

Brevard Public Schools



2011-2012 Secondary Handbook Code of Conduct

Brian T. Binggeli, Ed.D., Superintendent

Welcome To Brevard County Public Schools



Welcome Students and Parents!

Secondary school is a time to plan and make choices that will affect your educational career path and ultimately your livelihood. As you embark on this journey, your teachers, guidance counselors and administrators are available to help guide you toward achieving your goals. On behalf of the School Board and the employees of Brevard Public Schools (BPS), I would like to welcome you to our schools and to the 2011-2012 school year. We are truly committed to serving every student with excellence as the standard.

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

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

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

Best Regards,

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

Brian T. Binggeli, Ed.D.

SCHOOL BOARD OF BREVARD COUNTY

2700 Judge Fran Jamieson Way • Viera, Florida 32940-6601

BREVARD COUNTY SCHOOL BOARD MEMBERS

Dr. Barbara A. Murray, Chairman

Amy Kneessy, Vice Chairman

Karen Henderson

Dr. Michael Krupp

Andrew Ziegler

SUPERINTENDENT

Brian T. Binggeli, Ed.D.

STUDENT SUPPORT SERVICES

Beth Thedy, Ed. D., Assistant Superintendent

TABLE OF CONTENTS

EMERGENCY RESPONSE/BOMB THREAT	1
MISSION STATEMENT, STUDENT	2
RESPONSIBILITIES AND RIGHTS	2
INTRODUCTION	3
STUDENTS ARE UNDER CONTROL OF SCHOOL	3
SCHOOL ENROLLMENT	4
Initial Enrollment	4
School Entry Physical Examination	4
Foreign Students Fee	4
Proof of Residence	5
Change of Address and/or Telephone.....	5
Immunizations Requirements	6
Social Security Numbers	7
Grades K-12/ Adult Registration Form Addendum	7
Damage by Students	8
Accessibility Survey.....	8
Home Language Survey.....	8
Transfers - Notification.....	8
Withdrawals - Intent to Terminate	9
Students in Transition (Homeless) and Enrollment Requirements	9, 10
Graduation Ceremony	10
Enrolling From Home Education Program	10
ATTENDANCE	11
Attendance Policy	11-16
Request for Out-of-Area Assignment (K-12) Form	16
TRANSPORTATION	16
Coming to School - Too Early	16
Coming to School - Too Late (Tardiness)	16
School Traffic Patterns	16
Bicycles.....	17
Rainy Days.....	17
RIDING THE SCHOOL BUS	17
School Bus Stop	17
Penalty for Misbehavior	17
Standards of Conduct for Riding the School Bus	18
ADDITIONAL SCHOOL INFORMATION	19
Field Trips	19
Misbehavior on Field Trips	19
Fire Drills	20
Impact Information	20
Insurance	20
Library Books and Other School Materials.....	20
Lunches	20
Athletic Eligibility	21
SCHOOL HEALTH	21
School Health Program	21
Accidents and Illness	21
Unusual Health Conditions	21
Controlling Head Lice	22
Assisting with Medication	22
Asthmatic Students.....	23
Vision and Hearing Screening.....	23
DIRECT CONTACT COMMUNICABLE DISEASES	23
Admissions and Attendance	25
Accommodations and Restrictions When Necessary	25

Confidentiality	25
Instructional Program for Students	25
Character Education	26-30
DRESS CODE	30-33
Racial Slurs, Hate Slurs, Name Calling	33
Bullying and/or Harassment	33, 35
Cyberstalking	35
Cyberbullying.....	35-39
Teen Dating, Violence and Abuse.....	35-39
Parent Notification.....	39
Enforcing Restraining Orders.....	39
Consequences.....	40
Remedial Actions, Support Services.....	40-43
Instructional Training.....	43
Harassment.....	43- 45
Zero Tolerance for School Related Crime	45-47
Discipline	47-50
Electronic Devices	50-53
Weapons.....	53, 54
Possession, Illegal Substances	54, 55
Extortion	55
Bomb Threats	55
Arson.....	55
Felony Charge for Incidents Off School Property	56
Community Control	57
Cyberbullying	58-60
Search and Seizure	60-62
Alternative Learning Centers	60
Suspension and Expulsion	62-64
Earned Returned Programs	64, 65
Rules of Discipline for Disabled Students	65
Student Records	65-67
Access to Student Records	67, 68
Disclosure of Student Record Information	68-71
Opt-Out for Directory Information/Military	71-76
Hearing Procedure to Correct Student Records	76
Transfer of Student Records	78
Destruction of Student Records	78
Exceptional Student Education Records	79
Access to Resources and Services School Library	79
Student District Network Use	80
Student AUP	81
Copying Fees	82
Suspected Abuse, Neglect or Abandonment	83-84
Non-Discrimination Policy and Grievance Procedures	85
Student Grievance Procedure (Title IX and Florida Equity Educational Act	86
Parent/Student Rights Afforded by Section 504	87
Request to Exclude Directory Information (Opt-Out Form)	90
SAT/ ACT Test Dates and Grading Scale	91
School Calendar 2011-2012	92
Secondary School Directory	93
Acknowledgements	94
Notes	95
Non-Discrimination Notice	Inside Back Cover

Emergency Response

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

Level I: Schools Closed

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

Level II: District Closed

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

Level III: Clear and Present Danger

Under this condition, no one is required to report.



Brevard County Public Schools

Mission Statement

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

STUDENT RESPONSIBILITIES AND RIGHTS

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

INTRODUCTION

This handbook has been prepared to provide secondary students and their parents with some of the rules and guidelines concerning Brevard County schools. The Secondary Student Code of Conduct covers school attendance, responsibilities and rights, as well as rules of conduct for students.

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

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

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

STUDENTS ARE UNDER CONTROL OF SCHOOL

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

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

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

SCHOOL ENROLLMENT

Initial Enrollment

Children entering Brevard County schools for the first time must comply with Florida Statutes and with the Brevard County School District Student Progression Plan. Students must have an immunization record on file at the school.

