

# **ELEMENTARY STUDENT RIGHTS AND RESPONSIBILITIES HANDBOOK**



**REFERENCE GUIDE FOR STUDENTS AND PARENTS**

**Grades K – 5**

**2008-2009**

**School District of Escambia County**

[www.escambia.k12.fl.us/districtinfo.htm](http://www.escambia.k12.fl.us/districtinfo.htm)

## Escambia County School District 2008-2009 School Calendar

Tuesday, August 12, 2008	10 Month Teachers Return
Monday, August 18, 2008	First Day of School—Students
<b>Monday, September 1, 2008</b>	<b>Labor Day Holiday</b>
Friday, October 17, 2008	End – First 9 Weeks Grading Period
Tuesday, November 11, 2008	Veterans Day Holiday
	<b><i>Report Cards Sent Home</i></b>
<b>Wednesday, November 26, 2008</b>	<b>Fall Break</b>
<b>Thursday, November 27, 2008</b>	<b>Thanksgiving Holiday</b>
<b>Friday, November 28, 2008</b>	<b>Thanksgiving Holiday</b>
Friday, December 19, 2008	Last Day of School before Christmas Holidays End – Second 9 Weeks Grading Period
<b>Monday, December 22, 2008</b> <b>-Friday, January 2, 2009</b>	<b>Christmas Holidays—All Employees</b>
Monday, January 6, 2009	First Day of School for Students after Holidays
<b>Monday, January 19, 2009</b>	<b>Martin Luther King Holiday</b>
	<b><i>Report Cards Sent Home</i></b>
Friday, March 13, 2009	End – Third 9 Weeks Grading Period
	<b><i>Report Cards Sent Home</i></b>
<b>Monday, April 6, 2009 -</b> <b>Thursday, April 9, 2009</b> <b>Friday, April 10, 2009</b>	<b>Spring Break</b> <b>Good Friday Holiday for All</b>
	<b><i>Report Cards Sent Home</i></b>
<b>Monday, May 25, 2009</b>	<b>Memorial Day</b>
Friday, May 29, 2009	Last Day of School for Students & End – Fourth 9 Weeks Grading Period/End Second Semester <b><i>Elementary Report Cards Sent Home</i></b>
Monday, June 1, 2009	10 Month Teacher Planning Days
Tuesday, June 2, 2009	
Wednesday, June 3, 2009	<b><i>Secondary Report Cards Mailed</i></b>

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

**THIS STUDENT HANDBOOK  
IS  
THE PROPERTY OF**

---

(Student Name)

---

(School)

---

(Phone Number)

*Jim Paul*

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PRINCIPAL

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JIM PAUL  
SUPERINTENDENT OF SCHOOLS  
(850) 469-6130

**School Board Members**

Jeff Bergosh  
District 1

Gerald Boone  
District 2

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2008-2009

PENSACOLA, FLORIDA

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## I. INTRODUCTION

Dear Students:

I want to welcome you to the 2008-2009 school year. The teacher, administrators, and support staff of the Escambia County School District have been working hard in preparation for this school year, and their commitment to you is strong. We want to make every effort to provide you the best educational opportunities available. We are looking forward to a year filled with positive experiences and personal success.

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

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

Sincerely,

*Jim Paul*

Superintendent

## II. RIGHTS AND RESPONSIBILITIES OF STUDENTS

- A. Due process is a right of all students. It means that students will be treated fairly. Students may tell their side of the story.
- B. Students may express themselves. If it hinders classes or school work, they may not speak out. They may not speak out if doing so would hurt another person.
- C. Students should respect the flag. During the Pledge of Allegiance, they should participate; however, they may refrain for personal reasons.
- D. The principal must approve any student handout that is not school-related. Students may use the bulletin board with permission from the principal.
- E. If they feel their rights have been violated, students may speak with the principal or designee.

### F. RIGHTS AND RESPONSIBILITIES

#### 1. a. **RIGHT**

Students have a right to make use of all school resources.

#### b. **RESPONSIBILITY**

Students must be prepared for class. They must take an active part in class. They must do their work.

#### 2. a. **RIGHT**

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

#### b. **RESPONSIBILITY**

Students must respect their teachers and other adults. They must conduct themselves so that others may learn.

#### 3. a. **RIGHT**

Students can expect classes to run smoothly. Necessary interruptions will be kept to a minimum.

#### b. **RESPONSIBILITY**

Students must make good use of class time so they can learn.

#### 4. a. **RIGHT**

Students may help set school rules. They may also give input about their learning.

#### b. **RESPONSIBILITY**

Students must obey school and class rules.

5. *a.* **RIGHT**

Students may take part in school activities.

*b.* **RESPONSIBILITY**

Students must follow the school rules to take part in activities. Grades and conduct must be acceptable to participate in school activities.

6. *a.* **RIGHT**

Students can expect the school to be clean and orderly.

*b.* **RESPONSIBILITY**

Students shall show respect for personal and school property. Students must respect the rights of others.

7. *a.* **RIGHT**

Students have the right to the privacy of a locker, where provided, for their personal property except under the following conditions:

Upon reasonable suspicion that a student possesses an illegal substance or a prohibited object contained in but not limited to a student's locker, book bag, personal property, vehicle or other storage areas shall be opened for inspection only with the consent of the principal or the principal's designee. If drugs or weapons prohibited by law are found, the proper law enforcement official will be contacted, under reasonable circumstances the student will be present. Section 1006.09 (09), Florida Statutes.

*b.* **RESPONSIBILITY**

Students must pay the appropriate lock rental fee, keep the locker reasonably clean, avoid storage of prohibited items and follow appropriate school procedures concerning lockers.

Vandalism of school property or another person's property will not be tolerated. Compensation for damage to school property is the student's and parent's/guardian's responsibility as specified in Florida Statutes 806.13(5)(b).

8. *a.* **RIGHT**

Students have a right to attend school without incident of discrimination, bullying or harassment of any nature.

*b.* **RESPONSIBILITY**



Students who think they are victims of discrimination, bullying or harassment of any nature should talk to appropriate school authorities (example: teacher, guidance counselor, assistant principal, or principal).

9. *a.* **RIGHT**

Students have the right to use school technology for learning.

*b.* **RESPONSIBILITY**

Students must use school technology in a way that helps them to learn, does not harm others and does not damage school property.

**What Does That Section Mean??? \***

Your "rights" are mostly things that you can expect from others. Your "responsibilities" are things that others can expect from you

*\*Throughout the Elementary Students' Rights and Responsibilities Handbook, the "What Does That Section Mean???" or "What Does The Rest of this Handbook Mean???" inserts are intended only to make the implications of the text plain to elementary students. These inserts should not be interpreted to alter the meaning of the more formal language of the document.*

**III. STUDENTS ARE RESPONSIBLE**

**A. Absences from School**

1. Compulsory school attendance age applies to students between six (6) and eighteen (18) years of age (Sections 1003.24, 1003.26, 1003.27, Florida Statutes).
2. Except for reasons indicated under "Excusable Absence," all students are expected to attend school each day.
3. An excusable absence is an absence that is caused by illness of student, serious illness or death in the family or quarantine. Absences related to vacation will not be excused.
4. An excused absence, for reasons other than illness or injury, must have the sanction of both parent/guardian and school. This agreement must be made prior to the absence.

