

# **A Parent's Guide to the Rules and Regulations of Operation in Palm Beach County Schools**



**Arthur C. Johnson, Ph.D., Superintendent**

## **STUDENT & FAMILY HANDBOOK 2010-2011**



**Palm Beach County  
School District**

# PALM BEACH COUNTY SCHOOLS

Rated "A"

by the Florida Department of Education 2005, 2006, 2007, 2008, & 2009



## The School Board of Palm Beach County, Florida

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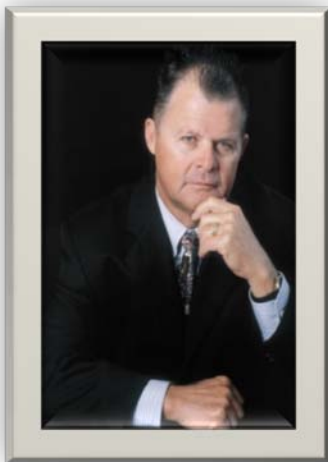
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District 7 - DEBRA L. ROBINSON, M.D.

## MISSION STATEMENT

*The School Board of Palm Beach County is committed to excellence in education and preparation of all our students with knowledge, skills, and ethics required for responsible citizenship and productive employment.*

## *A Message to Students and Parents from the Superintendent*



The purpose of this handbook is to communicate to our students and parents the policies, procedures and practices for the upcoming school year. The faculty and administration of our schools will work with you to provide the best educational opportunities for you. Your school has been organized to provide a positive and orderly learning environment so that you can achieve your utmost potential. You also have a responsibility in this process and we hope that you will work with us with a spirit of cooperation and effort.

As you become acquainted with the rules and regulations of operation of your school, I hope you will learn to respect and take pride in calling it your education "home". We look forward to your success during the school year.

Sincerely,

Arthur C. Johnson, Ph.D.  
Superintendent

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***The information contained in this handbook is valid as of this printing, April 16, 2010. Revisions, if necessary, due to legislative or School Board action, will be available online. Contact your school for additional information.***

## **Rules and Regulation of Operation**

For Elementary, Middle and High School Students

We have public schools because American citizens believe that every person has the right to an education. Florida has laws to make sure that children can and do attend school. In Florida, children between the ages of six and sixteen must attend school. Local counties must provide free public schools for them to attend. Those schools must provide a safe, friendly, and business-like place to learn. This handbook addresses different rights and responsibilities of students in our schools. Rules about those rights and responsibilities are also included. Wherever student responsibilities are described, it is understood that parent(s) jointly share those responsibilities with their children. In almost every section of this handbook, numbers appear in parentheses. These numbers are Florida Statutes (F.S. statute number), School Board Policies (P-policy number), Florida Administrative Code Rule (FAC-rule number) or State Board of Education Rules (SBER-rule number). Throughout the Handbook, when the word “parent(s)” is used, it also refers to “guardian(s)” and persons acting as a parent (F.S. § 1000.21 (5)). All School Board Policies are available for review at [www.palmbeachschools.org/policies](http://www.palmbeachschools.org/policies).

## **Information You Should Know...**

The District’s Student Progression Plans (SPPs) are available at your school for your review. The SPPs (<http://www.palmbeachschools.org/sc/StudentProgressionPlans.asp>) describe the School District’s strategy for student progression from the time of entry into the District until graduation. The plans are used to set student performance standards in relation to student promotion, retention, and remediation. Also included in the SPPs are District entry and attendance requirements, educational program descriptions, guidelines for assessing and reporting student progress, and requirements for graduation. You can find valuable information on the District’s website at: [www.palmbeachschools.org](http://www.palmbeachschools.org). In addition, the following websites provide important school information:

- School Public Accountability Report: <http://doeweb-prd.doe.state.fl.us/eds/nclbspar/index.cfm>
- School Grades: <http://schoolgrades.fldoe.org/>
- School Improvement Plans:  
<http://www.palmbeachschools.org/schoolimprovement/SchoolImprovementPlan.asp>

A complete list of Palm Beach County Schools and Principals can be found on the District’s website at [www.palmbeachschools.org](http://www.palmbeachschools.org) under the *Schools* tab. The Student-Family Handbook can be found online on the district’s website at: <http://www.palmbeachschools.org/Community/Handbook.asp>.

## **Parental and Family Involvement**

Board Policy 1.015 (Parental/Family Involvement) creates a collaborative environment in which the parents and families of our students are invited and encouraged to be involved. The School Board recognizes the vital role parents and family play in the education, welfare and values of its students, and that the education of each student

is a responsibility shared by the school and the student's parents and family members. Furthermore, the School Board encourages the regular participation by parents of all children to ensure a strong home-school partnership, promote and increase effective, well-structured, and comprehensive parental/family involvement practices. This policy incorporates the requirements under the *No Child Left Behind Act of 2001, Section 1118 of the Elementary and Secondary Act*. A copy of the complete Parental/Family Involvement Policy can be obtained at your child's school.

The Florida Parental Information and Resource Center (PIRC) at the University of South Florida is a center funded by the United States Department of Education to help families and schools throughout the state work together to increase parental involvement in education. The FL PIE document can be downloaded in English, Spanish and Haitian-Creole at [www.floridapirc.usf.edu](http://www.floridapirc.usf.edu) and is provided on the School District Website at: <http://www.palmbeachschools.org/federalprograms/>.

### PARENTAL INVOLVEMENT CHECKLIST

The District recognizes that parental/family involvement is a factor necessary to improve student achievement. (P-1.015.FS 1001.42 (17)(d)). The checklist below is designed to help you participate in activities that promote high student achievement. You can select 4 times throughout the year to tally your participation. When you talk with your child about school, expect him/her to do well, and stay involved with his/her education at home and at school, your child is more likely to do well. YOU can really make a difference! Contact your child's teacher(s) for more ideas to support learning.

Home Involvement	Make a mark each time you do the following	1 <sup>st</sup> time	2 <sup>nd</sup> time	3 <sup>rd</sup> time	4 <sup>th</sup> time
	Read with child daily				
	Visited Library				
	Played an educational game				
	Watched and talked about a good TV show or video with child				
	Helped with homework				
	Did a home learning activity with child				
	Checked child's progress report on Edline				
TOTAL NUMBER OF INTERACTIONS					

School Involvement	Make a mark each time you do the following	1 <sup>st</sup> time	2 <sup>nd</sup> time	3 <sup>rd</sup> time	4 <sup>th</sup> time
	Had a parent-teacher conference				
	Attended meeting at school or District (PTA, PTO, SAC, PLC, DAC)				
	Went on field trip with class				
	Volunteered in child's classroom				
	Reviewed child's report card				
	Checked school calendar and news postings on Edline				
	TOTAL NUMBER OF PARTICIPATIONS				

*If your child needs tutoring, counseling, or wants to attend after school programs, contact your child's school.*

## Academic Eligibility for Athletics

(P-5.60)

### High School

A student in 9th through 12th grades must maintain a 2.0 cumulative grade point average in the courses required for high school graduation to be academically eligible to participate in interscholastic athletic competition. If a student in the 9<sup>th</sup> or 10<sup>th</sup> grade falls below the 2.0 cumulative grade point average requirement, the student will be allowed, on a semester-by-semester basis, to participate if the student :

- a. Earns a 2.0 grade point average on courses taken in the previous semester alone;
- b. Signs an academic performance contract with the school; and
- c. Attends summer school if available.

Once, however, the student enters the 11<sup>th</sup> grade, he/she must have and maintain, from that point forward, a 2.0 cumulative grade point average to be eligible. A student who is eligible at the beginning of a semester shall be eligible during the remainder of the semester, except for lack of attendance, improper conduct, or other valid reasons which may cause the Principal to declare the student ineligible before the end of the semester.

A student shall be eligible for no more than four (4) consecutive academic years from the date he/she first enrolls in the 9<sup>th</sup> grade. A student may no longer participate upon reaching the age of 19 years and 9 months.

### Middle School

Failure in more than one (1) subject during a given 9-week grading period shall cause a student to be ineligible for practice and competition during the following nine-week grading period. The student needs a specified grade point average of 2.0 as well as appropriate conduct, as determined by the principal, for the previous 9-week period.

The limit of opportunity for eligibility shall be three consecutive years from the time the student first enters the sixth grade, unless an undue hardship has occurred during this eligibility. A student who turns 15 prior to September 1<sup>st</sup> of the current school year may no longer participate in middle school athletics.

NOTE: Since representing a school – either as an elected school official or in extracurricular activities – should be considered both an honor and a privilege, only students meeting requirements established by their club, school, instructional services and/or the District should be eligible to serve as a representative of their school.

*Eligibility for high school athletics is based on an 18-week semester, regardless of class scheduling format (i.e. block).*

## Attendance

Students who are age six on or before February 1<sup>st</sup> of that school year must attend school every school day of the 180-day school year until their sixteenth birthday unless an exception exists (F.S. § 1003.21(1)). Florida Statute § 1003.24 establishes that the parent of a child of compulsory age is responsible for the child's daily school attendance. (SBER 6A-1.09513) School staff, parents, students, and appropriate state agencies are expected to work together to ensure that all applicable school attendance laws are obeyed, including, but not limited to, referral to the state-designated agency for possible court action for truancy. Schools keep student attendance records per SBER 6A-1.044. Family vacations are not excused absences. (P-5.09) Students having, suspected of having, or not being immunized from a communicable disease or infestation as described by F.S. § 1003.22(9) are

not allowed to attend school, absent of exemption. In order to return to school, parents must obtain a doctor's note stating that the student is no longer contagious or proof of immunization, as applicable. (P-5.06)

#### TIME OF SCHOOL ARRIVAL AND PICK-UP

For student safety, parents should make sure that their children do not arrive at school until the official starting time and do not remain on school grounds after official closing time since supervision is not provided. Check with your child's school office to see if before school or after school child care is available. School-Age Child Care (SACC) programs (P-8.131) and middle schools' after school programs provide a structured, safe, and enriching program at a nominal fee.

#### RIGHTS

Students have a right to:

- Know how school policy defines and handles excused absences, unexcused absences, and tardies;
- Ask that a penalty for an unexcused absence be reviewed;
- Make up work missed during an excused absence;
- Be protected from exposure to communicable diseases and infestations when in school.

#### RESPONSIBILITIES

Students have a responsibility to:

- Attend classes and be on time;
- Ask their parent to notify the school when they are absent;
- Ask teachers for, and to complete, makeup assignment.

#### ABSENCES (P-5.09)

Absenteeism, excused or unexcused, regardless of the reason, negatively affects the continuity of the learning process. As a student's absenteeism increases, there is a greater responsibility for the school to deter future absenteeism, and there is a greater responsibility for the student to demonstrate that such absenteeism has not negatively affected performance mastery.

#### EXCUSED ABSENCES (P-5.09)

- ✓ If a student is continually sick and repeatedly absent from school, he or she must be under the supervision of a physician in order to receive an excuse from attendance.
- ✓ The observance of a religious holiday or service that is recognized as such by all members of the faith is considered an excused absence. Prior to the absence the parent must provide a written request and the student must be provided the opportunity to make up missed work without adverse effects.  
See <http://www.palmbeachschoools.org/policies/> Policy-5.095
- ✓ Medical appointment
- ✓ Death in family
- ✓ Subpoena by law enforcement agency or mandatory court appearance
- ✓ Other individual student absences beyond the control of the parent or student, as determined and approved by the principal or principal's designee

*NOTE: Tardiness is disruptive to the learning environment and has a negative impact on student achievement. (P-5.09)(1), P-8.01) If you move during the school year or the school has a wrong address, you must notify the school. (P-5.011(1)(d)).*

Florida Statute § 1006.09(1)(b) provides that: "No student shall be suspended for unexcused tardiness, lateness, absence, or truancy."

Students may not be exempt from academic performance requirements based on practices or policies designed to encourage student attendance. A student's attendance record may not be used in whole or in part to provide an exemption from any academic performance requirement. (F.S. § 1003.33(2))

### **Elementary School Procedures (P-8.01)**

Absence Reports-Absences may be reported by telephone or written note. The report must come from a parent and give the date(s) of the absence and the reason for it. A parent MUST report these absences promptly. School staff members have a legal right to ask for a written medical excuse.

Make-Up Work – All students are expected to make-up class work missed during an absence. The student has one (1) day to make-up the work for each day absent, not including the day of return, unless unusual circumstances indicate an extension. However, previously assigned work is due the day of return.

### **Middle and High School Procedures (P-8.01)**

Compulsory School Attendance / Ages 16-18 - A student who attains the age of 16 years during the school year is not subject to compulsory school attendance beyond the date upon which he or she attains that age if the parent and student file a formal declaration of intent to terminate school enrollment and complete an exit interview with school. The declaration must acknowledge that terminating school enrollment is likely to reduce the student's earning potential and must be signed by the student and the student's parent. A student who attains the age of 18 years during the school year is not subject to compulsory school attendance beyond the date upon which he or she attains the age even without parental permission. (P-8.01; F.S. §§ 1001.20(2)(a); 1003.21(1)(c)).

Absence Reports – Absences may be reported by telephone or written note. The report must come from a parent/guardian and give the date(s) of the absence and the reason for it. A parent MUST report these absences within two days following the absences, although school principals MAY make exceptions in cases of need. School staff members have a legal right to ask for a written medical excuse.

Unexcused Absences Grades 6-12 – All absences, which have not been specifically identified as excused, are unexcused absences. A grade of up to 59% can be given for any test missed because of an unexcused absence. A student's absences due to suspension from school for a disciplinary problem will be considered unexcused absences. (P-5.09)

Semester Exams Grades 9-12 – When a semester exam is not completed, a grade of "I" is given. If a student is absent (excused or suspended from school) on an exam day, the exam must be made up in order for credit to be given. For each semester exam day a student is absent, he or she will have three days to make up the exam. These deadlines may be extended by the principal for extenuating circumstances.

Make-Up Work/Semester Exams Grades 9-12 – Students will be afforded the opportunity to make up work for an excused absence, including semester exams, as outlined in the School District's Student Progression Plan. All make-up work should be completed within 2 weeks of the end of the semester. For semester exams not completed, a grade of "I" is given which will result in a grade of "F" for the semester. Students have the responsibility to turn in work on time that was assigned while on field trips or school sponsored activities unless they have made prior arrangements with the teacher.

Mastery – Middle School (P-8.01) – To earn a passing grade in a nine-week marking period for a course, a student must be in attendance for a minimum of ninety percent (90%) of the class time [e.g. forty (40) days of a forty-five (45) day nine-week marking period]. A student who is not in attendance for the minimum ninety percent (90%) of class time may earn a passing grade by demonstrating mastery. Mastery is defined as earning a passing average for the nine-week marking period and passing the nine-week assessment.

Mastery – High School – Credit in a course shall not be awarded when a student has fewer than sixty-eight (68) hours of instructions in a semester, unless the student demonstrates mastery. Mastery is defined as passing at least one of the two nine-week marking periods and passing the course semester examination.

Grade Averages (P-8.01) – Grade averages are calculated to two decimal places (with no rounding). For letter grades, an average of .50 or higher must be rounded up (i.e. 79.50 becomes a “B”, while 79.49 is a “C”).

Driver’s License (P-5.185) – Students under 18 years of age who drop out of school or who have 15 unexcused absences within 90 calendar days and have a driver’s license may have their driver’s license suspended by the Department of Highway Safety and Motor Vehicles or may not be issued a license if they apply for one. Additional information about procedures and waivers is available from school administration or guidance offices. (F.S. § 322.091; 1003.27(2))

Alternative to Out of School Suspension Programs (ATOSS) (P-5.18155) – The Alternative to Out of School Suspension (ATOSS) Program for selected middle and high school students is designed to provide an opportunity to keep students in an academic environment even when they commit infractions requiring a suspension from school. Students attending the ATOSS Program are referred by school administration for certain specified schools. It is a voluntary program that must have parent approval and involvement. If a student attends the program, the suspension is removed from the student’s record. The student would be given an opportunity to make up missed work and receive credit. This program has limited availability. For more information visit the ATOSS web page at: [www.palmbeachschools.org/9304/ATOSS2.asp](http://www.palmbeachschools.org/9304/ATOSS2.asp)

FACE IT – Additionally, students with an alcohol, tobacco or other drug offense *may* have up to 7 days of a 10 day suspension waived by attending the district provided alternative FACE IT Program with their parents/caregivers or by receiving an assessment with an outside provider. The assessment requires a parent session.

## Bullying

*The Palm Beach County School District takes bullying seriously. Please refer to P-5.002 located at <http://www.palmbeachschools.org/policies/> Chapter 5 for detailed information.*

**Unacceptable Behavior** – *Bullying* 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 an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation; and may involve but is not limited to: teasing, social exclusion, threat, intimidation, stalking, physical violence, theft, sexual, religious, or racial/ethnic harassment, public humiliation, damaging or destruction of property, placing a student in reasonable fear of harm to his or her person or property, and cyber-bullying, and cyber-stalking as defined in P-5.002.

**Action steps your child should take if he/she is being bullied (advise him/her):**

- Identify and tell a trusted adult at school as soon as possible. If telling adults seems hard, then ask a friend to help you. Assure your friend you will help him/her if ever needed.
- Encourage your child to file a Bullying/Harassment Incident Report/Form located in the front office and/or complete a Bullying/Harassment Anonymous Drop-Box Report and file it in the drop boxes placed at various locations on your campus. Remind your child that telling/reporting is not tattling when the intention is to alert teacher and/or administration of any harmful acts of mistreatment toward your child or others.
- Stay in a group, don’t travel alone.
- If it feels safe, stand up to the person bullying you, try not to over react. If you are being bullied online or by text messaging don’t retaliate and/or reply, seek advice from an adult.
- Join clubs or take part in activities where you can meet and/or make new friends.