Any student who does not have the immunization form shall be temporarily excluded from attendance until full compliance.

As a part of the enrollment process, it is necessary for a parent or legal guardian to accompany their child to school for initial entry or transfer to a new school.

School Entry Physical Examination

Within thirty (30) school days of a child's initial entry to a Brevard County school, the Principal shall require evidence of a physical examination performed within one year prior to the date of entry. Students transferring into Brevard County schools from a school within the state of Florida who have a completed physical examination form as part of their school record need not be re-examined.

A child may be exempt from the required physical examination and/or immunization upon written request of the parent or guardian of such child stating objection to the examination and/or immunization on religious grounds or for a medical reason certified by a competent medical authority.

Foreign Students Fee

A fee covering the annual unsubsidized per capital cost shall be paid by each foreign student with F-1 immigration status or any foreign student who is otherwise required to reimburse the Board in accordance with the Immigration and Nationality Act. Payment of the fee shall be made annually in advance of the foreign student's enrollment and one-half of such fee may be refunded if the student's actual attendance is one semester or less. The annual fee shall be determined annually by the Office of Financial Services.

Proof of Residence

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

- Florida driver's license
- Brevard County voter registration card
- Current utilities statements
- Current rental, or lease agreements

Change of Address and/or Telephone

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

2011 – 2012 Immunization Requirements
--

GRADE

Pre K

SHOT

4 DTP / DTaP
 4 Polio
 1 MMR
 1 HIB
 1 Varicella (or verification of Chicken Pox)
 3 Hepatitis

GRADE

Kindergarten-3rd

SHOT

5 DTP / DTaP
 4 Polio (if 4th dose given after 4th birthday)
 or
 5 Polio (if 4th dose given before 4th birthday)
 2 MMR
 3 Hepatitis
 2 Varicella (or verification of Chicken Pox)

GRADE

4th – 6th

SHOT

5 DTP / DTaP
 4 Polio
 2 MMR
 3 Hepatitis
 1 Varicella (or verification of Chicken Pox)

GRADE

7th – 10th

SHOT

5 DTP / DTaP
 1 Tdap / Td
 4 Polio
 2 MMR
 3 Hepatitis
 1 Varicella (or verification of Chicken Pox)

GRADE

11th – 12th

SHOT

5 DPT / DTaP
 1 Tdap / Td
 4 Polio
 2 MMR
 3 Hepatitis

For additional information contact:

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

Pamela Hamilton RN, BS
 CHN Consultant / School Health Coordinator
 Brevard County Health Department
 (321) 269-6311

Social Security Numbers

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

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

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

Grades K-12/Adult Registration Form Addendum

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

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

It is most important that all students be aware of the information and rules on this form and discuss the form with your parent/guardian. Students are required to sign and acknowledge receipt of the form each year at the beginning of school.

Important Notice To Students

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

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

Damage By Students

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

Accessibility Survey

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

Sign Language Interpreter	Braille	Mobility Access
Assistive Listening System		Large Print

These accommodations are available upon request for Parent-Teacher Organization Meetings, school plays, teacher conferences, etc.

Please notify your child's school. This information is also requested (voluntarily) on the Student Registration Form.

Home Language Survey

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

If a student answers "yes" to any one of the three questions on the survey, the school will assess the student's English proficiency to determine eligibility for services through the English for Speakers of Other Languages (ESOL) program. All students have a right to comprehensible instruction. More information on the ESOL program can be located at: <http://secondarypgms.brevard.k12.fl.us/esol.html>

Transfers - Notification

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

Withdrawals - Intent to Terminate

Any student sixteen (16) years of age or older who intends to withdraw from school must file a formal declaration of intent to terminate school enrollment with the school. The declaration must acknowledge that terminating school enrollment is likely to reduce the student's earning potential and must be signed by the student and his or her parent or legal guardian.

In accordance with FS 1003.21, when a student is terminating school enrollment, the student's guidance counselor or other school professional must conduct an exit interview with the student to determine the reasons for the student's decision to terminate school enrollment and actions that could be taken to keep the student in school. The student should also complete an Exit Interview Student Survey, which was prescribed by the Department of Education to provide data on student reasons for terminating enrollment and actions taken by schools to keep students enrolled. The Exit Interview form and the Exit Interview Student Survey are available to school personnel online at the BPS website.

Students in Transition (Homeless)

McKinney-Vento Act

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

Definition of Homeless Students

- Living in emergency or transitional shelters, FEMA Trailers, abandoned in hospitals or awaiting foster care
- Sharing the housing of other persons due to loss of housing, economic hardship or a similar reason; "doubled up"
- Living in cars, parks, campgrounds, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings
- Living in hotels or motels due to economic hardship

School District Services

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

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

The Homeless Student Liaison may be contacted at the Office of Student Services at (321) 633-1000 ext. 456.

Enrollment Requirements for Homeless Students

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

Graduation Ceremony

In order to participate in a high school graduation ceremony a student must have already completed the Requirements for Graduation, Grades 9-12. A senior who has been enrolled at the Alternative Learning Center and who is not attending the referring (home) school at the time of graduation, will not participate in the referring school's graduation ceremony.

Enrolling Children from Home Education Programs

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

1. A child will be enrolled if he/she meets district and state entrance requirements the same as any other student.
2. Academic credit and grade placement of the child for the current school term will be made by the school in accordance with Student Transfer Requirements in the current Brevard County Student Progression Plan. The specific topic references are: *All Transfer Students 7-8; State Uniform Transfer of High School Credit.*

Compulsory School Attendance

Attendance

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

Absence

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

Attendance Policy

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

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

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

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

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

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

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

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

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

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

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

Absence From School for Religious Instruction

Upon application to the Principal, a student may be released from school up to one hour per day for religious instruction away from the school site. The application shall include the notarized written consent of the parent or guardian for those students who have not attained the age of majority.