5. The principal may deem absences excusable because of unusual circumstances.
6. Students MAY NOT be suspended for tardiness.
7. Each absence must be explained. Parents/Guardians are responsible for providing written documentation of the reason for absence upon the student's return to school. Failure to provide the school with a written notice within three (3) days of the student's return to school will result in the absence being recorded as an "Unexcused Absence." The note should include the student's name, date(s) the student was absent, reason for the absence and parents'/guardians' signature. On doctor/dentist appointments, a note on letterhead is best. In addition to providing the written note upon the student's return to school, schools may request that the parent/guardian contact the school by telephone on the day of the absence. This has been found to be an effective way of maintaining good home/school communication.
8. Upon receiving written notification from the parent/guardian for absences of no more than five (5) consecutive days or a total of ten (10) days in a period of ninety (90) calendar days, absences related to illness or injury of the student shall be excused.
9. Absences related to illness or injury of the student that exceed five (5) consecutive days or a total of ten (10) days in a period of ninety (90) calendar days shall require a physician's statement. The physician's statement should indicate the student is under his/her care and the dates (or period of time) the condition requires the student to be absent. Absences related to illness or injury that exceed the number of days described above and lack a physician's statement as required shall be recorded as "Unexcused Absences." (Section 1003.24(4) Florida Statutes)
10. Any student that accumulates five (5) unexcused or unexplained absences in a thirty (30) calendar day period or ten (10) days in a period of ninety (90) calendar days will be referred to an Attendance Child Study Team. The student's unresolved or chronic attendance problems will involve district school social workers and possibly the court system. Parents/guardians will be notified and requested to attend a meeting to identify potential remedies. (Section 1003.269(1)(b) Florida Statutes)
11. Students shall receive an excused absence for an absence related to the observance of a religious holiday. The observance of the religious holiday shall be consistent with the tenets of the student's religion. **Prior to the absence**, parents/guardians shall provide written notice of the observance. A note shall not be required upon the student's return to school. Students shall not receive any

adverse effect for an absence related to the observance of a religious holiday. As a result of the absence, students shall be allowed to make up any missed work.

12. Subject to administrative review, students will receive a “zero” on all recorded grades during unexcused absences and suspensions. The principal may determine that a student may receive a grade other than zero when extenuating circumstances warrant.

13. Public school students between the ages of six (6) and eighteen (18) who are not in school or under the supervision of an adult when found by a law enforcement officer during the school day, shall be transported to the student’s assigned school.

### **What Does That Section Mean???**

It is important to be at school unless you have a very good reason to be absent. If you have to be absent, your teacher and principal want to know why.

## **B. Students Arriving or Leaving During School Day**

If a student comes to school late or leaves early, parents/guardians or a responsible adult must come to the office to check in or check out student. The school’s check in and check out rules must be followed.

1. Students may leave school only with persons authorized (must show positive identification by parent/guardian.
2. Unless the school is furnished with a certified copy of the court order that specifically permits the non-residential parent to remove the child from school, a child's non-residential parent shall not remove the child from school without the knowledge and consent of the residential parent. The residential parent has sole authority to determine who may remove the child from school unless otherwise determined by court order.

## **C. Student Safety**

1. School Hours - Parents shall not drop students off more than thirty (30) minutes early. Students are to leave school as soon as it is over unless they are in the school based day care program.
2. Student Pickup Area - Each principal will decide where students will be dropped off and picked up. Students are expected to stay in that place, and obey the adults who are supervising. Parents/Guardians must pick students up as soon as school is over. They can not be more than thirty (30) minutes late.

## **D. Students Conduct and School Rules**

Every student enrolled in school must follow the rules on the bus, at the bus stop, inside the building, on the school grounds and at school-sponsored activities. Students must obey the principal, teachers, members of the school staff, bus drivers and anyone who is placed in charge by the principal.

Some behaviors are so serious that students engaging in them are subject to suspension or expulsion, reassignment to an alternative educational program, or referral to law enforcement for criminal prosecution. Those behaviors include but are not limited to:

1. Possessing any item not allowed on campus by state law, Board Policy, or the school principal.
2. Cheating.
3. Fighting.
4. Hurting another student.
5. Making threats or false reports.
6. Defiance of authority.
7. Misconduct in class or any setting while under the supervision and authority of district personnel.
8. Stealing.
9. Breaking school, School Board, or state rules.
10. Destruction of school property including:
  - a. Willful or malicious tampering with, altering, deleting or otherwise changing any computer software files.
  - b. Willful or malicious tampering with, defacing, altering or reconfiguring computer hardware.
11. Major violation of the District's computer rules, particularly:
  - a. Using a computer and another person's password to see, change, or erase information or work.
  - b. Using computer to scare or harm others.
  - c. Intentional damage of computers or networks.
12. Possession, use or sale of alcohol, tobacco products, drugs or imitation of drugs.
13. Possession of a weapon, a firearm, a knife, including a common pocket knife, facsimile (toy gun/model gun, etc.) of a weapon or a firearm, any instrument or object used to inflict harm or intimidate another person.
14. Making or putting something together that is intended to be a weapon.
15. Bullying. Bullying is defined as willfully and repeatedly exercising power or control over another with hostile or malicious intent. (e.g. repeated oppression, physical or psychological, by an individual or group) Bullying can be physical,

verbal (oral or written), electronically transmitted, psychological or emotional abuse, an attack on the property of another, or a combination of any of these. Bullying may many forms, but is not necessarily limited to:

- a. Physical – hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding a student's movement, or other unwelcome physical contact.
- b. Verbal – Taunting, malicious teasing, insulting, name calling, making threats.
- c. Psychological – Spreading rumors, manipulation of social relationships, coercion, extortion, or intimidation.
- d. Cyberbullying –Using information and communication technologies such as e-mail, cell phones, and pager text messages, instant messaging, defamatory personal web sites, and defamatory online personal pooling web sites to support deliberate, repeated, and hostile behavior by an individual or group that is intended to threaten or harm others, or which substantially disrupts or interferes with the operation of a school or an individual student's ability to receive an education.

16, Harassment. Harassment means making any threatening, insulting, or dehumanizing gestures, use of data or computer software, or written, oral, or physical conduct directed against a students or school employee that:

- a. Places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property;
- b. Has the effect of substantially interfering with a student's educational performance, opportunities, or benefits; or
- c. Has the effect of substantially disrupting the orderly operation of a school.

### **What Does That Section Mean???**

If you behave really badly, you could get into serious trouble. You could be put out of school, or even go to jail.

### **E. Students Wireless Communications Devices**

1. The Guidelines for Acceptable Use of District Information Systems document (posted on the district web site at <http://www.escambia.k12.fl.us> under news and information ) provides guidelines for appropriate technology usage and specific examples of prohibited technology usage. The uses and behaviors listed below, as well as related behaviors not listed and prohibited uses specified in the Guidelines for Acceptable Use of District Information Systems document, shall constitute misconduct resulting in disciplinary procedures consistent with other conduct violations of equal seriousness:

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

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

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

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

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

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

#### **F. Possession of Other Electronic Devices**

Other personally owned, wireless and/or cellular equipped electronic devices subject to the restricted possession and usage described above include, but are not limited to handheld computer/phone/player hybrids, sub-laptop computers, and laptop computers. Any personally owned electronic device capable of audio and/or video recording or play back may also be subject to restricted student possession and use at the discretion of the principal.

Any unauthorized use of personally owned electronic and/or communication devices identified in the *Student Rights & Responsibilities Handbook*, excluding cell phones, shall result in the confiscation of that device as follows:

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

the parent/guardian attends a meeting with the school administrator or designee to discuss Board policy on contraband electronic devices; and the parent/guardian signs a written release stating that he/she acknowledges that should his/her student subsequently violate the instant rule, the item (regardless of whether or not it is the same item as that involved in the first infraction) shall be confiscated as contraband and held by the school until the end of the year without exception. Subsequent Infractions: For each subsequent violation of this rule, the contraband item (regardless of whether or not it is the same item as that involved in the first infraction) shall be confiscated by the school administration and held by the school until the end of the year without exception.

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

What Does That Section Mean???

You may not use a cell phone or anything like it at school.

## **G. Student Property**

The school is not responsible for loss of student property. Students should not bring items of value to school. They should ask permission before bringing non-school items to school.

## **H. Secret Clubs**

It is against the law to have secret clubs at school (Florida Statute 1006.14). A secret club is one in which some children are excluded from membership for unallowable reasons. It is not part of the school's activities.

## **I. Computer Rules**

The School District's computer rules (posted on the District web site at <http://www.escambia.k12.fl.us/districtinfo.htm>) explain the ways students should not use technology. Using computers in ways that break School District computer rules will result in disciplinary procedures. These inappropriate uses include, but are not limited to those :

- Viewing Web pages that are labeled "adult" or "restricted to eighteen or older."
- Using the Internet in ways that are against the law.
- Sending, downloading, or using obscene language or pictures.
- Using or installing unlicensed software.
- Damaging computers or networks.
- Intentionally using a computer in a way that prevents others from using their computer.
- Using computers to make money.
- Downloading programs without teacher permission.
- Using a computer to scare, threaten or harm others.
- Using a computer and another person's password to see, change or erase information or work.
- Using chat, e-mail or any other shared web sites (for example: My Space, blogs, etc.)