**If your child is engaging in bullying behavior:**

- Make it clear that you take bullying seriously and you will not tolerate this behavior.
- Develop clear and consistent rules within your family for your child’s behavior.
- Spend more time with your child and carefully monitor his/her behavior.
- Build on your child’s talents by encouraging him or her to get involved in pro-social activities.
- Talk with your child’s teacher, counselor or administrator to approach this behavior as a team.
- If your child needs additional help, talk with a counselor or mental health professional.

**What you should do if your child is bullied:**

- Most importantly, focus on your child. Listen, be supportive and gather information and the facts related to the incident.
- Stay calm and report the incident(s) to your child’s teacher, guidance counselor, assistant principal and/or principal. Document all incidents of mistreatment, abuse, cruelty, and/or disrespectful acts toward your child and or perpetrated by your child.
- Complete and/or encourage your child to file a Bullying/Harassment Incident Report/Form located in the front office and/or the Bullying/Harassment Anonymous Drop Box Report placed at various locations on your campus. Reporting is not tattling when the intention is to alert teacher and/or administration of any harmful acts of mistreatment toward your child or others.
- Request that you be informed or schedule a follow up conference to discuss findings and determine actions to monitor and support all students involved as well as to deter continued and/or escalation of incidents.
- Seek resources to assist you in strengthening your child’s resiliency toward harm.

**Calendar for 2010-2011**

The Board approved School Calendar for 2010-2011 can be found online at:

<http://www.palmbeachschools.org/Community/Calendar.asp>

**8 EMERGENCY MAKE-UP DAYS (EMD)**

**The School Emergency Make-Up Days are listed in the order they will be used.**

- October 15, 2010
- November 24, 2010
- February 21, 2011
- December 20, 2010
- March 21, 2011
- December 21, 2010
- January 3, 2011
- November 2, 2010

*Additional EMD’s subject to Superintendent’s approval.*

**LTM MEETING (HS Late Start) & Professional Development Days (PDD MS/EL Early Dismissal)**

August 26, 2010 – LTM/PDD	September 23, 2010 – LTM/PDD	October 7, 2010 – LTM/PDD
December 2, 2010 – LTM	January 13, 2011 – LTM	January 27, 2011 – LTM/PDD
February 10, 2011 – LTM	March 31, 2011 – PDD	

**ELEMENTARY REPORT CARD DISTRIBUTION DATES**

- 1<sup>st</sup> Trimester – November 16, 2010
- 2<sup>nd</sup> Trimester – March 7, 2011
- 3<sup>rd</sup> Trimester – June 2, 2011

## SECONDARY REPORT CARD DISTRIBUTION DATES

- 1<sup>st</sup> Quarter-October 29, 2010
- 2<sup>nd</sup> Quarter-January 18, 2011
- 3<sup>rd</sup> Quarter-April 4, 2011
- 4<sup>th</sup> Quarter-Mailed after June 9, 2011

### Career Education

#### WHAT IS CAREER EDUCATION?

Career Education in the School District of Palm Beach County is a district resource linking educators, businesses and the community to prepare students with the academic knowledge, technical skills, and abilities to meet the needs of a global society.

#### WHY CAREER EDUCATION?

Students participating in Career Education Programs in the School District of Palm Beach County will graduate with career training in high skill, high wage, high demand occupations as well as a set of strong workplace competencies that today's workforce demands from its employees. Career Education provides a solid foundation to help build futures for students by integrating academic, critical thinking, technical and organizational skills that are relevant to the real world. Students will leave Career Education Programs with the proper skills to make informed decisions for a future career.

Career Education encompasses the development of knowledge, skills and attitudes through a planned program of learning experience in education and training settings that will assist students to make informed decision about future career options. For more information please visit [www.palmbeachschools.org/careered](http://www.palmbeachschools.org/careered) .

### Choice Programs

(FS § 1002.20(6)(a), P-5.01(5)(a); P-5.016)

The School District of Palm Beach County offers over 171 Choice Programs. A Choice Program is a specialized educational program, which responds to students' interests and foster students' achievement. While similar courses may be offered in traditional schools, Choice Programs attract students by offering unique opportunities for in-depth experiences and study in specific areas of interest.

The Choice Programs include Magnet, Choice and Career Academies that emphasize a specific theme and often represent a cluster of occupations. Parents are encouraged to become actively involved in "choosing" the choice program most appropriate for the interest and abilities of their children. Choice Programs are designed to expand educational options for students, promote diversity, set high expectations for students to achieve academically, and offer mentorship, internship and apprenticeship opportunities. The Choice Programs also provide intensive career preparation options for secondary students.

Choice school procedures are such that a student must be withdrawn from one Palm Beach County School prior to enrolling in another. Students must submit an application, meet the eligibility guidelines found in the Choice Programs Booklet and be accepted to the program prior to attending any Choice Program. The application period for the 2011-2012 school year will begin in September, 2010. The application procedures are set forth in the Procedures Manual for Choice Schools and Programs. (P-5.016)

For further information or to learn more about the Choice Programs and the application process, please visit our website at <http://www.palmbeachschools.org/choiceprograms>.

## Civility

In order to provide a safe, caring and orderly environment, the School District of Palm Beach County expects civility from *all* who engage in school activities. Mutual respect, professionalism, and common courtesy are essential qualities that *all* need to demonstrate in promoting an educational environment free from disruptions, discrimination, harassment, bullying, and aggressive actions. See Policies 5.001, 5.002 and 5.81.

*The School District of Palm Beach County, Florida prohibits harassment and discrimination against students, employees, and applicants on the basis of religion, race, ethnicity, national origin, color, sex, sexual orientation, gender identity, marital status, age, parental status and disability in any of its programs, services or activities. Policy 5.001 protects students from harassment and discrimination.*

## Complaints and the Right to Appeal

(P-5.001, P-5.002, P-5.81)

The School Board of Palm Beach County believes in just treatment of ALL students and in providing a learning environment which is free from unfair or discriminatory practices. Procedures for disciplinary complaints and resolution of discriminatory practices have been established.

RIGHTS	RESPONSIBILITIES
<b>Students have a right</b> to report and file a complaint about discrimination or harassment.	<b>Students have a responsibility</b> to know and follow procedures for filing complaints.

### Procedures

All schools operate under School Board Policy; copies of policies are available at all school sites or at <http://www.palmbeachschools.org/policies/> Please refer to Policies 5.001, 5.002, and 5.81 for information on the procedures to file a complaint for suspected discrimination or harassment. These complaint procedures in no way prohibit a person from filing a complaint with the appropriate Federal or State Agency.

NOTICE: Violation of the School District's sexual harassment policy by a student is grounds for in-school suspension, out-of-school suspension, expulsion, or imposition of other disciplinary action by the school and may also result in criminal penalties being imposed. (P-5.81)

## Dress Code

(P-5.182)

Students and teachers need to concentrate on the learning/teaching process. In order to be sure they can focus on learning in the classroom it is important to have as few distractions as possible. Appropriate dress and grooming can help create that focus. Changes in clothing trends will not override the particular items of clothing to be worn by students. These dress codes or uniform guidelines should be developed under the principal's direction with input of students, staff, parent, and the SAC. Discipline as a result of the enforcement of a student dress code is the responsibility of the principal or the principal's designee. (P-5.1812, P-5.1813).

### RIGHTS

Students have a right to wear clothes that are appropriate for school, are not dangerous to health and safety, do not distract or offend others, and support the school's specific dress code.

### RESPONSIBILITIES

Students have a responsibility to dress neatly, appropriately, and to be clean and well groomed.

#### RULES

1. Students are expected to come to school with proper attention to personal cleanliness, grooming, and neatness of dress.
2. Students whose personal attire or grooming distracts the attention of other students or teachers from their school work shall be required to make the necessary alterations to such attire or grooming before entering the classroom.
3. Students failing to meet the minimum acceptable standards of cleanliness and neatness as determined by the principal, and as specified in these regulations, may be subject to appropriate disciplinary measures.
4. Students are not allowed to wear clothing, jewelry, buttons, haircuts or other items or markings which are offensive, suggestive, indecent, or associated with gangs, encourage use of drugs, tobacco, alcohol, or violence, or support discrimination on the basis of age, color, disability, national origin, marital status, race, religion, gender, or sexual orientation.
5. Students who wear items of clothing which, because of fit, design, color, texture, or inadequate coverage of the body, create classroom or school disorder, or which create a safety or health hazard, will be required to change the clothing to eliminate the disorder, distraction, or hazard. Special clothing may be required for health and safety reasons or for specific programs.
6. School dress codes shall include but not be limited to the following:
  - a. Shoes shall be worn at all times
  - b. Undergarments shall not be worn as outer garments
  - c. Head coverings are not permitted indoors unless they are required for safety in specific programs or are worn for bona fide religious or medical reasons
  - d. Curlers and other hair-grooming aids cannot be worn in the hair while at school
  - e. Sunglasses may not be worn indoors unless a doctor's permit is on file
  - f. Any article of clothing or jewelry that may cause injury is not permitted
  - g. Articles of clothing that cause damage or excessive maintenance problems to school property are not permitted

### **Fees for Students**

(P-2.21)

Any request for money from a student for curricular activities shall be in writing from the principal, addressed to the student's parent, and shall clearly state: (a) no penalty of any type will be imposed against the student based upon a failure to pay; (b) no student shall be denied the right to participate for failure to pay; (c) the principal may forego a planned activity or use of a particular item based upon the collection of insufficient funds to cover the cost of the item or activity; and (d) this request is for a voluntary payment. The policy sets forth acceptable requests for payments.

### **FERPA Rights Relating to Student Education Records for Elementary and Secondary Schools, Annual Notice**

The Family Educational Rights and Privacy Act (FERPA), affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. In summary, these rights are:

1. The right to inspect and review the student's education records within 30 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. If copies are provided, a minimal duplication fee may be charged. *NOTICE: Both parents' right of access will be honored by the school unless: a)*

*there is a legally binding document or court order on file at the school that specifically denies the right to one or both parents, or b) another exception under FERPA exists. If you have questions, please contact your school office.*

2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the school to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing. See School Board Policy 5.1816 at <http://www.palmbeachschools.org/policies/>.

3. The right of privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent, and the right to consent to disclosures of personally identifiable information contained in the student's education records. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. See 34 C.F.R. § 99.31(a)(1); 34 C.F.R. § 99.7(a)(3)(iii). A school official is a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school or school district has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, educational consultant, student assessment evaluator, online service provider, medical consultant, nurse, or therapist); the district's health care partners and other governmental and social agencies jointly serving students, to the extent student records information is needed to provide and/or evaluate health services and governmental/social services to students; an official of a charter school of this district; a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school or school district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. *NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.*

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the requirements of FERPA. The name and address of the office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave. SW, Washington, DC 20202-8520. Also see School Board Policy 5.50 at <http://www.palmbeachschools.org/policies/>. Copies of this information and policies can also be obtained from the district's Public Affairs office and from the schools.

## **FCAT/Assessment/Promotion**

### **Sunshine State Standards**

The Sunshine State Standards were approved by the State Board of Education in 1996 to provide expectations for student achievement in Florida. The Standards approved in 1996 were written in seven subject areas, each divided into four separate grade clusters (Pre-K-2, 3-5, 6-8, and 9-12). This format was chosen to provide flexibility to school districts in designing curriculum based on local needs. However, as Florida moved toward greater accountability for student achievement at each grade level, the Sunshine State Standards have been further defined. In the subject areas of language arts, mathematics, science, and social studies, the Sunshine State Standards have been expanded to include Grade Level Expectations.

In 2008, Florida adopted its Next Generation Sunshine State Standards. These rigorous standards are designed to ensure that Florida's graduates can compete academically at a World Class level. Florida's schools transitioned to these new standards during the 2008 and 2009 school years. Both sets of standards are currently in place. The

Next Generation Sunshine State Standards will be tested beginning with the 2011 school year. (FS 1003.41 (1); 1008.22 (3); FAC 6A-1.09401) There are also State mandated minimum Student Performance Standards. See SBER 6A-1.0941.

**What is the Florida Comprehensive Assessment Test (FCAT)?** The FCAT is a test given to Florida students to measure what they know and are able to accomplish in reading, writing, mathematics, and science. The test is part of Florida’s plan to improve student achievement. It measures challenging content standards, called the Sunshine State Standards. (F.S. § 1008.22 (3)(c) ; SBER 6A-1.09422)

**Why Do Students Take FCAT?** To meet the complex challenges of today’s workplace, students must be skilled in mathematics and science, be able to read and understand difficult texts, and be able to write well. FCAT test questions are designed to measure the reading, writing, mathematics, and science skills that students should acquire. The test helps teachers, principals, and superintendents determine the level of success students have with the Sunshine State Standards.

**Why is FCAT Important?** The FCAT results guide the course of your child’s education from year to year. If your child scores a Level 1 or Level 2 in reading, math or science, he/she will be given additional help. FCAT scores of 300 in reading, 300 in mathematics and 3.5 in writing are part of the requirements for a student to earn a high school diploma.

**FCAT Blackout Period** – Each year our school district takes very seriously that all schools teach the standards and prepare for the State testing (FCAT). To minimize the interruptions in the final preparation for these tests, District meetings are not scheduled for school based personnel (teachers and administrators) from late January through the March testing. This period is referred to as the FCAT Blackout Period.

What FCAT test will my child take?				
GRADES	READING	WRITING	MATHEMATICS	SCIENCE
3	YES	NO	YES	NO
4	YES	YES	YES	NO
5	YES	NO	YES	YES
6	YES	NO	YES	NO
7	YES	NO	YES	NO
8	YES	YES	YES	YES
9	YES	NO	YES	NO
10	YES	YES	YES	NO
11	NO	NO	NO	YES

**Other Assessments that your child may be given this school year include:**

- ✓ The District Sunshine State Standards Diagnostic Test
- ✓ The Scholastic Reading Inventory (SRI)
- ✓ Reading Running Records (K-3 Benchmark Assessment)
- ✓ Teacher created assessments
- ✓ Grade Level Benchmark Assessments
- ✓ Comprehensive English Language Learner Assessment (CELLA)
- ✓ All grade 10 students take the Preliminary Scholastic Aptitude Test (PSAT)
- ✓ All grade 11 students take the Scholastic Aptitude Test (SAT)

Please see the District’s Student Progression Plans at:

<http://www.palmbeachschools.org/sc/StudentProgressionPlans.asp>

**ELEMENTARY SCHOOL** (P-8.01) Florida Statute § 1008.25 requires that the District define specific levels of performance in reading, writing, mathematics, and science for each grade level. These levels of performance will be used to identify students who **must** receive remediation and **may** be retained. If the student has exhibited a reading deficiency in Kindergarten through Grade 2, and the reading deficiency is not remedied by the end of

Grade 3, as demonstrated by scoring Level 2 or higher on the Grade 3 FCAT Reading SSS, **the student must be retained.** The Performance Level indicates whether your child is on track for promotion (3=on or above grade level, 2=less than a year below grade level, 1=more than a year below grade level.)

**MIDDLE SCHOOL** (P-8.01; FS 1003.4156)

As stated in the Middle School Student Progression Plan, to be promoted, students must pass the equivalent of five year-long courses, including language arts, mathematics, science, social studies, and the equivalent of a year-long elective. To receive a passing final grade in a year-long course, students must earn a Quality Point Average of at least 1.0. (A=4, B=3, C=2, D=1, F=0) Also, a final grade of F will be received if the student has an F in the fourth marking period and has received an F for that course in any previous marking period.

**HIGH SCHOOL** (P-8.01)

**State**

Grade school

**Promotion from 9<sup>th</sup> to 10<sup>th</sup> – at least 5 credits**  
**Promotion from 10<sup>th</sup> to 11<sup>th</sup> – at least 11 credits OR fulfillment of the graduation requirement on the FCAT in reading and mathematics**  
**Promotion from 11<sup>th</sup> to 12<sup>th</sup> – at least 17 credits**

**Assessment**

**Requirement –**

Students who entered the 9<sup>th</sup> in the 1999-2000 year and thereafter must achieve a passing score on

the FCAT administered in Grade 10 in order to receive a standard diploma. Students who fail to achieve a passing score may retake the test during subsequent scheduled test administrations.

Students in Exceptional Student Education (ESE) Programs may participate in an alternative assessment, instead of the FCAT. This is determined by each student’s IEP Team. Alternative assessments include:

- ▶ *Brigance*
- ▶ *Portfolio*
- ▶ *Life Centered Career Education*
- ▶ *Assessment and Learning Profile*
- ▶ *Alternate Assessment for Special Diploma*
- ▶ *Assessment of Basic Language and Learning Skills*
- ▶ *Performance assessment systems for students with disabilities*

**Florida High School Graduation Options**

NOTE: Required Notice to students and parents. Senate Bill 4 may impact this provision.

Students seeking a standard high school diploma may select from three graduation options:

1. Four-year, 24-credit traditional program
2. Three-year, 18-credit college preparatory program
3. Three-year, 18-credit career preparatory program

The three-year programs are designed for students who are clear about their future goals, possess the maturity to leave high school early and feel they are ready to pursue their goals beyond high school in an accelerated manner.

These options align with the state university minimum admission requirements and the Bright Futures Scholarship criteria. However, because strength of curriculum is a top factor of college/scholarship acceptance, it is recommended that students communicate with postsecondary institutions and/or scholarship sponsors before selecting a three-year 18-credit graduation plan.

Students who choose a three-year, 18-credit option must be enrolled in high school for three years, must earn a specific grade point average (see option details) and pass the Florida Comprehensive Assessment Test (FCAT). See FS 1003.429.