The religious institution shall also provide weekly attendance records to the school. Prior to approval, the Principal shall ensure that the student is enrolled in sufficient courses to allow for promotion or graduation and that the student's grades are adequate for promotion or graduation. The Principal may terminate the student's permission for non-attendance.

On days designated as religious holidays, students may request prior approval to be absent from school for personal and family observance. School cooperation is requested when scheduling tests or major project due dates. Student absences for religious purposes should not prohibit students from receiving "perfect attendance" recognition.

Make-Up Work

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

The Principal shall determine, in consultation with teachers, when appropriate, whether the student should be given the opportunity to make-up schoolwork and course requirements missed while absent due to out-of-school suspension.

If this privilege is given, the student shall have a reasonable amount of time left up to the discretion of the teacher following suspension to complete the schoolwork missed and shall do so on his or her own initiative.

Attendance Appeal Committee

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

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

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

Tardiness

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

Habitual Truant

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

Any student who accumulates a total of fifteen (15) days of unexcused absences in a period of ninety (90) calendar days will be considered

habitually truant. The student and his/her parent shall be informed of excessive absences as well as the district's intent to file a complaint with the Circuit Court Juvenile Division and notify the Department of Highway Safety and Motor Vehicles (DHSMV).

Drivers License

Pursuant to Section 322.091, F. S., the 1997 Florida Legislature enacted requirements that schools report to the Department of Highway Safety and Motor Vehicles (DHSMV) the name, birth date, sex, and social security number of any minor who attains the age of 14 and accumulates fifteen (15) unexcused absences in a period of ninety (90) calendar days. The legislation further provides that those minors who thus fail to satisfy attendance requirements will be ineligible for the driving privilege.

Married and/or Pregnant Students

Married and/or pregnant students shall not be prohibited from attending school. Teenage parents shall receive the same educational instruction or its equivalent as other students, but may voluntarily be assigned to a class or program suited to their special needs.

Students participating in Teenage Parent Programs (TAP) shall be exempt from minimum attendance requirements for absences relating to pregnancy or parenting, but shall be required to make up the work missed due to the absence pursuant to F.S.1003.54 before a passing grade and/or credit is assigned. Make up work should be completed as soon as possible.

Brevard County Schools will provide information on alternative and adult education programs. Pregnant students may choose to attend one of these.

College Visits and Military Recruitment

Trips for college/military should be scheduled when school is not in session. The administration may make an exemption if the college or military facility has a planned program agenda for a specific day or if the student has a specific appointment with a college or military official that is validated in writing. These trips are limited to junior and senior students, for three (3) school days per school year.

Eligible Students

An eligible student (18 years of age) who is not residing with a parent or legal guardian shall not be prohibited from registering or remaining in school. All eligible students are required to follow all school board rules, policies and procedures, and shall be under the authority of the Principal as it relates to leaving school grounds, attendance and discipline procedures.

Regular School Attendance

- A. Regular school attendance shall be the responsibility of parents and students. In addition, the parent/guardian shall be required to justify each absence of the child by providing the reasons and explanations for the child's absence to the school.
- B. Each school shall continually encourage and promote regular school attendance of students. Furthermore, each school shall maintain accurate attendance records, track absences, and follow attendance reporting procedures prescribed by the Superintendent.
- C. Teachers shall record absentees each period of the school day and report absences as required by the school. Parents/guardians should be notified each time their child is absent insofar as possible.
- D. For each absence for which the reason is unknown, the Principal or designee shall contact the student's parent or guardian to determine the reason for the absence. The final authority for determining acceptability of the reason for the absence(s) shall rest with the Principal.
- E. Any student who fails to attend any regularly scheduled class and has no excuse for absence shall be referred to the appropriate school administrator. Disciplinary action shall include notifying the student's parent/guardian. Chronic truancy, deliberate nonattendance, or students with at least five (5) unexcused absences shall result in a referral to the Child Study Team.
- F. Students identified as physically or mentally impaired and eligible under the Individuals With Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973 and are exhibiting a pattern of non-attendance shall be referred to the Child Study Team to review the attendance record and make appropriate recommendations.

Absence of Student for Work

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

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

Non-Resident Students

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

Request for Out-of-Area Assignment (K-12) Form

A student may be permitted to attend a school other than the school serving the parents' residential area by completing a Request for Out-of-Area Assignment (K-12) Form and submitting the form for approval or disapproval of the Director of School Choice who shall take into consideration in making the decision criteria, including but not limited to, the following:

- a. Severe health problems
- b. Small school status
- c. Racial integrity
- d. Overcrowding
- e. Acceptance of responsibility for transportation, good attendance, and acceptable behavior
- f. Program availability
- g. Other hardships

Verification of Residence

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

TRANSPORTATION

A. Coming to School - Too Early

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

B. Coming to School - Too Late (Tardiness)

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

C. School Traffic Patterns

Parents are urged to follow the designated traffic route established at the individual school in delivering and picking up children. These routes have been designated for the safety of all children and for the efficient movement of automobiles and school buses. Parents are

encouraged to form car pools to reduce congestion during opening and dismissal periods. The safety of children is a primary concern of the school. Those persons who drive vehicles on or near school property should exercise caution at all times.

