activities the child is capable of performing without assistance;
  - the times or the special circumstances under which the medication is to be administered;
  - any other special related information regarding the administration of the medication.
12. Inservice programs directed by the Brevard County Health Department in conjunction with the school district will be conducted for those authorized to administer medication.
13. The School District and its employees are not liable for damages as a result of any injury arising from a student's self-administration of prescribed pancreatic enzyme supplements and/or for the use of diabetic supplies and equipment.

### **Asthmatic Students**

An asthmatic student may carry a metered dose inhaler on his/her person at school. The student's parent and physician must provide written approval to the school Principal.

### **Vision and Hearing Screening**

Vision screenings are provided for students in grades K, 1, 3, and 6. Hearing screenings are provided for students K, 1 & 6. Students new to the state in grades K-12, or any student with a new vision or hearing concern may also be screened. The purpose of the screenings is to identify students who may have a vision or hearing problem and need a professional medical exam. Students who do not pass the vision or hearing screening will have a letter sent home to the parent or the guardian. A school vision and hearing screening is not an examination and should not be substituted for routine medical care.

### **Direct Contact Communicable Diseases**

The School Board seeks to provide a safe educational environment for students and staff. This can be accomplished by assuring that all persons within the school community understand the method of transmission and prevention of diseases that are not contracted through air-borne pathogens, but rather, through direct contact with body fluids and excretions, especially blood, vomit, feces, or urine.

The Board is also committed to assuring the confidential status of individuals who may have been diagnosed with a blood-borne communicable disease. Student instruction will be developmentally appropriate.

For purposes of this policy, these diseases shall include:

- A. HIV (human immunodeficiency virus)
- B. AIDS (acquired immune deficiency syndrome)
- C. HAV, HBV, HCV (Hepatitis A, B, C)
- D. Other diseases that may be specified by the State Department of Health as contact communicable diseases.

The Board recognizes the fact that individuals who have contracted these diseases may not exhibit symptoms for many years after exposure and may, in fact, not be aware that they have contracted the disease. They are, however, able to transmit the disease to other individuals.

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With this in mind, the Board directs the Superintendent to develop programs/procedures for students and staff for the purpose of understanding the manner in which these diseases may be prevented and how they are transmitted.

These programs/procedures should specify, the risk factors involved, how to deal with those risks, and emphasize the fact that these diseases are preventable if basic precautions are taken.

The Board further directs the Superintendent to assure that students or staff who reveal the fact they have contracted one (1) of these diseases will have their status safeguarded in accordance with Federal and State statutes dealing with confidentiality and that their civil rights will be respected. Staff members will have access to District leave policies in accordance with Board policy and negotiated agreement and opportunities for reasonable accommodation as described by the Americans with Disabilities Act. Should a student be unable to attend school as a result of illness, an alternative education program shall be provided in accordance with the Board's policy and administrative procedures dealing with homebound instruction. F.S. 381.0037, 1001.41, 1003.22, 1003.46

### **Admissions and Attendance**

Admission shall not be denied to a qualified student solely on the ground that the student is an infected individual\*.

A student shall not be required to cease attending school solely on the basis of a diagnosis of infection. Such decisions shall be made only after reasonable accommodations have been made and an examination of the facts on a case by case basis demonstrates that the student can no longer perform as required, or that the student presents a health risk to himself or the school community.

\* For the purpose of these guidelines, an **infected individual** means:

1. An individual who is diagnosed as having a **direct contact communicable disease**; or
2. An individual who is determined to test positive for a **direct contact communicable disease** but has not yet developed symptoms of the disease.

### **Accommodations and Restrictions When Necessary**

Schools will make “reasonable efforts” to accommodate the special needs of students with a direct contact communicable disease unless the accommodation places “undue burdens” on the school.

Any student with a **direct contact communicable disease**, whose personal behavior and/or medical condition poses imminent risk to the school community, may be requested to provide an evaluation by the individual’s private medical provider (physician) or by the Brevard County Health Department. The physician or health department will determine if restricting contact and/or activities or if continuing attendance at the school is in the best interest of the student and the school community.

### **Confidentiality**

Infected individual shall be provided rights of privacy and confidentiality in accordance with Federal and State laws and Board rules. **The only individual who can disclose that a student has a direct contact communicable disease is the parent/guardian of the infected student.**

### **Instructional Program for Students**

The primary purposes of instruction in **direct contact communicable diseases** are to inform students of the threat of the diseases and to provide them with appropriate information to avoid risky situations and to make appropriate decisions. Content will focus on the epidemiology of the diseases and provide students an up to date report of medical advances being made in the area of these diseases. The instruction will be presented in developmentally appropriate curricula.

## **SEARCH AND SEIZURE**

The board recognizes that the privacy of students or their belongings may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable suspicion or in an unreasonable manner.

The board acknowledges the need for in-school storage of student possessions and shall provide storage places, including desks and lockers, for that purpose. Such spaces remain the property of the Board and, in accordance with law, may be the subject of random search.

Where locks are provided for such places shall students have such an expectation of privacy as to prevent examination by a school official. The board directs the school principals to conduct a routine inspection at least annually of all such storage places.

School authorities are charged with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search the person or property, including vehicles of a student, with or without the student's consent, whenever they reasonably suspect that the search is required to discover evidence of a violation of law or of school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age.

The authorization to search shall also apply to all situations in which the student is under the jurisdiction of the Board.

Administrators are permitted to conduct a random search of any student's locker and its content at any time, providing proper notice has been posted in the locker areas of each building.

Search of a student's person or intimate personal belongings shall be conducted by a person of the student's gender, in the presence of another staff member of the same gender, and only in exceptional circumstances when the health or safety of the student or of others is immediately threatened.

Except as provided below, a request for the search of a student or a student's possessions will be directed to the principal who shall seek the freely offered consent of the student to the inspection. Whenever possible, a search will be conducted by the principal in the presence of the student and a staff member other than the principal. A search prompted by the reasonable suspicion that health and safety are immediately threatened will be conducted with as much speed and dispatch as may be required to protect persons and property.

The principal shall be responsible for the prompt recording in writing of each student search, including the reasons for the search; information received that

established the need for the search and the name of the informant, if any; the persons present when the search was conducted; any substances or objects found; and the disposition made of them. The principal shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a student.

The Superintendent shall prepare administrative procedures to implement this policy.

F.S. 901.21, 933.07, 1006.09(9)

U.S. Constitution, 4th Amendment

Florida Const. Art. 1, Section 2

## **STUDENT CONDUCT**

### **Staff Involvement**

All school personnel shall be informed and responsible for all school board administrative rules concerning discipline. All school personnel shall become involved in the discipline process anywhere on campus or at school functions off campus. A good faith effort shall be made by the Principal to employ parental assistance or other alternative measures prior to suspension.

### **Policies**

The following policies shall be used to govern student conduct at all school-sponsored activities and at any time the student is under school jurisdiction. It is the responsibility of students to become knowledgeable of and to abide by these conduct policies. School Principals shall be responsible for informing students of conduct policies at the beginning of each school year. Violation of law shall be reported to proper legal authorities.

### **Notice to Law Enforcement**

School administrators shall ensure that the appropriate law enforcement agency is notified as soon as possible when an adult or a student commits any of the following offenses on school property, on school-sponsored transportation, or during a school-sponsored activity: homicide (murder, manslaughter); sexual battery; armed robbery; aggravated battery; battery or aggravated battery on a teacher or other school personnel; kidnapping or abduction; arson; possession, use, or sale of any firearm; possession, use, or sale of any explosive device, or any other offense, though not listed above, the nature of which is such that it impacts the safety of the school or the community.

## **General Offenses**

Violation of any other law by students while on the school campus or at a school function will result in corrective action. The student may be suspended or recommended for expulsion and referral to proper law enforcement agencies.

## **Detention of Students**

A student may be detained at school for a specified period of time either before, during, or after the regular school day or on Saturday. An effort shall be made to notify one of the student's parents prior to the detention. Transportation of students following detention is the responsibility of the parent.

## **Corporal Punishment-Control of Students**

A teacher or other member of the certificated staff shall assume such authority for the control of students who are assigned to him/her by the Principal or designee and shall keep good order in the classroom. The use of corporal punishment is prohibited. Alternative disciplinary procedures, which may include time-out, peer review, or other forms of positive reinforcement should be used to bring about appropriate student classroom behavior.

## **Inciting Others or Disruptions**

A student who counsels another person to riot, disrupt, or be absent or otherwise violate school rules, or who disrupts or interferes with the lawful administration or functions of the school shall be subject to suspension or expulsion depending upon severity of the act.

## **Trespassing**

A student who violates the Florida State Trespass Law may be subject to suspension or expulsion and referral to proper law enforcement agencies.

## **Student Conduct-Criminal Offenses**

### **Dangerous or Disruptive Items**

Any item in the possession of or being used by a student which disrupts the class, distracts his/her attention from the class, defaces school property, or in any way endangers the safety of himself/herself or others shall be taken by the teacher and held until proper disposition of the item(s) can be made. Teachers are not to destroy such items.

Students who refuse to cooperate shall be reported to the appropriate administrator for further action. Possession or use of a dangerous or disruptive item while on school property or in attendance at a school function is grounds for suspension and/or expulsion and referral to proper law enforcement agencies.

## **Weapons**

The Board prohibits students from possessing, storing, making, carrying, concealing in a locker or vehicle, or using a weapon or other devices designed to inflict serious bodily harm in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, in a District vehicle, or in school-sponsored transportation, without the written authorization of the Superintendent.

Weapons and firearms as defined in F.S. 790.001 and include, but are not limited to: razors, clubs, electric weapons, metallic weapons, martial arts weapons, ammunition and explosives.

For purposes of this policy, the term "weapon" also means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons.

This policy shall also encompass such actions as look-alike items, false fire alarms, bomb threats, or intentional calls to falsely report a dangerous condition. Further notice is given that except as determined by the Superintendent on a case-by-case basis, a student or an adult student who engages in such behavior while on school property, on school-sponsored transportation, school bus stop, or during school-sponsored activities shall be suspended, recommended for expulsion from school for not less than one (1) calendar year, and referred to the proper law enforcement agency for the purpose of criminal prosecution.

Students found to be in possession of objects defined as weapons will **not** be allowed to participate in the District's (off-site) abeyance alternative program with the exception of the following: dirk, metallic knuckles, slung shot, and a chemical weapon with less than two (2) ounces of chemical propellant.