Advanced coursework in high school continues to be the best predictor of student success after high school. The benefits of other acceleration opportunities, such as Dual Enrollment, Advanced Placement, early admission to college and International Baccalaureate should be considered. The advantages of choice programs, career academies and career pathways programs, many of which require a four-year curriculum, should be weighed. It is possible for some students to meet the 24-credit option in three years. Students are encouraged to explore all options and discuss educational plans with their school counselor on a regular basis.

Students and their parents interested in an 18-credit accelerated graduation option are required to meet with school personnel in order to gain a full understanding of the advantages/disadvantages, and then declare their graduation option by the end of the night grade. This deadline is extended to the end of the first semester of 10<sup>th</sup> Grade for students who transfer into the Florida public school system after 9<sup>th</sup> Grade, and for students who were prevented from choosing a graduation option due to illness during Grade 9 (F.S. § 1003.429(4)). Students who do not return the Graduation Intent Form by the deadline shall automatically be required to fulfill the general requirements of the four-year 24-credit traditional graduation program.

Students who select an 18-credit graduation option, but do not meet the requirements at the end of the 3 years will automatically be placed in the 24-credit option. Students interested in accelerated graduation opportunities or other rigorous academic programs such as Advanced Placement Programs, International Baccalaureate, or dual enrollment opportunities should contact their school counselor.

## Free Speech and Student Publications

(P-8.123, P-2.121, P-2.122, P-2.131, P-5.70)

The Constitution of the United States guarantees us the right to express our ideas freely. A basic education should prepare us to do that in responsible ways. We need opportunities to learn how to listen to the views of others as well as how to express ourselves peacefully and harmoniously.

### Rules (P-2.131, P-5.70)

Students are expected to behave in ways that respect the right of all. No non-school printed or electronic materials may be distributed or posted in the schools or on school grounds unless permission has been granted by the principal or an authorized administrator. The following rules apply:

1. Approval must be obtained from a school administrator prior to:
  - a. Handing out or posting non-school materials including petitions and surveys;
  - b. Printing or electronically distributing any school publications, collecting money or selling advertisements for school publications, and/or distributing any commercial, political, or religious material on school grounds.

*Notices of student non-curricular group meetings posted on general-purpose electronic or other student bulletin boards do not necessarily represent the viewpoint of the School District and/or the Administration. The District is only offering physical space to such groups and does not promote, endorse or otherwise sponsor such materials. Students are encouraged to be sensitive to the viewpoints and beliefs of their fellow students when posting such notices (P-2.121).*

2. Students may not distribute electronic or printed petitions or surveys during class time, unless curriculum-based and authorized by the teacher.
3. No items or publications shall be distributed or displayed in any school which:
  - a. Can reasonably be interpreted by the principal or supervising administrators as being obscene, lewd, or pornographic in a school or setting; being libelous or slanderous; containing statements which invade the personal right of privacy or advertising items not permitted for use by minors.
  - b. Can reasonably be expected to create a material and substantial disruption of normal school activity or appropriate discipline in the operation of the school; or which advocates violence or illegal activity.
4. Pornographic materials are not allowed on school grounds.
5. Permission to use District technology resources including online telecommunications and/or networks requires that the student electronically acknowledge their understanding and acceptance of the user's rights and responsibilities and parents receive notification from the New and Returning Student Registration Form they sign each year. (P-8.123)

RIGHTS	RESPONSIBILITIES
<p><b>Students have a right</b> to hear various sides of subjects presented in their course (P-2.59 (7)(d)).</p> <p><b>Students have a right</b> to give their opinions and points of view subject to time, place and manner limitations (P-2.59, P-2.131).</p> <p><b>Students, have a right</b> of student expression through school-sponsored publications consistent with legal and regulatory requirements, board policies, civil discourse, responsible journalism and professional standards, and within a framework of mutual respect. (P-5.70).</p> <p><b>Students have a right</b> to expect that pornographic and/or prejudicial materials will not be allowed in the school (P-5.1812, P-5.1813, P-5.70, P-8.123).</p> <p><b>Students have a right</b> to use online telecommunications and networks to increase their access to information and resources for academic purposes (P-8.123).</p> <p><b>Students have a right</b> to use online telecommunications and networks for academic purposes to obtain information, create intellectual products, collaborate, and communicate for educational purposes (P-8.123).</p> <p><b>Students have a right</b> to use online telecommunications and networks without the fear that their products will be violated, misrepresented, tampered with, destroyed, or stolen (P-8.123).</p> <p><b>Students have a right</b> to engage in their religious activities on their own time outside school functions (P-2.122).</p>	<p><b>Students have a responsibility</b> to examine, analyze, evaluate and synthesize information before drawing conclusions (P-2.59).</p> <p><b>Students have a responsibility</b> to use good judgment in developing student publications (P-5.70).</p> <p><b>Students have a responsibility</b> to use good judgment in the selection of sources of information (P-5.70, P-5.1811).</p> <p><b>Students have a responsibility</b> to understand the difference between appropriate and unacceptable uses of District technology resources including but not limited to online telecommunications and networks (P-8.123).</p> <p><b>Students have a responsibility</b> to keep their assigned password(s) confidential (P-8.123).</p> <p><b>Students have a responsibility</b> to recognize that the use of online telecommunications and networks is a privilege that can be withdrawn if they engage in unacceptable or illegal use of this resource (P-8.123).</p> <p><b>Students have a responsibility</b> to use online telecommunications and networks in a responsible, efficient, ethical, and legal manner in accordance with their educational mission (P-8.123).</p>

<p><b>Secondary Students have a right</b> to limited public forum for student groups to meet (P-2.121).</p>	
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**Graduation, Meritorious Recognition**

(P-8.01 High School Student Progression Plan)

NOTE: Senate Bill 4 may impact this provision.

To be eligible for Valedictorian or Salutatorian recognition, a student must have attended the same Palm Beach County School District public school for three years, two of which must be the junior and senior years. A student who is required to change schools due to a District initiated boundary change will be eligible to share the recognition as Valedictorian or Salutatorian with a fully eligible student, without meeting the three-year attendance requirement in the same school. However, the student must have been enrolled in District public schools for three years.

Students selecting an 18-credit graduation option, or electing to complete the 24-credit option early may be co-ranked as Valedictorian/Salutatorian. However, an early admission student enrolled full-time in a college or university during the senior year will not be eligible for this recognition.

Valedictorian/Salutatorian Calculation:

- **The Valedictorian/Salutatorian Award will be based on the meritorious honor point average (HPA), which is derived from grades earned after promotion from eighth grade through the first semester of twelfth grade.**
- The Valedictorian will be the student with the highest honor point average (HPA), carried to the ten-thousandth place.
- The Salutatorian will be the student with the second highest HPA, carried to the ten-thousandth place.
- In the case of a tie for the highest HPA, Co-Valedictorians will be named and the student with the third highest HPA will be designated as Salutatorian. In the case of a tie for the second highest HPA, Co-Salutatorians will be named.

COURSES	24-Credit/4-Year Traditional Program for students entering 9 <sup>th</sup> Grade prior to 2007-2008 F.S. 1003.43	24-Credit/4-Year Traditional Program for students entering 9 <sup>th</sup> Grade in 2007-2008 and thereafter F.S. 1003.428
English	4 credits (major concentration in composition and literature)	4 credits, with major concentration in composition, reading for information, and literature
Mathematics	3 credits (one of which must be Algebra I or its equivalent)	4 credits, one of which must be Algebra I or its equivalent, or a higher-level mathematics course

Science	3 credits, including 1 credit in Biology and 1 credit in a Physical Science; all must include a laboratory component	3 credits, including 1 credit in Biology and 1 credit in a Physical Science; all must include a laboratory component
Social Studies	1 credit World History 1 credit American History .5 credit American Government .5 credit Economics	1 credit World History 1 credit American History .5 credit American Government .5 credit Economics
Foreign Language	Not required for high school graduation; required for admission into most universities	Not required for high school graduation; required for admission into state universities
Practical Arts or Performing/Fine Arts	1 credit Practical Arts Career Education or Exploratory Career Education OR  1 credit Performing Fine Arts OR  .5 credit in Practical Arts AND .5 credit in Performing Fine Arts	1 credit in Performing or Fine Arts, Speech, Debate or Approved Practical Arts course.
Life Management Skills	.5 credit	0
Physical Education	1 credit (including ½ credit of Personal Fitness and ½ credit Physical Education elective)	1 credit in Physical Education to include the integration of Health
Majors/Minors or Electives	8.5 credits	8 credits including: <ul style="list-style-type: none"> <li>• 4 credits in a major area of interest</li> <li>• 4 credits in elective courses, which may be combined to allow for a second major area of interest, a minor area of interest (3 credits), individual elective courses, intensive reading or mathematics intervention courses, or credit recovery courses</li> </ul>
<b>TOTAL</b>	<b>24 credits</b>	<b>24 credits</b>
Community Service Hours	20 hours	20 hours
State Assessment Requirements	Passing scores on the Grade 10 FCAT <sup>(1)(2)</sup>	Passing scores on the Grade 10 FCAT <sup>(1)(2)</sup>
Grade Point Average Requirements (GPA)	Cumulative GPA of 2.0 on a 4.0 scale	Cumulative GPA of 2.0 on a 4.0 scale

### The School District of Palm Beach County

Students are encouraged to consider their post-secondary education or career plan goals when selecting a graduation option. **In order to select a three-year graduation option, students and their parent must meet with the school counselor to complete a declaration form prior to the end of 9<sup>th</sup> Grade, absent statutory reasons for extension.** Parents of students with disabilities who are not pursuing a standard diploma should contact the Exceptional Student Education Coordinator at their school for the requirements of a special diploma, consistent with FAC 6A-1.09961.

18-Credit/3 Year College Prep Program (FS 1003.429(b))	18-Credit/3 Year Career Prep Program (FS 1003.429(c))
4 credits English (Major Concentration in Composition and Literature)	4 credits English (Major Concentration in Composition and Literature)
3 credits Math at the Algebra I level or above	3 credits Math(one of which must be Algebra I)
3 credits Natural Science (2 must have lab component)	3 credits in Natural Science (2 must have lab component)
Social Science 1 credit World History 1 credit American History .5 credit American Government .5 credit Economics	Social Science 1 credit World History 1 credit American History .5 credit American Government .5 credit Economics
2 credits in the same language or demonstrated proficiency in a second language <sup>(3)</sup>	0
0	3 credits in a Single Vocational/Career Ed. Program or 3 credits in a Single Career/Technical certificate dual enrollment program or 5 credits in Vocational or Career Ed. (3 of which are in a single program)
3 credits electives (should meet state university admission requirements)	2 credits unless 5 Career Education credits earned above
<b>18 credits<sup>(4)</sup></b>	<b>18 credits</b>
Passing scores on the Grade 10 FCAT <sup>(1)(2)</sup>	Earn passing scores on the Grade 10 FCAT <sup>(1)(2)</sup>
3.5 weighted GPA in required courses and at least a 3.0 weight in each grade applied to the 18 credits	3.0 weighted GPA in required courses and at least a 2.0 weight in each grade applied to the 18 credits

1. FCAT requirement may be met with SAT/ACT scores that are concordant with passing FCAT scores, after 3 FCAT attempts.
2. Waiver provided for Exceptional Student Education students under certain conditions. (See ESE Coordinator)
3. Students meeting foreign language proficiency are required to take two additional academic courses.
4. All credits earned should satisfy admissions requirements of the state university system. At least 6 of the 18 credits must be in classes designated AP, IB, AICE, dual enrollment or specified rigorous by the Florida Department of Education.

## Health

Palm Beach County’s School Health Program is a partnership with services provided by the Health Care District of Palm Beach County, the Palm Beach County Health Department, and the School District of Palm Beach County. The basic health services available under Florida Statute § 381.0056 to public school students include the School Nurse program and the health screenings listed below. *A parent may exempt his/her child from the health screenings by written request on the New and Returning Student Registration Form PBSB 0636. (P-5.06 (A): F.S. § 381.0056(7)(e)).*

### Collaborative Community Programs

#### Dental Prevention Initiatives:

- The Fluoride “Swish” Mouth Rinse Program for grades K-5 is available in areas of the county with non-fluoridated water.
- The Dental Sealant Program for 2<sup>nd</sup> graders is also available in selected areas.

#### Health and Accident Insurance:

- Florida KidCare – child health insurance applications are sent home with every student in school. For more information contact: [www.floridakidcare.org](http://www.floridakidcare.org) or call 1-888-540-5437.
- School Insurance of Florida – accident plan applications are available at every school. For more information contact: [www.schoolinsuranceofflora.com](http://www.schoolinsuranceofflora.com) or call 1-407-798-0290 or 1-800-432-6915.

#### School & Family Support Services:

- This prevention and early intervention program is provided by Boys Town South Florida in 57 elementary schools with a primary focus on Kindergarten and 1<sup>st</sup> grade.
- The program provides in-school and in-home child and family based services for social, emotional and behavioral issues and family consultants also provide outreach activities for children outside this age range.
- The goals of the program are to reduce barriers to educational success and help children be on grade level; improve social, emotional and behavioral well being; and, reduce child abuse/neglect.

For more information contact: [www.boystownsouthflorida.org](http://www.boystownsouthflorida.org) or call 561-366-9400.

<p><b>School Nurse Services</b></p> <ul style="list-style-type: none"> <li>• Assessment and intervention for injury/illness</li> <li>• Case management and care plan development for identified health problems</li> <li>• Health consultation with parents, staff, and physicians</li> <li>• School/community/health care provider liaison</li> <li>• Medication administration</li> <li>• Health education and promotion</li> <li>• Review of health records (physical exams, immunization records and health screening results)</li> </ul> <p><b>Health Screenings</b></p> <ul style="list-style-type: none"> <li>• Vision, hearing, growth and development (height and weight with BMI calculations), and scoliosis screenings provide valuable information for school health professionals. Parents are notified of abnormal results and suggestions for their health care provided follow-up, if necessary.</li> </ul> <p>Health Screenings provided in the following grades:</p> <ul style="list-style-type: none"> <li>- Vision screening (K, 1, 3, 6) (9 Optional)</li> <li>- Hearing screening (K, 1, 6) (9 Optional)</li> <li>- Scoliosis screening (6)</li> <li>- Growth &amp; Development screening (1, 3, 6) (9 Optional)</li> </ul> <ul style="list-style-type: none"> <li>• Vision screening for distance acuity is the most important part of the vision screening process. Medical experts, estimate 25% of school-age children have vision problems that will seriously impede learning.</li> </ul>	<ul style="list-style-type: none"> <li>• It is very important that all students receive these services for early identification and prevention of future health problems, however, parents may choose to have their children not participate in these screenings by informing the school administration in writing.</li> </ul> <p><b>School Health Records</b></p> <ul style="list-style-type: none"> <li>• The School District will maintain a folder of health information containing the student's record of immunizations and required school health exams. The health screening results for vision, hearing, growth and development and scoliosis are maintained by the Health Care District or Health Department Nurses.</li> <li>• The School District or Health Care District will maintain a folder of health information containing the student's record of immunizations, required school health exams and the health screening results for vision, hearing, growth and development and scoliosis.</li> <li>• When there are health problems that need to be addressed during the school day, and a student sees the school nurse or other school health professional, a separate confidential health treatment record is created and maintained for the student throughout his/her school years.</li> <li>• This health treatment record is highly confidential and will only be shared on an "as needed" basis with appropriate school personnel.</li> </ul> <p><b><i>In case of emergency, essential health information will be shared with emergency responders.</i></b></p>
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## Communicable Diseases

*The School District works collaboratively with Palm Beach County Health Department in investigating any communicable disease outbreak in the school.*

### Communicable Diseases

- Students having or suspected of having a communicable disease or infestation which can be transmitted to others may be excluded from school, based on the decision of the Department of Health, and not allowed to return unless they have been successfully treated and/or present a note from a physician indicating that they are no longer contagious. (P-5.322 and F.S. 1003.22 (9))

### Meningococcal Disease

- The Vaccines for Children (VFC) Program includes meningococcal vaccination offered at the Health Department for eligible children 18 and younger.
- Meningococcal Disease is rare and only about 2,000 to 3,000 people get this disease each year in the United States.
- Meningococcal Disease, including Meningitis, is most common in infants less than a year old and in people with certain medical conditions, such as the lack of a spleen. Increases in this disease have been noted during adolescence and early adulthood. College freshman are a greater risk because they live in shared housing. Additional risk of exposure is associated with active and passive smoking and household crowding.

## Health Requirements for School Attendance

Physical Examinations (P-5.06 (A) and (F.S. 1003.22(1)))	Immunizations (P-5.06)(B) and (F.S. § 1001.22(4) (5))
A school entry health exam is required for all students new to the District and in Pre-K, Kindergarten, and 7 <sup>th</sup> Grade, without an exemption. Physical exams should be on Form DH3040 and provided to the school within 30 days of entry. Out of state health exams may be accepted as long as they meet the same assessment requirements in Form DH3040.	A Certificate of Immunization (DH680) indicating compliance with the current required schedule of immunizations must be presented prior to enrollment in school. A religious exemption (DH681) obtained only from the Palm Beach County Health Department may also be presented. Students who are homeless, transfers, or entering juvenile justice may be eligible for a 30 day exemption. See FAC64D-3.046(4).

### Immunization Requirements for Grades Kindergarten through Grade Twelve

	Pre-K*	K	1	2	3	4	5	6	7	8	9	10	11	12
DTaP/DT Series	X*	X	X	X	X	X	X	X	X	X	X	X	X	X
Tdap Booster									X	X				
Tdap/Td Booster											X	X	X	X
Polio Series	X*	X	X	X	X	X	X	X	X	X	X	X	X	X
MMR – 2 doses	X*	X	X	X	X	X	X	X	X	X	X	X	X	X
Hepatitis B Series	X*	X	X	X	X	X	X	X	X	X	X	X	X	X
Varicella – 2 doses		X	X	X										
Varicella 1 dose	X*				X	X	X	X	X	X	X			
Hib Series	X													

\*Pre-K age 3-doses as indicated for age

The Vaccines for Children Program (VFC) provides vaccination at the Health Department for eligible children 18 years and younger including the vaccines required for school attendance and other diseases such as Meningitis and HPV.