## **IV. STUDENTS ARE RESPECTFUL**

Section 1003.452(2), Florida Statutes, School Board Policy 7.16

## **A. Moment of Silence**

In each public school classroom, the administrator in charge shall, in accordance with this rule, at the opening of school upon each school day conduct a brief period of quiet reflection for not more than sixty (60) seconds, with the participation of all the pupils



therein assembled. The moment of quiet reflection authorized by this rule is not intended to be, and shall not be conducted as, a religious service or exercise but shall be considered as an opportunity for a moment of silent reflection on the anticipated activities of the day. A school administrator shall initiate the moment of silence for the entire school through the normal school announcement procedures.

1. During the moment of silence, the teacher responsible for each classroom shall take care that:
  - a. Each student shall:
    1. Remain silent,
    2. Make no distracting display; and/or
    3. Not interfere with, or impede other pupils in the exercise of, individual choice.
  - b. No person, employee or agent of the District shall:
    1. Coerce, advocate or encourage in any way whatsoever prayer or any religious activity by students;
    2. Discourage in any way whatsoever prayer or any religious activity by a student.

### **What Does That Section Mean???**

You must be polite and respectful of the rights and beliefs of others. You have the right to expect others, even your teachers, to be respectful of your rights and beliefs.

#### **B. Harassing School Personnel (see, also, Section III. Students are Respectful, Paragraph D. 16.)**

1. Students shall not harass school personnel at school or at home.
2. Harassment, includes, but is not limited to, inappropriate language, false accusations about school personnel in front of other people, on the telephone, in letters, notes or other documents and destroying or damaging something that they own.
3. If students do any of the above, they may be suspended, expelled, placed in an alternative school and/or taken to court.

#### **C. Disturbing School Activities**

It is unlawful for any person who is not enrolled as a student to disturb the orderly running of the school. Section 1006.145, Florida Statutes states that disturbing school activities is a second degree misdemeanor. This statute includes disturbances on the school grounds.

**D. Damage To School**

Parent/Guardian of students who damage or steal school property (e.g. textbooks, materials, or equipment) must pay for the damage.

**E. Trespassing**

For the safety of students, all parents/guardians and visitors must check in at the front office. It is illegal to be on school property without a good reason.

Parents/Guardians of students may come to the school. Students who have been suspended or expelled shall not come to school. A person who comes to school without a good reason or who comes to school and is asked to leave and does not do so is breaking the law.

**F. Assaults On Personnel**

It is illegal for students to commit assault or battery on any person employed by the School Board of Escambia County, Florida at work or away on official business. Any student who has committed an assault or battery on school personnel may be expelled and placed in an alternative school setting, other youth services, juvenile justice program as appropriate, or referred for criminal prosecution. Assault or threat to school bus personnel may result in the loss of the privilege to ride the bus.

**G. Law Enforcement Officers and the Truant Student**

A Law Enforcement Officer may take a student into custody when he/she has reasonable grounds to believe that the student is truant.

**What Does That Section Mean???**

It's wrong for you to bother or to hurt people who work at your school. It's also wrong to steal or damage their property. It is against the law to interrupt learning at school. If you damage school property, your parents will have to pay for it. People who should not be on your school campus are breaking the law if they come there. It is against the law for you to hurt anyone who works at your school. The police may pick you up if you skip school without permission.

## **V. STUDENTS ARE SAFE**

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

### **A. Threats of Physical Harm**

Any student who threatens to harm another student, school district employee or faculty member may be suspended, reported to the appropriate law enforcement agency and/or recommended for expulsion. If a student presents an imminent threat of harm to himself or herself, to others, or of damage to property appropriate restraint may be used. The parent/guardian will be offered outside counseling services for their child(ren).

### **B. Prohibited Substances**

The possession or use of an illegal drug or alcohol is unlawful. If used, these substances could be harmful to your health. Students found in violation of this rule are subject to arrest, as well as disciplinary action by the School District. Students who find or see inappropriate items on campus should not pick up or touch them. Students should immediately notify the bus driver, teacher and/or principal/designee. It is against the law for you to have illegal drugs or alcohol. If you see such things at school, you should leave them alone and tell an adult.

### **C. School Bus Responsibilities**

Riding the bus is a PRIVILEGE for students. The school bus driver has the responsibility to take care of the students. Students have the responsibility to obey the driver. Many buses have video cameras to assist the driver in monitoring student safety and behavior. These are the responsibilities of the students:

1. Obey the bus driver. The bus driver is the adult in charge of the students and must make sure the students are safe.
2. Talking in a normal voice is allowed on the bus except at railroad crossings when silence is required. Talk to your seat mates only. Sudden loud noises can cause an accident.
3. Keep all objects inside the bus (hands, feet, book bags, papers, etc.) and keep your hands to yourself.

4. Stay seated on the bus at all times. If the bus has lap belts, you shall wear them at all times. A good practice is: Seat to seat, back to back, put your book bag in your lap.
5. While on the bus, you may not eat or drink.
6. Get on or off at your regular stop only. To change bus stops, the parent/guardian must write a note and it must be approved by the principal or designee.
7. All musical instruments should be held in your lap.
8. Items not allowed at school are not allowed on the bus. For special school activities or events, the principal should notify the route manager of the event specifics, and inform the driver(s) that certain items are allowed for that day.
9. Profane or offensive language shall not be used at any time.
10. At the bus stop, you are expected to enter and leave the bus in a line. You should come to your bus stop at least five (5) minutes before the pick-up time. Parents/Guardians are responsible for the control and supervision of students from home to the bus stop, while at the bus stop, and when returning from the bus stop to home.
11. When crossing the road, you should cross in **FRONT** of the bus, after the driver signals it is safe.
12. You are to be **silent** while the bus is stopped at or crossing any railroad tracks.

#### **D. Bus Rule Infractions**

##### **Minor Infractions**

1. Eating, drinking, spitting or chewing gum
2. Failing to remain seated as appropriate, including wearing occupant restraint systems when provided
3. Extending body parts or other objects from the window
4. Annoying or bothering others, including horseplay, or rough play
5. Using profanity (that doesn't rise to the level of harassing, bullying, intimidating, or threatening others)
6. Failing to follow the bus operator's instructions (e.g. boarding or exiting the bus unsafely)
7. Creating a distraction to the bus operator
8. Possessing reptiles, snakes, insects, animals, or marine life, dead or alive
9. Possessing skateboards, skates, wheeled shoes, or other wheeled vehicles
10. Engaging in behaviors that contribute to disorder, misbehavior of others, or decrease the bus operator's capacity to attend to the safe operation of the bus (Behavior must be specified when cited)

## **Major Infractions**

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

## **What Does That Section Mean???**

**You can be suspended if you threaten to hurt other people. You must obey the bus rules to be safe and keep others safe.**

## **E. Consequences for Violation of School Bus Responsibilities**

The driver will maintain a log of student misbehavior. If the misbehavior does not stop, the driver will report those students to the principal. In the interest of safety for all students riding Escambia County District School buses, a student will be reported to the principal for continued and/or willful disobedience of the above safety regulations, or the commission of any of the infractions listed above, and may be suspended from the bus and/or school. Despite the provisions of paragraph VI. D., in some cases (e.g. see paragraph V.A. above) a student's privilege of riding the bus may be suspended for the remainder of the school year or longer. (Florida Statutes Section 1006.9 and 1006.10) Within 24 hours, parents/guardians will be notified of any decision. Continual or severe behavior incidents on the bus may result in long term bus suspension and will be handled in accordance with due process guidelines. ESE due process guidelines and procedures govern ESE suspensions.

## **F. Special Privilege to Ride**

By authority of the Florida State Board of Education, your child is privileged to ride a bus provided you live two (2) or more miles from school. The School Board of Escambia County, Florida has extended this service as follows: bus service will be provided for Elementary students who live one (1) or more miles from school. Service is extended to include areas deemed as a safety hazard due to road or traffic conditions as identified by qualified highway safety personnel.