D. Bicycles

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

E. Rainy Days

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

RIDING THE SCHOOL BUS

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

A. School Bus Stop

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

B. Penalty for Misbehavior

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

STUDENTS MAY BE VIDEOTAPED AT ANYTIME WHILE ON THE SCHOOL BUS

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

C. Standards of Conduct for Riding the School Bus

1. The parents/guardians shall ensure the safe travel of their students during portions of each trip to and from school and home when the students are not under the custody and control of the school district, including during each trip to and from home and the assigned bus stop when the school district provides bus transportation.
2. The parents/guardians shall ensure that when the physical disability of the student renders the student unable to get on and off the bus without assistance, the parent or guardian shall provide the necessary assistance to help the student get on or off at the bus stop, as required by district policy or the student's individual education plan. (ref. FAC 6A-3.0121)
3. The driver is in full charge of the bus and students. **STUDENTS MUST OBEY THE DRIVER AT ALL TIMES AND FOLLOW THE POSTED RULES FOR RIDING THE SCHOOL BUS.**
4. Students must be at the bus stop on time. The bus will not wait for students who are tardy. Plan to be at the bus stop no less than five (5) minutes prior to bus arrival.
5. Never chase after a bus that has pulled away from the bus stop or has pulled away in the bus loop.
6. Stand five (5) feet off the roadway at all times while waiting for the bus. Avoid horseplay at the bus stop and always respect the privacy and property of others. **A student's parent or guardian has responsibility for the control and direction of students at the bus stop.**
7. Students will be assigned one regular bus stop based on their legal residence. Students must ride their assigned bus and cannot board or depart the bus at any stop other than their regular stop. In the event of an emergency, the principal may approve an exemption to the student's designated bus stop on a temporary basis.
8. Enter the bus in an orderly manner, and sit in assigned seat if designated by the Principal or driver.
9. Remain seated and facing forward at all times when the bus is moving. Keep all portions of the body inside the bus.
10. No eating, drinking, smoking, or tobacco is allowed on the bus.

11. No glass or breakable containers, reptiles, bugs, animals or marine life are allowed on the bus.
12. Students who must cross the road after leaving the bus, must cross approximately twelve (12) feet in front of the stopped bus.
13. Absolute silence is required at railroad crossings.
14. It is a felony to throw any items out of the windows of the bus. Parents and students will be held responsible.
15. No littering or throwing objects inside the bus is allowed.
16. Parents and students will be held responsible for all vandalism to the bus by students. Restitution will be required.
17. No obscene language or gestures will be permitted on the bus.
18. No posters or signs will be displayed from the bus.
19. Bulky or objectionable articles, including large musical instruments that cannot be held in the student's lap, will not be permitted on the bus. No objects may block the aisles or emergency exits.

ADDITIONAL SCHOOL INFORMATION

A. Field Trips

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

B. Misbehavior on Field Trips

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

C. Fire Drills

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

D. Impact Information

Federal installations such as NASA and Patrick AFB occupy thousands of acres of Brevard County land. Such property is removed from the tax rolls of the county, resulting in the loss of a substantial source of revenue through ad valorem taxes. To compensate partially for this loss of revenue, legislation providing aid to impacted areas was enacted by Congress. To qualify for these funds, it is necessary that employment-survey questionnaires be completed by parents of students in September of each year. The information requested is brief and does not violate any security regulations.

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

E. Insurance

Accident insurance is available to students at a reasonable price. Specific information regarding the plan will be supplied during registration and the first week of school.

Parents are encouraged to purchase this insurance as the school accepts no financial responsibility for accidents occurring on school grounds.

F. Library Books and Other School Materials

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

G. Lunches

A reimbursed lunch is served in the school cafeteria. Students may pay for their lunch daily or purchase their lunch in advance. Milk is available at an extra cost to students who bring their lunches from home. The food service program is operated under regulations from the United States Department of Agriculture. Students meeting certain family size and income may be eligible for free or reduced price meals. An accurate report is needed from the family for food services. Guidelines and applications for reduced price or free lunch

are available in the school office. On a random basis, parents may be asked to submit proof of income to substantiate information on the application.

H. Athletic Eligibility

Brevard Public Schools follows all rules, regulations and guidelines set forth by the Florida High School Athletic Association's (FHSAA) Bylaw 11.4 in reference to interscholastic athletics and student transfers. For further information, refer to Board Policy 2431-Interscholastic Athletics.

SCHOOL HEALTH

A. School Health Program

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

Health appraisal and screening programs which include periodic review and analysis of health related records, observations, and screening tests consistent with sound health practices will be carried out as a requirement of Florida State Law. Screening shall include vision, hearing, growth and development, nutrition, dental health, mental health, and communicable diseases. Any request for exemption from health screening must be made in writing to the Principal by the parent or guardian.

B. Accidents and Illness

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

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

C. Unusual Health Conditions

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

information to be shared with the school and designated Brevard County Health Department medical staff.

D. Controlling Head Lice (*Pediculus capitis*)

(Adopted from recommendations of American Academy of Pediatrics, Centers of Disease Control, and Harvard School of Public Health). The following procedure will be used by clinic staff/school administration when a student at school is observed to be infested with live head lice:

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

E. Assisting with Medication

1. Parent Permission forms are to be completed for **ALL** medication to be given at school.
2. All medication coming to the school must be in the **original container** with the manufacturer / pharmacy label in place. This includes all over-the-counter medications.
3. Over-the-counter medications can only remain at school for **10 days**. If a longer time period is needed then written physicians authorization is requested.
4. Clinic staff will administer over-the-counter medications as directed by manufacturer label. Any changes in administration must have written physician's approval.
5. Please do not send loose medication (cough drops, pills, etc.) to school in plastic bags. Clinic staff will be unable to administer these medications to your child.
6. Clinic staff will not give a medication if the container label has been altered in any way.

7. When completing Parent Permission forms, please make sure that your instructions match the label on the medication container or the medication will not be given.
8. PLEASE DO NOT ALLOW YOUR CHILD TO TRANSPORT MEDICATION TO AND FROM SCHOOL – This recommendation is for your legal safety.
9. All medication will be counted upon arrival at school. A second signature will be required to verify a correct count.
10. Clinic staff will complete a daily medication log for each student when medication is administered.
11. Students will only be allowed to carry life saving medications as put forth in State Statute Education Code 1002.20. All other medications will be administered through the school clinic.
12. Inservice programs directed by the Brevard County Health Department in conjunction with the school district will be conducted for those authorized to administer medication.