### **Parent Responsibilities with Student Health**

It is the responsibility of the parent(s) to notify the school of any health condition of their student(s) which may require medication, treatment, or monitoring at school or on school-sponsored trips or activities. Pursuant to School Board Policy 5.321, it is the responsibility of the parent(s) to submit a properly executed Authorization for Medication/Treatment form (available from physician) to school administration if their student requires medication (including over the counter) or treatment to be given during the school day.

It is the responsibility of the parent(s) to notify the school administration pursuant to School Board Policy 5.321 that their student requires a health-related monitoring device, including blood glucose monitoring, under Policy 5.3212. All monitoring devices must be properly labeled consistent with Policy 5.321 and Policy 5.3212.

### **Health Contacts**

Health Care District of Palm Beach County, School Health Program	561-659-1270
Palm Beach County Health Department, Division of School Health	561-840-4500
School District of Palm Beach County, Student Intervention Services	561-494-1588

*Additional information about health care can be obtained from:*

The Wellness Promotion Policy 2.035 located at <http://www.palmbeachschools.org/policies/>, <http://healthykids.org>, or <http://www.cdc.gov>.

## **Home Education**

Home Education is defined by Florida law (FS.1002.41; 1002.01; P-8.14) as “the sequentially progressive instruction of a student directed by his or her parent in order to satisfy the attendance requirements” of the applicable Florida Statutes. Florida law requires home education students to be registered with their school district’s Home Education Office. The Home Education Office ensures statutory compliance for all registered students. For additional information, call 561-434-8052 or visit our website at [www.palmbeachschools.org/homeeducation/index.asp](http://www.palmbeachschools.org/homeeducation/index.asp).

## **Incidents and Consequences, Index of**

(P-5.1811, P-5.1812, P-5.1813)

NOTE: Sections of this Handbook contain a summary of the Student Code of Conduct. To view the entire Student Code of Conduct electronically, see Chapter 5 of <http://www.palmbeachschools.org/policies/> including Policy 5.002, Policy 5.0921, Policies 5.18 through 5.1891, and Policy 5.80. If you require a paper copy of the Student Code of Conduct, copies are available at the school center.

### **INCIDENTS**

#### **LEVEL ONE**

<p><b>Attendance Incidents</b></p> <ul style="list-style-type: none"> <li>• Tardiness, habitual</li> <li>• Truancy/unexplained absence</li> <li>• Out of assigned area</li> <li>• Leaving school grounds without permission</li> </ul> <p><b>Rules Violations Incidents</b></p> <ul style="list-style-type: none"> <li>• Dress Code violation</li> <li>• Public display of affection</li> <li>• Cheating</li> <li>• Failure to comply with class/school rules</li> <li>• Disobeying rules on the school bus</li> </ul>	<p><b>Disruptive Incidents</b></p> <ul style="list-style-type: none"> <li>• Disruptive play</li> <li>• Disruptive behavior</li> <li>• Disrespectful language</li> <li>• Bullying/harassment</li> <li>• Confrontation</li> <li>• Lying/misrepresentation</li> <li>• Articles disruptive to school</li> <li>• Prohibited items, non-criminal, and unauthorized use of medication</li> <li>• Unauthorized sale/distribution of materials</li> <li>• Inappropriate activity</li> </ul>
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ESE Discipline – Please refer to P-5.189

504 Plan Discipline – Please refer to P-5.1891

LEVEL TWO

<p><b>Disruptive/Physical/Verbal Incidents</b></p> <ul style="list-style-type: none"> <li>• Bus disruption</li> <li>• Disobedience/insubordination</li> <li>• Profane/obscene language</li> <li>• Threat, non-criminal</li> <li>• Physical aggression (not involving law enforcement)</li> <li>• Repetitive disruptive behaviors</li> <li>• Repetitive disobedience/open defiance/insubordination</li> <li>• Repetitive bullying, harassing, intimidating, or threatening behaviors</li> <li>• Hazing</li> </ul>	<p><b>Property Incidents</b></p> <ul style="list-style-type: none"> <li>• Abuse of school property/minor vandalism</li> <li>• Petty theft or stealing</li> </ul> <p><b>Rules Violations Incidents and Other Serious Incidents</b></p> <ul style="list-style-type: none"> <li>• Un-served detention (regular)</li> <li>• Un-served detention (extended/multiple)</li> <li>• Un-served detention (Saturday)</li> <li>• Firecrackers/poppers</li> <li>• Forgery of a document or signature</li> <li>• Gambling</li> <li>• Sexual harassment</li> <li>• Severe/repetitive inappropriate activity</li> <li>• Menacing statements, non-criminal</li> </ul>
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LEVEL THREE

**All of Level Three Offenses will result in Out of School Suspension**

<p><b>Crimes against Persons Incidents</b></p> <ul style="list-style-type: none"> <li>• Fighting</li> <li>• Verbal assault on a student/person</li> <li>• Verbal assault on School Board employee</li> <li>• Physical battery on a student/person (Non-School Board Employee)</li> <li>• To attempt a criminal act against a person</li> <li>• Extortion/blackmail/coercion</li> <li>• Robbery</li> <li>• Physical aggression toward a School Board Employee</li> </ul> <p><b>Property Incidents</b></p> <ul style="list-style-type: none"> <li>• Stealing more than \$50</li> <li>• Vandalism more than \$100 (includes materials/labor)</li> <li>• Breaking and entering/burglary</li> </ul>	<p><b>Alcohol and Drug Incidents</b></p> <ul style="list-style-type: none"> <li>• Possession/use of tobacco products</li> <li>• Unauthorized possession or misuse of prescription or over the counter medications</li> <li>• Use of intoxicants</li> <li>• Possession, use, manufacture, sale, storage, or distribution of alcohol or intoxicating beverages</li> <li>• Possession, use, storage of drugs or distribution of drug paraphernalia</li> <li>• Possession, use or storage of drugs or imitation drugs represented as drugs</li> </ul> <p><b>Disorderly Conduct/Weapons Incidents</b></p> <ul style="list-style-type: none"> <li>• Disruption of a school/disorderly conduct</li> <li>• Trespassing</li> <li>• False fire alarm/911 call</li> </ul>
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<ul style="list-style-type: none"> <li>• Computer misuse/inappropriate use of E-Mail</li> </ul>	<ul style="list-style-type: none"> <li>• Bomb threat</li> <li>• Inappropriate, lewd, or obscene act</li> <li>• Sexual misconduct</li> <li>• Possession of a knife</li> <li>• Possession of other potentially dangerous item</li> <li>• Felony suspension act</li> </ul>
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**LEVEL FOUR**

**Minimum Mandatory for Level Four Offenses: Out of School Suspension and Recommendation for Expulsion (P-5.1814)**

<p><b>Criminal Incidents</b></p> <ul style="list-style-type: none"> <li>• Threat of violence, high level</li> <li>• Possession of a firearm or handgun</li> <li>• Possession, use, sale, storage, or distribution of an explosive device</li> <li>• Sale, intent to sell, or distribution of drugs, imitation drugs represented as drugs, or prescription medications</li> <li>• Aggravated battery</li> </ul>	<ul style="list-style-type: none"> <li>• Armed robbery</li> <li>• Battery or aggravated battery on School Board employee</li> <li>• Sexual battery</li> <li>• Kidnapping or abduction</li> <li>• Homicide</li> <li>• Arson</li> </ul>
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**CONSEQUENCES**

(P-5.1812, P-5.1813)

<p><b>Prevention Consequences</b></p> <ul style="list-style-type: none"> <li>• Conference with student/warning</li> <li>• Referred to school guidance counselor</li> <li>• Referral for mediation</li> <li>• Behavior contract or plan</li> <li>• Staffing (ESE/504 Plan/Other)</li> <li>• Written communication to parent (other than a copy of the referral)</li> <li>• Daily/weekly report</li> <li>• Schedule change (change of regular classes)</li> <li>• Parent contact</li> <li>• Parent conference with administrator/teacher(s) at school</li> <li>• Parent attends class with child</li> <li>• Voluntary restitution/self-designed action(s)</li> </ul> <p><b>Early Intervention Consequences</b></p> <ul style="list-style-type: none"> <li>• Silent lunch/lunch detention</li> <li>• School service work (during school hours)</li> <li>• Temporary removal (from classroom)</li> <li>• Loss of privileges (during school hours)</li> <li>• Alternative classroom placement (on campus; short-term)</li> <li>• Referral to School Based Team</li> </ul> <p><b>Bus Related Consequences</b></p> <ul style="list-style-type: none"> <li>• Bus, assigned seat</li> <li>• Bus, probation</li> </ul>	<p><b>Disciplinary Consequences</b></p> <ul style="list-style-type: none"> <li>• School service work (before/after school)</li> <li>• Detention (regular/traditional)</li> <li>• Detention (extended or multiple)</li> <li>• Saturday school/detention</li> <li>• Confiscation</li> <li>• Loss of extra-curricular privileges</li> <li>• Restitution</li> <li>• Tobacco/alcohol/drug alternative</li> <li>• Days held in abeyance</li> <li>• Student misconduct/anger management alternative</li> <li>• In-school intervention program/In-school alternative to suspension</li> <li>• Court or Juvenile Referral</li> <li>• Out of school suspension <ul style="list-style-type: none"> <li>Short Term 1 – 2 days</li> <li>Short Term 3 – 5 days</li> <li>Long Term 6 – 10 days</li> <li>Mandatory 10 days</li> </ul> </li> </ul> <p><b>District Imposed Consequences</b></p> <ul style="list-style-type: none"> <li>• Long-term suspension (district approved)</li> <li>• Assignment to special program/alternative school/alternative program (district placed)</li> <li>• Felony suspension</li> <li>• Alternative placement pending expulsion</li> <li>• Alternative in lieu of expulsion</li> <li>• Expulsion with services</li> </ul>
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<ul style="list-style-type: none"> <li>• Bus, suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Honoring an expulsion from another district</li> </ul>
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**1<sup>st</sup> Offense Drug or Alcohol – Possession or Use Violation** – MUST provide students with an opportunity to exchange 5 days of the Out-of-School Suspension for the district approved alternative program.

**Repeated Drug or Alcohol Violation** – REQUIRE a 10 day Out-of-School Suspension AND Recommendation for Expulsion.

**1<sup>st</sup> Offense Tobacco Violation** – MUST provide students with an opportunity to exchange 7 days of the Out-of-School Suspension for the District approved alternative program.

**2<sup>nd</sup> Offense Tobacco Violation** – MUST provide students with an opportunity to exchange 5 days of the Out-of-School Suspension for the District approved alternative program.

**Repeated Tobacco Violations** – REQUIRE a 10-day Out-of-School Suspension.

**NOTE:** For ALL levels, any incident that is hate-related and/or gang-related should be coded in the appropriate “related” category AND should be grounds to increase disciplinary actions.

**PROGRESSIVE DISCIPLINE:** When deciding what disciplinary action should be taken, the principal or designee shall consider the student’s age, disability, and previous conduct, probability of a recurring violation, intent, attitude, and severity of the offense and, whenever possible, shall impose disciplinary action in a progressive manner. Refer to the School District Policy regarding discipline of students with disabilities.

Consequences for students with disabilities under IDEA that would involve out of school suspension and alternative educational settings are delineated in P-5.189. Consequences for students with disabilities under Section 504 are delineated in P-5.1891.

**Information Regarding Homelessness**

***Is your family living....***

- in a shelter, motel, vehicle or campground?
- in an abandoned building, trailer, or other inadequate accommodation?
- doubled up with friends or relatives because you cannot find or afford housing?

If you answered yes to any of the questions above, then your preschool-age and school-age children have certain rights or protections under the **McKinney-Vento Homeless Education Assistance Act**. Under this Act, your children have the right to:

- Go to school, no matter where you live or how long you have lived there. They must be given access to the same public education, including pre-school education provided to other children.
- Continue in the school they attended before you became homeless or the school they last attended, if that is your choice and it is feasible. If a school sends your child to a school other than the one you request, the school must provide you with a written explanation and offer you the right to appeal the decision.
- Receive transportation to the school they attended before your family became homeless or the school they last attended, if you request such transportation.
- Attend a school and participate in school programs with children who are not homeless. Children cannot be separated from the regular school program because they are homeless.

- Enroll in school without giving a permanent address. Schools cannot require proof of residency that might prevent or delay school enrollment.
- Enroll and attend classes while the school arranges for the transfer of school and immunization records or any other documents required for enrollment.
- Enroll and attend classes in the school of your choice even while the school and you seek to resolve a dispute over enrolling your children.
- Receive the same special programs and services, if needed, as provided to all other children served in these programs.
- Receive transportation to school and to school programs.

When you move, you should do the following:

- Contact the school district's local liaison for homeless education for help in enrolling your child in a new school or arranging for your child to continue in his or her former school.
- Contact the school and provide any information you think will assist the teachers in helping your child adjust to new circumstances.
- Ask the local liaison for homeless education, the shelter provider, or a social worker for assistance with clothing and supplies, if needed.

*If you need further assistance, call the National Center for Homeless Education at the toll-free Helpline number:*

**1-800-308-2145**

## **Military Recruiters and Institutions of Higher Learning Annual Notice for Access to Directory Information**

The Family Educational Rights and Privacy Act (FERPA, a Federal law), and Florida Statutes § 1002.22 generally require that the School District of Palm Beach County obtain your written consent before disclosing any personally-identifiable information from your child's education records (unless an exception applies). The School Board does not have a directory information policy. However, as part of the No Child Left Behind Act of 2001, Congress has required that school districts receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) must give military recruiters access to certain directory information.

Federal law (20 U.S.C. § 7908(a)(1)) now requires that the District "shall provide, on a request made by military recruiters or an institution of higher education, access to secondary school students' names, addresses, and telephone listings." This requirement is also found in 10 U.S.C. § 503(c)(1)(A)(ii). The information will be used for military recruiting purposes and other legitimate purposes such as informing students of scholarship opportunities at institutions of higher learning. Parental consent is not required before providing the information to recruiters and institutions of colleges, although parents/students may "opt out."

In accordance with those laws, military recruiters are entitled to receive the name, address, and telephone listing of secondary school students, unless the parent or student has advised the school that they do not want the student's information to be disclosed without specific prior written consent. ("A secondary school student or the parent of the student may request that the student's name, address, and telephone listing . . . not be released without prior written parental consent" to military recruiters or institutions of higher learning. (U.S.C. § 7908(a)(2).)

**OPT-OUT NOTICE: If you DO NOT want the school or the District to disclose one or more of these categories of information (name, address, or telephone) to military recruiters or officials of institutions of higher learning without your prior written consent, we ask that you notify the school principal in writing within 10 days of receipt of the Student and Family Handbook. Although OPT-OUT notification will be honored at any time during**

**the school year, it is recommended that you alert the school within 10 days so that no information will be released to recruiters.**

Federal law (10 U.S.C. § 503(c) and 20 U.S.C. § 7908(a)(3)) also requires secondary schools to give military recruiters the same access to secondary students as they generally provide to postsecondary institutions or prospective employers. For example, if the school has a policy of allowing postsecondary institutions or prospective employers to come on school property to provide information to students about educational or professional opportunities, it must afford the same access to military recruiters.

For more information on the requirements of 10 U.S.C. § 503, you may contact the Office of the Secretary of Defense for copies of the statute, or questions relating to it, as follows: Director, Accession Policy, 4000 Defense Pentagon, Washington, DC 20301-4000, Telephone: (703) 695-5529. For more information on the requirements of 20 U.S.C. 7908, you may contact: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave. SW, Washington, D.C. 20202.

For more information about both of the above laws and your right to opt out, please see the U.S. DOE “Guidance on Access to High School Students and Information on Students by Military Recruiters” (Oct. 9, 2002), at <http://www2.ed.gov/policy/gen/guid/fpc/hottopics/ht-10-09-02a.html> .

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

The PPRA, 20 U.S.C. § 1232h, gives parents, including legal guardians or other persons standing in loco parentis, certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent* before students are required to submit 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:
  1. Political affiliations or beliefs of the student or student’s parent;
  2. Mental or psychological problems of the student or student’s family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  7. Religious practices, affiliations, or beliefs of the student or parents; or
  8. Income, other than as required by law to determine program eligibility.
  
- *Receive* notice and an opportunity to opt a student out of:
  1. Any other protected information survey, regardless of funding;
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student (except for hearing, vision, or scoliosis screenings or any other physical exam or screening permitted or required under state law, including physical examinations or screenings that are permitted without parental notification); and
  3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
  
- *Inspect*, upon request and before administration or use:
  1. Protected information surveys of students;
  2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  3. Instructional materials which will be used in connection with any survey, analysis, or evaluation used as part of the educational curriculum or any applicable program (this does not include academic tests or academic assessments).

These rights transfer from the parents to a student who is 18 years old or is an emancipated minor under state law. The School District of Palm Beach County 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 (except for a survey administered to a student in accordance with the Individuals with Disabilities Education Act (IDEA, 20 U.S.C. 1400 et seq.); and also except for 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). The School District of Palm Beach County will directly notify parents of such policies at least annually at the start of each school year and after any substantive changes. The District will also notify the parents, such as through a notice in this Handbook or the U.S. Mail or e-mail the parents of students who are scheduled to participate in 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. The District will make this notification to parents (such as through a notice in this Handbook) 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 applicable surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys.