Students found to violate this policy by possessing any firearm to include, a rifle or shotgun, shall **not** be allowed to participate in the District's (off-site) abeyance alternative program.

Students found to be in possession of a chemical weapon with two (2) ounces or less of a chemical propellant, sword, sword cane, common pocket knife, common butter knife, shotgun shells, cartridges, or ammunition of firearm, and common objects found to be weapons (box cutters, pencils, razor blades, etc.) **may** be eligible to participate in the District's (off-site) abeyance alternative program.

The Superintendent shall prepare administrative procedures to ensure immediate reporting to the parent and to the local law enforcement agency and proper disciplinary action as provided for in student/parent handbook.



The Superintendent is authorized to establish administrative procedures on weapons, which require students to immediately report knowledge of weapons and threats of violence by students and staff to the building principal. Failure to report such knowledge may subject the student to immediate suspension and potential expulsion from school.

Items pre-approved in writing by the Superintendent upon request of the building principal as part of a class or individual presentation or a theatrical prop used under adult supervision, if used for the purpose and in the manner approved, would be an exception to this policy. (Working firearms and any ammunition will **never** be approved as part of a presentation.)

Procedures shall also include the immediate reporting to the appropriate law enforcement agency if a dangerous weapon is found or is suspected to be in the possession of a District employee or a visitor.

**Possession, Sale and/or Use of Alcoholic Beverages, Narcotics, Illegal Drugs, and/or Prohibited Substances**

- a. **Possession, Sale and/or Use** - Notice is hereby given that possession or sale of controlled substances, as defined in Florida Statutes, Chapter 893, by any student while such student is upon school property or in attendance at a school function is grounds for expulsion. Student possession of or being under the influence of alcoholic beverages, and/or hallucinogenic drugs or combinations of drugs or substances having hallucinatory effects, marijuana, or under the influence of glue or other drugs or combinations of drugs, or drug paraphernalia expressly prohibited by federal, state, or local laws, including prohibited substances which shall include those substances possessed, sold, and/or used that are held out to be, or represented to be, controlled substances, illegal substances, or counterfeit in any respect illegal or controlled substances, at any school function or on school property is grounds for expulsion and referral to proper law enforcement agencies.
  
- b. **Felony Charge for Possession and/or Sale** - Upon complying with the requirements of law set forth in Florida Statute 1006.09 and State Board of Education Regulation 6A-1.0956, the Principal is authorized to suspend a student who has been formally charged with a felony for the unlawful possession or sale of narcotics or drugs until the determination of his guilt is made by a court of competent jurisdiction. Upon being adjudicated guilty of a felony, the student may be recommended for expulsion.

- c. **Waiver** - A waiver of such discipline or expulsion may be granted if:
- 1) The student voluntarily discloses his/her unlawful possession of such drug prior to arrest, or
  - 2) The student divulges information leading to the arrest and conviction of the person who supplied such drug to him/her. Any such information shall not be admissible in evidence against the student in any subsequent criminal action.
  - 3) The student commits himself/herself, or is referred by the court in lieu of a sentence, to a state-licensed drug abuse program and successfully completes the program.

### **Extortion**

A student who blackmails or otherwise threatens another student for the payment of money of any sum or other consideration shall be suspended from school and parents or guardians shall be requested to come for a conference with school officials. A second offense shall be that of mandatory suspension of ten (10) days and automatic recommendation for expulsion. Efforts shall be made to secure reimbursement. Referral to proper law enforcement agencies shall be made.

### **Bomb Threats or Terroristic Threats and Throwing Explosives or Noxious Substances**

A student who threatens, places, discharges, or throws a destructive explosive item or noxious substance, or makes a terroristic threat while in or on Board property, or on school-sponsored transportation, or during school-sponsored activities shall be suspended from school. Further notice is given that except as determined by the Superintendent on a case-by-case basis, a student determined to have violated this Board Policy shall be recommended for expulsion from school for not less than one (1) calendar year. A student who has been found to violate this Board Policy shall not be eligible to participate in the off-site Alternative Education Program or the district's earned return program pursuant to Board Policy 5610. The parent(s) or guardian(s) shall be requested to come for a hearing with school officials and make restitution for damages. The maximum penalty, depending on damage and intent, shall be expulsion and referral to proper law enforcement agencies.

### **Arson**

A student who deliberately or wantonly sets a fire to school property or while involved in a school activity either as a prank or deliberately to do damage to the property shall be suspended from school and the parent or guardian shall be requested to come for a conference with school officials and to make

arrangements for restitution for damages. Maximum penalty, depending on damage and intent, shall be expulsion and referral to proper law enforcement agencies.

### **Inciting Others or Disruptions**

A student who counsels another person to riot, disrupt, or be absent or otherwise violate school rules, or who disrupts or interferes with the lawful administration or functions of the school shall be subject to suspension or expulsion depending upon severity of the act.

### **Trespassing**

A student who violates the Florida State Trespass Law may be subject to suspension or expulsion and referral to proper law enforcement agencies.

### **Felony Charges for Incidents off School Property**

#### **Felony Charge**

A student who is formally charged by a proper prosecuting attorney with a felony, or with a delinquent act which would be a felony if committed by an adult, for an incident occurring off Board property, and such incident has an adverse impact on the educational program, discipline, or welfare in the school in which the student is enrolled shall be subject to suspension. The school principal shall conduct an administrative hearing as outlined in F.A.C. 6A-1.0956 for the purpose of determining whether or not the student shall be recommended for expulsion. If circumstances warrant, a student may be suspended for a period of time which may exceed ten (10) days, as determined by the Superintendent. Such suspensions shall not affect the delivery of educational services to the student. The student shall be immediately enrolled in a daytime alternative education program, or an evening alternative education program, where appropriate.

#### **Felony Conviction**

Any student who is convicted of, or is found to have committed, a felony or a delinquent act which would have been a felony if committed by an adult, regardless of whether adjudication is withheld shall not be allowed to participate in extra-curricular student activities.

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 school principal shall conduct an administrative hearing as outline in F.A.C. 6A-1.0956 for the purpose of determining whether or not the student shall be recommended for expulsion, provided that the expulsion 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.

A student's rights to participate in extra-curricular student activities may only be reviewed once the student has met all conditions set forth by the court. At that time the student may apply to the superintendent or the superintendent's designee to have his/her eligibility restored. Supporting documentation would be required at that time to be reviewed and validated by the Office of District and School Security. The decision of the superintendent or superintendent's designee shall be final.

### **Assault or Battery on School District Personnel**

Any student found to have committed an act of assault or aggravated assault, or battery or aggravated battery, on any elected official of the school district, teacher, administrator or other school district personnel, shall be recommended for expulsion and placed in an alternative school setting for a minimum period of one (1) year. Upon being charged with such offense, the student shall be removed from the classroom immediately and placed in an alternative school setting pending disposition.

### **Community Control**

FS 948.03 Terms and Conditions of Probation or Community Control, state in part, that a juvenile on community control who is a public school student must attend a public adult education program or a dropout prevention program with a second chance school or an alternative to expulsion if the district offers such programs, unless the principal of the school determines that special circumstances warrant continuation in the regular school program.

If the juvenile on Community Control attends a regular school program, the identity of the juvenile on community control, the nature of the felony offense committed by the juvenile, and the conditions of the community control must be made known to each of the student's teachers.

When the Principal is informed of a student on Community Control, either by the student disclosing such information on the Student Registration Form or notices from the Office of the Clerk of Court, the principal or designee will:

- 1) Hold a conference (administrative hearing) with the student and his/her parent or guardian to inform them of the notices of Community Control and the requirements to attend Adult Education, Alternative Education Program (AEP), or continue in the regular school program. For Exceptional Student Education (ESE) students, this conference must be held in conjunction with an IEP review.
- 2) Inform the student and his/her parent or guardian at the conference whether or not circumstances would allow the student to continue in the regular school program.

- 3) The referring school completes the Notice of Enrollment form if the student will attend the Alternative Education Program:
  - The words, *Community Control*, should be written at the top of the enrollment -form to indicate the student's status in the program.
  - List the courses for the student.
  - Forward to the Area Superintendent for approval.
  - The Off-Site Stipulation/Conduct Agreement is not required for ESE or 504 students.
- 4) The Principal or designee should notify the Site Coordinator for AEP by telephone to expect the student to enroll at the site (giving the student's name, parent's or guardian's name, address, and telephone number).
- 5) The Principal or designee must inform the student and his/her parent or guardian to contact the Site Coordinator for AESP or the coordinator of the Adult Education Program and arrange a time to come to the site for an Intake appointment.

### **Alternative Learning Centers**

The School Board of Brevard County provides for Alternative Learning Centers that are available to provide educational instruction for students that:

1. Commit expellable infractions of school rules at school or at a school function
2. Are charged with/convicted of a felony
3. Are on community control/probation due to a felony charge or conviction

The decision to place a student at an Alternative Learning Center is made by a team of individuals to include appropriate school district personnel, parent/guardian, and the student.

A student, who is being recommended for expulsion for a bomb threat or for possession of any firearm at school or at a school function, to include a rifle or shotgun, is not allowed to participate in the Alternative Learning Center program. Refer to Board Policy 5500(B)(4) and 5500(B)(1)(b).

The Alternative Learning Center operates at two (2) sites:

Central/North Alternative Learning Center  
1225 Clearlake Road  
Cocoa, FL 32922  
(321) 633-3489

South Alternative Learning Center  
2175 North Wickham Road  
Melbourne, FL 32754  
(321) 242-4770

### **Student Conduct - School Based Offenses**

1. **Cheating** - Cheating is an offense which shall be handled by the school in whatever manner will best serve the interest and development of the student consistent with law and policy.
2. **Misconduct** - Actions by students which are insubordinate or show disrespect for others or general misconduct which disrupts the learning situation shall not be tolerated. If the situation cannot be handled by the teacher, it shall be referred to an administrator. Definite corrective action appropriate to the individual situation shall be taken which may include suspension or expulsion.
3. **Student Dress** - Instances in which students deliberately defy the dress code established by their school shall be treated the same as misconduct.
4. **Public Affection** - Public affection is in poor taste. Students who continue to engage in public affection after being warned by the teacher shall be referred to the appropriate administrator. If the problem continues after a warning, it shall constitute an act of misconduct, which may result in suspension.
5. **Verbal Abuse or Profanity** – Verbal abuse shall be interpreted to include any profane, obscene, vulgar, racial slur or slang or unnecessarily crude utterance, gesture, or display reflecting on an individual's gender, race, color, religion, ethnic or national origin, age, sexual orientation, social and family background, linguistic preference, or disability which has the purpose or effect of creating an intimidating, hostile or offensive educational environment. It shall not matter for disciplinary purposes whether it is directed toward the teacher, classmates, or merely done overtly. Such instances shall receive the appropriate action which may include suspension.