F. Asthmatic Students

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

VISION AND HEARING SCREENING

Vision and Hearing screenings are provided for students in grades K, 1, 3, 6, and to students new to the state in grades K-12, or any student with a new vision or hearing concern. The purpose of the screenings is to identify students who may have a vision or hearing problem and need a professional medical exam.

Students who do not pass the vision or hearing screening will have a letter sent home to the parent or the guardian. A school vision and hearing screening is not an examination and should not be substituted for routine medical care.

DIRECT CONTACT COMMUNICABLE DISEASES

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

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

For purposes of this policy, these diseases shall include:

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

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

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

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

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

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

F.S. 381.0037, 1001.41, 1003.22, 1003.46

A. Admissions and Attendance

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

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

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

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

B. Accommodations and Restrictions When Necessary

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

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

C. Confidentiality

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

D. Instructional Program for Students

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

The instruction will be presented in developmentally appropriate curricula.

CHARACTER EDUCATION

Introduction

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

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

The committee of fifteen is representative of students, parents, teachers, guidance counselors, school and district administrators, and community leaders. The following overview of philosophy, guiding principles, and procedures is the result of a consensus of the 1999 Character Education Committee. As of the 2002-2003 school year, character education has been taught in grades K-12.

A. District Framework for Brevard Public Schools character education...

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

bus, in aftercare programs, during sporting events - every adult has the opportunity to help students in real-life situations use to what they have learned in the classroom.

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

What Is Character Education?

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

GUIDING PRINCIPLES FOR THE BREVARD CHARACTER EDUCATION PROGRAM

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



Caring —

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

Citizenship —

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



Fairness —

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

Integrity —

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



Perseverance —

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

Respect —

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



Responsibility —

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

Trustworthiness —

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



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

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

1. **Respectful** greetings, acknowledgments, smiles, or gestures.
2. **Social skills** showing appreciation and respect such as please, thank you, excuse me, and good morning.
3. **Respectful and appropriate behavior to all.** Knowing and practicing courtesy words appropriate to addressing elders and those in authority
4. **Classroom etiquette** such as entering on time; appropriate greetings; one person talking to the teacher at a time; honoring time lines; patiently waiting; respectful listening; and honoring classroom procedures. Teach and review procedures to provide consistency throughout the school.

5. **Hall etiquette** such as orderly walking and talking; staying to the right of the hallway; leaving space for others to pass; courtesy words when someone is bumped.
6. **Cafeteria/lunchroom manners** such as waiting in orderly lines; using words such as please, thank you to servers; eating with good table manners; leaving a clean area.
7. **Appropriate behaviors for particular situations** such as appropriate quiet and applause at concerts or in the auditorium, good sportsmanship at sporting events.

DRESS CODE

The Board's dress and grooming policy (5511) was developed to provide specific guidelines for students to follow and for staff to enforce regarding the dress or appearance of each student. Staff must ensure that a student's dress is not extreme to the point that it creates a disruption in the learning environment, is not offensive or vulgar to the point that it infringes on the rights of other students/staff, and does not represent a hazard to the student wearing the attire, other students, staff, or to school property. Student dress and standards of personal grooming should be in conformity with a studious atmosphere.

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

A. Head

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

B. Upper Garments

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

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

C. Lower Garments

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

D. Footwear

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

E. Accessories

1. Jewelry and accessories shall not convey messages that are crude; vulgar/profane; violent/death-oriented; gang related; sexually suggestive; and/or promoting alcohol, drugs, or tobacco.
2. Pierced jewelry shall be limited to the ear. Dog collars, tongue rings, wallet chains, large hair picks, chains that connect one part of the body to another, or other jewelry/accessories that pose a safety concern for the student or others shall be prohibited.

F. Symbols or Clothing Showing Membership/Affiliation with a Gang

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

G. Other

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

2. Administrators Advocating a Stricter Dress Code for Their School

If school administrators have concerns that certain types of clothing or jewelry normally allowed under the guidelines (as set forth in section 1, A through G above) represent a specific health and safety danger to students in the school, the administrators may form a committee. The purpose of the committee is to discuss and prepare a more stringent dress code than listed above. The committee will submit a recommendation for change to the Superintendent in writing for evaluation. If approved, the recommendation will be submitted to the School Board. Detailed procedures and requirements for submitting a change in the student dress code are outlined in Board Policy 5511 (Administrative Procedures).

3. Enforcement of the Policy

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

1. All staff members are to be aware of the approved dress code guidelines and are responsible for making the administration aware of any possible violation.
2. All staff members should refer any student that is not in compliance with the dress code to an administrator.

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

B. Objections to the Policy

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

Racial Slurs, Hate Slurs, Name-Calling

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

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

Bullying and/or Harassment

Board Policy 5517.01 is available in its entirety on the BPS website.

In accordance with Board Policy 5517.01, the Board is committed to providing a safe, secure, positive, productive, and nurturing educational environment that is free from bullying/harassment/and or teen dating violence and abuse of any kind for all of its students, employees and volunteers.

Bullying/harassment/and or teen dating violence and abuse of any kind toward a student, employee, volunteer, or visitor by other students, employees, or third parties is strictly prohibited and will not be tolerated; disciplinary action will be instituted. In addition to school consequences, criminal charges may also be filed. Conduct that constitutes bullying and/or harassment/and or teen dating violence and abuse of any kind as defined herein, are prohibited in all educational environments.

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

- Unwanted Teasing
- Threat
- Intimidation
- Stalking
- Physical violence
- Theft
- Sexual, religious, or racial/ethnic harassment
- Public humiliation
- Destruction of property

Bullying can be further defined as unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interferes with the individual's school performance or participation; is often characterized by an imbalance of power.

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

- Places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property.

- Has the effect of substantially interfering with a student's educational performance, opportunities, or benefits.
- Has the effect of substantially disrupting the orderly operation of a school.