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

- Collection, disclosure, or use of personal information for marketing, sales or other distribution as described above.
- Administration of a protected-information survey not funded by the U.S. Department of Education, as described above.
- Non-emergency, invasive physical examinations or screenings 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, DC 20202

## Pledge of Allegiance

The State of Florida (Florida Statute § 1003.44) requires that the Pledge of Allegiance be recited at the beginning of the day in every Florida public elementary, middle, and high school. Schools must post in a conspicuous place a notice stating the students' right not to stand or recite the Pledge to the Flag and advising of the written opt-out option. (Florida Statute § 1003.44(1))

1. A student under the age of 18 who is not emancipated must stand and recite the Pledge of Allegiance, unless excused in writing by the parent. An 18 year old or older or an emancipated high school student has personal authority and cannot be required to stand and recite the Pledge of Allegiance.
2. A student excused from reciting the Pledge of Allegiance is also excused from standing.
3. In the event of a non-participating student without an opt-out, the school personnel:
  - a. Cannot single out the student in front of the class;
  - b. Must counsel with the student (who is not 18 years of age or older, or an emancipated high school student) privately and notify the parent for parental resolution, and any conflict between the parent and child should be resolved by the parent;
  - c. Cannot discipline a student for failing to stand and/or pledge;
  - d. May issue disciplinary action if a student materially disrupts the Pledge.

## Privacy

(F.S. § 1006.09 and F.S. § 1002.22)

**Personal privacy is a right. This right protects both individual and group concerns.**

RIGHTS	RESPONSIBILITIES
<p><b>Students have the right</b> to personal privacy.</p> <p><b>Students have the right</b> to expect that schools will keep their records safe, secure and private (P-5.50; F.S. § 1002.22)</p> <p><b>Students have the right</b> to expect that personal belongings will be respected by others.</p>	<p><b>Students have the responsibility</b> of respecting the privacy of others.</p> <p><b>Students have the responsibility</b> to learn how the information in their school records is gathered, how it is used, and what it means.</p> <p><b>Students have the responsibility</b> of having in their possession only items allowed by law and School Board Policy.</p>

### Rules

<ul style="list-style-type: none"> <li>❖ Written approval for taking medication on school grounds must be obtained from the student’s personal physician or the Palm Beach County Health Department before any medication may be taken by a student or administered by authorized school staff on school grounds (P-5.321).</li> <li>❖ Information about another person must be treated with respect and privacy (P-5.50).</li> <li>❖ Items cannot be sold for personal gain, such as food, jewelry, t-shirts, etc., (see P-2.16 for reference).</li> </ul>	<ul style="list-style-type: none"> <li>❖ Fund-raising drives seeking funds from students initiated by outside organizations such as the Salvation Army, United Way, Girl Scouts, etc., are not permitted in schools during the school day (P-2.16).</li> <li>❖ Disrespectful behavior, such as touching anyone’s body in a way that offends the other person, is unacceptable (P-.5.001).</li> <li>❖ Materials prohibited by law, such as, but not limited to pornographic/obscene material and drug items, may not be brought to school (P-5.18, P-5.1812, P5.1813, P-5.80).</li> </ul>
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## Reassignments

(P-5.015)

In Palm Beach County District Schools, absent an alternative method of assignment, students who are minors must attend the school assigned to the domicile of the parent (P-5.01(1)). A reassignment is a request to attend a school other than the school assigned to the parent’s address or an alternative method of assignment, such as choice. Reassignments are considered and reviewed based on standards set forth in P-5.015, they are not based on convenience or choice. Attendance and discipline records influence reassignment decision. Except for moving into the attendance zone or children of a District employee, all reassignments are measured against concurrency standards which are adopted by the School Board, and schools with enrollment at or above 100% of capacity, new schools in their first year, schools that are overcrowded due to construction-related issues, and schools that lack available classrooms due to special programs cannot be considered as a receiving school. (P.5.015(4))

Reassignments are done by application on the appropriate District form when absent for special circumstances as stated in the policy, the applications must be submitted by the parent between April 1<sup>st</sup> and June 1<sup>st</sup> for first

semester placement and requests for second semester placement must be submitted during the month of October.

Students attending their regularly assigned school and who are the majority race/ethnicity/socioeconomic status (classified by whether or not the student is eligible for free/reduced-price lunch) at that school, have first priority or a transfer assignment to a school in which their race/ethnicity/socioeconomic status is the minority. (P-1.04; P-5.015 (5) (g))

## Registration

To register a child in the Palm Beach County School District, you will need to take the following documents to the appropriate school and submit a completed and signed New/Returning Student Registration Form (PBSD #0636):

- Proof of address (2 items – refer to list below):
  - Telephone, Cellular Phone or Utility Bill
  - Rent Receipt or Lease
  - Mortgage Commitment
  - Insurance Statement
  - Current Driver's License or ID card with address
  - Credit Card Statement
  - US Postal Service confirmation of address change
  - Declaration of Domicile
- Birth Certificate or other acceptable proof of birth
- Proof of a physical examination within 12 months of the date of entry
- Proof of immunization status
  - Florida Form DH680
  - Permanent Medical Exemption
  - Religious Exemption
- School Records, if applicable

*See Student Progression Plans under Initial Entry Requirements or Policy #5.011 at <http://www.palmbeachschools.org/policies>. Additional proof of residence may be required.*

## Respect for Persons and Property

Public and private safety is a right. These rights must sometimes be balanced against each other for everyone's benefit. Students, parents, and school staff need to work together to see that these rights are preserved in our schools.

### RIGHTS

- Students have the right to be treated with respect.
- Students have the right to attend a safe and orderly school.

### RESPONSIBILITIES

- Students have the responsibility to respect the rights of others.
- Students have the responsibility to treat others with respect.
- Students have the responsibility to treat school property and the property of others with respect and to act in a way that does not interfere with the rights of others and is not harmful to the health and safety of others.
- Students have the responsibility to tell an adult, confidentially, if they suspect something bad is going to happen on campus. Everyone is responsible for safety.

A recommendation of expulsion or assignment to an alternative school may also be made for a student who is found to intentionally make false accusations that jeopardize the professional reputation, employment or certification of a teacher or other member of the school staff, according to the District School Board Code of Student Conduct. (FS § 1006.09(1)©; P-5.1817(2)(a)).

**Rules**

(P-5.18 through P-5.1891 and P-5.80)

Students are expected to honor their responsibilities and behave in ways that respect the rights of all. The rules of behavior include, but are not limited to:

<ul style="list-style-type: none"> <li>• Being prepared for class by bringing paper, pencil, pen, books, and other needed supplies</li> <li>• Completing all class work and homework</li> <li>• Using class time properly</li> <li>• Taking home and returning necessary forms</li> <li>• Following rules and regulations about field trips</li> </ul>	<ul style="list-style-type: none"> <li>• Taking care of and returning textbooks, library books, or other school-owned material loaned to them. (NOTE: Please see Student Textbooks and Other Instructional Materials</li> <li>• Acting responsibly on campus, on buses and at all school sponsored events regardless of location</li> </ul>
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**FIELD TRIPS** are a privilege, not a right. This privilege can be denied for recurring unacceptable behavior. An educational alternative will be offered.

**VIDEOTAPING:** All persons, including students and school district personnel, may be videotaped (including visual images) at certain school locations. These recordings may be used for disciplinary, risk management, and/or referral for law enforcement purposes.

**ABUSE REPORTING: IT'S THE LAW** (F.S. § 39.201) (P-5.30) Under Florida Statute any school personnel who knows, or has reasonable cause to suspect, that a child is abused, abandoned, or neglected by a parent, legal custodian, caregiver, or other person responsible for the child’s welfare, as defined in the applicable Florida Statute, including pregnancy or alleged sexual activity, “or that a child is in need of supervision and care and has no parent, legal custodian, or responsible adult relative immediately known and available to provide supervision and care” must report such knowledge or suspicion to the Florida Department of Children and Families at 1-800-96-ABUSE.

**YOUTH GANG ACTIVITY:** Students are not allowed to be in groups which threaten, frighten, or harm other students. These groups, which may be called gangs, usually have common names; wear certain common colors, jewelry, signs, or buttons. Students are not allowed to ask other students to join such a group. If someone asks you to join a group such as this, tell your teacher or another adult. Please read the School District of Palm Beach County’s Gang Control Policy P-5.0921 located at <http://www.palmbeachschools.org/policies/>

**STUDENT RECOURSE:** Any student subject to unacceptable behavior is encouraged to bring his/her concerns to the attention of a school district employee who will follow established procedures for review and resolution of the reported incident.

**PARENT AND MEMBERS OF THE PUBLIC RECOURSE:** Any individual subjected to unacceptable behavior may bring his/her concerns to the attention of the school administrator who will follow established procedures for review and resolution of the reported incident.

**CONSEQUENCES OF SERIOUS MISBEHAVIOR** (P-5.18 and P-5.1814)

This Handbook includes provisions for actions that **MUST** be taken if there are problems involving weapons, alcohol or other drugs, and criminal acts. Specific actions will be taken as a result of these violations as stated in School Board Policy. All violations will involve the following steps:

- Principal involvement
- Immediate attempt to contact parent
- Suspension from school grounds, all classes, and all school activities
- Referral to School District Police or local jurisdiction for possible criminal prosecution

**In addition to these steps, it may be necessary to initiate expulsion proceedings as stated in School Board Policy 5.1817.**

Under Policy 5.1814, students found to have committed the following offenses on school property, school-sponsored transportation, or during a school-sponsored activity may receive the most severe consequences provided by School Board Policy. Expulsion may occur, with no chance for early reinstatement, for the following offenses, among others:

- ✓ Homicide or attempted homicide (murder, manslaughter)
- ✓ Sexual battery or attempted sexual battery
- ✓ Armed robbery or attempted armed robbery
- ✓ Battery or aggravated battery on a teacher or other school personnel
- ✓ Kidnapping or abduction
- ✓ Threat of violence, criminal
- ✓ Arson or attempted arson
- ✓ Possession, use, or sale of any firearm
- ✓ Possession, use, or sale of any explosive device
- ✓ Endangering the lives of students and staff

NOTE: Students with disabilities are not subject to expulsion.

**Suspension is MANDATORY with a MANDATORY recommendation for expulsion for the following actions, among others:**

**Actions (P-5.18, P-5.1813)**

<ul style="list-style-type: none"> <li>• Homicide (includes murder and manslaughter)</li> <li>• Sexual battery (rape)</li> <li>• Armed robbery</li> <li>• Battery or aggravated battery on teachers or other school personnel</li> <li>• Kidnapping or abduction</li> <li>• Arson</li> <li>• Sale, distribution, or conveyance of any illegal drug</li> <li>• Second possession offense of an illegal drug</li> </ul>	<ul style="list-style-type: none"> <li>• Possession, use, or sale of any explosive device</li> <li>• Bringing a firearm to school, to any school-sponsored activity, or onto any school-sponsored transportation</li> <li>• Bringing a weapon, as defined in Florida Statutes Chapter 790, to school, to any school-sponsored activity, or onto any school-sponsored transportation</li> <li>• Making a threat or false report as defined in Florida Statutes § 790.162 and 790.163 involving any school, school personnel's property, school-sponsored transportation, or school-sponsored activity</li> </ul>
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**Definitions**

<p style="text-align: center;"><b><u>Firearm</u></b> <b><i>Includes, but is not limited to:</i></b></p> <p>Any weapon (including a starter gun or handgun) which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or silencer; any destructive device; any machine gun. It does not include an antique firearm unless the antique firearm is used in the commission of a crime. (F.S. § 790.001 (6)).</p> <p style="text-align: center;"><b><u>Weapon</u></b> <b><i>Includes, but is not limited to (with exceptions):</i></b> (F.S. § 790.001 (13))</p> <table style="width: 100%; border: none;"> <tr> <td style="vertical-align: top; padding-right: 20px;"> <ul style="list-style-type: none"> <li>- Billie</li> <li>- Box Cutter</li> <li>- Chemical Weapon or Device</li> <li>- Destructive device</li> <li>- Dirk</li> <li>- Electric weapon or device</li> </ul> </td> <td style="vertical-align: top;"> <ul style="list-style-type: none"> <li>- Razor blade</li> <li>- Slingshot</li> <li>- Sword</li> <li>- Sword cane</li> <li>- Tear gas gun</li> <li>- Any object that can be used as a deadly weapon</li> <li>- Metallic knuckles</li> </ul> </td> </tr> </table>	<ul style="list-style-type: none"> <li>- Billie</li> <li>- Box Cutter</li> <li>- Chemical Weapon or Device</li> <li>- Destructive device</li> <li>- Dirk</li> <li>- Electric weapon or device</li> </ul>	<ul style="list-style-type: none"> <li>- Razor blade</li> <li>- Slingshot</li> <li>- Sword</li> <li>- Sword cane</li> <li>- Tear gas gun</li> <li>- Any object that can be used as a deadly weapon</li> <li>- Metallic knuckles</li> </ul>	<p style="text-align: center;"><b><u>Destructive Device</u></b> <b><i>Includes, but is not limited to (with exceptions):</i></b></p> <p>Any bomb, grenade, mine, rocket, missile, pipe bomb, or similar device containing an explosive, incendiary, or poison gas and includes any frangible container filled with an explosive, incendiary, explosive, or expanding gas, which is designed or so constructed as to explode by such filler and is capable of causing bodily harm or property damage (F.S. § 790.001 (4)).</p> <p style="text-align: center;"><b><u>Explosive</u></b> <b><i>Includes, but is not limited to (with exceptions):</i></b></p> <p>Any chemical compound or mixture that has the property of yielding readily to combustion or oxidation upon application of heat, flame, or shock, including but not limited to dynamite, nitroglycerin, trinitrotoluene, or ammonium nitrate when combined with other ingredients to form an explosive mixture, blasting caps, and detonators (F.S. § 790.001 (5)).</p>
<ul style="list-style-type: none"> <li>- Billie</li> <li>- Box Cutter</li> <li>- Chemical Weapon or Device</li> <li>- Destructive device</li> <li>- Dirk</li> <li>- Electric weapon or device</li> </ul>	<ul style="list-style-type: none"> <li>- Razor blade</li> <li>- Slingshot</li> <li>- Sword</li> <li>- Sword cane</li> <li>- Tear gas gun</li> <li>- Any object that can be used as a deadly weapon</li> <li>- Metallic knuckles</li> </ul>		

**What is FELONY SUSPENSION and how does it affect a student?** (F.S. § 1006.09(2), SBER 6A-1.0956, and P-5.80(5))

- Florida Statute § 1006.09(2) gives a principal the authority to felony suspend a student.
- The student must have been formally charged (not just arrested) by a proper prosecuting attorney.
- The charge must be for a felony or a delinquent act which would be a felony if committed by an adult.
- The incident must have occurred off of a district owned property.
- The principal shall conduct a hearing to determine if the incident would have an adverse impact on the discipline, welfare, or educational program of the school.
- The principal should consider the possibility of harm to the accused student.
- The principal must notify the custodial parent by certified mail.
- The hearing must be held not less than two school days and not more than five school days from the date of the notice.
- The student is temporarily suspended pending the hearing.
- If the principal determines that felony suspension is to be imposed, the student is immediately assigned to an alternative program.
- The student may be felony suspended for a time extending to the date of the adjudication.
- If the student is adjudicated not guilty by the court, the student needs to notify the principal. The area superintendent shall assign the student to the proper program.
- If the student is adjudicated guilty by the court, the principal may recommend that the student be expelled.
- Felony suspensions may not be imposed upon ESE students.

**Returning to Your School (Assigned Based on Boundaries)**

**Students who attend Choice Programs, Magnet Programs, or Career Academies:** Students who choose to leave the Choice, Magnet, or Career Programs (voluntarily or involuntarily), will remain at the choice option site for the remainder of the school year and be placed, if possible, in the regular programming of the school. \* (P-5.016) For additional information, visit the website at [www.palmbeachschools.org/choiceprograms](http://www.palmbeachschools.org/choiceprograms).

*\*Under certain conditions, with principal agreement, the student may return to the school assigned by boundaries at the end of the semester.*

**Students who were given a choice option under NCLB:** Students may remain at this choice option through the highest grade level in that school (K-5, 6-8, 9-12). A student choosing to return to his/her boundary school is asked to wait until the end of the school year.

**Students who were expelled from school:** Under District policies, absent early reinstatement, students who are expelled may return to the Palm Beach County School District at the beginning of the term following the one year anniversary date of their expulsion. Students are to contact the area superintendent about school registration information. They may be assigned to a school other than the one from which they were expelled (P-5.1817 (6); P-5.1818; P-8.13).

**ESE Students who were given an alternative placement for up to 45 days:** The IEP Team will meet prior to the end of the 45 days to determine placement. The school to which they return may be different from their home school. (P-8.13)

**Students returning to the Palm Beach County School District from a Charter School:** Students should register at the school in their boundary immediately after withdrawing from a charter school.

**Students returning from commitment programs:** Students are expected to return to the Palm Beach County School District upon their release from the program. They should contact their area superintendent and/or their school principal BEFORE returning to the school site. (P-8.13)

**Students who have received a reassignment to another school:** A student shall be permitted to return to the assigned school serving his/her attendance zone; reassignment shall be made at the end of the semester unless there are extenuating circumstances. (P-5.015 (11)) If a reassignment is revoked by the receiving school principal for reasons set forth in P-5.015 (12), the student returns to their boundary school within three calendar days.

**Students returning to their boundary school from a McKay Scholarship Program public or private school placement:** Upon reasonable notice to the Department of Education and the local school district, the student's parent may remove the student from the program, forfeiting his/her McKay choice option for the school year. In order to exercise the McKay choice option in the future, the student must prequalify for initial eligibility criteria as established by F.S. § 1002.39(2). Grade placement and credit history will be determined by the receiving school administration according to our District policies. The boundary school should be contacted for registration information and procedures. If the boundary school is not able to implement the child's most recent IEP of record, the school will work through the Area ESE Office to determine a placement site. In the case of public school choice, the McKay assigned school number becomes the students' home school number. Students may remain at their choice school through the highest grade level in that school.