6. **Theft or Pilfering** - A student involved in the act of stealing or in possession of stolen property may be suspended from school. Parents or guardians may be requested to come for a conference with school officials. Efforts shall be made to secure reimbursement or replacement of the money or items taken. Criminal charges may be filed. The student may be recommended for expulsion.
7. **Student Possession of Tobacco on School Grounds** - While under school jurisdiction, students shall be prohibited at all times from smoking or having tobacco in any form (including e-cigarettes) in their possession. Punishment shall include definite corrective action. Although e-cigarettes do not contain tobacco, they do contain nicotine and should be reported as a SESIR tobacco incident.
8. **Vandalism and Tampering** - Any deliberate or wanton abuse of school or private property shall be considered vandalism. Cases of vandalism by students shall be reported to the appropriate administrator as soon as possible. Action, regardless of the value of the damage, may result in suspension of the student from school. The parent or guardian shall be requested to meet with the school officials to make arrangements for restitution for damage. Criminal charges may be filed; the student may be recommended for expulsion.
9. **Violent Behavior** - Acts of assault, violence, intimidation, fighting, or extreme antagonism toward other persons shall immediately be reported to the appropriate administrator. Definite corrective action shall be taken. If, upon investigation, the facts warrant such, the student shall be suspended or recommended for expulsion. Criminal charges may also be filed.
10. **Threats** - Serious threats made by a student against the life of another student, teacher or other school personnel shall immediately be reported to the appropriate administrator. Definite corrective action appropriate to the individual situation shall be taken which may include suspension or a recommendation for expulsion. The school administrator shall inform the person to whom the threat was directed of the situation. This policy will apply to secondary schools only.
11. **False Accusations** - Accusations or charges made by a student against a teacher, administrator or other school district personnel shall be reported to the Principal or designee, who shall conduct a complete investigation of the accusations or charges made by the student. Any student found to have intentionally made false accusations or charges that jeopardize the professional reputation, employment, or professional certification of a teacher, administrator or other school district

personnel, shall be subject to disciplinary action for a serious breach of conduct which may include a recommendation for expulsion or assignment to a second chance school operated by the district.

12. **Failure to Report Serious Offenses** – Students who are aware of serious offenses, which include but are not limited to, the possession of weapons, firearms, and drugs, must report that information to a teacher or administrator at their earliest opportunity. Failure to report serious offenses may be cause for disciplinary action.
13. **Bullying and/or Harassment** – If, upon investigation, a student has been found to have committed an act(s) of bullying and/or harassment, the student shall be suspended or recommended for expulsion. Criminal charges may also be filed if warranted. Please refer to pages 27 and 28 for additional information.

## **STUDENT DISTRICT NETWORK USE**

Advances in telecommunications and other related technologies have fundamentally altered the ways in which information is accessed, communicated, and transferred in our society. Such changes are driving the need for educators to adapt their means and methods of instruction, and the way they approach student learning, to harness and utilize the vast, diverse, and unique resources available on the Internet. The District is pleased to provide Internet services to its students. The District encourages students to utilize the Internet in order to promote educational excellence in our schools by providing them with the opportunity to develop the resource sharing, innovation, and communication skills and tools which will be essential to life and work. The instructional use of the Internet will be guided by the Board's policy on instructional materials.

The Internet is an electronic highway connecting computers and users in the District with computers and users worldwide. Access to the Internet enables students to explore thousands of libraries, databases, and bulletin boards, while exchanging messages with people throughout the world. Access to such an incredible quantity of information and resources brings unique challenges.

First, and foremost, the District may not be able to technologically limit access to services through the District's Internet connection to only those that have been authorized for the purpose of instruction, study, and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness, access to the Internet, because it serves as a gateway to any publicly available file server in the world, will open classrooms and students to electronic information resources which have not been screened by educators for use by students of various ages.



The District has implemented technology protection, utilizing software and hardware measures which monitor, block, and filter Internet access to visual displays that are obscene, child pornography, or harmful to minors. Nevertheless, parents/guardians are advised that a determined user may be able to gain access to services on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents/guardians may find inappropriate, offensive, objectionable, or controversial. **Parents/Guardians assume risks by consenting to allow their child to participate in the use of the Internet.** Parents/Guardians of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

Pursuant to Federal law, students shall receive education about the following:

- A. safety and security while using e-mail, chat rooms, social media, and other forms of electronic communications;
- B. the dangers inherent with the online disclosure of personally identifiable information; and,
- C. the consequences of unauthorized access (e.g., "hacking") cyberbullying and other unlawful or inappropriate activities by students online

Site managers are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying procedures. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the Internet. All Internet users (and their parents if they are minors) are required to sign a written agreement annually, or at the time of enrollment to abide by the terms and conditions of this policy and its accompanying procedures.

Students and staff members are responsible for good behavior on the District's computers and the Internet just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Board does not sanction any use of the Internet that is not authorized by or conducted strictly in compliance with this policy and its accompanying procedures.

Students shall not access social media for personal use from the District's network, but shall be permitted to access social media for educational use in accordance with their teacher's approved plan for such use.

Users who disregard this policy and its accompanying procedures may have their use privileges suspended or revoked, and disciplinary action taken against them. Users granted access to the Internet through the District's computers

assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by this Board policy and its accompanying procedures.

The Board designates the Superintendent as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying procedures as they apply to the use of the Internet for instructional purposes.

Please become familiar with the Student Computer and Internet Acceptable Use and Safety Procedures (7540.03) Located at: <http://www.neola.com/brevardco-fl/search/AP/ap7540.03.htm>

## **STUDENT HAZING**

Hazing activities of any type are inconsistent with and disruptive to the educational process, and prohibited at any time in school facilities, on school property, and/or off school property if the misconduct is connected to activities or incidents that have occurred on school property. No administrator, faculty member, or other Board employee shall encourage, permit, authorize, condone, or tolerate any hazing activities. No student shall plan, encourage, or engage in any hazing.

Hazing is defined as performing any act or coercing another, including the victim, to perform any act that causes or creates a substantial risk of causing mental or physical harm. "Hazing" includes, but is not limited to, pressuring or coercing the student into violating State or Federal law, any brutality of a physical nature, such as whipping, beating, branding, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or other forced physical activity that could adversely affect the physical health or safety of the student, and also includes any activity that would subject the student to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct that could result in extreme embarrassment, or other forced activity that could adversely affect the mental health or dignity of the student. Hazing does not include customary athletic events or other similar contests or competitions or any activity or conduct that furthers a legal and legitimate objective. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

Administrators, faculty members, and other employees of the Board shall be alert particularly to possible situations, circumstances, or events that might include hazing. If hazing or planned hazing is discovered, the students involved shall be informed by the discoverer of the prohibitions contained in this policy and shall be ordered to end all hazing activities or planned activities immediately. All hazing incidents shall be reported immediately to the Superintendent. Students, administrators, faculty members, and other employees

who fail to abide by this policy may be subject to disciplinary action and may be held personally liable for civil and criminal penalties in accordance with law.

The Superintendent shall distribute this policy to all students and Board employees, and shall incorporate it into building, staff, and student handbooks. It shall also be the subject of discussion at employee staff meetings or in-service programs.

Administrators, staff members, and volunteers shall not intentionally remain ignorant of hazing or potential hazing activities.

## **STUDENT RECORDS**

### **Privacy**

The student's school records are private and confidential. A student's parents or guardians, eligible students, school officials with legitimate educational interests, or other individuals or organizations as permitted by law are the only ones who may see student records without the parent's or guardian's written permission.

### **Maintenance of Student Records**

Each school shall maintain a permanent cumulative record for each student enrolled in the school which shall contain the data as prescribed by Rule 6A-1.0955, FAC. Each student's cumulative record shall contain the following types of data:

#### **1. Category A Records, Permanent Information.**

- a.** Student's full legal name.
- b.** Authenticated birth date, place of birth, race and sex.
- c.** Last known address of student.
- d.** Name(s) of student's parent(s) or guardian(s).
- e.** Name and location of last school attended.
- f.** Number of days present and absent, date enrolled, date withdrawn.
- g.** Courses taken and record of achievement, such as grades, credits, or certification of competence.
- h.** Date of graduation or date of program completion.

## **2. Category B Records, Temporary Information.**

- a.** Health information, family background data, standardized test scores, student discipline records, educational and vocational plans, honors and activities, work experience reports, teacher/counselor comments.
- b.** Reports of student services or exceptional student staffing committees including all information required by Section 1001.42 F.S.
- c.** Correspondence from community agencies or private professionals.
- d.** Driver education certificate.
- e.** A list of schools attended.
- f.** Written agreements of corrections, deletions, or expunctions as a result of meetings or hearings to amend educational records.
- g.** Such other records of educational importance as the school shall deem necessary.

Category A and B records shall be maintained in compliance with the approved district records retention schedule.

Individual exceptional student records shall be kept separate from regular cumulative records. These records shall be sent to each succeeding school the student attends in the district and shall be maintained in accordance with the approved district records retention plan.

Periodic review for elimination of outdated information in student records by the custodian or designees shall be made in accordance with Section 1001.52, Florida Statutes, and the approved district records retention plan. Such review shall be made on a regular basis. The custodian of the student records shall be responsible for maintaining the accuracy of information. All records of expulsions will be expunged by the custodian of the record upon graduation of the student or the date the student would have graduated unless an outstanding request to inspect and review the record has been made. Explanations placed in the education record and the record of access shall be maintained for as long as the education record to which it pertains is maintained. This procedure must be implemented before records are released to any vocational-technical centers, community colleges, or institutions of higher learning in which the student or student seeks or intends to enroll.