## **G. Establishing Bus Stops**

1. *Designated Bus Stop* – A student's bus stop is established according to his/her residence. Any request to change the bus stop must be made to the principal. If approved by the Bus Stop Committee, the new stop shall become the designated bus stop for that student for the entire year.
2. *Temporary Change of Bus Stop* – A student's designated bus stop may be temporarily changed if it is for five (5) or more consecutive school days. A written request must be submitted to the principal at least two (2) working days before the effective date of the change.
3. *Emergency Situations* – In emergency situations, the principal may arrange stops without prior notice. This decision is at the discretion of the principal. Parents/Guardians will be notified in writing of school bus route changes resulting in permanent relocation or removal of an existing bus stop. Notice will be provided by the Transportation Department to the schools and to the driver to distribute to the students affected by the change at least one week prior to the effective date of change.

What Does That Section Mean???

If you behave badly on the bus, you may not be allowed to ride it. There are rules about where bus stops are placed.

## **VI. STUDENTS HAVE CONSEQUENCES FOR THEIR ACTIONS**

Using proper procedures, a teacher has the authority to remove a student from his/her class for repeated incidents of disruptive behavior or for a violent act. The teacher may prohibit the student's return to his/her classroom as provided by Section 1003.32, Florida Statutes.

NOTICE: Any student who is determined to have brought a firearm or weapon, as defined in Florida Statute, Chapter 790, to school, to any school function, or to any school-sponsored transportation, or to have possessed a firearm at school, will 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 referred to the criminal justice or juvenile justice system. Further, any student who is determined to have made 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 will 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 referred for criminal prosecution.

**A. Discipline Problems**

1. Before a child is disciplined the parent/guardian may be asked to help the school solve behavior problems.

One or more of these actions may be taken:

- a. The principal/designee will meet with the student and specify the nature of the offense, the expectation of school authorities, and alternative positive behaviors available to the student.
- b. Someone from the school will telephone the parent/guardian.
- c. The parent/guardian will be asked to come to the school to talk to the principal/designee.
- d. The School Social Worker may go to the home.

2. Range of Discipline:

Depending on the nature and /or severity of a student's behavior, the following may be imposed:

- a. In-school suspension.
- b. School probation (development of a behavior contract).
- c. Work detail (see paragraph C, below).
- d. After school detention (see paragraph C, below).
- e. Removal from class or assignment to another district school or alternative educational program.
- f. Suspension from school and/or bus.
- g. Expulsion.
- h. Criminal proceeding.

Note: The nature of the offense and a student's past disciplinary records will dictate disciplinary action and the above may not always be applicable.

**B. Corporal Punishment**

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

**C. Work Detail and Detention**

**Work Detail:**

Work detail is an assignment of an adult supervised task or tasks related to the upkeep of the school environment. Such assignment will be appropriate, in terms of the task itself and the duration of the work, for the age of the student. Students will not be assigned to use equipment, materials, or supplies that are inappropriate, hazardous, or potentially injurious.

**Detention:**

The parent or guardian of a student assigned detention must be notified of the student's detention at least 24 hours prior to the start of the detention. When students are kept after school for detention the parent or guardian must provide for the student's transportation from school. Students in grades K – 3 may be detained for no longer than 30 minutes. Students in grades 4 – 5 may be detained for no longer than 45 minutes. Detention is not appropriate for prekindergarten students.

**D. Suspension**

Suspension, in paragraphs D. and E. of Section VI, means a child cannot come to school. The principal may suspend a student for a time up to ten (10) days per infraction (however, note provisions of Section V, paragraph E). A letter explaining the reason will be sent to the parents/guardians within 24 hours. These provisions do not apply to emergencies. No child will be suspended for unexcused tardiness, absences or truancy.

Subject to review (see III. Students are Responsible, Page 5., Paragraph A. 12.), students will receive a “zero” on all recorded grades during unexcused absences. Students will be provided homework within 24 hours of being suspended. Each school shall determine how the homework is given to the student and/or parent/guardian. The homework that is graded for all students will be graded for



suspended students. Homework not graded for other students will not be graded for suspended students. Suspended students who do not complete "graded" homework assignments will receive a **“zero”** for those assignments. With the exception of homework graded for all students, suspended students will receive a **“zero”** for all class work missed while suspended.

Restrictions during Suspension:

1. Students may not come to school.
2. Students may not take part in school activities, except as approved in writing by the principal.
3. Subject to review by the principal (see III. Students are Responsible, Paragraph A. 12.), students will receive a **“zero”** on all recorded grades and class work.

**E. Due Process Procedures for Suspension**

1. The student will be told of any charges. Written notification of charges will also be provided.
2. The student will be asked whether or not he/she is guilty.
3. The student may tell his/her side of the story.
4. All sides of the story will be considered by the principal.
5. The severity of the charge will determine the punishment.
6. Due Process is a student right and not a parent/guardian right.

Note: Unless suspension exceeds ten (10) days, the student is not entitled to legal counsel, to cross examine witnesses or to call his/her own witnesses.

**F. Expulsion**

If a student is recommended for expulsion, the student and/or his/her parent/guardian will receive a hearing concerning the expulsion ruling. If expelled, a student may not come to school for the remainder of the school year and/or possibly the next school year. Restrictions are the same for expulsion as they are for suspension.

**G. Felony Criminal Charges/Drug Abuse**

Any student, who is formally charged with a felony by a proper prosecuting attorney for an incident which allegedly occurred on property other than school property, which incident has **adverse impact** on the educational program, discipline, or welfare in the school in which the student is enrolled shall, following an administrative hearing upon notice to parents/guardians of said pupil provided

by the principal of the school pursuant to rules promulgated by the State Board of Education, if suspension is recommended, be suspended from all classes of instruction on public school grounds during regular classroom hours until the determination of guilt or innocence or the dismissal of the charge is made by a court of competent jurisdiction. If the court determines that the pupil did commit the felony or delinquent act which would have been a felony if committed by an adult, the School Board shall have the authority to expel the student. Any pupil who is subject to discipline or expulsion for unlawful possession or use of a controlled substance under Chapter 893 shall be entitled to a waiver of discipline or expulsion if he/she divulges information leading to the arrest and conviction of the person who supplied such controlled substance or if the student voluntarily discloses unlawful possession of such controlled substance prior to arrest. Section 1006.09, Florida Statutes.

#### **H. Law Enforcement Officer Questioning Students at School**

1. If any law enforcement officer wishes to question a student at school, a suitable place will be provided, but questioning will be permitted only after the law enforcement officer has provided proper identification. *At the request or authorization of the student, the principal/designee may be present during the interview.* The conference area should be located so as to create as little attention as possible to the matter.
2. If the law enforcement officer decides to take the student from the school grounds, he/she should be permitted to do so only on the basis of a warrant of arrest, court order or by the statement of the law enforcement officer that he/she is placing the student under arrest or taking the student into custody. *Before removing the student from the school grounds, the law enforcement officer will sign a statement accepting custody of the student.*
3. The school shall make a reasonable and timely effort to notify the parents/guardians.

#### **I. Suspension/Review of Placement of a Student with a Disability**

1. The School District of Escambia County does not discriminate against any student with a disability. Students with disabilities receive a free appropriate public education suited to their needs.
2. The Director of Exceptional Student Education (ESE) is the person in charge of grievance procedures under Section 504 of the Rehabilitation Act of 1973. Any

complaints may be made to this person. You may write him/her at 30 East Texar Drive, Pensacola, Florida 32503, telephone (850) 469-5518.

3. A student with a disability may be suspended from one (1) to ten (10) days for infractions of rules. The Individual Education Plan (IEP) team will convene to develop a functional behavior assessment plan or review the student's existing behavioral intervention plan if there is one. The IEP team will meet in all cases in which a school is proposing to suspend a student for more than ten (10) days in a given year or to explore an alternative setting. The IEP team will make a determination of whether or not the behaviors reflect a manifestation of the student's disability. Any change in educational placement must not result in complete cessation of services for a student with a disability.

4. Within 24 hours of the ESE student's suspension, the principal will:

- a. Send a letter to the parent/guardian of the student.
- b. Invite the parent/guardian to a meeting.
- c. Provide homework.

