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- 2) instructional material used as part of the educational curriculum (instructional material includes materials that is provided to a student, regardless of format, including printed or representational materials, audio-visual materials, and materials in electronic or digital formats such as materials accessible through the Internet. The term does not include academic tests or academic assessments); and
- 3) instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes.

The requirements concerning activities involving the collection and disclosure of personal information from students for marketing purposes do not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for or to students or educational institutions, such as the following:

- college or other postsecondary education recruitment, or military recruitment
- book clubs, magazines, and programs providing access to low-cost literary products
- curriculum and instructional materials used by elementary and secondary schools
- tests and assessments used by elementary and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students
- the sale by students of products or services to raise funds for school-related or education-related activities
- student recognition programs

Santa Rosa County District Schools has developed policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The district will notify parents and eligible students of these policies at least annually at the beginning of the school year and will notify after any substantive changes. The district will also directly notify, such as through U.S. mail or email, parents of students who are scheduled to participate in the specific or approximate dates of the activities or surveys listed below and provide an opportunity for the parent to opt a student out of participation of the specific activity or survey. This district 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 are provided an opportunity to opt their student out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- collection, disclosure, or use of personal information for marketing, sales, or otherwise providing that information to others for that purpose
- administration of any protected information survey not funded in whole or in part by ED
- any non-emergency, invasive physical examination or screening that is: 1) required as a condition of attendance; 2) administered by the school and scheduled by the school in advance; and 3) not necessary to protect the immediate health and safety of the student, or of other students. This law does not apply to any physical examination or screening that is permitted without parental notification.

Parents/eligible students who believe their rights have been violated may file a complaint with the Family Policy Compliance Office (FPCO). Informal inquiries may be sent to FPCO via the following email addresses: FERPA@ED.GOV and PPRA@ED.GOV. The FPCO Web site address is www.ed.gov/policy/gen/guid/fpc.

DISSEMINATION OF INFORMATION DURING EMERGENCIES:

Emergency information for parents or guardians before, during or after any critical incident will be disseminated through local radio and television stations.

Extracurricular Activities

Interscholastic extracurricular student activities are those organized between or among schools which are carried on outside the curriculum. These activities include displays of talent which may include, but are not limited to, sports: music festivals; and speech, debate, art, drama, foreign language, and club competitions. s.1006.15, F.S.

"Eligible to participate" is defined as including participation in try-outs, off-season conditioning and workouts, inseason

practices, and contests. It does not mean the student must be placed on a team.

In order to be eligible for participation in interscholastic and intrascholastic extracurricular activities, such as athletics, a student must satisfy any applicable Florida Statutory requirements, and meet and fulfill the eligibility requirements adopted by School Board Policy, which includes, but is not limited to the FHSAA eligibility criteria, and the criteria set forth in Student Code of Conduct.

A student must also maintain the grade point average listed:

- **Students in Grade 9:** to be eligible in the fall semester of 9th grade, must have been regularly promoted, the previous year, from Grade 8. To be eligible in the spring semester of the 9th grade year, a student must have a 2.0 GPA on a 4.0 scale.
- **Students in Grade 10:** must have a cumulative 2.0 GPA on a 4.0 scale, or: have earned a 2.0 GPA in courses taken during the current spring semester and sign an academic performance contract with their school and they enroll in and attend summer school as necessary.
- **Students in Grade 11 and 12:** must have a cumulative 2.0 GPA on a 4.0 scale

The sponsor or coach of each individual extracurricular activity may institute more stringent policies. In this instance, the policies shall be published in the student handbook or activity's policy manual.

PUBLIC NOTICE TO PARENTS, GUARDIANS, AND ELIGIBLE STUDENTS

**Notice of Privacy Practices Health Insurance Portability and Accountability Act of 1996 (HIPAA)
Florida Department of Health Santa Rosa County Health Department
School District of Santa Rosa County**

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

Health Department and School District Duties

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

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

Uses and Disclosures of Your Protected Health Information

Protected health information includes demographic and medical information that concerns the past, present, or future physical or mental health of an individual. Demographic information could include your name, address, telephone number, social security number and any other means of identifying you as a specific person. Protected health information contains specific information that identifies a person or can be used to identify a person.