<b>Type Record</b>	<b>Location</b>	<b>Custodian</b>	<b>Address</b>
Active and inactive student records as specified in the current Records Management Manual for the district	Last school attended	Principal of last school attended	As shown in local directory
Inactive student cumulative records (Category A as specified in the office current Records Management Manual for the district)	Central district office	Superintendent or designee Educational Services Facility	District Communications
Individual exceptional student education records as specified in the current Records Management Manual for the district	Last School attended	Principal of last school attended	As shown in local directory
Individual student psychological records as specified in the current Records Management Manual for the district	Last school attended	Principal of last school attended	As shown in local directory

**Fingerprints**

No report or record relative to a student which includes a copy of the student’s fingerprints will be maintained by the district.

**School District Access to Student Records**

1. Student records shall be available only to students and their parents, eligible students, designated school officials and personnel, to such other persons as the parent or eligible student authorizes in writing, a court of competent jurisdiction, or to other individuals or organizations as permitted by law. The term “parents” includes legal guardians or other persons standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child).
  
2. Schools may, without consent of parents, guardians, or eligible students, provide access to school officials to perform an administrative, supervisory or instructional task, or to perform a service or benefit for the student or the student’s family and psychologists

within the School district providing they have legitimate educational interest.

3. Classified employees may be designated by the Principal for the purpose of doing clerical work and maintaining student records. However, such persons shall receive inservice training concerning the confidentiality of student records and work under the supervision and control of a professional staff member.

### **Parent or Guardian Access to Student Records**

1. The district presumes that the eligible student or either parent/guardian of the student has the right to inspect, review, and receive copies of the educational records of the student or eligible student unless the School Board, its staff, or the individual school has been provided a legally binding instrument or court order governing such matters as divorce, separation, or custody which provides to the contrary.
2. In instances where records are opened to parents, guardians or eligible students, schools shall make available a member of the professional staff to interpret the record and shall provide copies, at the current district copy rate, upon request. The copy rate will include actual reproduction costs and will not include the labor costs for retrieval.
3. Parents, guardians and eligible students may waive their right of access to confidential letters or statements of recommendations or evaluations. Such waiver shall be made in writing to the custodian of the records and shall be signed by the parent, guardian, or eligible student. Such waiver shall apply to recommendations or evaluations only if:
  - a. The parent, guardian, or eligible student is, upon request, notified of the names of all persons submitting confidential letters or statements; and
  - b. Such recommendations or evaluations are used solely for the purpose for which they were specifically intended.
2. The waiver of right of access may be revoked in writing with respect to actions occurring after the revocation.

### **Disclosure of Student Record Information**

#### **Students Eighteen (18) Years of Age or Older**

Whenever a student has attained eighteen (18) years of age, the permission and consent required of and rights accorded to the parents of the student as to student records, shall thereafter be required of and accorded to the eligible student only,

unless the eligible student is a dependent eligible student of such parents or guardians as defined in Title 26 U.S.C. Section 152 of the Internal Revenue Code of 1954. The school district may, in this instance, disclose personally identifiable information from the education records to parents or guardians without the prior consent of the dependent eligible student.

### **Prior Written Consent Required**

1. Prior written consent of the parent, guardian or eligible student shall be obtained prior to disclosing personally identifiable student information other than directory information. The written consent shall include: signature of the parent, guardian or eligible student, date, specification of records or information to be disclosed, purpose of the disclosure, and the party or class of parties to whom a disclosure is to be made.
2. Disclosures of personally identifiable student information will be made only on the condition that the party or parties to whom the information is disclosed shall not disclose the information to any other party without prior written consent of the parent, guardian, or eligible student, as appropriate. Personally identifiable student information which is disclosed to an institution, agency, or organization, may be used by its officers, employees, and agents, but only for the purpose for which the disclosure was made.
3. The district presumes the parent, guardian, or eligible student has the authority to grant permission for disclosure of personally identifiable student information unless the district school has been provided with evidence that there is a legally binding instrument or State law or court order governing such matters as divorce, separation, or custody which provides to the contrary.

### **Disclosure without Prior Written Consent**

Personally identifiable records or reports of a student or student's may be released to the following persons or organizations without prior written consent of the student or student's parent or guardian:

1. Officials of schools, school systems, career centers, or public postsecondary educational institutions in which the student seeks or intends to enroll; and a copy of such records or reports shall be furnished to the parent or student upon request.
2. Other school officials, including teachers within the educational institution or agency, who have legitimate educational interests in the information contained in the records.
3. The United States Secretary of Education, the Director of the National Institute of Education, the Assistant Secretary for Education, the Comptroller General of the United States, or state or local educational

authorities who are authorized to receive such information subject to the conditions set forth in applicable federal statutes and regulations of the United States Department of Education, or in applicable state statutes and rules of the State Board of Education.

4. Other school officials, in connection with a student's application for or receipt of financial aid.
5. Individuals or organizations conducting studies for or on behalf of an institution or a board of education for the purpose of developing, validating, or administering predictive tests, administering student aid programs, or improving instruction, if the studies are conducted in a manner that does not permit the personal identification of students and their parents by persons other than representatives of such organizations and if the information will be destroyed when no longer needed for the purpose of conducting such studies.
6. Accrediting organizations, in order to carry out their accrediting functions.
7. Early learning coalitions and the Agency for Workforce Innovation in order to carry out their assigned duties.
8. For use as evidence in student expulsion hearings conducted by a district school board under chapter 120.
9. Appropriate parties in connection with an emergency, if knowledge of the information in the student's educational records is necessary to protect the health or safety of the student or other individuals.
10. The Auditor General and the Office of Program Policy Analysis and Government Accountability in connection with their official functions; however, except when the collection of personally identifiable information is specifically authorized by law, any data collected by the Auditor General and the Office of Program Policy Analysis and Government Accountability is confidential and exempt from [s. 119.07\(1\)](#) and shall be protected in a way that does not permit the personal identification of students and their parents by other than the Auditor General, the Office of Program Policy Analysis and Government Accountability, and their staff, and the personally identifiable data shall be destroyed when no longer needed for the Auditor General's and the Office of Program Policy Analysis and Government Accountability's official use.
11. a. A court of competent jurisdiction in compliance with an order of that court or the attorney of record in accordance with a lawfully issued subpoena, upon the condition that the student and the student's parent



are notified of the order or subpoena in advance of compliance therewith by the educational institution or agency.

b. A person or entity in accordance with a court of competent jurisdiction in compliance with an order of that court or the attorney of record pursuant to a lawfully issued subpoena, upon the condition that the student, or his or her parent if the student is either a minor and not attending a postsecondary educational institution or a dependent of such parent as defined in 26 U.S.C. s. 152 (s. 152 of the Internal Revenue Code of 1954), is notified of the order or subpoena in advance of compliance therewith by the educational institution or agency.

12. Credit bureaus, in connection with an agreement for financial aid that the student has executed, if the information is disclosed only to the extent necessary to enforce the terms or conditions of the financial aid agreement. Credit bureaus shall not release any information obtained under this paragraph to any person.
13. Parties to an interagency agreement among the Department of Juvenile Justice, school and law enforcement authorities, and other signatory agencies for the purpose of reducing juvenile crime and especially motor vehicle theft by promoting cooperation and collaboration, and the sharing of appropriate information in a joint effort to improve school safety, to reduce truancy and in-school and out-of-school suspensions, and to support alternatives to in-school and out-of-school suspensions and expulsions that provide structured and well-supervised educational programs supplemented by a coordinated overlay of other appropriate services designed to correct behaviors that lead to truancy, suspensions, and expulsions, and that support students in successfully completing their education. Information provided in furtherance of the interagency agreements is intended solely for use in determining the appropriate programs and services for each juvenile or the juvenile's family, or for coordinating the delivery of the programs and services, and as such is inadmissible in any court proceedings before a dispositional hearing unless written consent is provided by a parent or other responsible adult on behalf of the juvenile.
14. Consistent with the Family Educational Rights and Privacy Act, the Department of Children and Family Services or a community-based care lead agency acting on behalf of the Department of Children and Family Services, as appropriate.

### **Transcripts of Records**

Transcripts of a student's records may be released without written consent from the student's parents, guardians, or the eligible student to any vocational-technical center, community college, or any postsecondary institutions of higher

learning in which the student or student seeks or intends to enroll. A copy of the records may be released to the student’s parents, guardians, or the eligible student upon written request. This policy is also applicable in instances where such a request is in connection with a student’s application for, or receipt of, financial aid.

### **Disclosure—Health or Safety Emergencies**

Disclosure of personally identifiable student information may be made by school officials in the event of health or safety emergency. Such emergency situations shall be declared in writing to the Superintendent by a recognized legal official with authority to declare such an emergency. The declaration of a health or safety emergency shall include the need for specific personally identifiable student information, the time requirements for the information, and the parties to whom the information is disclosed who are responsible for utilizing the information to deal with the emergency.

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

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Brevard Public Schools, with certain exceptions, obtain a parent’s written consent prior to the disclosure of personally identifiable information from a child’s education records. However, Brevard Public Schools may disclose appropriately designated “directory information” without written consent, unless parents have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Brevard Public Schools to include this type of information from a child’s education records in certain school publications. Examples include:

- A playbill, showing your student’s role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. Directory information can be release without consent of parents, but **the district uses extreme discretion when releasing any information to an outside source.**

In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with the following

information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent.

If a parent does not want Brevard Public Schools to disclose directory information from their child’s education records without prior written consent, a parent must notify the District in writing by 15 business days after enrollment in a school. The **opt-out form** for notifying the district that you want to restrict the release of directory information may be obtained at a school or on the district’s website. If the signed form is not received by a school within 15 business days after enrollment, it will be assumed that Brevard Public Schools has your permission to use a child’s information as described in this notice. This permission will remain in effect at a school until a parent completes an opt-out form or the student is withdrawn.

Brevard Public Schools, as outlined in School Board Policy 8330-Student Records, has designated the following information as directory information:

- Student’s name
- Address
- Telephone number, if it is listed
- Date and place of birth
- Participation in officially recognized activities and sports
- Height and weight, if a member of an athletic team
- Dates of attendance
- Date of graduation or program completion
- Awards received

**Student Photograph, Video, and Original Work**

Brevard Public Schools obtains a parent’s written consent prior to publicly displaying a student’s photograph, image in a video or original work in any media format, including the Internet. The primary purpose of obtaining written consent is to allow Brevard Public Schools to include student images for a variety of purposes in accordance to School Board rule, policies and procedures.