Bullying and/or Harassment also encompasses:

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

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

Cyberbullying is defined as a situation when a child, tween, or teen is repeatedly harassed, humiliated, threatened, and intimidated, or otherwise targeted by another child, tween, or teen through the use of digital technologies, including but not limited to, instant and text messaging, email, blogs, social websites (e.g. MySpace, Facebook), and chat rooms, therefore, affecting the student's learning environment.

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

- a) During any education program or activity conducted by Brevard County School District;
- b) During any school-related or school-sponsored program or activity or on Brevard County School District school bus and/or bus stop;

- c) Through the use of data or computer software that is accessed through computer, computer system, or computer network of Brevard County School District; or
- d) Through off-campus events that can significantly affect the learning environment at school.

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

Expected Behavior from Students and School Employees

The Brevard County School District expects students to conduct themselves in keeping with their levels of development and maturity. Students are expected to demonstrate respect for authority and the rights and welfare of other students, and school staff. They are also expected to demonstrate care of school facilities, school buses, and equipment.

Incident Reporting and Immunity

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

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

A school employee, school volunteer or visitor, student, parent/legal guardian or other person who promptly reports in good faith an act of bullying and or dating violence and abuse of any kind harassment to the appropriate school official, and who makes this report in compliance with the procedure set forth is immune from a cause of action for damages arising out of the reporting itself of bullying and/or harassment. The

report of bullying, harassment and or dating violence and abuse will not affect the complainant or reporter's future employment, grades, learning or working environment, or work assignments within Brevard County School District.

Any written or oral reporting of an act of bullying and/or harassment shall be considered an official means of reporting such act(s).

Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report.

Determination of Scope of Investigation

When a report of bullying, harassment and teen dating and violence has taken place, the principal or the principal's designee will promptly initiate a preliminary investigation to determine whether there is probable cause to believe an act has occurred and falls within the scope of the school district:

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

Procedures for Prompt Investigation

The investigation of a reported act of bullying and/or harassment of a student, school-based employee, or other persons providing service to the school begins with a report of such an act. The principal or the principal's designee shall document all complaints in writing to ensure that problems are addressed in a timely manner. If the complaint is about the principal, then the Superintendent or designee shall be asked to address the complaint.

At each school the Procedures for Investigating Bullying and/or Harassment include:

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

- ✓ The investigator shall collect and evaluate the facts including, but not limited to:
 - Description of incident(s) including nature of the behavior (physical hurt or psychological distress), context in which the alleged incident(s) occurred, etc.;
 - How often the conduct occurred;
 - Whether there were past incidents or past continuing patterns of behavior;
 - The relationship between the parties involved;
 - The characteristics of parties involved (i.e., grade, age, etc.);
 - The identity and number of individuals who participated in bullying and/or harassing behavior;
 - Where the alleged incident(s) occurred;
 - Whether the conduct adversely affected the student's education or educational environment;
 - Whether the alleged victim felt or perceived an imbalance of power as a result of the reported incident; and
 - The date, time, and method in which the parents/legal guardians of all parties involved were contacted.
- ✓ Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances and includes:
 - Recommended remedial steps necessary to stop the bullying and/or harassing behavior; and
 - A written final report to the principal and Superintendent.

The maximum of 15 school days shall be the limit for the initial filing of incidents and completion of the investigative procedural steps. The highest level of confidentiality possible will be upheld regarding the submission of a complaint or a report of bullying and/or harassment, and the investigative procedures that follow.

At each school, the procedures for Dating and Violence and Abuse are:

- If a crime has been committed, the police will be immediately notified.
- The principal selects a designee(s), employed by the school, trained in investigative procedures to initiate the investigation. The designee(s) may not be the accused perpetrator or victim.
- Documented interviews of the victim, alleged perpetrator, and or witnesses are conducted privately, separated, and are confidential. Each individual (victim, alleged perpetrator, and witnesses) will be interviewed together.

- The maximum of 15 school days shall be the limit for the initial filing of incidents and completion of the investigative procedural steps. The highest level of confidentiality possible will be upheld regarding the submission of a complaint or a report of teen violence and/or abuse, and the investigative procedures that follow.
- It is determined that inappropriate behavior(s) has occurred, the designee will make recommendations for disciplinary action to the principal.
- Immediate action will be taken to eliminate the behavior and disciplinary action will be taken. Disciplinary action will be taken based on the circumstances of the behavior(s).

Parent Notification

The principal, or the principal's designee, shall notify via telephone, personal conference, and/or in writing, the occurrence of any incident of bullying and/or harassment and dating violence and abuse as defined by this policy to the parent or legal guardian of all students involved as soon as possible on the same day the investigation of the incident has been initiated. Once the investigation has been completed, if it has been determined that criminal charges may be pursued against the perpetrator(s), all appropriate local law enforcement agencies will be notified by telephone and/or in writing.

Actions to Protect Victim

According to the level of infraction, parents/legal guardians will be notified by telephone and/or writing of actions being taken to protect the child; the frequency of notifications will depend on the seriousness of the bullying, harassment and dating violence and abuse incident. Limited disclosure may be necessary to complete a thorough investigation as described above. The District's obligation to investigate and take corrective action may supersede an individual's right to privacy.

Enforcing Restraining Orders:

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

Support Services and Reasonable Accommodations to the Victim

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

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

Consequences

Concluding whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances. Consequences and appropriate remedial actions will apply to persons, whether they are students, school employees, or visitors/volunteers, who are found to have wrongfully and intentionally accused another of an act of bullying, harassment and dating violence and abuse. If, upon investigation, a **student** has been found to have committed an act(s) of bullying, the student shall be suspended or recommended for expulsion. Criminal charges may also be filed if warranted.

School employee consequences and appropriate remedial action for a committed act of bullying, harassment and dating violence and abuse will be instituted in accordance with district policies, procedures, and agreements. Additionally, egregious acts of harassment by certified educators may result in the reporting to the State Board of Education where a subsequent sanction against an educator's state issued certificate may occur (*State Board of Education Rule 6-B-1.006, FAC., The Principles of Professional Conduct of the Education Profession in Florida.*)

Visitor or volunteer consequences and appropriate remedial action for a committed act of bullying, harassment and dating violence and abuse shall be determined by the school administrator after consideration of the nature and circumstances of the act including, if applicable, reports to appropriate law enforcement officials.