Protected health information is health information created or received by a health care provider, health plan, employer, or health care clearinghouse. This medical information is used in many ways while performing normal business activities.

Your protected health information may be used or disclosed by the Health Department or school district for purposes of treatment, payment, and health care operations. *Health care professionals use medical information in the clinics or hospital to take care of you. Your protected health information may be shared, with or without your consent, with another health care*

absence or respond to the school's inquiry about the reason for the absence within three (3) days of the absence, or it becomes an unexcused absence.

A student who desires to be absent for reasons not given above; may make a **prior arrangement** request to the school Principal by bringing a written request from his/her parent or guardian.

1. Pre-arranged absence requests must be made at least five (5) school days prior to the date of the absence, except in the case of an emergency.
2. Students shall make pre-arrangements for their school work to be done; it will be due the day the student returns to school. Work done in the pre-arranged time allotted will be given full credit.

B. Unexcused Absences: Absences for shopping trips, vacations, pleasure trips, truancy, dismissal from school, or other avoidable absences which have not been pre-arranged and approved by the Principal or designee. Five (5) late to school Check-Ins and/or Check Outs, will equate to the student receiving one (1) unexcused absence for truancy purposes.

Learnfare Program: The school district will report any wage recipient (student) to the Department of Children & Families when he/she reaches five (5) unexcused absences within 30 calendar days.

Student Contact Program: If a parent/guardian does not respond to the initial school contact regarding unexcused absences, schools have the option of utilizing a law enforcement officer to deliver a letter of notice.

C. Notification to School: Any student who has been absent from school shall bring a note from one of his/her parents or guardians stating the cause of the absence. A Principal may choose to accept notification in person or by telephone in lieu of a note. Failure to properly notify the school or the inability of the school to reach the parent/guardian to establish the reason for the absence within three (3) days shall result in an unexcused absence.

1. The school shall receive notification of the cause of the absence within three (3) days.
2. The school will determine if the absence is to be excused or unexcused.

D. Definition of Habitual Truant: A habitual truant is a child who has 15 unexcused absences within 90 calendar days with or without the knowledge or justifiable consent of the child's parent or legal guardian, who is subject to compulsory school attendance under Florida Statute 1003.21(1)(a) and (2)(a), and who is not exempt under Florida Statute 1003.21(3) or 1003.24 or any other exemptions specified by law or rules of the State Board of Education.

E. Truancy Procedures: If a student has had at least five (5) unexcused absences* or absences for which the reasons are unknown within 30 calendar days, or ten (10) unexcused absences or absences for which the reasons are unknown within 90 calendar days, the student's primary teacher shall report to the school Principal that the student may be exhibiting a pattern of nonattendance.

* Five (5) late to school Check-Ins and or Check-Outs prior will equate to the student receiving one (1) unexcused absence.

1. The Principal shall, unless there is clear evidence that the absences are not a pattern of nonattendance, refer the case to the school's ~~Integrated Services Team~~ and/or the Multi-Tiered System of Supports (IST/MTSS) to determine if early patterns of truancy are developing.
2. The parent/guardian shall be invited to meet with ~~the Integrated Services Team~~ Administration to develop a written Truancy Intervention Plan.
3. The parent/guardian shall be informed of the requirements of compulsive attendance laws, Truancy Pick-Up Program and the Department of Motor Vehicle sanctions.
4. If an initial meeting does not resolve the problem, the Integrated Services Team and/or the Multi-Tiered System of Supports (IST/MTSS) shall implement interventions that best address the problem. The interventions may include, but need not be limited to the following:
 - referral to the school Social Work Department
 - frequent communication between the teacher and the family
 - changes in the learning environment
 - mentoring
 - student counseling
 - tutoring, including peer tutoring
 - placement into different classes

- evaluation for alternative education programs
- attendance contracts
- referral to other agencies for family services
- other interventions, including, but not limited to, a truancy petition pursuant to s.984.151, F.S.