Examples include:

- Yearbooks
- School Newspapers
- Award Announcements

When created and kept by a school or district, photos, videos, and other media directly related to a specific student are considered part of a student’s education records and, therefore, if a school or district discloses these images, they must comply with FERPA. **Brevard Public Schools exercises extreme caution when displaying information such as identifiable pictures and considers student safety first before publishing any image.**

If a parent does not want Brevard Public Schools to publish photographs, videos or original work without prior written consent, a parent must notify the District in writing by 15 business days after enrollment in a school. The **opt-out form**, as mentioned above, may be used by parents to restrict the use of a student's image. The opt-out form may be obtained at a school or on the district's website. If the signed form is not received by a school within 15 business days after enrollment, it will be assumed that Brevard Public Schools has your permission to use a child's image as described in this notice. This permission will remain in effect at a school until a parent completes an opt-out form or the student is withdrawn.

### **Record of Disclosures**

Record of any requests or disclosures of personally identifiable student information shall be maintained except for disclosures to parent, guardian or eligible student, disclosure of directory information, or to any other school officials with a legitimate educational interest. The record of requests for disclosure shall include the following: the parties who have requested or obtained personally identifiable student information and the legitimate interests of the persons requesting or obtaining the information.

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

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

1. *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED):
  - a. Political affiliations or beliefs of the student or student's parent;
  - b. Mental or psychological problems of the student or student's family;
  - c. Sex behavior or attitudes;
  - d. Illegal, anti-social, self-incriminating, or demeaning behavior;
  - e. Critical appraisals of others with whom respondents have close family relationships;
  - f. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  - g. Religious practices, affiliations, or beliefs of the student or parents; or
  - h. Income, other than as required by law to determine program eligibility.
2. *Receive* notice and an opportunity to opt a student out of:

- a. Any other protected information survey, regardless of funding;
  - b. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
  - c. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
3. *Inspect*, upon request and before administration or use:
- a. Protected information surveys of students;
  - b. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  - c. Instructional material used as part of the educational curriculum.

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

Brevard Public Schools has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Brevard Public Schools will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Brevard Public Schools will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Brevard Public Schools will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys.

Following is a list of the specific activities and surveys covered under this requirement:

- 1. Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
- 2. Administration of any protected information survey not funded in whole or in part by ED.

3. Any non-emergency, invasive physical examination or screening as described above.

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

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

### **Informal Procedures for Challenging Records**

School officials shall provide requesting parents, guardians, or eligible students an opportunity for a hearing to challenge the content of their child's or the eligible student's school record, to insure that the records are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, and to provide an opportunity for correction or deletion of any such inaccurate, misleading, or otherwise inappropriate data contained therein.

1. Whenever a parent, guardian, or eligible student believes the content of the student record is inaccurate, misleading, or a violation of their privacy, they may request an informal meeting with the custodian of the record for the purpose of requesting the correction, deletion, or expunction of any inaccurate, misleading, or otherwise inappropriate data or material in the student record.
2. If the parties at the informal meeting agree to make deletions, to expunge material, or to add a statement of explanation or rebuttal to the file, such agreement shall be reduced to writing and signed by the parties, and the appropriate school officials shall take the necessary actions to implement the agreement.
3. If agreement is not reached, denial of the request and notification of the right to a formal hearing shall be made in writing to the parent, guardian, or eligible student by the custodian of the record with a copy to the Superintendent or designee.

### **Formal Hearing to Challenge Records**

1. Upon request of either party, a formal hearing shall be held. Such hearing shall be requested, in writing, within ten (10) days of the written notice of denial at the informal meeting, to the Superintendent or designee, who shall appoint a hearing officer who shall be an official of the School System with no direct interest in the outcome of the hearing.

2. The hearing officer shall convene and conduct the hearing and shall render a decision in writing to all concerned parties within ten (10) days of the conclusion of the hearing. The appropriate school officials shall take the necessary actions to implement the decision. Such hearing shall be held within a reasonable period of time but in no case shall be held more than thirty (30) days from the date of the written request.
3. The parents, guardian, eligible student, and officials of the school shall be afforded a full and fair opportunity to present evidence relevant to the issues raised. The hearing shall be recorded and available to all parties.
4. If the decision of the hearing officer is that the records are not inaccurate, misleading, or otherwise in violation of privacy rights, the parent, guardian, or eligible student shall be allowed to comment in writing on the information in the education record and set forth any reasons for disagreeing with the decision. The written response shall be filed in the education records of the student.

### **Records Transfer**

1. When a student previously enrolled in a Brevard County Public School transfers out of the Brevard County School District to another school within the State or out of state, the Principal, upon written request of the Principal of the receiving school, the parent, guardian, or eligible student, shall immediately transfer a copy of the student's cumulative record containing Category A and Category B information to the requesting school. The Board authorizes the administration to forward student records on request to a school or school district in which a student of this District seeks or intends to enroll upon condition that the student's parents be notified of the transfer, receive a copy of the record if desired, and have an opportunity for a hearing to challenge the content of the record. The school shall retain the originals of Category A and Category B information in its files. Category B (Exceptional Student Education Audit File) originals will also be retained. Category B health and testing information shall be retained if it is related to a weighted or categorical program placement which is subject to audit.
2. Original student record files, which are retained, will be held by the Principal, who is the custodian of the records for the period of time specified in the Records Management Manual. Category A student records and Category B (Exceptional Student Education Audit File) beyond the specified time after the student leaves the district will be forwarded to the appropriate district office. When a request comes to the school for student records after the files have been sent to the district office, the written request should be forwarded to the

appropriate department. Based upon reasonable requests, viewers of educational records will receive explanation and interpretation of the records. Records Management will make copies of the student's file at the current established rate.

## **Destruction of Student Records**

### **Notice to Parents**

Brevard Public Schools maintains student records in accordance to requirements outlined by the Florida Department of Education and the State of Florida's General Records Schedule. The District will maintain permanent student records at the last school the student attended for three (3) years after the student leaves the school district. Following the three-year period, the records are scanned to digital images and stored electronically. The original record is then destroyed as outlined by School Board Policy and state law.

### **Exceptional Student Education Records**

Parents are notified regarding the retention time of exceptional student education (ESE) records through the elementary student handbook, the secondary student handbook and through the IDEA Procedural Safeguards Notice.

It is administrative procedure in Brevard County Public Schools to maintain ESE student records for five (5) years after the student's transfer out of the ESE program (termination of all exceptional education programs), parental refusal of admittance to the ESE program, graduation with a standard diploma, or withdrawal of the student from the school district. Withdrawal from the school district means that the student is no longer enrolled in any elementary or secondary school in Brevard County (including all elementary and secondary private schools in Brevard County and including students living in Brevard County who are enrolled in a home education/home school program). ESE students, who graduate with a diploma other than a standard diploma, will have their ESE records retained through the school year in which they turn 27 years of age.

Exceptional Student Education (ESE) records are maintained by schools in an ESE audit file for each ESE student. ESE records are considered to be Category B records but have a longer retention period than other Category B records. For purposes of records retention, gifted student audit files are considered ESE records. Schools are responsible for annually selecting and destroying the ESE records at their site in compliance with these administrative procedures.

### **School Board Policy: 8330-Student Records**

Directory Information will not be released to any governmental agency, third party or vendor (whether for profit or not for profit) except for:



- a) law enforcement and other governmental agencies, both state and federal, upon official request only;
- b) U.S. Armed Forces recruiting officials (as required by the Federal No Child Left Behind Act of 2001) unless the student or parent opts out;
- c) educational agencies, colleges and universities and other parties or agencies entitled by law or regulation to receive student records; and
- d) yearbook publishers, school ring vendors, alumni publications, school photograph vendors and school athletic program publishers (under contract), unless the student or parent opts-out.

**This form must be completed annually. If your child changes schools you must complete a new form and submit it to the school principal in order for the change to take effect. The form will be retained for one year only.**

## **SUSPECTED ABUSE, NEGLECT OR ABANDONMENT**

### **Definitions**

- 1) “Child abuse or neglect” means harm or threatened harm to a child’s physical or mental health or welfare by the acts or omissions of a parent, adult household member, or other person responsible for the child’s welfare, or, for purposes of reporting requirements, by any person.
- 2. “Harm” to a child’s health or welfare can occur when the parent or other person responsible for the child’s welfare:
  - a. Inflicts, or allows to be inflicted, upon the child physical or mental injury. Such injury includes, but is not limited to:
    - 1) injury sustained as a result of excessive corporal punishment.
    - 2) physical dependency of a newborn infant upon any drug controlled in Schedule I and Schedule II of s. 893.03, with the exception of drugs administered in conjunction with a detoxification program as defined in s. 397.021, or upon drugs administered in conjunction with medically approved treatment procedures; provided that no parent of such a newborn infant shall be subject to criminal investigation solely on the basis of such infant’s drug dependency.
  - b. Commits, or allows to be committed, sexual battery against a child, or allows to be committed, sexual abuse of a child.

- c. Exploits a child, or allows a child to be exploited, as provided in s.450.51.
- d. Abandons the child.
- e. Fails to provide the child supervision or guardianship by specific acts or omissions of a serious nature requiring the intervention of the Department of Children and Families or the court.
- f. Fails to supply the child with adequate food, clothing, shelter, or health care, although financially able to do so. A parent or other person responsible for the child's welfare legitimately practicing their religious beliefs, who by reason thereof does not provide specified medical treatment for a child, may not be considered abusive or neglectful for that reason alone, but such an exception does not:
  - 1) Eliminate the requirement that such case be reported to the Department of Children and Families.
  - 2) Prevent the Department of Children and Families from investigating such a case; or
  - 3) Preclude a court from ordering, when the health of the child requires the provision of medical services by a physician, or treatment by a duly accredited practitioner who relies solely on spiritual means for healing in accordance with the tenets and practices of a well-recognized church or religious organization; or
  - 4) Exposes a child from birth to five (5) years of age to drugs. Exposure to drugs is established by a preponderance of evidence that the mother used a controlled substance during pregnancy or that the parent or parents demonstrate continued chronic and severe use of a controlled substance and as a result of such exposure the child exhibits any of the following:
    - a) Abnormal growth
    - b) Abnormal neurological patterns
    - c) Abnormal behavior problems
    - d) Abnormal cognitive development

For the purposes of this paragraph, "controlled substance" means any drug controlled in Schedule I or Schedule II of s. 893.03.

### **Reporting Suspected Cases**

- 1. Any person, including teachers, administrators, support personnel and other district and school personnel who knows, or has reasonable cause to suspect that a child or a student has been abused, abandoned, or neglected shall report such knowledge or suspicion to the Department of Children and Families in the manner prescribed by law.