Remedial Actions

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

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

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

Intervention and assistance includes:

- Counseling and support to address the needs of the victims of bullying or harassment.
- Counseling/interventions to address behavior of the students who bully and/or harass others.
- Counseling/interventions which include assistance and support provided to parents/legal guardians, if deemed necessary or appropriate.

Procedures for the Provision of Remedial Services for Students when a Student has Committed an Act(s) of Bullying and/ Harassment

Child Study Team meetings shall never include both the victim and the perpetrator.

Support Services for the Victim

Counseling services shall be provided if the parent/guardian is in agreement.

- Schedule an Individual Problem-Solving Team (IPST) meeting.
- The following individuals are required to participate in the IPST meeting: school administrator, guidance counselor, parent/guardian
- Other participants may include: student (victim), teachers and support staff (school psychologist, behavior analyst, school social worker, staffing specialist)
- Areas to be addressed at the IPST meeting include: student strengths and concerns of the parent, student and school staff related to the bullying/harassment incident(s)
- Counseling services to address issues related to bullying/harassment will be offered and may be provided by the school guidance counselor
- If training to address issues related to bullying/harassment is needed, a referral may be made to the Office of Student Services

- The facilitator of the will complete a IPST /conference report summarizing the meeting and documenting that counseling services were offered

Remedial Services for the Perpetrator

Behavioral services shall be provided to the perpetrator; counseling services shall be provided it the parent/guardian is in agreement.

- Schedule an Individual Problem-Solving Team (IPST) meeting.
- The following individuals are required to participate in the meeting: school administrator, guidance counselor, parent/guardian
- The behavior analyst must be invited to the meeting
- Other participants may include: student (perpetrator), teachers and support staff (school psychologist, behavior analyst, school social worker, staffing specialist)
- Areas to be addressed at the IPST meeting include: student strengths, a description of the behavior that was determined to constitute bullying/harassment and concerns of the parent, student and school staff related to the bullying/harassment incident(s)
- Counseling services to address the bullying/harassment incident(s) will be offered and may be provided by the school guidance counselor
- If training to address issues related to bullying/harassment is needed, a referral may be made to the Office of Student Services
- A Stage 2, Functional Behavioral Assessment/Behavior Intervention Plan (FBA/BIP) targeting the bullying/harassment behavior will be initiated
- The facilitator of the CST meeting will complete a CST/conference report, summarizing the meeting and documenting that counseling services were offered and an FBA/BIP was initiated
- The Stage 2, FBA/BIP, which may include a behavioral contract, will be completed and implemented within 10 school days of the CST meeting
- The FBA/BIP will be reviewed and signed by the behavior analyst

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

Retaliation is prohibited and includes, but is not limited to, any form of

intimidation, reprisal, or harassment in response to filing a complaint or assisting with an investigation under this policy.

Retaliatory or intimidating conduct against any individual who has made a bullying complaint or any individual who has testified, assisted, or participated, in any manner, in an investigation is specifically prohibited and as detailed in this policy, shall be treated as another incidence of bullying.

Providing Instruction/Training

The district ensures that schools sustain healthy, positive, and safe learning environments for all students. A positive social climate requires the efforts of everyone in the school environment – teachers, administrators, counselors, school nurses, all non-teaching staff, parents/legal guardians, and students.

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

HARASSMENT

The Board recognizes that a student has the right to learn in an environment untainted by sexual or other forms of harassment or discrimination. Offensive conduct which has the purpose or effect of unreasonably interfering with learning performance or creating an intimidating, hostile, discriminatory, or offensive learning environment disrupts the educational process and impedes the legitimate pedagogical concerns of the District. Sexual and other forms of harassment will not be tolerated.

Sexual harassment includes all unwelcome sexual advances, requests for sexual favors, and verbal or physical contacts of a sexual nature whenever submission to or rejection of such conduct results in the denial of or provision of aid, benefits, grades, rewards, employment, faculty assistance, services, or treatment. Under certain circumstances, sexual harassment may constitute sexual abuse under Federal law (Title VII and Title IX) and Florida Statute (Equity Act). In all cases, school personnel will comply with Statute and take immediate action to protect the victim of alleged abuse. Other prohibited harassment includes conduct which has the purpose or effect of creating an intimidating, hostile, discriminatory, or offensive learning environment on the basis of gender,

religion, race, color, national origin or ancestry, age, disability, marital status, and/or any other legally protected characteristic.

The harassment by a student of a staff member, fellow student of this District or third party (e.g. visiting speaker, athletic team member, volunteer, parent, etc.) is strictly forbidden. Any student who is found to have harassed a staff member or third party or student will be subject to discipline in accordance with law and the Secondary Code of Conduct.

The Superintendent shall establish administrative procedures which address the conduct prohibited by this policy and describe a reporting procedure.

The Superintendent shall ensure that explanations of the prohibited conduct and reporting procedures are available to all students and are posted in appropriate places throughout the District.

Complaints and Grievances Regarding Harassment

- A. Any employee or applicant for employment who believes that he/she has been the subject of harassment may file a grievance according to the procedures established in Adult Harassment Complaints and Grievances Procedures which are incorporated by reference and are part of this rule.
- B. Any student or parent of a student who believes that he/she has been the subject of harassment may file a grievance according to the procedures established in Student Harassment Complaints and Grievances Procedures which are incorporated by reference and are part of this rule.
- C. In any cases which involve alleged harassment, nothing in this policy or in any other policy or procedure shall require the individual alleging harassment to present the matter to the person who is the subject of the complaint.
- D. Retaliation against anyone reporting or thought to have reported harassment behaviors is prohibited. Such retaliation shall be considered a serious violation of the policy and shall be considered independent of whether a charge or informal complaint of harassment is substantiated.
- E. Any employee or student who is found to have knowingly filed a false harassment complaint will be subject to discipline by the School District. He/She may also be held personally liable for his/her misconduct through civil suit by the injured employee and may also be criminally prosecuted under Section 837.06, Florida Statutes.