5. Within the ten (10) day suspension period, the IEP team shall meet.  
The IEP team will consider:

- a. The results of the Functional Behavioral Assessment.
- b. Whether or not the behavior is a manifestation of the student's disability.
- c. Appropriate interventions to provide positive behavioral support for the student.
- d. Development of a Behavioral Intervention Plan.
- e. The need to change the class or placement.

The parent/guardian will be given the procedural safeguards.

If parent/guardian does not attend the IEP review meeting, the parent/guardian receive written notification of the team's decision.

If an ESE student is recommended for an alternative placement, in lieu of expulsion, a representative of the District ESE staff will participate in the Individual Education Plan (IEP) process. The team must make sure that ESE services are continued. Parent/Guardian will be asked to take part in meetings and will be given copies of procedural safeguards.

Students who have an active 504 plan and reach ten (10) days of suspension and/or expulsion will be given a manifestation determination review. The Director of Exceptional Student Education has been designated as the responsible employee to coordinate grievance procedures under Section 504 of the Rehabilitation Act of

1973. Complaints alleging any violation of this Act shall be made in writing to the Director of Exceptional Student Education at 30 East Texar Drive, Pensacola, FL 32503, or by calling (850) 469-5518.

#### **J. Suspension/Expulsion of a Gifted Student**

In the State of Florida and Escambia County School District, gifted is considered part of Exceptional Student Education (ESE), therefore, students have a right under state statues to receive a free and appropriate public education. ESE students whose only exceptionality is gifted are bound by the same requirements as specified in the Students Rights and Responsibilities Handbook concerning in lieu of expulsion, involuntary transfer, suspension and expulsion as general education students. When those procedures are followed and result in a change in placement to a public alternative facility within Escambia County, the district will review the current Educational Plan to ensure that the student's gifted needs are addressed.

To guarantee a free and appropriate public education for ESE students whose only exceptionality is gifted, the following procedure should be followed:

- Before any disciplinary action for a student identified as gifted results in an in lieu of expulsion, involuntary transfer, expulsion or alternative placement to a public facility, the building principal will notify the teacher of the gifted responsible for the student's Educational Plan (EP).
- After any decision to implement a change in placement and before withdrawing a gifted child from the Escambia School District to a public facility in Escambia County, an Educational Plan Team meeting must occur. In the case of expulsion consideration, the meeting should follow a decision in an administrative hearing to place a student in a public alternative facility. The Subject Area Specialist for Gifted should be notified and invited to participate in all Educational Plan Team meetings to discuss services in an alternative placement public facility.
- The EP Committee will revise the Educational Plan to provide appropriate services based on the needs of the student or consider dismissal should the criteria be met.

#### **What Does That Section Mean???**

If you misbehave badly, there are rules that teachers and principals must follow when they deal with you. Neither your principal nor your teacher will spank you. Sometimes, though, when students break rules and laws they can be suspended, expelled, or arrested.

## **VII. STUDENTS HAVE DRESS/UNIFORM CODES**

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

The foregoing, notwithstanding, students in kindergarten through twelfth (12<sup>th</sup>) grade assigned to an Alternative Education Disciplinary Program shall be required to dress in accordance with the dress code policy in effect at the Alternative Education School.

### **A. Elementary Student Dress Requirements**

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

**B. The Following Elementary Clothing Items are Prohibited:**

1. Accessories that may be potentially dangerous and may include but are not limited to spiked arm bands, spiked necklaces, heavy chains or other sharp objects;
2. Clothing or accessories associated with gangs or any garment with obscene, offensive, intimidating language relating to gangs, criminal street gangs (Florida Statute 874.03), or violence;
3. Clothing or accessories that reference the use of drugs, alcohol, tobacco, or violence;
4. Clothing or accessories associated with discrimination on the basis of gender, age, race, religious creed, color, sexual orientation, marital status, national origin, or disability;
5. Clothing exposing the torso or upper thighs such as see-through garments, spaghetti straps, mini-skirts, mini-dresses, halters, backless dresses or shirts, tube tops, tank tops, bare midriff outfits, or shirts and/or blouses tied at the midriff;
6. Clothing with sexually suggestive images or words;
7. Clothing not properly fastened;
8. Visible undergarments, such as boxer shorts, bras, and thongs;
9. Nightwear/loungewear/pajamas;
10. Undergarments worn as outer garments;
11. Torn or frayed clothing;
12. Tight fitting clothing made of spandex or spandex-like fabric, including bicycle shorts;
13. Excessively large or form-fitting clothing that is disruptive to the order and discipline of the school setting or constitutes a safety hazard to the student(s).
14. Footwear that is deemed hazardous or dangerous to the health and safety of

students or others, such as bedroom slippers, platforms, high heeled shoes, or cleats. The principal may further designate the footwear that is permissible under the dress code policy.

15. Clothing that exposes private body areas including cleavage, groin, buttocks, navel and midriff.
16. Articles of clothing, jewelry, buttons, haircuts, tattoos, markings or other attire that are disruptive, offensive, suggestive, or indecent.

#### **C. Exceptions to the Dress Code Shall be Permitted When:**

1. A student wears a uniform of a nationally recognized youth organization on a regular meeting day or special event, (e.g., Boy Scouts, or Girl Scouts)
2. A student wears clothing associated with a school sponsored activity or event
3. A student wears a button, armband, or other accoutrement to exercise the right of free speech guaranteed by the United States and Florida Constitutions, unless the button, armband, or other accoutrement signifies or is related to gangs, gang membership, gang activity, discrimination on the basis of gender, age, race, religious creed, color, sexual orientation, marital status, national origin, or disability, or would otherwise violate the dress code policy;
4. A student wears a costume or special clothing necessary for a school play or other school sponsored activity as permitted by the principal;
5. The wearing of clothing in compliance with the dress code violates a student's sincerely held religious belief. Further, students whose religious practice includes wearing specific items of clothing, e.g. hijab (head scarf), kufi, or yarmulke (short, brimless rounded caps), are not in violation of the dress code when wearing such items of clothing.

#### **D. Infractions**

A student's failure to adhere to the provisions of the student dress code as set forth above shall constitute a violation of student code and shall be subject to discipline as follows, except for circumstances arising from those set forth in paragraph F, below:

1. First Offense - Oral warning to student; student will be provided

appropriate clothing to wear from the school's clothes locker or by a parent/guardian; parent/guardian notified in writing of violation;

2. Second Offense - Phone conference with the teacher and parent/guardian, to include a written documentation and reply from the parent/guardian. Student will be provided appropriate clothing to wear from the school's clothes locker or by a parent/guardian.
3. Third Offense - Conference with the principal and parent/guardian to include written documentation and signature of parent/guardian; student provided appropriate clothing to wear from the school's clothes locker or by parent/guardian; student shall receive one letter grade drop in citizenship grade per grading period; and/or other discipline action to be determined by the school as set forth in the "Students Have Consequences for Their Actions" section in the most recent edition of the Elementary Student Rights and Responsibilities Handbook, Grades K-5.

## E. Uniforms

1. The School Advisory Council (SAC) shall confer with the principal to determine whether there is a need/justification to consider an election to adopt the District-Wide Uniform for a period of two (2) years at both the elementary and secondary levels. The School Advisory Council's intention to discuss this subject with the school's parent population will be advertised at least seven (7) calendar days in advance.
2. District-Wide School Uniform Standard: The District's uniform shall consist of solid colored khaki, navy or black trousers, skirts, shorts, or jumpers. Shirts shall be collared and will be solid white, red, or dark blue and worn tucked in. *Students in grades K-5 shall not be required to tuck in their shirts.* Pull-over sweat shirts or solid sweaters of appropriate uniform colors may be worn over uniform shirt or blouse. No denim shall be allowed at the secondary level.

In addition, the school uniform and appearance shall be governed by the same provisions as in the Elementary Dress Code A.