2. The proper procedure for reporting known or suspected cases of child abuse, abandonment, and neglect is:
  - a. Report immediately by telephone to the Department of Children and Families central abuse hotline, using the single statewide toll-free telephone number: **1-800-96-ABUSE (1-800-962-2873)**. School personnel reporting such cases are required to provide their names to the hotline staff. The names of reporters shall be entered into the record of the report, but shall be held confidential as provided by law.
  - b. School personnel shall report their knowledge or suspicions to the Principal.
  - c. School personnel are advised that reporting their knowledge or suspicions of suspected abuse to a Principal or supervisor or other school or district personnel does not comply with the mandatory reporting requirements of the law. The Principal, supervisor and other school or district personnel who are informed of suspected abuse, abandonment, and neglect likewise have an obligation to report to the central abuse hotline as required by law.
  - d. No employee of the district shall be subject to reprisal or discharge because of his actions in reporting abuse or neglect pursuant to the requirements of Section 415.504,F.S.

### **Referral To Law Enforcement**

Reports on the central abuse hotline (**1-800-96-ABUSE**) alleging that a public school employee acting in official capacity has abused a child may be referred to the Sheriff's Department or local law enforcement by the Department of Children and Families. The Sheriff's Department or local law enforcement agency may contact the school to initiate a criminal investigation.

### **Counseling Needs**

The Board recognizes that a positive school environment contributes to a quality educational program at the school. The district is sensitive to the counseling needs of students, teachers, and staffs and will provide assistance through the Child Study Team or various community agencies in maintaining a positive school environment.

## **SUSPENSION AND EXPULSION**

### **Suspension from School or from Riding School Bus**

1. When a student's actions are disruptive to himself/herself or to the school as to violate law, Board Policies, or school rules, the student may be suspended by the Principal or designated representative. Suspension dictates that the student shall not be allowed to attend his or

her regular classes or school-sponsored activities for a prescribed number of days not to exceed ten (10). The Principal or designated representative may refer the student during the period of the suspension to a Center for Special Counseling or shall remand the student to the custody of his or her parent or guardian. Prior to suspending a student, except in emergencies, the Principal or designee shall make an effort to employ alternative methods of dealing with the student and shall document such efforts. *Students suspended are not allowed on School Board property.*

2. In no case shall a teacher suspend a student from school or class, nor shall a bus driver suspend a student from riding a school bus.
3. Prompt notice of a suspension shall be given by telephone to the student's parent or guardian, if possible. Formal written notification to the student's parent or guardian and the Superintendent shall be initiated within twenty-four (24) hours of the time the student is informed of the suspension.
4. Except in the event of emergencies or disruptive conditions which require immediate suspension or in the case of a serious breach of conduct that is defined as willful disobedience, open defiance of authority of a member of the school staff, violence against persons or property, or any other act which substantially disrupts the orderly conduct of the school, all out-of-school suspensions shall not begin prior to the beginning of the next school day following the infraction unless the parents or guardians have been notified.
5. Prior to suspension, the student shall be given an informal and impartial hearing before the Principal or designee and shall be informed of the charge(s) against him/her, which may result in suspension. If the student denies the charge(s), he/she shall be given an explanation of the evidence, and an opportunity to present his/her version of the case, and notification of the action taken by the Principal or designee. In cases of extremely disruptive or dangerous behavior persons or groups involved may be immediately suspended and ejected from the school campus without the necessity of a prior hearing. In such instances, each student shall be afforded an informal hearing before the Principal or designee prior to the expiration of the third day of suspension.
6. The Principal, or designated representative, may suspend a student from school and/or from riding the school bus for a period not to exceed three (3) school days. With advance approval from the Superintendent or designee, the student may be suspended for more than three (3) days but not to exceed ten (10) days. The Principal shall determine, in consultation with teachers, when appropriate, whether the

student should be given the opportunity to make up schoolwork and course requirements missed while absent due to out-of-school suspension. If this privilege is given, the student shall have a reasonable amount of time up to five (5) school days following suspension to complete the schoolwork missed and shall do so on his or her own initiative.

7. When School Board action on a recommendation for the expulsion of a student is pending, the Superintendent may extend the suspension assigned by the Principal beyond ten (10) school days if such suspension expires before the next regular or special meeting of the School Board.
8. In the case of students in exceptional education classes, please refer to the Brevard County Plan for Exceptional Student Education.

### **Waiver of Suspension**

The Superintendent may grant to a Principal the approval to waive mandatory suspension policies if the Principal has submitted a request for the waiver and has an existing alternative education program. Students at schools without alternative programs may attend alternative programs at another school with the approval of both Principals and Area Superintendent(s).

### **Expulsion**

1. A Principal may recommend to the Superintendent the expulsion of a student. The Principal shall provide the Superintendent an adequate history of the student's actions and alternative measures taken relevant to the recommendation. When the Superintendent makes a recommendation for expulsion to the School Board, written notice shall be given to the student and his/her parent or guardian of their right of due process.
2. Expulsion is the removal of the right and obligation of a student to attend a public school for a period of time and under conditions set by the School Board not to exceed the remainder of the term of the school year and one (1) additional year of attendance.
3. For students in Exceptional Student Education, please refer to the Brevard County Plan for Exceptional Student Education.
4. All students who are candidates for expulsion shall undergo screening to determine if they qualify for exceptional education programs.

## **Earned Returned Programs**

Students (basic, exceptional education, and 504) who are expelled or recommended for expulsion may be eligible to participate in an Earned Return Program. There are two programs: **Option 1 - Community Based Earned Return and Option 2 - Project Success Earned Return.** (Availability of certain Option 2 programs may be contingent on funding.) Once an option is selected and program participation has begun, the option selection cannot be changed. Successful completion of an Earned Return Program may enable the student to return to the home school earlier than the typical period of exclusion.

Students who commit an expellable offense in one of the following categories may be eligible for Earned Return (Option 1 – Community Based or Option 2 - Project Success):

- Possession or use of alcoholic beverages, narcotics, illegal drugs and/or prohibited substances
- Misconduct
- Violent behavior (moderate)
- Fighting (moderate)
- Inciting others, disruption

Students who are expelled or recommended for expulsion for possession of weapons, or the sale or transfer of alcoholic beverages, narcotics, illegal drugs, and/or prohibited substances as defined in School Board Policy 5500, shall not be eligible for either Earned Return Option. Any student whose offense prohibits attendance at the Alternative Education Program may not participate in Earned Return.

## **General Information (Options 1 and 2)**

Both Earned Return Options require the student to participate in an appropriate educational program and in a counseling/educational program to address the student's expulsion offense. Participation in Earned Return requires written approval of the home school principal and permission of the parent/guardian.

Detailed information, including an application form for Earned Return, will be disseminated to school administrators each year. The Earned Return packet must be provided to the parents/guardian of all students who are eligible to participate in Earned Return. The form, "Acknowledgement of Receipt of Earned Return Program Information", should be signed by the parent/guardian and included in the expulsion packet.

# TRANSPORTATION

## **Coming to School - Too Early**

For the safety and protection of our students, parents should not allow children to arrive on school grounds before the time of supervision by the teachers and staff.

## **Coming to School - Too Late (Tardiness)**

All students are expected to be at school on time! Students who come to school late (tardy) must report to the school office for a tardy slip.

## **Safety Patrol**

Each school has an organized School Safety Patrol. These students are trained to instruct other students in safety and to direct student movements at crossings, near the school, and on school grounds. In the interest of safety, all students are encouraged to be responsive to patrol members.

## **School Traffic Patterns**

Parents are urged to follow the designated traffic route established at the individual school in delivering and picking up children. These routes have been designated for the safety of all children and for the efficient movement of automobiles and school buses. Parents are encouraged to form car pools to reduce congestion during opening and dismissal periods. The safety of children is a primary concern of the school. Those persons who drive vehicles on or near school property should exercise caution at all times.

## **Bicycles**

An area is provided for the parking of students' bicycles. The school is **NOT** responsible for damage to or theft of any bicycle brought to school. It is requested that students who ride bicycles to school use locks for security reasons. Parents should instruct their children in safety rules for riding bicycles and walking to school. Bicycle safety and pedestrian safety will be covered in health and safety education.

## **Rainy Days**

Each parent should make sure that children know the procedure they should follow when it is raining at dismissal time. It is not possible for the school to contact every home for the child to get instructions or for every child to call home from the school office.

## **Riding the School Bus**

Students whose homes are **two (2) miles** or more from the school serving their attendance area to which they are assigned have the right to free transportation. All students have the responsibility to abide by prescribed standards of conduct while waiting at the school bus stop, or while being transported at any time on school-sponsored transportation.

### **School Bus Stop**

Violation of district transportation policies, rules, or standards of conduct, including disruptive behavior on a school bus or at a school bus stop, by a student is grounds for suspension from riding the school bus. Such violations may also be grounds for in-school suspension, out-of-school suspension, expulsion, or other disciplinary action which may result in criminal charges being filed.

### **Penalty for Misbehavior**

Whenever a student misbehaves on the bus, disciplinary action will be taken which may include warning, suspension from riding the bus, in-school suspension, out-of-school suspension, or expulsion.

### **Students May Be Videotaped at Anytime while on School Bus**

School bus videotapes may be shown for discipline purposes to individuals with a need to know at the discretion of the school Principal or the Principal's designee.

### **Standards of Conduct for Riding the School Bus**

1. The parents/guardians shall ensure the safe travel of their students during portions of each trip to and from school and home when the students are not under the custody and control of the school district, including during each trip to and from home and the assigned bus stop when the school district provides bus transportation. (ref. FAC 6A-3.0121)
2. The parents/guardians shall ensure that when the physical disability of the student renders the student unable to get on and off the bus without assistance, the parent or guardian shall provide the necessary assistance to help the student get on or off at the bus stop, as required by district policy or the student's individual education plan. (ref. FAC 6A-3.0121)
3. The driver is in full charge of the bus and students. **STUDENTS MUST OBEY THE DRIVER AT ALL TIMES AND FOLLOW THE POSTED RULES FOR RIDING THE SCHOOL BUS.**
4. Students must be at the bus stop on time. The bus will not wait for students who are tardy. Plan to be at the bus stop no less than five (5) minutes prior to bus arrival.
5. Never chase after a bus that has pulled away from the bus stop, or has pulled away in the bus loop.