The Integrated Services Team and/or the Multi-Tiered System of Supports (IST/MTSS) shall be diligent in facilitating intervention services and shall report the child to the Superintendent only when all reasonable efforts to resolve the nonattendance behavior are exhausted.

- If the parent or guardian in charge of the student refuses to participate in the remedial strategies because he or she believes that those strategies are unnecessary or inappropriate, the parent or guardian in charge of the student may appeal to the School Board.
 - If the Board's final determination is that the strategies of the Integrated Services Team and/or the Multi-Tiered System of Supports (IST/MTSS) are appropriate, and the parent or guardian in charge of the student still refuses to participate or cooperate, the Superintendent may seek criminal prosecution for noncompliance with compulsory school attendance.
 - If nonattendance continues after the implementation of intervention strategies, the Principal may request that the Superintendent (or his designee) file a truancy court petition. If a truancy court petition is filed, the parents/guardian of the student will receive a summons to appear in circuit court pursuant to F.S. 984.151, and the parents/guardian may be subject to continued court jurisdiction, fines, probation or jail.
- If the parent/guardian of a child who has been identified as exhibiting a pattern of nonattendance, enrolls the child in a home education program pursuant to F.S.1002, the Superintendent of Schools shall provide the parent/guardian a copy of F.S.1002.41 and the accountability requirements of this paragraph. The Superintendent of Schools shall also refer the parent/guardian to a home education review committee composed of the district contact for home education programs and at least two (2) home educators selected by the parent/guardian from a district list of all home educators who have conducted a home education program for at least three (3) years and who have indicated a willingness to serve on the committee. The Home Education Review Committee shall review the portfolio of the student, as defined by F.S.1002.41, every 30 days during the district's regular school terms until the committee is satisfied that the home education program is in compliance with F.S.1002.41 (1)(b). The first portfolio review must occur within the first 30 calendar days of the establishment of the program. The provisions of paragraph six (6) below do not apply once the committee determines the home education program is in compliance with F.S.1002.41 (1)(b).
 - If the parent/guardian fails to provide a portfolio to the committee, the committee shall notify the Superintendent of Schools. The Superintendent of Schools shall then terminate the home education program and require the parent/guardian to enroll the child in an attendance option provided under F.S.1003.01 (13), (a), (b), (c), or (e), within three (3) days. Upon termination of a home education program pursuant to this paragraph, the parent/ guardian shall not be eligible to reenroll the child in a home education program for 180 calendar days. Failure of a parent or guardian to enroll the child in an attendance option after termination of the home education program pursuant to this paragraph shall constitute noncompliance with the compulsory attendance requirements of F.S.1003.21 and may result in criminal prosecution under F.S.1003.27 (z). Nothing contained herein shall restrict the ability of the Superintendent of Schools, or the ability of his or her designee, to review the portfolio pursuant to F.S.1002.41(1)(b).
 - If a child subject to compulsory school attendance will not comply with attempts to enforce school attendance, the parent, the guardian or the Superintendent or his designee shall refer the situation to the case staffing committee (Child in Need of Services – CINS) and the Superintendent or his designee may file a Truancy Petition pursuant to the procedures in Florida Statute 984.151.

- Truancy Pick-Up:** Any child believed to be of compulsory school age of six (6) up to 18 who does not appear to be under adult supervision may be stopped, interviewed and picked-up by law enforcement officers.
- Prolonged or Repeated Absences:** When a student is absent repeatedly or for a prolonged period of time due to an illness or injury, the Principal or designee may require documentation from a physician or health care provider. If the requested documentation is not provided, the absence will be unexcused.

A student who has medically diagnosed physical or mental conditions which confine the student to home or hospital and whose activities are restricted for a period of at least 15 consecutive school days, may be eligible for **homebound/**