**Students registered with the Home Education Office:** Students can enter the public school in their school boundary. Grade placement and credit history will be determined by the school administration according to the district policies. The student's curriculum, portfolio, and annual evaluations may be reviewed prior to placement. (P-8.14(12); P-8.01) For Additional information on home education, visit the website at [www.palmbeachschools.org/homeeducation.htm](http://www.palmbeachschools.org/homeeducation.htm) or call 434-8052.

**Commencement Implication:** Seniors who return to the zoned school and who meet all graduation/certificate requirements may enjoy all of the senior activities including commencement exercises. However, this does not include meritorious recognition for Valedictorian or Salutatorian. It is understood that said students will transition at the beginning of the year and no later than the beginning of the 2<sup>nd</sup> Semester. EXCEPTION: mutual agreement between the principals of the schools.

## Scholarship Information

Information regarding the availability of scholarships for student application may be found by contacting the school's Guidance Counseling Department or on the web at :  
<http://www.palmbeachschools.org/sc/Scholarships>

## School Bus Riders

### BEHAVIOR ON THE BUS

(P-5.186)

**School bus transportation is a privilege not a right. This privilege can be denied for unacceptable bus behavior.**

Students are required to utilize seatbelts while riding as a passenger in a school bus equipped with seatbelts. Students will be disciplined in accordance with Policy 5.186, if the student does not utilize the available seatbelt.

**Students shall not bring on board the school bus any item which may be disruptive or interfere with the safety of students.** These items include, but are not limited to: glass containers of any kind, sharp objects, balls, bats, roller skates, skateboards, cutting instruments of any kind, fishing poles, athletic equipment (inclusive of golf clubs, and lacrosse sticks), any type of balloon, all animals, and any large or bulky item which may interfere with the proper seating of students or evacuation of the school bus. These items include but are not limited to: baritone horn, baritone and tenor saxophone, bass drums, cello (half or full), contra-bass clarinet, contra bassoon, French horn, snare drum, sousaphone, tuba, guitar, trombone, or electronic keyboard. (P-5.186)

Students and teachers need to concentrate on the learning /teaching process. In order to achieve this goal, it is important for students to obey teachers and all other school employees, obey each rule as defined by the school, and obey bus drivers. See P-5.186 for prohibited student transportation conduct. Any student who commits the following safety violations while riding a school bus will receive a ten-day suspension from the bus for the first violation and lose his/her bus transportation privileges for the remainder of the school year for the second violation:

- Opening a school bus emergency exit door while the bus is in motion
- Opening a school bus emergency door and exiting the bus when the bus is stopped unless directed by the school bus driver in an emergency or during an emergency evacuation drill (P-5.186 (2)(q)).

**Students who violate the discipline policy on any school transportation or at the bus stop while on the way to or from school are subject to school discipline consequences and possible criminal prosecution.**

**NOTE:** Bicycle riders and passengers under the age of 16 must wear properly fitted, safety-rated helmets when riding a bicycle. Law enforcement officers may issue traffic citations and assess fines to riders or passengers who don't comply.(F.S. § 16.2065(3)(d),(e))

#### **Student Bus Stops After School (P-5.186(2)(p))**

For students who ride a school bus, it is also important to understand that bus drivers are not permitted to let students off the bus except at the school or at the student's designated stop.

School officials, bus operators, parents, and students themselves are all responsible for ensuring that school bus riders follow these safety tips:

#### **At the bus stops:**

- Students and parents are responsible for safety and proper student behavior going to and from the stop and while waiting for the bus.
- Students must stand off the roadway while waiting.
- Students must respect other people's property.
- Students must not push, shove, or engage in horseplay.
- Parents should supervise children at the stop if possible.

- Students must arrive at the bus stop at least five minutes prior to the scheduled pickup time.
- Students must wait for and get off the bus only at approved stop locations.

#### **During loading and unloading:**

- Always stay away from the 12 foot “danger zone” around the bus, except when you are directed by the driver to get on or off the bus.
- NEVER pick up an object that you drop under or near the bus. Ask the driver for help.
- Always be sure the driver can see you.
- Make sure clothing and backpacks have no loose drawstrings or long straps that could catch in the handrail or bus door.
- When you see the bus coming, stand at the stop and wait for the bus to come to a complete stop.
- Always wait for the driver to signal that it is safe to cross the road and/or load into the bus.
- When crossing a traffic lane, always look left, right, then left again; cross only if approaching traffic has stopped.
- Never walk behind the bus.

#### **During the Bus ride:**

- Always follow the driver’s directions.
- Never distract the driver from driving unless there is immediate danger to you or others.
- Remain seated and keep the aisles clear.
- Eating, drinking, and chewing gum are prohibited.
- Never bring unsafe or unauthorized items into the bus.
- Always wear your seat belt when one is available.
- Always keep your arms, legs, and head inside the bus.
- Always show respect for your fellow students.
- Keep conversation at a reasonable level and remain quiet at railroad crossings.
- The Student Code of Conduct applies in the bus as well as in the classroom.

#### **Tips for Riders in Cars, SUVs, and Trucks:**

- Drivers and passengers in cars, SUVs, and trucks must always use appropriate safety restraints. Anyone transporting children needs a child safety seat, booster seat, or safety belt, depending on children’s sizes and ages.
- Pre-school age children should always be restrained properly in a secured child safety restraint system, such as a rear-facing infant seat, rear-facing convertible seat, forward-facing convertible seat, or forward-facing-only seat appropriate to their age and weight range.
- All children who have outgrown child safety seats should be properly restrained in booster seats until they are at least 8 years old, unless they are at least 4’ 9” tall.
- The backseat is the safest place in a crash. Children age 12 and under should ride properly restrained in back. Infants riding in rear-facing seats must NEVER be placed in front of an air bag.

#### **Tips for Parent Drivers and Teens:**

To reduce energy usage, pollution, and traffic congestion in neighborhoods, consider walking or bicycling with your children. If you need to drive, follow these safety tips:

- When picking up children in the afternoon don’t arrive too early and hinder the movement of traffic in the neighborhood around the school.
- Wait in a single line and leave enough room so an emergency response vehicle would be able to get through.
- Don’t block driveways, mailboxes, disabled parking spaces, or fire hydrants, and don’t park on lawns.
- Don’t block access to or the view from side streets.
- Don’t back out onto any street from the school parking lot or from a side street.
- Try to arrange your drop off/pickup time after the peak rush hour and use designated loading and unloading areas.
- Always heed signs and the directions of school and law enforcement officials.
- Always obey posted speed limits and other traffic laws.
- Act as you would want people to act if it were your neighborhood.
- Be patient and understand that walkers, bicyclists, and school buses are trying to exit the school, too.
- Always ensure that you and your passengers buckle up.
- Never talk on a cell phone or engage in other distractions while driving.

## Tips for Walking and Biking Safely:

**Walking** - Teach, practice, and remind children to:

- Walk with an adult or responsible older child at all times.
- Children under 10 years old should cross the street only with an adult.
- Walk on the sidewalk if there is one.
- Walk facing the traffic, as far from the road/traffic as possible, if no sidewalk is available.
- Use traffic signals and marked crosswalks if available.
- Stop at the curb or edge of the road and look left, right and left for traffic before crossing the street.
- Walk; don't run.
- Give drivers time to see you before crossing the street.
- Keep looking for cars while you are crossing.
- Wear white clothing or reflectors when walking in the dark or in low light.

**Biking** - Bicycles are vehicles and riders must follow Florida Traffic Laws. Teach, practice, and remind children to:

- Always wear a helmet that is properly fitted.
- Whenever possible, ride with an adult or responsible older student.
- Always obey all traffic signs and signals.
- Ride on the right side of the road or trail in a single file (one bicycle behind another).
- Ride in the same direction as other vehicles.
- Go straight across railroad tracks.
- Always use proper hand signals when turning and stopping.
- Yield to pedestrians and alert them with a bicycle bell or your voice when passing.

## School Control and Direction Over Students-Notification to Parents

Florida Statutes Section 1003.31 describes circumstances when each student is under the control and direction of the School District. (See also State Board of Education Rule 6A-3.0121 and School Board Policy 5.80 (1).) These circumstances include:

- (a) During the time the student is being **transported to or from school at public expense;**
- (b) During the time the student is **attending school;**
- (c) During the time the student is physically present at a school activity, or physically on the property or in a facility which is owned by or operated under the jurisdiction of the School Board and;
- (d) During a **reasonable time before and after the student is on the premises** for attendance at school or **for authorized participation** in a school-sponsored activity, **and only when on the premises...**In defining reasonable time, the statute provides that the term **"reasonable time" may mean 30 minutes** before or after the activity is scheduled or actually begins or ends, whichever period is longer."

Subsection (2) of the Statute also sets forth limitations to the School District's duty of supervision following notice: **Casual or incidental contact between school district personnel and students on school property shall not result in a legal duty to supervise outside of the reasonable times set forth in this section...Parents should not rely on additional supervision.** The duty of supervision shall not extend to anyone other than students attending school and students authorized to participate in school-sponsored activities.

Parents and students are notified, as allowed by State Board of Education Rule 6A-3.0121, that they have the following responsibilities in relation to transportation:

- "1. To ensure the safe travel of their students during the 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,
2. To ensure that students ride only in their assigned school buses and get off only at assigned bus stops, except when the district has approved alternative buses or arrangements,

3. To ensure students are aware of and follow the district's adopted code of student conduct while the students are at school bus stops (School Board Policy 5.186) and to **provide necessary supervision during times when the bus is not present,**
4. To ensure that, when the physical disability of the student renders the student unable to get on and off the bus without assistance, the parent provides the necessary assistance to help the student get on and off at the bus stop, as required by district policy or the student's individual educational plan."

## School Food Service

The School Food Service Department appreciates the opportunity to contribute to the overall well being of our students. Our mission is to provide a variety of appealing, nutritious, and safe meals in an environment that is respectful of each student's needs and differences. School Food Service employees are committed to the success and excellence of every District student with a vision of *improving student performance* in a cost effective and efficient program.

The best way to start the day is by eating a healthy breakfast. By making breakfast part of every child's school day – absenteeism, tardiness, and disciplinary referrals drop, while overall student performance and behavior improves. For a low price of \$1.00\*, we can help students fuel-up for their busy day by providing a nutritious breakfast consisting of a breakfast entrée, a choice of 100% fruit juice or fruit, and a choice of milk. Every day a nutritious lunch is offered, consisting of an entrée (which can include a bread/grain and a meat/meat alternate) two different fruit and vegetable choices, and a choice of milk. The milk choices consist of skim, ½ percent chocolate, and 1% low fat milk. Salads and fresh fruits are also available each day. The price for an elementary student lunch is \$1.75\*. The price for a middle or high school student lunch is \$2.00\*. (P-6.03)

As mandated by the United States Department of Agriculture (USDA), school breakfast is designed to meet 1/4 of the Recommended Dietary Allowance (RDA) and school lunch 1/3 of the RDA. In addition to adhering to the USDA nutrient standards, the School Food Service Department follows the Offer Verses Serve (OVS) serving method, which allows students to decline some of the food components offered in a school lunch or breakfast. School menus for breakfast and lunch are created by registered dietitians, who are trained nutrition professionals. When the menus are created, each meal is analyzed to ensure it provides the sufficient amount of nutrients. District menus can be accessed through multiple outlets including: the internet at [www.palmbeachschools.org/sfs](http://www.palmbeachschools.org/sfs), the newspaper, media sources (T.V./Radio), school cafeterias.

Health-E Living™ is a comprehensive internet company that the School Food Service Department utilizes to provide students, parents, and staff with the nutrient data for the District's breakfast and lunch menu items. The program is designed as an interactive tool that takes the menu items that one chooses, totals the nutrients, and then compares them to the amounts appropriate for the age group selected. In addition to providing the nutrient composition of each menu item, the website provides access to the District's Wellness Promotion Policy (P-2.035), the District's Menus, Nutrition Lessons, link to online pre-payments and much more. Each quarter the health and wellness section of the website is updated with new facts and tips. These educational sections include: Keep Your Balance, Aim for Healthy Weight, Ask a Dietitian, All Foods Fit, Harvest Time, Food Myths, Get Moving, Refuel, and Relax. For more information on our school menus, visit <http://www.ahigherlevel.com/healtheliving/palmbeach>.

The Palm Beach County School District participates in the School Breakfast and the National School Lunch Programs – *Free and Reduced Price Meal Programs*. (P-6.185). Based on your family's income and household size, free or reduced price meals may be provided to your child at school. In addition, based on your application status, you may qualify for free or reduced cost on certain programs such as the SAT test, ACT test, spring and summer camps, and field trips among others. The Free and Reduced Price Meal Application is a *family* application. This means that one application will cover all Palm Beach County public school students living in your household, even if they attend different schools. However, per state requirement, households with a foster child must submit a separate Free & Reduced Price Meal Application for each foster child. Applications can be submitted online at [www.palmbeachschools.org/sfs](http://www.palmbeachschools.org/sfs) or are also available at all School District of Palm Beach County schools in English, Spanish, and Creole. If you have any questions regarding the application process, please contact the Free and Reduced Office at 1-888-383-2025. School Food Service Meal Accounts are available. (P-6.031). To learn more

about our program including our breakfast and lunch menus, visit us at [www.palmbeachschools.org/sfs](http://www.palmbeachschools.org/sfs) .

*\*Meal prices are subject to change*

## Student Search and Seizure

**School personnel may search** students reasonably suspected of being in possession of contraband or other prohibited items while on Board-Owned property or wherever students are under the official supervision of Board employees, such as on field trips, at extracurricular activities, or while being transported to and from such places either by school bus, by approved drivers, or by other means of conveyance.

**School personnel may conduct** a search of a student, a student's possessions, a student's locker, or any other storage area on school property without a warrant when school personnel have reasonable suspicion that illegal, prohibited, harmful items or substances, or stolen property may be concealed on a student's person or in a storage area. (F.S. § 1006.09(9))

**School personnel are encouraged** to attempt to obtain consent from a student to search for illegal, prohibited, harmful items or substances, or stolen property, but may proceed with a search without a student's consent, upon reasonable suspicion of a prohibited or illegally-possessed substance or object.

**School personnel have the authority** to search a student's backpack, purse, or wallet, upon reasonable suspicion, if the student refuses to reveal the contents inside.

**School lockers are the property** of the District and are subject to periodic searches without prior notice and without reasonable suspicion of a violation of the law.

**Parking a vehicle on School District property** is a privilege which may be extended to students. All students desiring to park a vehicle on School District property shall be required to sign a consent form allowing their vehicle, upon reasonable suspicion, to be searched by the principal/designee. Refusal of a student to cooperate in the request to search his/her vehicle shall result in the revocation of the student's parking permit for two (2) years from the date of refusal.

## Section 504 of the Rehabilitation Act of 1973 & the Americans with Disabilities Act of 1990

If your child is in general education classes and you believe that a physical or mental impairment may be impacting a major life activity, including, but not limited to learning, please contact the school administration's Section 504 Coordinator. Your child may be entitled to assistance under Section 504/ADA or the IDEIA (Individuals with Disabilities Education Improvement Act of 2004) (P-5.725). If your child has been determined eligible under Section 504 or the IDEIA, and has an active IEP or 504 Plan, you must inform the school administration (SBER 6A-6.03311). The School District has special policies for discipline of students with disabilities (P-5.189, P-5.1891). Each school also has a designated Exceptional Student Education (ESE) Coordinator. If your child has been identified as a student in need of special education and related services, please contact this individual. If you believe your child is in need of such services, please contact the school administration or the ESE Coordinator.

The PBCSD is committed to increasing the number of students with disabilities into the least restrictive environment. Further information about the School District's Inclusion Plan can be obtained by contacting 561-434-8627.

## Social Security Numbers of Students and Parents Collection, Use, and Release of

The School District of Palm Beach County is authorized to collect, use or release social security numbers (SSN) of students and/or parents\*\*\* for the following purposes, which are noted as either required or authorized by law to be collected. The collection of social security numbers is either specifically authorized by law or imperative for the performance of the District's duties and responsibilities as prescribed by law [Fla. Stat. §119.071(5) (a) 2 & 3].