## F. Financial Consideration

1. Financial Hardships: No student shall be denied attendance at school or be otherwise penalized for failing to wear clothing that complies with the uniform policy, if such failure is due to financial hardship.
2. Assistance: Each school's principal and SAC in collaboration with the School District shall develop procedures and criteria to offer assistance to students who are having difficulty complying with the District's uniform policy due to financial hardships. Each school is encouraged to develop a program with the school district to provide for donations of clothing, financial assistance or through programs that would alleviate financial hardship.
3. New Students: Students entering the Escambia County Public School System or transferring from a school without a mandatory uniform policy during the school year, shall be granted a grace period of up to thirty (30) days to comply with the mandatory uniform policy at the new school.

### What Does That Section Mean???

These are lists of rules about what you can and cannot wear to school.

\* \* \*

### What Does The Rest of This Handbook Mean???

Most of everything that follows is information that your parents need to have to keep you safe, healthy, and protected.

## VIII. STUDENT HEALTH INFORMATION

### A. Health Information & Healthy Habits

1. Florida Statutes requires that each **student** enrolling in Pre-K or Kindergarten, or any new student entering school in Florida for the **first time**, must provide documentation of a school entry physical exam that has been done within one (1) year before starting school.
2. Florida Statute requires that students have shots completed for their grade as follows:

**Parents Guide to FL School Immunization Requirements at a Glance  
2008-2009 School Year**

Grade	DTaP Series	Polio Series	MMR 1	MMR 2	Hepatitis B Series	Varicella 1	Varicella 2	Pneumococcal Conjugate	Hib	Td/Tdap Booster
Pre-K	X	X	X		X	X	X	X	X	
K	X	X	X	X	X	X	X			
1-5	X	X	X	X	X	X	Recommend			

3. Healthy students practice healthy habits:

- Wash their hands before eating and after using the bathroom.
- Cover their nose and mouth with a tissue before coughing or sneezing; drop dirty tissue in trash can.
- Brush and floss their teeth every day, twice a day.
- Sleep 8 hours every night.
- When a student is ill with a fever, diarrhea, and/or vomiting, student stays home until:

✓ FEVER FREE, DIARRHEA FREE, AND VOMITING FREE  
FOR 24 HOURS

4. Healthy Families practice Healthy Choices:

Nutrition

- Choose a variety of foods.
  - ✓ Aim to eat at least 5 servings of fruits and vegetables each day.
  - ✓ Include 3 servings a day of low-fat milk or dairy products.
  - ✓ Choose fiber rich whole-grains.
  - ✓ Select lean meats.
- Eat foods low in saturated fat, trans fat and total fat.
- Limit foods and drinks that are high in sugar such as candy and soda.
- Drink plenty of water everyday.
- Plan ahead for eating healthy snacks.
- Eat a healthy breakfast everyday.
- Serve smaller portions.

Physical Activity

- Combining home and school time, a student should accomplish at least 60 minutes of physical activity everyday.

- Children should not have extended periods (2 hours or more) of inactivity.
- Children should participate each day in a variety of age-appropriate physical activities to promote lifetime fitness.
- Limit television watching, video games, and computer-related activities to no more than 2 hours per day outside of school.

#### **Making Changes**

- Balance food choices with physical activity for a healthy body.
- Set a good example for children by making a physical activity and healthy eating a part of the daily routine.
  - ✓ As often as possible, eat meals together as a family.
  - ✓ As a family, be physically active together.
- Focus on small but permanent changes for better health.

### **B. Health Services & HIPPA (850) 469-5456**

Students have the right to special services to the degree such services are available in the school or reasonable access to same if provided elsewhere by the School District.

#### **1. Annual Health Services Notification:**

Your child has the opportunity to participate in health services provided by the School District of Escambia County and Escambia County Health Department as defined by the School Health Services Plan. This plan is established in accordance with Florida Statute 381.0056. The mission of School Health Services is to enhance learning by promoting health and wellness for children of Escambia County. Your school clinic is staffed with a School Nurse (Registered Nurse) and a Health Support Technician. Health information is confidential and is only shared with staff members that have a legitimate need to know.

#### **Health Services may include:**

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

State and program required screenings are performed in the grades listed below. Enhanced screenings may include blood pressure and dental screenings. Individual students may be referred for screenings as needed. Additionally, students entering Florida schools for the first time in grades K-5 will be screened for vision, hearing and growth and development. Parents are encouraged to seek medical evaluation of problems identified through the screening process.

Screenings:	Grade(s)
Vision and Hearing.....	K,1,3,6,9, and Referrals
Growth and Development (Body Mass Index).....	1,3,6,9, and Referrals
Scoliosis (Curvature of the Spine).....	6, and Referrals
BP (Blood Pressure).....	9, and Referrals

**Parents who do not wish for their child to participate in health services and/or screenings must inform the school in writing each year.** If needed, forms are available at the school.

## 2. Taking Medicine at School:

Whenever possible, medications should be administered at home. If it is necessary to schedule medication during the school day, the School Board Policy will be followed (School Board Rules 3.07(16):

- a. Each prescription medication must be authorized in writing on a school **Authorization for Prescription Medication Form** that is signed by both the legal prescriber and parent/guardian. Parent/guardian should request their pharmacist to label a second bottle to provide a separate 30-day supply for the school.
- b. **Over the counter medications are limited to:**
  - Acetaminophen (e.g. Tylenol)
  - Calcium Carbonate (e.g. Tums, Maalox)
  - Ibuprofen (e.g. Advil, Pamprin IB)
  - Diphenhydramine (e.g. Benadryl)
  - Sting Relief Pad

An **Authorization for Administration of Non-Prescription Medication Form** shall be completed by the parent/guardian. Forms are available in the school clinic. **All other over-the counter medications require an Authorization for Prescription Medication Form signed by the physician.**

- c. While in school or under the authority of school district personnel, there are only 2 types of medications that a student can carry **when** there

is an **Authorization for Administration of Prescription Form** on file in the clinic with signatures of legal prescriber and parent/guardian. Additionally, the school nurse shall assess student's capability and include in Individual Health Care Plan:

- A student with asthma may be permitted to carry a metered dose inhaler.
- A student with severe allergies may carry a prescribed Epi-pen with inclusion in Health Care Plan/School Nurse.

**Authorization for Administration of Prescription Form** must be on file in the clinic before the student can carry asthma inhaler. or epinephrine auto-injector.

Except as provided above, students shall not possess, dispense or share prescription or non-prescription medication. For student safety, it is **required that the parent/guardian or responsible adult, deliver the medication to or from the school's clinic.** Discontinued medications must be picked up within one week after it is stopped and at the end of the school year. **Unclaimed medications will be destroyed.**

### **3. Head Lice Management Plan:**

This plan is enforced to keep students in school and free of head lice. Students will be temporarily excluded from school for parents/guardians to perform head lice treatment. When treatment is completed, students must return to the school clinic for clearance before returning to the classroom. If needed, one (1) day of absence will be excused to complete treatment.

### **4. Notice of Privacy Practices Florida Department of Health Escambia County Health Department & School District of Escambia County**

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

## **C. HEALTH DEPARTMENT & SCHOOL DISTRICT DUTIES**

The Health Department and School District are required by law to maintain the privacy of your protected health information. This Notice of Privacy Practices tells you how your protected health information may be used and how we keep your information private and confidential. This notice explains

the legal duties and practices relating to your protected health information. As part of the department's legal duties, this Notice of Privacy Practices must be given to you. The Health Department and School District are required to follow the terms of the Notice of Privacy Practices currently in effect.

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

#### **D. USES AND DISCLOSURES OF YOUR PROTECTED HEALTH INFORMATION**

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

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

Your protected health information may be used or disclosed by the Health Department or School District for purposes of treatment, payment, and health care operations. *Health care professionals use medical information in clinics or hospitals to take care of you. Your protected health information may be shared, with or without your consent, with another health care provider for purposes of your treatment. The Health Department or School District may use or disclose your health information for case management and services. The Health Department or School District may send the medical information to insurance companies, Medicaid, or community agencies to pay for the services provided you.*

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

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

- Reporting abuse of children, adults, or disabled persons.
- Investigations related to a missing child.
- Internal investigations and audits by the division, bureaus, and offices of the Department of Health or Department of Education.
- Investigations and audits by the state's Inspector General and Auditor General and the legislature's Office of Program Policy Analysis and Government Accountability.
- Public health purposes including vital statistics, disease reporting, public health surveillance, investigations, interventions and regulation of health professionals.
- District medical examiner investigations.
- Research approved by the Department.
- Court orders, warrants, or subpoenas.
- Law enforcement purposes, administrative investigations, and judicial and administrative proceedings.