6. Stand five (5) feet off the roadway at all times while waiting for the bus. Avoid horseplay at the bus stop and always respect the privacy and property of others. **A student's parent or guardian has responsibility for the control and direction of students at the bus stop.**
7. Students will be assigned one regular bus stop based on their legal residence. Students must ride their assigned bus and cannot board or depart the bus at any stop other than their regular stop. In the event of an emergency, the principal may approve an exemption to the student's designated bus stop on a temporary basis.
8. Enter the bus in an orderly manner, and sit in assigned seat if designated by the Principal or driver.
9. Remain seated and facing forward at all times when the bus is moving. Keep all portions of the body inside the bus.
10. No eating, drinking, smoking, or tobacco is allowed on the bus.
11. No glass or breakable containers, reptiles, bugs, animals or marine life are allowed on the bus.
12. Students who must cross the road after leaving the bus, must cross approximately twelve (12) feet in front of the stopped bus.
13. Absolute silence is required at railroad crossings.
14. It is a felony to throw any items out of the windows of the bus. Parents and students will be held responsible.
15. No littering or throwing objects inside the bus is allowed.
16. Parents and students will be held responsible for all vandalism to the bus by students. Restitution will be required.
17. No obscene language or gestures will be permitted on the bus.
18. No posters or signs will be displayed from the bus.
19. Bulky or objectionable articles, including large musical instruments that cannot be held in the student's lap will not be permitted on the bus. No objects may block the aisles or emergency exits.

## **VIRTUAL INSTRUCTION OPPORTUNITIES**

### **District Virtual Instruction Program**

In accordance with Section 1002.45, F.S., Brevard Public Schools offers eligible students in grades K-12 with opportunities for full-time enrollment in a virtual instruction program. Additional part-time enrollment opportunities are available for grades 6-12. Enrollment in the full or part-time program is limited to students who reside in Brevard County and meet eligibility requirements. Additional information is available at:

<http://virtualinstruction.brevardschools.org>.

### **Florida Virtual School**

Florida Virtual School (FLVS) offers fully accredited, online courses aligned with Florida's curriculum standards in grades 6-12. The district school board will allow students to enroll in appropriate courses and award credit for successful completion of such courses. FLVS courses may be taken during or after the normal school day and during the summer. Students who wish to enroll in FLVS as part of the regular school day must submit a written request to the school principal.

Brevard Public School's operates a franchise of Florida Virtual School, the Brevard Virtual Secondary School (BVSS). BVSS offers full and part-time enrollment to eligible students in grades 6-12 who reside in Brevard County. Additional information is available at:

<http://virtualinstruction.brevardschools.org>.

## **WITHDRAWALS, TRANSFERS - NOTIFICATION**

Parents should notify the school or their child's teacher of their plans of withdrawal or transfer as soon as possible prior to the last day of attendance. The notification should include the last day of attendance and the next school the child will be attending. Before the withdrawal or transfer is completed, all school property must be turned in or accounted for, and all charges paid.

### **Transfer within Brevard County**

No student will be admitted from another school in Brevard County until he or she presents a transfer card from the school previously attended.

# **ZERO TOLERANCE FOR SCHOOL RELATED CRIME**

## **Important**

Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law affecting students. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community.

Respect for real and personal property; pride in one's work; achievement within the range of one's ability; and exemplary personal standards of courtesy, decency, and honesty shall be maintained in the schools of this District.

The Board has zero tolerance for conduct that poses a serious threat to school safety. Zero tolerance policies must apply equally to all students, and are not intended to be rigorously applied to petty acts of misconduct and misdemeanors. This zero tolerance policy does not require the reporting of petty acts of misconduct and misdemeanors to a law enforcement agency. Petty acts of misconduct, include, but are not limited to, disorderly conduct, disrupting a school function, simple assault or battery, verbal abuse or use of profanity, cheating, theft of less than \$300, trespassing, and vandalism of less than \$1,000, possession or use of tobacco, and other school-based offenses delineated in the Student Code of Conduct.

Florida law requires that students found to have committed one of the following offenses:

- A. bringing a firearm or weapon, as defined in F.S. Chapter 790, to school, to any school function, or onto any school-sponsored transportation, or possessing a firearm at school; or
- B. making a threat or false report, as defined by F.S. 790.162 and 790.163, involving school or school personnel's property, school transportation, or a school-sponsored activity;

shall be expelled, with or without continuing educational services, from the student's regular school for a period of not less than one (1) full year, and that the student shall be referred to the criminal justice or juvenile justice system.

The District shall enter into agreements with local law enforcement specifying procedures so that acts that pose a serious threat to school safety, whether committed by a student or adult, are reported to a law enforcement agency having jurisdiction.

Those acts that pose a serious threat to school safety include, but are not limited to:

- A. possession of firearms or other weapons;
- B. placing, discharging, or throwing an explosive item or noxious substance or making threats to do so;
- C. arson; and
- D. felony assault.

The Superintendent may consider the one (1) year expulsion requirement on a case-by-case basis and request that the Board modify the requirement by assigning a student to a disciplinary program or second chance school. The Superintendent's request for modification must be in writing, and the Board may approve the request if it is determined to be in the best interest of the student and the school system. If a student committing either of the offenses enumerated above is a student who has a disability, the Board shall comply with applicable State Board of Education rules for discipline of such students.

Notwithstanding any other provision of Board policy, pursuant to F.S. 1006.13(5), any student found to have committed an act of assault or aggravated assault, or battery or aggravated battery, on any elected official of the School District, teacher, administrator, or other School District personnel, shall be recommended for expulsion or placement in an alternative school setting, as appropriate, for a minimum period of one (1) year. Upon being charged with such offense, the student shall be removed from the classroom immediately and placed in an alternative school setting pending disposition.

The Student Code of Conduct that is adopted annually shall provide for review of a decision to suspend or expel a student pursuant to this policy and the Code, consistent with F.S. 1006.07.

Furthermore, if the Board receives notice from the Department of Juvenile Justice, as required by law, that a student enrolled in the District has been adjudicated guilty of or delinquent for, or is found to have committed, regardless of whether adjudication is withheld, or pleads guilty or *nolo contendere* to, a felony violation as set forth in F.S. 1006.13(6)(a), the Board shall, pursuant to the adopted cooperative agreement with the Department of Juvenile Justice, require that any no contact order entered by a court be enforced and that all of the necessary steps be taken to protect the victim of the offense, or a sibling of the victim.

Students may be subject to discipline for violation of the Code of Conduct/Student Discipline Code even if that conduct occurs on property not owned or controlled by the Board but that is connected to activities or incidents that have occurred on property owned or controlled by the Board, or conduct that, regardless of where it occurs, is directed at a Board official or employee, or the property of such official or employee.

Student conduct shall be governed by the rules and provisions set forth in the Student Code of Conduct which is reviewed and adopted whenever revisions are proposed in accordance with F.S. Chapter 120.

## **DAMAGE FEES**

All reasonable efforts shall be made to collect for damaged or lost library books or textbooks. At the discretion of the Principal, exceptions may be granted where there are extenuating conditions or where a severe injustice will be inflicted upon the child. Under no conditions shall transfer of a student's cumulative record be delayed or denied for failure to pay any fine or fee assessed by the school. Progress reports to parents (report cards) may not be withheld for failure to pay a fine, fee, or an assessment for lost or damaged books.

## **NOTICE COPYING FEES**

Brevard Public Schools follows Florida State Statute when outlining fees for copying public records. These fees are established as follows:

Fees may be paid by cash or money order made payable to School Board of Brevard County. As of the date of this document, the uniform fee for copies to be charged by all departments is as follows, unless otherwise provided by law:

1. Paper Copies
  - a. 11x8.5 or less – one-sided \$0.15
  - b. 11x8.5 or less – two-sided \$0.20
  - c. 14x8.5 or less – one-sided \$0.15
  - d. 14x8.5 or less – two-sided \$0.20
  - e. 11x17 - \$0.25
  - f. All other copies actual cost of duplication
  - g. An unusually large volume of copying requiring the documents to be sent to a copy service for reproduction are to be billed to the requestor based on the actual cost to the District.

2. Certified copies
  - a. Shall be furnished upon payment of the fees listed below:
  - b. Per page certification. A charge of \$1 per page shall be assessed for each individually certified page. (Section 119.07(4), Florida Statutes)
  - c. Certification Statement. Charge of \$5 for the certification statement plus any fees for copies.
  - d. The district shall furnish certified copies in accordance with sections 608.452 and 620.1109, Florida Statutes.
3. Postage
  - a. The cost of mailing or shipping the requested material may also be added if the requestor asks that the requested material be delivered (instead of the requestor picking up the material in person).
4. CD /DVD/ VHS/ Audio Tapes
  - a. Duplication of CD's and DVD's will include the actual cost of the disk and the sleeve. Actual mailing costs must be charges rather than a flat fee. Mailing costs include jewel case and padded mailing envelope, subtracting the sleeve cost, plus postage.
5. High School Transcripts
  - a. Currently enrolled students (plus one year after graduation):  
First one is free; \$1.00 for each additional
  - b. Non-enrolled student (over one year after graduation): \$5.00 per transcript/record
6. Certified copies plus duplication fee \$1.00 (\*plus duplication fee in Certification Fee\* subparagraph 1)
7. If the nature or volume of public records requested to be inspected, examined, or copied is such as to require extensive use of information technology resources or extensive clerical or supervisory assistance by personnel of the department or division involved, in addition to the actual cost of duplication, a special service charge may be imposed. The charge shall be reasonable and based upon the labor costs actually incurred or attributable to the School Board for the clerical and supervisory assistance required of such personnel providing the service. Florida Department of Education Rule 6A-1.0955(6)(d) states that charges shall not reflect the cost to retrieve education records.

8. The amount to be charged shall reflect the actual hourly rate of the individual (clerk or secretary) providing the service. Costs shall be calculated in 15-minute increments; there shall be no charge for the first fifteen minutes as the word “extensive” has been defined to mean longer than 15 minutes. Based upon the length of time estimated to provide the service and number of copies, a deposit in that amount may be collected prior to the cost actually being incurred. Monies collected exceeding the actual cost of assistance and duplication shall be returned to the requester.

## **NONDISCRIMINATION POLICY AND GRIEVANCE PROCEDURES**

### **Non-Discrimination Policy**

It is the policy of the Board to offer the opportunity to students to participate in appropriate programs and activities without regard to race, color, religion, national origin, gender, disability, marital status, or age, except as otherwise provided by State law.