- 1. Student registration and student identification numbers.** [Required to request by Fla. Stat. §1008.386 and Fla. Stat. § 119.071(5) (a) 6. 1008.386 notes as an exception: "However, a student is not required to provide his or her social security number as a condition for enrollment or graduation."]
- 2. Registration in an adult education program.** [Required by Fla. Admin. Code 6A-10.0381, if available and/or student identifier, as required by Fla. Stat. § 119.071(5) (a) 6.]
- 3. Tracking of adult students enrolled in a postsecondary program.** [Required by Fla. Admin. Code 6A-1.0955(3) (e), and by Fla. Stat. § 119.071(5) (a) 6.]
- 4. Criminal history, Level 1 and Level 2 background checks / Identifiers for processing fingerprints by Department of Law Enforcement/ Registration information regarding sexual predators and sexual offenders authorized by Fla. Stat. § 943.04351, if SSN is available.** [Required by Fla. Admin. Code 11C-6.003 and Fla. Stat. § 119.071(5) (a)2 6.]
- 5. Reports on students required to be submitted to Florida DOE.** [Authorized by Fla. Stat. § 119.071(5) (a) 2& 6.]
- 6. Tort claims and tort notices of claim against the School Board.** [Required by Fla. Stat. § 768.28 (6), and Fla. Stat. § 119.071(5) (a) 6.]
- 7. Use of motor vehicle information from the Department of Motor Vehicles for the District to carry out its functions and to verify the accuracy of information submitted by agent or employee to the District, including to prevent fraud, in connection with insurance investigations, and to verify a commercial driver's license.** [Authorized by federal law 18 U.S.C. 2721 et seq. and Fla. Stat. § 119.071(5) (a) 6.]
- 8. Information received from DOE to locate missing Florida School Children.** [Required by Fla. Admin. Code 6A-6.083 and Fla. Stat. § 119.071(5) (a) 6.]
- 9. National School Lunch Act application verification process /Eligibility for Free and Reduced Price Meals and Free Milk in Schools.** [Required of the adult, if the person has a number, by federal law 42 U.S.C. 1751 et seq. and federal regulations 7 C.F.R. 245.2 and .3 and Fla. Stat. § 119.071(5)(a)6.]
- 10. Reports from Department of Motor Vehicles of each student whose driver's license is suspended for excessive unexcused absences and reports to Department of Motor Vehicles of non-enrollment or non-attendance upon the part of a student who is required to attend some school.** [Required by Fla. Stat. §322.091(5) and §1003.27 and Fla. Stat. § 119.071(5)(a)6.]
- 11. Written verification from employer for vocational education, student follow up.** [Required by Fla. Admin. Code 6A-10.0341 and Fla. Stat. § 119.071(5) (a) 6.]
- 12. Child abuse report to DCF, of student victim and subjects of report.** [Required by Fla. Admin. Code 65C-29.002 and Fla. Stat. § 119.071(5) (a) 6.]
- 13. Identification of blood donors.** [Authorized by 42 U.S.C. 405 (c) (2) (D) (i).]
- 14. The disclosure of the social security number is expressly required by federal or state law or a court order.** [Required by Fla. Stat. § 119.071(5) (a) 6.]
- 15. Collection and/ or disclosure are imperative or necessary for the performance of the District's duties and responsibilities as prescribed by law, including but not limited for password identification to the District's network.** [Authorized by Fla. Stat. § 119.071(5) (a) 6 and required by Fla. Stat. § 119.071(5) (a) 2.]
- 16. The individual expressly consents in writing to the disclosure of his or her social security number.** [Authorized by Fla. Stat. § 119.071(5) (a) 6.]
- 17. The disclosure of the social security number is made to prevent and combat terrorism to comply with the USA Patriot Act of 2001, Pub. L. No. 107-56, or Presidential Executive Order 13224.** [Required by Fla. Stat. § 119.071(5) (a) 6.]
- 18. The disclosure of the social security number is made to a commercial entity for the permissible uses set forth in the federal Driver's Privacy Protection Act of 1994, 18 U.S.C. Sec. 2721 et seq.; the Fair Credit Reporting Act, 15 U.S.C. Sec. 1681 et seq.; or the Financial Services Modernization Act of 1999, 15 U.S.C. Sec. 6801 et seq., provided that the authorized commercial entity complies with the requirements of this paragraph 5 in Fla. Stat. § 119.071.** [Authorized by Fla. Stat. § 119.071(5)(a)6.]

**19. Income for Medicaid eligibility, determine the amount of medical assistance payments, process Medicaid billing, and provide program follow-up** [Required by federal regulation 42 C.F.R. § 435.910, unless student applicant for Medicaid refuses to obtain a social security number, based on well-established religious objections]

*\*\*\* Note, this statement provides the reasons for collecting, using or releasing the social security numbers **only of students and/or parents**. A separate form (PBSD 2272) sets forth the reasons for collecting, using or releasing the social security numbers of employees and individuals other than students and parents, and a separate written statement exists for collecting, using or releasing the social security numbers of volunteers as part of the volunteer (VIPS) application.*

**Student Activities and Assembly**

All of us need to learn how to be effective members of the communities in which we live. School activities give students a chance to interact in positive ways. Students can learn from each other how to work together harmoniously for common goals.

RIGHTS	RESPONSIBILITIES
<p><b>Students have a right</b> to participate in extracurricular activities, assemblies, and school-approved organizations without regard to age, color, disability, ethnicity, gender, linguistic differences, national origin, marital status, race, religion, sexual orientation, gender expression, or socioeconomic background (P-5.001).</p> <p><b>Students have a right</b> to seek office in student government and/or school clubs without regard to age, color, disability, ethnicity, gender, linguistic differences, national origin, marital status, race, religion, sexual orientation, gender expression or socioeconomic background (P-5.001, P-5.81).</p> <p><b>Students have a right</b> to consult with faculty sponsors of school curriculum related clubs and groups (P-2.121).</p> <p><b>All students have a right</b> to take part in electing officers for student government.</p>	<p><b>Students have a responsibility</b> to keep their extracurricular activities from interfering with their academic work and to know and follow the rules for the activities they choose (P-5.60).</p> <p><b>Students who hold office have a responsibility</b> to learn how to do their jobs, follow the rules, support the goals of the group, and to treat other members of the group fairly.</p> <p><b>Students have a responsibility</b> to see that their actions as members of school clubs and groups meet the standards set by the school administration (P-2.121).</p>

**Activities Related to School-Approved and School-Sponsored Clubs (P-2.121)**

Students are expected to have prior approval from school administration for any activities related to school-approved and school-sponsored clubs and groups.

For example, approval is needed to:

- ✓ Present a program or an assembly
- ✓ Collect funds/sell on campus
- ✓ Have a fund-raising project on or off school grounds (P-2.16)
- ✓ Hold a demonstration

**Technology**

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

Florida's official online student advising system, tracks educational progress in order to assist students and parents make informed choices. The website also provides access to career planning tools and all post-secondary schools in Florida.

### EDLINE

Provides parents, teachers, and students with an online information portal that is available anytime and anywhere an Internet connection is available. Each school and every teacher in Palm Beach County has an Edline page where news, assignments, calendar items, and links to resources such as online textbooks can be posted by our staff. In addition, parents and students in secondary schools have access to progress reports that are updated every two weeks by our teachers. A high level of security insures that personal student and parent data always remains private. Parents are encouraged to contact their school's Edline Coordinator for additional information about creating an account in Edline.

### **On-Line Instructional Resources**

The School District of Palm Beach County provides numerous web-based instructional and communication resources for use by parents and students. All of these web sites and services can be found at a single web address [http://www.palmbeachschools.org/learning\\_tools/](http://www.palmbeachschools.org/learning_tools/).

#### **PalmBeachLearns.org**

PalmBeachLearns.org contains information specifically intended for our students and their parents. Parents will find links to information about commonly asked questions, contact information for schools and articles about how to have a more successful relationship with their child's school. Many of the resources at PalmBeachLearns.org are only available to our students, parents, and staff and a username and password are required for access at home.

#### **Learning Tools for Communication**

Parents are strongly encouraged to set up an Edline account with their individual school. The school can provide parents with activation codes for their individual accounts. The school maintains Edline accounts so parents can find out about their child's school and their child's classroom. Parents can provide their email address during registration in the Edline system so the school can share important news alerts. Parents of secondary school students can also receive notification by e-mail when teachers post student progress reports.

#### **Personalized Learning Resources**

Several of our online learning programs are individualized to students and require a unique username. These tools allow students access to content that has been configured for their particular grade level. In addition, these tools can be used by teachers who wish to create assignments based on the needs of the student and the learning objectives set for their class.

#### **Riverdeep Destination Success**

Destination Success provides instruction on critical skills in Reading and Math for all grade levels plus Science, Social Studies, and Music for elementary grades. These resources include such programs as Millie's Math House, Sammie's Science House, and targeted instruction for Language Arts, and Math, through Algebra I. All math content is available in both English and Spanish.

Students access Destination Success with the following logon information:

- **Username** – The letters "pb" plus student number (Example: pb12345678).  
*Student numbers can be found on report cards, registration forms, or by contacting your child's teacher.*
- **Password**- The letters "pb" plus student number (Example: pb12345678).  
*Students in Grades K, 1, and 2 must use K, 1, or 2 respectively for their password.*

#### **FCAT Explorer**

FCAT Explorer is an interactive, benchmarks-based practice program provided by the Florida Department of Education to all students in the state. The resources at FCAT Explorer allow students to take practice FCAT exams and work on identified skills where the student needs improvement. FCAT Explorer is available to all students who might wish to practice their FCAT skills in these areas:

- 3<sup>rd</sup>, 4<sup>th</sup>, 6<sup>th</sup>, 8<sup>th</sup>, and 10<sup>th</sup> Grade Reading
- 5<sup>th</sup>, 8<sup>th</sup>, and 10<sup>th</sup> Grade Math
- 5<sup>th</sup>, 8<sup>th</sup>, and 11<sup>th</sup> Grade Science

Students access FCAT Explorer with the following logon information:

- Username -The letters “pb” plus student number (Example: pb12345678)
- Password-The letters “pb” plus student number (Example: pb12345678)

*Student numbers can be found on report cards, registration forms or by contacting your child’s teacher.*

**Research and Learning Resources**

Palm Beach County schools subscribe to a number of online databases and learning systems that allow our students access to critical materials required for research as well as fun, interactive programs that extend their learning while away from school. These resources are an excellent place to start when a student needs help with homework or with projects assigned by their teachers.

The following resources are linked at PalmBeachLearns.org and use the following logon information:

- Username – palmbeach
- Password – palmbeach

Note: all letters are lowercase and there is no space between “palm” and “beach”.

RESOURCE	USER NAME	PASSWORD
BrainPOP, BrainPOP Junior, BrainPOP en Español	palmbeach	palmbeach
E-Library Curriculum	palmbeach	palmbeach
Gale Research Databases	palmbeach	palmbeach
Sirs Discoverer	palmbeach	palmbeach
Teaching Books	palmbeach	palmbeach
Tumble Books	palm	books
World Book Web	palmbeach	palmbeach
netTrekker	palmbeach	palmbeach
Edline	User Defined	User Defined
FCAT Explorer	pb+8 digit student # (i.e. pb12345678)	pb+8 digit student # (i.e. pb12345678)
Riverdeep/Destinations	pb+8 digit student # i.e. pb12345678)	pb+8 digit student # i.e. pb12345678)
Discover Streaming	pbstudent	Student
ExploreLearning Gizmos	School defined	School defined
VMath	School defined	School defined

**Technology-Conditions for Student Use**

(P-8.123)

The following notice must be read by, or read and/or explained to, the student. Also it is available to be read by, or explained to, the student’s parent(s) or legal guardian(s) (unless the student is emancipated). The student registration form, PBS0 0636, which is required to be reviewed, completed and signed by the parent/legal

guardian/emancipated student annually, will contain language providing them notice of Policy 8.123 and that the students must abide by its terms.

Student access to District technology resources, including access to the Internet, is to support the District's educational responsibilities and mission. The specific conditions and services being offered will change from time to time. In addition, the District makes no warranties with respect to network or Internet service, and it specifically assumes no responsibilities for:

1. The content of any source on the Internet, or any costs, liability, or damages caused by the way the student chooses to use his/her network or Internet access.
2. Any consequences of service interruptions or changes, even if these disruptions arise from circumstances under the control of the District.

The student agrees to the following terms:

1. The student's use of the District's technology resources must be consistent with the primary goals of the District, IT, and the school site.
2. The student will not use any District technology resources for illegal purposes of any kind.
3. The student understands that misuse of District technology resources may occur in many forms, including the issues described in this document and School Board Policy 8.123 and its referenced Manual.
4. The student will not use District technology resources to transmit materials that are harmful to minors, threatening, obscene, or harassing. The District will not be held responsible if the student participates in such activities or for any such behavior on the student's part.
5. The student will not use District technology resources to interfere with or disrupt network users, services, or equipment through the distribution of unsolicited advertising, propagation of computer viruses, using printers other than those designated at the student's school site for student use, and/or using the network to make unauthorized entry to any other machine accessible via the network or by any other means.
6. The student will not use District technology resources and information unless permission to do so has been granted by the owners or holders of the rights to those resources or information. It is assumed that information and resources accessible via District technology resources are private to the individuals and organizations which own or hold the rights to those resources and information unless specifically stated otherwise by the owners or holders of the rights.
7. The student has read or been informed of the provisions of School Board Policy 8.123 and its Manual and understands that the student is responsible for abiding by the provisions within *this policy relating to Student Use of Technology* at [http://www.palmbeachschools.org/policies/8\\_123.htm](http://www.palmbeachschools.org/policies/8_123.htm) and the IT User Standards and Guidelines Manual at <http://www.palmbeachschools.org/it/security.asp>.
8. The student acknowledges that only a limited expectation of privacy exists to the extent required by law for him/her as a student related to his/her use of District technology resources. District technology resources may be monitored for all lawful and good cause purposes. Use of these resources constitutes consent for the District to monitor these resources for these purposes. The student further acknowledges that the District may retrieve and/or disclose, as allowed by law, all messages stored by the District or an outside entity on its behalf.
9. The student's District computer account, if the student is authorized to do so, may be used by the student to electronically acknowledge District documents. The student's account may also be used to access and update the student's personal information in District information systems.
10. The student acknowledges his/her intent to be bound by documents he/she acknowledges electronically by the method described above in paragraph 9 to the same extent the student would be bound if signing a hard-copy of the document.
11. All passwords assigned to the student will be kept confidential and the student will not disclose them to *any* third-parties.

The District makes no warranties of any kind, whether express or implied, for the services provided and will not be responsible for any damages a user suffers. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by the District's negligence or by user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for

the accuracy or quality of information obtained through District network or Internet services. All users need to consider the source of any information they obtain and consider how valid that information may be.

In accordance with the Electronic and Communications Privacy Act of 1986, (18 USC Section 2510), all students are hereby notified that there are no facilities provided for sending or receiving private or confidential electronic communications. All messages may be considered readily accessible to the general public. Do not use this system for any communications which the sender intends only for the sender and intended recipients to read. By the student's use of the District network or Internet, the student agrees to hold harmless the District against any and all claims arising out of said use.

The student and his/her parent(s) or legal guardian(s) (the student alone if emancipated) are bound to the terms and conditions of this Notice. The student has discussed these rights and responsibilities with his/her parent(s) or legal guardian(s).

The student understands that any violations of the above provisions may result in disciplinary action, the revocation of the student's access privileges, and/or privileges, and/or appropriate legal action. The student also agrees to report any misuse of the information resources to the school site administrator, teacher, or technology representative. All the rules of conduct described in District or school site policies, procedures, and handbooks apply when the student is on the network.

*The parent or guardian of this student has been provided an opportunity to read this Notice and School Board Policy 8.123 and its referenced Manual. The parent or guardian understands the provisions and conditions of this document and the Policy and Manual and that Internet access via the District network is being provided solely for educational purposes related to the curriculum, the academic development of the student, or a school extracurricular activity. The parent or guardian understands that his/her child will abide by the provisions and conditions of this Notice and the parent or guardian understands that any violations of the above provisions may result in disciplinary action, the revocation of his/her child's access privileges, and/or privileges, and/or appropriate legal action. All the rules of conduct described in District or school site policies, procedures, and handbooks apply when his/her child is on the network.*

The parent or guardian further understands that it is impossible for the District to restrict access to all controversial materials, and the parent or guardian will not hold the District responsible for materials acquired on the District network or Internet. The parent or guardian also will report any misuse of any information resources or technology to the school site administrator, teacher, or technology representative. The parent or guardian accepts full responsibility for the supervision of his/her child should he/she use remote connections to the District network or Internet in a non-school setting.

The principal/designee agrees to promote the terms and conditions of this Policy with the student and to instruct the student on the acceptable use of the network and proper network etiquette. The principal/designee also agrees to report any misuse of any information resource or technology to the school site technology representative.

The use of cell phones and other wireless technology by students is also governed by School Board Policy 5.183. This policy can be accessed at <http://www.palmbeachschools.org/policies/> Policy # 5.183

## **Textbooks and Instructional Materials**

(P-8.122, P-8.1225)

Many of the ways we do things are changing. The basics of pencil, chalk, and textbooks are being supplemented with computers, DVDs, videos, and other electronic printed materials. Our School Board is committed to providing appropriate instructional materials in all core areas of study for each student. We are also committed to ensuring your child has access to these materials for homework, class use, time on a computer at school, or other instructional materials available in our library media centers. The textbooks in core subject areas can be accessed

online by students. Some textbooks in core subjects are also available in CD-ROM format. Students/parents should check with the school to obtain access methods for online textbooks and student editions on CD-ROM. A list of all district adopted textbooks and those that are available online and via Edline can be found at the following link: [http://www.palmbeachschools.org/imlms/documents/manual\\_sec\\_b.pdf](http://www.palmbeachschools.org/imlms/documents/manual_sec_b.pdf)

In some other instances, class sets (books not assigned to students but used in class and available to students and parents as needed for use at home) may be assigned when the text is used as a reference. At the beginning of the school year, teachers will advise you in person or by newsletter of the core materials they plan to use and how homework will be assigned. In some instances, there may be no textbook, because other materials are more appropriate or up-to-date for content purposes. Many textbooks are available online through a link to each teacher's Edline home page. These textbooks can be accessed from any location where an Internet connection is available.

When textbooks, library books, or other instructional materials are assigned to a student and materials are lost or damaged, the parent is financially responsible. (F.S. § 1006.42) Failure to pay for lost or damaged textbooks may result in the student's suspension from extracurricular activities or a requirement that the student perform community service equal to the value of the lost or damaged materials. (F.S. § 1006.28(3)(b)) Parental and student responsibility as to instructional materials, debts for loss, damage or destruction, and accountability procedures are set forth in P-8.1225.

Please look for such information from your child's teacher(s). Please attend parent/teacher functions, especially Open House at the beginning of the school year. If you have any questions, please call your child's school.