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

## E. INDIVIDUAL RIGHTS

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

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

You have the right to inspect and receive a copy of your protected health information. Your inspection of information will be supervised at an appointed time and place. You may be denied access as specified by law. If

access is denied, you have the right to request a review by a licensed health care professional who was not involved in the decision to deny access. This licensed health care professional will be designated by the Health Department or School District.

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

- Was not created by the Health Department or School District,
- Is not protected health information,

If your correction is accepted, the Health Department or School District will make the correction and tell you and others who need to know about the correction. If your request is denied, you may send a letter detailing the reason you disagree with the decision. The Health Department or School District will respond to your letter in writing. You also may file a complaint, as described below in the section titled Complaints.

#### F. COMPLAINTS

If you believe your privacy health rights have been violated, you may file a complaint with the: Department of Health's Inspector General at 4052 Bald Cypress Way, BIN A03/ Tallahassee, FL 32399-1704/ telephone 850-245-4141 and with the Secretary of the U.S. Department of Health and Human Services at 200 Independence Avenue, S.W./ Washington, D.C. 20201/ telephone (202)-619-0257 or toll free (877)-696-6775. The complaint must be in writing, describe the acts or omissions that you believe violate your privacy rights, and be filed within 180 days of when you knew or should have known that the act or omission occurred. The Department of Health will not retaliate against you for filing a complaint.

You may request a summary for not more than a 6-year period from the date of your request.

#### G. FOR FURTHER INFORMATION

Requests for further information about the matters covered by this notice may be directed to the person who gave you the notice, to the Health Services Coordinator of the District, to the director or administrator of the Department of Health facility where you received the notice, or to the



Department of Health's Inspector General at 4052 Bald Cypress Way, BIN A03/ Tallahassee, FL 32399-1704/ telephone (850)-245-4141.

#### H. EFFECTIVE DATE

This Notice of Privacy Practices is effective beginning April 14, 2003, and shall be in effect until a new Notice of Privacy Practices is approved and posted.

#### I. REFERENCES

"Standards for the Privacy of Individually Identifiable Health Information; Final Rule." 45 CFR Parts 160 through 164. ***Federal Register*** 65, no. 250 (December 28, 2000). "Standards for the Privacy of Individually Identifiable Health Information; Final Rule." 45 CFR Part 160 through 164. ***Federal Register***, Volume 67 (August 14, 2002)

### IX. PARENTAL INFORMATION

#### A. Notice of Non-Discrimination

The School District of Escambia County does not discriminate against any person on the basis of sex, age, race, creed, color, marital status, national origin, sexual orientation or disability in the educational programs, or extra curricular activities which it operates or in the employment of personnel and does not tolerate any such discrimination. Grievances alleging violation of this policy shall be made to the office of Human Resources, telephone (850) 469-6102, located at 215 West Garden Street, Pensacola, Florida 32502.

Written policies and procedures implementing Section 504 of the Rehabilitation Act of 1973, Subpart "D", have been developed by the School District. For information regarding these policies or the procedures, or to copy any part of the policies, contact the District 504 Coordinator (Director of Exceptional Student Education), telephone (850-469-5518), at 30 East Texar Drive, Pensacola, Florida 32503.

#### B. Notice to Parents/Guardians

The language used in this edition of the Elementary Student Rights and Responsibilities Handbook is suited for the emotional and intellectual (reading)

level of elementary students. While the language is appropriate and in most instances sufficient, it may not emphasize the severity of the consequences for certain behaviors prohibited by the School District. **Parents/Guardians are strongly encouraged to review this information with their child(ren).**

Please be advised that the School District of Escambia County, consistent with state and federal guidelines, imposes severe penalties for acts which substantially disrupt the orderly conduct of the school. Such acts include, but are not limited to, acts of violence, threats of violence, bomb threats, possession of a weapon, harassment, possession of illegal drugs, or gang related activities.

Any student who possesses or brings a firearm, as defined in Chapter 790 Florida Statutes, to school, a school sponsored activity or on District transportation will be expelled with or without continuing educational services, from his/her regular school for a period of not less than one (1) year and will be referred for criminal prosecution, Section 1006.07, Florida Statutes. This Statute includes any firearm, operable, or inoperable, loaded or unloaded. A firearm means “any gun” (including a starter gun) designed to or may readily be converted to expel a projectile by action or any explosion.

#### **C. No Child Left Behind Act**

The No Child Left Behind Act of 2001 (NCLB) provides that parents of all children in a Title I school have the right to request information about the qualifications of their children’s teachers. This includes whether the teacher is teaching under emergency or provisional status, the area of study which the teacher majored in college and the qualifications of any paraprofessional staff providing services to students. If your child is taught by a teacher who is not highly qualified for four (4) or more consecutive weeks, you will receive notice.

#### **D. Custody**

In cases of divorce or separation, both parents shall have full rights to participate in their child(ren)’s school activities. Parents/Guardians of students with court orders that limit or prevent access to school records of their children(ren) shall provide a certified copy of the court order to school officials. The primary residential parent shall have the sole right to determine who may remove the student from school unless otherwise determined by court order.

#### **E. Supplemental Academic Instruction (SAI)**

Based upon student’s academic needs, programs are designed in the categories of

supplemental instruction and academic intervention plans at school sites throughout the District.

**F. Department of Children and Families (DCF) Staff Interviewing or Removing a Student from School**

1. The principal will decide where the interview will take place.
2. DCF staff must give proper Agency identification.
3. The principal will be present only upon request of the DCF staff.
4. If present, the School District witness will not take part in the investigation. He/She will be a witness only.
5. The School District witness will keep the interview confidential. (Chapter 39.301(18), Florida Statute)
6. After signing an Affidavit Form for removal, DCF staff may take a student from school.
7. Notification of parents/guardians regarding removal or interview of a student, while on school premises, by DCF staff is the responsibility of the Department of Children and Families.

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

1. Section 39.201, Florida Statutes requires employees of the School District of Escambia County, Florida to report any and all suspected or reported cases of child abuse to the Department of Children and Families Services.
2. Parents/Guardians are advised that they should report known or suspected incidents of child abuse of a student by an employee of School District of Escambia County, Florida including, while the student is attending school, a school function or otherwise under the jurisdiction of the School District, to the principal of the school the child attends.

**H. Special Programs and Services – Reference for Parents and Students**

Students have the right to special services to the degree such services are available in the school or reasonable access to same if provided elsewhere by the School District. Students have the responsibility to use these services for their own educational and personal development and to refrain from using them for nonessential purposes.

To all parents/guardians of children who attend schools under the jurisdiction of the School Board of Escambia County, Florida and to all employees who work in the schools and buildings under the jurisdiction of the School Board of Escambia County, Florida:

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

**I. School Social Worker (850) 469-5451**

School Social Workers will assist students with educational, attendance, emotional and health problems.

**J. Guidance Services (850) 469-5303**

Provides:

1. Individual and small group counseling to assist students with educational, career, personal and social development.
2. Assistance to students and parents/guardians in solving problems which interfere with educational progress.
3. Information and referral to programs which will meet specific needs of individual students and their parents/guardians. A list of agencies providing drug and alcohol counseling, rehabilitation and re-entry programs is found on the back cover of this handbook.
4. Referrals for outside counseling.
5. Crisis counseling (grief and loss).

**K. Psychological Services (850) 469-5363**

School psychologists serve as a support system for students who after receiving individualized strategies and interventions, continue to exhibit learning difficulties, dysfunctional behavior, or are in need of additional services. Assessment through standardized testing may be utilized to determine how to help children mature intellectually, emotionally and socially in the school environment. This assessment is part of the total process used in determining eligibility for Exceptional Student Education programs.

In addition, Psychological Services offers parents/guardians and teachers support through the following programs:

- \* Attention Deficit/Hyperactivity Disorder (ADHD) - an educational consultation program for teachers and parents/guardians to increase understanding and management of students with ADHD.