The Equity Coordinator (compliance officer) for the Board is Ms. Cyndi Van Meter, the Associate Superintendent for the Division of Curriculum and Instruction. In the event Ms. Cyndi Van Meter is unavailable, Barbara Rodrigues, Director of Middle School Programs may be contacted regarding equity issues at the School Board of Brevard County, 2700 Judge Fran Jamieson Way, Viera, Florida 32940-6601, phone: 633-1000.

At each school, the Equity Coordinator for that institution is the principal thereof. The principal may designate other persons to act in this capacity on his/her behalf as the demands of the institution dictate. Nevertheless, all written grievances may be properly directed to the principal of the institution alleged to be in violation of Title IX of the Florida Education Equity Act, Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act.

All written complaints alleging violations of Title IX of the Florida Education Equity Act, regardless of resolution at the individual school level, shall be forwarded to the Equity Coordinator. The Board’s Equity Coordinator or his/her designee shall maintain all such written complaints, as well as the written response/resolution to such complaints. These documents are public records and shall be available for inspection and copying through proper public records request by any person or organization, subject to reasonable fee.

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act prohibit discrimination against students with a disability. No discrimination against any student with a disability will knowingly be permitted in any of the programs or activities of the school district.

# STUDENT GRIEVANCE PROCEDURE

(Title IX and Florida Equity Educational Act)

## Grievance Defined

Grievance under this policy concerns alleged violation(s) of Title IX Education Amendments of 1972, which prohibit sex discrimination in education or alleged violation(s) of the Florida Educational Equity Act, 1000.05 F.S., which prohibits discrimination in public education. In addition, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act prohibit discrimination against students with a disability. No discrimination against any student with a disability will knowingly be permitted in any of the programs or activities of the school district. To ensure the district's compliance, the following grievance procedures have been adopted.

**Step 1** - If the individual public school student (or parent on behalf of the student) believes that an action, or inaction, by the school, school representative, or school employee has violated his/her rights under Title IX, the Florida Educational Equity Act, Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act the student is encouraged to seek a resolution through appropriate informal discussion with the individual or individuals alleged to have committed the violation or other appropriate school personnel.

**Step 2** - If the informal discussion does not satisfactorily resolve the issue, the aggrieved student (or parent on behalf of the student) shall submit a written statement of his/her grievance to the school Principal, or his or her designee, within thirty (30) school days of the informal discussion. This statement shall include a specific description of the alleged discriminatory denial of opportunity to the student, name(s) of the person or persons causing the alleged violation, the date of the alleged violation, the resolution sought by the student, and the signature of the student and his/her parent or guardian. Failure of the student to timely submit such written complaint shall not impact the student's legal rights under Title IX or the Florida Education Equity Act.

Within seven (7) days of receipt of the written grievance, the Principal or his/her designee shall investigate and render a written response to the grievance of the aggrieved student and parent or guardian. This response shall either: uphold, modify, or deny the resolution sought.

**Step 3** - If the student, parent or guardian is not satisfied with the response issued in Step 2, the student may, within seven (7) school days of the date of the response, resubmit the grievance in writing to the Board's Equity Coordinator.



Within seven (7) school days, the Board's equity coordinator shall issue a written response to the aggrieved student and parent or guardian. The decision of the Board's Equity Coordinator shall be final except as provided by law or School Board Policy.

## **PARENT/STUDENT RIGHTS AFFORDED BY SECTION 504/ADA OF THE REHABILITATION ACT OF 1973**

### **(Procedural Safeguards Under Section 504/ADA)**

The following is a description of the rights granted by federal law to students with disabilities. The intent of the law is to keep you fully informed concerning decisions about your child and to inform you of your rights if you disagree with any of these decisions.

You have the right to:

1. Have your child take part in, and receive benefits from public education programs without discrimination because of his/her disabling condition;
2. Receive notice with respect to identification, evaluation, or placement of your child;
3. Have your child receive a free appropriate public education in the least restrictive environment;
4. Have your child receive services and be educated in facilities which are comparable to those provided to non-disabled students;
5. Have your child receive special education and related services if your child is found to be eligible under the Individual with Disabilities Education Act or a Free Appropriate Public Education (FAPE) if eligible under Section 504/ADA of the Rehabilitation Act;
6. Have evaluation, educational and placement decisions made based on a variety of information sources using valid tests and other evaluation materials designed to assess specific areas of need and by persons who know the student and who are knowledgeable about the evaluation data and placement options;
7. Have transportation provided to and from an alternative placement setting (if the setting is a program not operated by the district) at no greater cost to you than would be incurred if the student were placed in a program operated by the district.
8. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district;

9. Examine all relevant records relating to decisions regarding your child's identification, evaluation, educational program and placement;
10. Obtain copies of educational records at a reasonable cost unless the fee would effectively deny you access to the records;
11. Request amendment of your child's educational records if there is reasonable cause to believe that they are inaccurate, misleading, or otherwise in violation of the privacy rights of your child. If the school district refuses this request for amendment, it shall notify you within a reasonable time and advise you of the right to a hearing;
12. Request mediation or an impartial hearing related to decisions or actions regarding your child's identification, evaluation, educational program, or placement. You and your child may take part in the hearing and be represented by counsel. Hearing requests must be made to your local district superintendent;
13. Appeal the impartial hearing officer's decision;
14. File a local grievance; and
15. Receive all information in your native language and primary mode of communication.

The person in your district responsible for assuring compliance is the District Section 504/ADA Coordinator, Director of Administrative Support Services who can be reached at (321) 631-1911, extension 505.

## 2014-2015 BREVARD COUNTY SCHOOL CALENDAR

Thursday	July 4	Independence Day
Monday	August 11	Teachers Report/Building Professional Development Day
Monday	August 18	Student Report
Monday	September 1	Labor Day/Holiday for All
Wednesday	September 10	District Professional Development Day/Student Holiday/Make Up Day for Students if Needed*
Thursday	October 16	End of Frist Nine Weeks
Friday	October 17	Professional Development Day/Student Holiday/Make Up Day for Students if Needed*
Tuesday	November 11	Veterans' Day/Holiday for All
Thurs-Friday	November 27-28	Thanksgiving/Holiday for All
Mon - Wed	December 22-31	Winter Break Teacher/Student Holiday
Wed - Friday	December 24-26	Holiday for All
Thursday	January 1	New Year's Day/Holiday for All
Thurs-Friday	January 1-2	Winter Break Teacher/Student Holiday
Monday	January 5	Teacher Workday/Student Holiday
Tuesday	January 6	End of First Semester
Wednesday	January 7	Second Semester Begins
Monday	January 19	Martin Luther King, Jr.'s Birthday/Holiday for All
Monday	February 16	President's Day/ District Professional Development Day/Student Holiday/Make Up Day for Students if Needed*
Thursday	March 12	End of Third Nine Weeks
Friday	March 13	Teacher Workday/Student Holiday
Monday	March 16	Begin Fourth Nine Weeks
Mon-Friday	March 23-27	Spring Break
Friday	April 3	Teacher/Student Holiday
Monday	May 25	Memorial Day/Holiday for All
Monday	June 1	End of Second Semester
Tuesday	June 2	Post Planning/Last Day for Teachers/Make Up Day for Students if Needed*

*Student Days 1<sup>st</sup> Semester = 86*

*Approved by School Board 11/19/13*

*Student Days 2<sup>nd</sup> Semester = 94*

## ELEMENTARY SCHOOL DIRECTORY

School	Telephone
Allen, Roy Elementary	242-6450
Andersen Elementary	633-3610
Apollo Elementary	267-7890
Atlantis Elementary	633-6143
Audubon Elementary	452-2085
Brevard Virtual	633-1000 x 304
Cambridge Elementary	633-3550
Cape View Elementary	784-0284
Campus Charter	633-8234
Lewis Carroll Elementary	452-1234
Challenger 7 Elementary	636-5801
Columbia Elementary	676-1319
Coquina Elementary	264-3060
Dr. W. J. Creel Elementary	259-3233
Croton Elementary	259-3818
Discovery Elementary	951-4920
Educational Horizons Charter	729-0786
Endeavour Elementary	633-3545
Enterprise Elementary	633-3434
Fairglen Elementary	631-1993
Freedom 7 Elementary IA	868-6610
Gemini Elementary	727-3090
Golfview Elementary	633-3570
Harbor City Elementary	254-5534
Holland Elementary	773-7591
Imagine Charter Schools	768-6200
Imperial Estates Elementary	267-1773
Indialantic Elementary	723-2811
Jupiter Elementary	952-5990
Lockmar Elementary	676-3730
Longleaf Elementary	242-4700
Manatee Elementary	433-0050
Christa McAuliffe Elementary	768-0465
Meadowlane Primary K-3	723-6354

<b>School</b>	<b>Telephone</b>
Meadowlane Intermediate 4-6	722-5539
MILA Elementary	454-1070
Mims Elementary	264-3020
Oak Park Elementary	269-3252
Ocean Breeze Elementary	779-2040
Odyssey Charter	733-0442
Meadowlane Primary K-3	723-6354
Meadowlane Intermediate 3-6	722-5539
Palm Bay Academy Charter	723-4218
Palm Bay Community Charter	409-4500
Palm Bay Elementary	723-1055
Pinewood Elementary	269-4530
Port Malabar Elementary	725-0070
Quest Elementary	242-1411
Riviera Elementary	676-4237
Roosevelt Elementary	868-6660
Royal Palm Charter	723-0650
Sabal Elementary	254-7261
Saturn Elementary	633-3535
Sculptor Charter	264-4000
Sea Park Elementary	779-2050
Sherwood Elementary	254-6424
Stevenson Elem. of the Arts	454-3550
Sunrise Elementary	674-6145
Suntree Elementary	242-6480
Surfside Elementary	773-2818
Tropical Elementary	454-1080
Turner Elementary	676-5700
University Park Elementary	723-2566
W. Melbourne for Science (C)	956-5040
Westside Elementary	956-5050
Williams Jr., Ralph Elementary	617-7700

## ACKNOWLEDGMENTS

The Office of Student Support Services would like to acknowledge the following individuals for their help, assistance and cooperation in the preparation and printing of the 2014-2015 Elementary Handbook and Secondary Code of Conduct:

Cindy Butler, Administrative Assistant, Office of Student Services  
Daren Bolton, Print Shop Manager, Printing Services

Beth Thedy, Ed. D.  
Assistant Superintendent for Office of Student Services