**Unacceptable Behaviors/Consequences**

NOTE: Sections of this Handbook contain a summary of the Student Code of Conduct. To view the entire Student Code of Conduct electronically, see Chapter 5 of <http://www.palmbeachschools.org/policies/> including Policy 5.002, Policy 5.0921, Policies 5.18 through 5.1891, and Policy 5.80. If you require a paper copy of the Student Code of Conduct, copies are available at the school center.

<p><b>Committing any criminal acts, including but not limited to:</b></p> <ul style="list-style-type: none"> <li>• Possession, use, sale, distribution, storage, or manufacture of any weapon</li> <li>• Possession, use, sale, distribution, storage or manufacture of alcohol, tobacco products, and other drugs or imitation drugs</li> <li>• Robbery, extortion, or stealing-taking something of value or forcing someone to give money, possessions, or anything of value to another</li> <li>• Vandalism-damaging or destroying property</li> <li>• Engaging in inappropriate, lewd, or obscene acts including sexual misconduct and sexual harassment</li> <li>• Assault and/or battery on any individual including school board personnel</li> <li>• Any kind of threat of violence including bomb threats and false fire alarms or false 911 calls</li> <li>• Gambling or forgery</li> <li>• Trespassing</li> <li>• Using unacceptable language, profanity, hate-related comments, etc.</li> <li>• Inappropriate behavior in school, on school buses and/or at bus stops including, but not limited to:             <ul style="list-style-type: none"> <li>- Disruptive behaviors</li> <li>- Being disrespectful or rude</li> </ul> </li> </ul>	<p><b>Violations of any school rules including but not limited to:</b></p> <ul style="list-style-type: none"> <li>• Parking a vehicle on school grounds without an official permit or in unauthorized areas</li> <li>• Leaving class or school grounds without permission</li> <li>• Being tardy, truant from school, and/or out of an assigned area</li> <li>• Dress code violations</li> <li>• Engaging in physical or verbally aggressive behaviors toward others including, but not limited to:             <ul style="list-style-type: none"> <li>- Fighting</li> <li>- Bullying or harassment of any kind with the intent of hurting or humiliating another individual for any reason including, but not limited to: age, gender, race, ethnicity, nationality, or sexual orientation</li> <li>- Any gang or hate-related activities or behaviors</li> <li>- Intentionally making a false accusation that jeopardizes the professional reputation, employment, or certification of a teacher or other member of school staff</li> <li>- Any other threatening behaviors</li> <li>- Taking any items to school that are not</li> </ul> </li> </ul>
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<ul style="list-style-type: none"> <li>- <i>Disobedience or refusing to obey any staff member</i></li> <li>- <i>Not following classroom or bus rules</i></li> <li>• <i>Cheating or plagiarism</i></li> </ul>	<i>conducive to a safe and orderly learning environment including, but not limited to, electronic games, radios, or digital music devices, audio recorders, beepers, laser pointers</i>
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The inappropriate use of hardware or software technologies to capture, record, share, publish, modify or otherwise change still or action pictures, video or sound recordings of any person(s) with or without that person’s consent, will be subject to disciplinary actions.

Federal guidelines require “zero tolerance”, with specified exceptions, regarding the use or possession of firearms in school zones (18 U.S.C. 922 (q)).

F.S. § 1006.13 sets forth standards for school districts to adopt **zero tolerance** policies: Zero-tolerance policies must require students found to have committed one of the following offenses to be expelled, with or without continuing educational services, from the student's regular school for a period of not less than 1 full year, and to be referred to the criminal justice or juvenile justice system.

- (a) Bringing a firearm or weapon, as defined in chapter 790, to school, to any school function, or onto any school-sponsored transportation or possessing a firearm at school.
- (b) Making a threat or false report, as defined by ss. [790.162](#) and [790.163](#), respectively, involving school or school personnel's property, school transportation, or a school-sponsored activity.

In complying with the law, the Palm Beach County School Board defines **zero tolerance** to mean that certain kinds of misconduct will always lead to a disciplinary consequence (F.S. § 1006.13; SBER 6A-1.0404). For certain misconduct, administrators have discretion as to discipline and penalties and for others the School Board has mandatory penalties. All of these policies have been enacted to ensure that your child is safe and has every opportunity to benefit from instruction.

### Consequences

#### Possibilities

(P-5.1812, P-5.1813)

<ul style="list-style-type: none"> <li>✓ Parental contact</li> <li>✓ Behavioral contracts</li> <li>✓ Loss of privileges (either in school or extracurricular)</li> <li>✓ Conferences with students, parents, teachers, or administrative staff</li> <li>✓ Interventions by school guidance personnel</li> <li>✓ School service work or student work detail</li> <li>✓ Removal of student from class</li> <li>✓ Loss of bus privileges – parents are responsible for transportation</li> <li>✓ In-school alternative assignments or intervention programs</li> <li>✓ Detentions (before, during, after school, or on Saturday) – parents are responsible for transportation</li> </ul>	<ul style="list-style-type: none"> <li>✓ Restitution – paying for or replacing any damaged property</li> <li>✓ Assignment to a tobacco, alcohol, drug, or student misconduct alternative program in lieu of suspension days</li> <li>✓ Suspension – removal of student from school for up to 10 days</li> <li>✓ Assignment to an Alternative Educational facility (P-5.813)</li> <li>✓ Expulsion – removal of student from school for remainder of year plus one additional year (P-5.1817)</li> </ul>
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### Considerations

<p><b>In selecting consequences</b> to use for unacceptable behaviors, it is not necessary to use each consequence or to use them in the order listed. P-5.1812 and P-5.1813 contain a matrix that explain potential consequences for infractions.</p> <p><b>Suspension</b> of IDEA-eligible disabled students shall follow the provisions of their Individual educational Plan (IEP) and applicable laws (P-5.189).</p> <p><b>Individual schools may have</b> additional rules for student behavior as part of their School Discipline Plan.</p> <p><b>Suspension</b> of students determined as disabled under Section 504 of The Rehabilitation Act of 1973 shall follow the Section 504 Accommodations Plan and applicable laws (P-5.1891).</p>	<p><b>Normally, suspension shall</b> occur only after corrective measures, such as parent contact or other interventions have been tried without success. The school shall provide the student’s parent(s)/guardian(s) with a written explanation of the reason for suspension. A student charged with a major offense may be suspended immediately without the necessity for prior consideration of alternative disciplinary measures. However, prior to the suspension action the student will be given an opportunity to explain his/her actions and the student will be given a written explanation of the reason for suspension (F.S. § 1002.20 (4) (a); 1006.09 (1)(b)).</p> <p>The student may also be referred to the School-Based Team.</p>
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Before students return from suspension, parents are encouraged to meet with the teacher and administrator. Students returning from expulsion should contact the Area Superintendent for a reentry hearing. In the event of referral for disciplinary reasons, school staff should make reasonable efforts to contact parents.

Please also see Respect for Persons and Property and the List of Incidents and Consequences in this document. The entire Discipline Code is available in hard copy for your reference at your school or at [www.palmbeach.k12.fl.us/policies](http://www.palmbeach.k12.fl.us/policies) (Chapter 5).

## Virtual Education

Florida provides virtual education as an educational choice in all public school districts. The District’s virtual education program provides online instruction through Palm Beach Virtual School. Full-time virtual school is available for Grades K-12, including a high school diploma program, for eligible students. Palm Beach Virtual supports part-time students in Grades 6-12 from Home Education, private schools, and students in regular public schools. For additional information, visit [www.palmbeachvirtual.org](http://www.palmbeachvirtual.org)

## Voluntary Pre-Kindergarten

(F.S. § 1002.53)

In 2004, Florida created the free Voluntary Prekindergarten (VPK) Education program to help prepare 4-year-olds for success in Kindergarten and later life. To be eligible for enrollment in a public or private VPK Program, a child must reside in Florida, be 4 years of age on or before September 1 of the school year, and have a valid VPK Certificate of Eligibility obtained from Family Central, Inc. Age-eligible students may participate in either a 540-instructional hour school-year VPK program or a 300-instructional hour summer VPK program, but not both. The District participates by offering a limited number of school-year VPK classes at select schools, along with the state mandated summer VPK program. During the school year, VPK supports 3 free instructional hours (8:00 a.m. until 11:00 a.m.) and all students enrolled in the VPK program are eligible to participate in an enrichment portion of the

day (11:00 a.m. until 2:00 p.m.). The morning VPK hours combined with the afternoon enrichment hours create a seamless 6-hour day. Afternoon enrichment hours are funded in some schools by parent fees and in select Title I schools by District funding. Students enroll in lottery process to secure a seat in a classroom. Students enrolling in schools with parent fee based enrichment hours may enroll on a first-come, first-served basis. Each classroom teaching them, comprised of a certified teacher and a credentialed paraprofessional, uses a developmentally appropriate curriculum to help students make age appropriate progress in the mastery of the 2008 Florida VPK Education Standards. The Department of Afterschool Programming provides afterschool services at some school sites. For information about all public and private VPK providers in Palm Beach County or to obtain a VPK Certificate of Eligibility, contact Family Central at 561-653-2458 or visit [www.familycentral.org](http://www.familycentral.org).

For information about the VPK program offered by the District, call 561-969-5826 or visit: [www.palmbeachschools.org/preschool/index.asp](http://www.palmbeachschools.org/preschool/index.asp).

## Volunteers in Public School

(P-2.53)

The School District of Palm Beach County would like your assistance in your child’s school. There are many ways to get involved, here are just a few. Business Partnerships are also welcome.

Tutors	Chaperones	Academy Advisory
Listeners	PTA/PTO	Councils
Clerical	Career Education	Sponsorships
Mentors	Adopt-A-Class Programs	Arts & Crafts
Classroom Assistants	Job Shadowing	Special Education
Media Center	Internships	Special Interest Speakers
Physical Education	Professional Development	School Advisory Councils
After-School Programs		

### HELPING AT SCHOOL WITH FOOD?

Food may be sold or served on school grounds only if prepared in the school kitchen under the supervision of the cafeteria or if prepared in commercial conditions approved by the Health Department.

***For more information about volunteering, contact your school’s Volunteer Coordinator or the Office of Community Involvement at 561-434-8789 or 561-434-8771.***

### ACCESSING COMMUNITY AGENCIES FOR ADDITIONAL ASSISTANCE

The School District of Palm Beach County wants to help parents address the social, emotional, and mental health of their children by linking students and families in need with community agencies that provide assistance. A number of community agencies offer services at low or no cost. ***Parents can access a list of community resources that provide counseling and other services by dialing 2-1-1 or by contacting their student’s guidance counselor.***

### SPECTATOR BEHAVIOR AT ATHLETIC EVENTS

We request our parents and supporters who attend athletic events to provide positive support and encouragement to the student athletes:

- To place emotional and physical well being of the students ahead of a desire to win at all costs.
- To be a role model of good sportsmanship and encourage participants to be role models, as well.
- To support coaches and officials who spend hours with the athletes to provide positive and enjoyable extracurricular experiences.
- To expect our athletes to thread other players, coaches, officials, and fans with respect regardless of race, sex, creed or ability.
- To support extracurricular activities as an extension of the student's educational experiences.
- **The school reserves the right to deny access to after-school events or school property to anyone displaying inappropriate behavior. (P-2.04 (9)). See also FS 1006.20 and Florida High School Athletic Association by-laws.**

# FORMS





THE SCHOOL DISTRICT OF PALM BEACH COUNTY

## Release and Consent for Student Information Publication

Parents (including legal guardians) are required to provide written permission to their child's school if they wish to:

- 1) allow their child to participate in school activities and the School District to publish the student's name, school name, grade level, photograph, video image, art work, writing, etc. in annual yearbooks, graduation programs, web sites, school newspapers, approved news gatherings, releases and articles, etc.  
and
- 2) allow publication to the public of certain specified information (such as honors received) related to their child.

**DIRECTIONS:** If this is a blanket consent for all student publications throughout the school year, the parent will check the appropriate box and provide the school year. If a one-time release and consent for a special project is required, the parent will check the special release box and list below the name of the special project publication. The parent will sign and return to the student's school.

Student Name *(last, first, middle initial)* \_\_\_\_\_

Student Number \_\_\_\_\_ Parent/Legal Guardian \_\_\_\_\_

School Name \_\_\_\_\_ Grade Level \_\_\_\_\_

School Contact \_\_\_\_\_ Contact telephone (\_\_\_\_) \_\_\_\_ - \_\_\_\_

**TYPE OF CONSENT** (check one only)

- blanket release and consent for all student information publications for school year \_\_\_\_\_
- I hereby give permission for the school or District to use my child's photograph, video image, writing, voice recording, name, grade level, school name, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, diplomas and awards received, date and place of birth, and most recent previous school attended, in annual yearbooks, graduation programs, playbills, school productions, web sites, etc. and/or similar school or District sponsored publications or in school or District approved news media interviews, releases, articles and photographs. I understand without my signature my child's name and photograph cannot and will not be included in any publications or presentations. I also provide permission for the release by the school or District to the media and governmental entities of my child's name, grade, school name and honors my child has received for public announcement of recognition of my student's accomplishments.
- special release and consent for the student information publication listed below:

I hereby give permission for the school or District to use my child's photograph, video image, writing, voice recording, name, grade level, school name, etc. in the special production named above.

I also understand the production, publication, presentation or materials may be submitted for classwork, for open broadcast by *Instructional Television (ITV)*, *The Education Network (TEN)*, a film festival or contest or any other display according to the broadcast/ publication rules of the appropriate trade.

The School District of Palm Beach County shall have the right to sell, duplicate, reproduce or make other use of such rights transferred as The School District of Palm Beach County so desires. This agreement is given with free knowledge of the rights transferred to the School District of Palm Beach County. This agreement is made without restrictions or time limits.

- I **give permission** for the consent request indicated above.
- I **do not** give permission for the consent request indicated above.

\_\_\_\_\_  
*Signature of Parent/Guardian or  
Emancipated Student (including if age 18 or over) (proof of age required)*

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



THE SCHOOL DISTRICT OF PALM BEACH COUNTY
Student Participation in Authorized Surveys

The School District of Palm Beach County uses this notice to inform you about "protected information surveys" and obtain your consent (if students are required to submit to a survey concerning specified "protected information") or let you opt-out your child (from completing certain other voluntary surveys).

The district conducts surveys to plan programs, gather current information, and decide how well programs for students are working. Here is a schedule of the surveys that may be conducted this school year:

The Florida Youth Surveys, Youth Risk Behavior Survey (select High Schools), and Middle School Health and Behavior Survey (select Middle Schools): Middle and High Schools; Spring. Conducted by the Prevention Center in the Department of Safe Schools.

Climate and Safety Survey: Elementary, Middle and High Schools; Fall or Spring. Conducted by the Department of Safe Schools. This is another anonymous survey about students' attitudes and beliefs - about themselves, violence, drugs, and the climate at their school.

The Youth Risk Behavior Survey: Middle (Grades 7 & 8 only) and High Schools; Fall or Spring. Conducted by the Department of K-12. This anonymous survey is in accordance with the Cooperative Agreement that the School District of Palm Beach County has with the Centers for Disease Control and Prevention.

None of these surveys are funded in whole or in part by the U.S. Department of Education. Participation is voluntary. Completing the surveys will not pose a risk to your child. The surveys are anonymous. Your child's name is not on the survey.

If you want to see any of these surveys before they are administered or used, write:

Prevention Center in the Department of Safe Schools
3330 Forest Hill Boulevard
West Palm Beach, Florida 33406

OR

Department of K-12 Curriculum
11901 Lake Worth Road
Wellington, Florida 33449

As a parent, you can opt-out of having your child participate in these surveys. Read the section below. If you DO NOT GIVE YOUR CHILD PERMISSION TO PARTICIPATE in surveys conducted at your school this year, tear off and return the completed form below to your child's school.

Student's Name (first, middle, last) \_\_\_\_\_ Grade \_\_\_\_\_

School \_\_\_\_\_ Teacher \_\_\_\_\_

I have read and understand this form concerning surveys conducted in the School District of Palm Beach County. I, the parent/legal guardian of the above named child, DO NOT give my consent for my child to take the surveys described above.

SIGNATURE OF PARENT/LEGAL GUARDIAN

DATE

PRINT PARENT/LEGAL GUARDIAN NAME



THE SCHOOL DISTRICT OF PALM BEACH COUNTY

## Parent/Student Acknowledgments of Student Rules and Regulations of Operations

Student Name (*print*) \_\_\_\_\_ Date of Birth \_\_\_\_\_

Teacher Name \_\_\_\_\_ Grade \_\_\_\_\_

Students, parents\*, teachers, counselors, administrators, and office staff all have important roles to play in our schools. Rules have been made to address possible problems that may occur. Like laws, rules apply to everyone. They work only when everyone knows what they are.

This Student Handbook lists many of the School District rules for students in Palm Beach County. The rules apply to all activities occurring on school grounds, on other sites being used for school activities and for any vehicles authorized for the transporting of students. Please read the rules carefully. Parents, students, school faculty and staff need to know the rules. Since parents can be held responsible for the actions of their children, it is important that they are aware of the rules and consequences if the rules are broken.

Parents need to become involved in the education of their children and have the responsibility to provide the school with the current emergency contact person(s) and telephone numbers. They also have the responsibility to notify the school of anything (such as medical information) that may affect their child's ability to learn, to attend school regularly, or to take part in school activities.

Signed forms must be part of every student's record. Your signature below means that you have received the Student Handbook and know the rules. (It does not mean that you agree or disagree with them.)

*\* Wherever the word "parent(s)" appears, it shall also refer to "guardian(s) or persons acting as a parent." Further, wherever student responsibilities are described, it is understood that parents jointly share those responsibilities with their children.*

\_\_\_\_\_  
Signature of Parent or Guardian Date

\_\_\_\_\_  
Signature of Parent or Guardian Date

\_\_\_\_\_  
Signature of Student Date