- \* Broad Loss and Other School Crisis Management - assistance to schools and personnel experiencing crisis situations.
- \* Instructional Support Teams - school-based teams to address interventions for individual children.
- \* Family Service Planning Teams - interagency, community-based teams to integrate services for families and children.
- \* Grief and Loss - education and assistance concerning issues related to grief and loss.
- \* Nonviolent Crisis Intervention - a cooperative program with other district personnel to assist schools in violence prevention and physical/psychological management of disruptive students.
- \* Pre-kindergarten Development - education for parents/guardians and teachers about pre-kindergartners' emotional, social and cognitive development.
- \* Second Step - a program to address violence prevention through the teaching of empathy, problem solving and anger management skills to children.
- \* Stop and Think - a school-wide program to address violence prevention through the teaching of positive social skills to children.

**L. Audiological Evaluations (850) 453-7472**

Students who do not pass the hearing screening will be referred for an audiological evaluation.

**M. Exceptional Student Education (850) 469-5518**

The following are Exceptional Student Education programs for eligible students: Specific Learning Disabilities, Mentally Handicapped, Speech Impaired, Language Impaired, Deaf/Hard of Hearing, Physically Impaired, Occupational and Physical Therapy, Gifted, Visually Impaired, Autism Spectrum Disorder, Developmentally Delayed, Dual Sensory Impaired and Emotional/Behavioral Disabilities Hospital/Homebound services are available for students whose medical condition restricts school attendance for an extended period of time. A doctor's statement is required for all students requiring Hospital/Homebound services. Parents/Guardians of (ESE) students are afforded additional rights as outlined in documents called *Procedural Safeguards for Exceptional Students Who are Gifted, Revised 2004* and *2005 Notice of Procedural Safeguards for Parents of*

*Students with Disabilities.* Either of these documents may be obtained from the district's ESE Office, or the ESE department of each local school.

## **N. Educational Records**

A complete copy of the Student Records Guidelines is available for your use in each school or center in the School District. Contact the principal or guidance counselor for access to the Student Records Guidelines.

Each school in the School District of Escambia County keeps individual records of students. Students and their parents/guardians have certain privacy rights with regard to these records. Each school and the School District have the following information about records for parents/guardians and students to read:

1. A complete set of written policies and procedures about educational records.
2. A list of the kinds of student records kept by the school, telling the place where each kind of record is kept.
3. A list of the people, School District staff members or officials who are allowed to see and use the records without the written consent of parent/guardian.
4. Hard copies of electronic records included in the cumulative folder.
5. Some of the kinds of information kept by schools in educational records are
  - a. Health information.
  - b. Family background information.
  - c. Test scores.
  - d. Educational plans.
  - e. Honors and activities.
  - f. Teacher comments.
  - g. Reports from Student Services or Exceptional Student Education staffing committees.
  - h. Letters from agencies or professional persons.
  - i. A list of schools attended.
  - j. Written agreements of corrections or deletions as a result of meetings or hearings.

## **O. Right To Access**

By making a request to the school principal, parents/guardians may see the individual student's records. The school will share the records with the parents/guardians of students as soon as possible but shall not exceed thirty (30)

calendar days. Divorced parents have equal access to a student's records unless a court order prohibiting access is on file with the school. A school staff member will be available to explain information in the records. Parents/Guardians or students may ask for copies of information in the records. There may be a charge for copies. The fee shall not include the cost to retrieve the educational records nor shall a fee prevent parents from inspecting or reviewing such records.

## **P. Right To Privacy**

All school records of individual students are private and confidential. Without the consent of parents/guardians, persons other than the school or School District staff listed above will not be allowed to see any personally identifiable student records.

### **Exceptions**

There are some exceptions to this rule which include, but are not limited to the following:

1. In an emergency situation where there is danger to health and safety, some records may be shared without the parents'/guardians' consent.
2. Some state and federal officials have the right to see records.
3. When a student enters or plans to enter any other school, records or copies of records will be sent to that school when requested by the new principal, the parents/guardians or certain students.
4. Some information from the records, called directory information, may be shared without written consent. Directory information includes - student name, address, listed telephone number, date and place of birth, major field of study, participation in officially recognized school activities/sports, weight and height of members of athletic teams, dates of attendance, degrees or awards received and the last school attended by the student.
5. Any parent/guardian may ask, in writing, that directory information not be released. Any such requests must be made within thirty (30) calendar days of receiving this notice.

## **Q. Right To Waive Access**

1. Parents/Guardians have the right to waive (give up) access to letters or statements of recommendation or evaluation. The parents/guardians or the student may ask to be notified of the names of persons submitting letters or statements.

2. The letters of recommendation or evaluation must be used only for the purpose intended. Parents/Guardians or students may not be required to give up the right to access.

#### **R. Right To Challenge and Right To Hearing**

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

#### **S. Right for Language Interpretation**

Parents/Guardians who have a primary language other than English may request an interpretation from English to the primary or home language of pertinent portions of the Elementary Rights and Responsibilities Handbook including, but not limited to, Rights of Privacy. Requests for interpretation should be made to the Director of Elementary Education located at the J. E. Hall Center, 30 East Texar Drive, Pensacola, FL 32503. To submit a request by phone, call (850) 469-5494.

#### **T. Right To Report Violation**

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



## Community Services

Community Drug and Alcohol Council (Prevention, Education Awareness to report selling, serving to minors)	(850) 434-2724
DAART	(850) 469-3586 or after hours (850) 469-3585
Help Line/Teen Line	(850) 438-1617
Alcohol Helpline	1-800-821-4357
Lakeview Center	(850) 432-1222
Lakeview Center - Adult and Adolescent Drug and Alcohol Counseling Residential and Outpatient	(850) 469-3405
Alcoholics/Al Anon/Narcotics Anonymous	1-800-356-9996
The Friary (Residential - family problems, alcohol/drug related)	(850)-932-9375
Twelve Oaks - Drug and Alcohol Rehabilitation Center (residential)	1-800-622-1255
Baptist Hospital Stress Center Care Unit (adult & adolescent)	(850) 434-4866
Your School's Guidance Counselor	_____
Your School's Overlay Counselor	_____
Your School's Nurse	_____
Escambia School District Guidance Dept.	(850) 469-5303
First Call for Help	(850) 595-5905
Crime Stoppers	(850)433-STOP or 1-877-433-8477
CHADD (ADHD)	1-800-233-4050
FL KidCare Insurance (affordable health insurance info for uninsured students)	(850) 595-5905 or 1-888-540-5437
Gulf Coast Kid's House	(850) 595-5800

## APPENDICES

THE SCHOOL DISTRICT OF ESCAMBIA COUNTY      **CUSTODY AFFIDAVIT**  
Pupil Instructional Support Services  
30 E. Texar Drive  
Pensacola, FL 32503

The undersigned, under oath, swears as follows:

1. That he or she is an authorized representative and agent of \_\_\_\_\_  
(herein after "the Department").
2. That the undersigned has full legal authority to take said minor, \_\_\_\_\_  
\_\_\_\_\_ (name) of \_\_\_\_\_  
\_\_\_\_\_ (address), into the custody of the Department as its  
authorized representative and designee for such purposes pursuant to a warrant for  
arrest/court order/protective custody (copy of documentation attached).
3. That the undersigned acknowledges taking said child into his/her custody as of the date and time set  
forth below and on behalf of himself/herself and the Department, assumes full responsibility for the  
welfare and safekeeping of said child.
4. That the undersigned, on behalf of the Department, agrees to indemnify and hold harmless,  
to the extent permitted by law, the School Board of Escambia County, Florida, its agents and  
employees, from any and all liabilities and actions, suits, defense of suits or otherwise in connection  
with release of said minor child into the custody of the undersigned law enforcement officer.
5. The undersigned acknowledges receiving said minor child into his/her custody from the School  
Board of Escambia County, Florida, \_\_\_\_\_ (school) at \_\_\_\_\_ a.m./p.m.  
this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

DEPARTMENT OBTAINING CUSTODY

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Identification/Badge #: \_\_\_\_\_ Rank: \_\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public, State of Florida

My Commission expires: \_\_\_\_\_

or

Witnessed by: \_\_\_\_\_

MIS-077