Investigations of Complaints Regarding Harassment

- A. In determining whether alleged conduct constitutes harassment, the totality of the circumstances, the nature of the conduct and the context in which the alleged conduct occurred will be investigated.
- B. A substantiated charge against an employee for harassment shall subject that employee to disciplinary action which may include, but may not be limited to the following: written warning, written reprimand, suspension, and/or dismissal. The severity of the disciplinary action will depend on the frequency, circumstances, and severity of the offense.

Notification of Administrative, Instructional and Support Staff

- A. It shall be the responsibility of the Superintendent to ensure that all employees receive appropriate training related to the implementation of this policy.
- B. Students, employees, volunteers, and vendors shall receive appropriate information related to this policy, including the name of designated person to contact to file a complaint and/or receive information related to this policy.

ZERO TOLERANCE FOR SCHOOL RELATED CRIME

Important

This is notice from the School Board, the Superintendent, and the Principal and staff of your school that violence and violent behavior by a student will not be permitted at any time, **at school; on school property; at school bus stops; on school-sponsored transportation; or during school-sponsored activities.**

- A. A student or eligible student who commits any of the following offenses on school property, on school-sponsored transportation, at a school bus stop, or during school-sponsored activities shall be subject to the most severe consequences of the district which shall include expulsion and referral to the appropriate law enforcement agency.
 - homicide (murder, manslaughter)
 - kidnapping or abduction
 - sexual battery
 - arson
 - armed robbery
 - possession, use, or sale of any firearm, knife, or weapon
 - aggravated battery
 - battery or aggravated battery on a teacher or other school personnel
 - possession, use, or sale of any explosive device

- B. If an offense (violent act) involves a victim, school administrators shall notify the victim and the victim's parent or guardian of the victim's right to press charges against the offender.
- C. The School Board has an interagency agreement with the Department of Juvenile Justice, Office of the State Attorney, Brevard County Courts, Sheriff of Brevard County, and the Chiefs of Police of the municipalities in Brevard County for the purpose of sharing information about juvenile offenders among all parties. If a student becomes a juvenile offender (commits an act that would be a felony if committed by an adult, or an act of violence), or is at risk of becoming a juvenile offender by virtue of having an arrest record, the school may share information about the student with the agencies that are a part of the interagency agreement. Information requested by the agencies such as, whether the student was enrolled, has been truant or suspended, is a dropout, has graduated, or was expelled, etc. may be shared without prior approval of the parent or guardian.
- D. Upon receipt of notification from law enforcement agencies, the Department of Juvenile Justice, the Office of the State Attorney, or the court system that a student has had certain types of contact with the juvenile justice system, the Superintendent or designee, within twenty-four (24) hours shall inform the Principal of the student's school of enrollment. The student's school Principal, within twenty-four (24) hours, shall provide such information to appropriate school personnel (Student Services personnel, school resource officers, student assistance coordinator) and the student's immediate teachers. Immediate teachers are those in whose courses or classrooms the student is currently enrolled.

The above notifications and information will be provided if a student has:

1. Been taken into custody (arrested) for a delinquent act, a violation of law which would be a felony if committed by an adult, or a crime of violence;
2. Been charged by the Office of the State Attorney with a felony or a delinquent act that would be a felony if committed by an adult;
3. Been adjudicated delinquent by the court for an offense that would be a felony if committed by an adult;
4. Had adjudication withheld by the court for a delinquent act that would be a felony if committed by an adult; or
5. Been found guilty of a felony by the court.

Upon notification by the Department of Juvenile Justice, pursuant to a written agreement, to the Office of District and School Security will notify principals that students who have been adjudicated guilty of or delinquent for, or is found to have committed, regardless of whether adjudication is withheld, or pleads guilty or nolo contendere to, a felony violation of: Chapter 782, relating to homicide; Chapter 784, relating to assault, battery, and culpable negligence; Chapter 787, relating to kidnapping, false imprisonment, luring or enticing a child, and custody offenses; Chapter 794, relating to sexual battery; Chapter 800, relating to lewdness and indecent exposure; (f) Chapter 827, relating to abuse of children; (g) Section 812.13, relating to robbery; Section 812.131, relating to robbery by sudden snatching; Section 812.133, relating to carjacking; or Section 812.135, relating to home-invasion robbery, and, before or at the time of such adjudication, withholding of adjudication, or plea, the offender was attending a school attended by the victim or a sibling of the victim of the offense, that the offender is prohibited from attending that school or riding on a school bus whenever the victim or a sibling of the victim is attending the same school or riding on the same school bus, unless the parents of the victim agree to allow the offender to attend the same school and/or ride on the same school bus as the victim or sibling of the victim.

All of the information about a student is CONFIDENTIAL and shall not become a part of the student's permanent record or shared with school personnel who do not have a need to know.

DISCIPLINE

A. Staff Involvement

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

B. Policies

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

C. Notice to Law Enforcement

School administrators shall ensure that the appropriate law enforcement agency is notified as soon as possible when an adult or a student commits any of the following offenses on school property, on school-sponsored transportation, or during a school-sponsored activity: homicide (murder, manslaughter); sexual battery; armed robbery; aggravated battery; battery or aggravated battery on a teacher or other school personnel; kidnapping or abduction; arson; possession, and use.

D. Student Conduct - School Based Offenses

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

Parents or guardians may be requested to come for a conference with school officials. Efforts shall be made to secure reimbursement or replacement of the money or items taken. Criminal charges may be filed. The student may be recommended for expulsion.

7. **Student Possession of Tobacco on School Grounds** - While under school jurisdiction, students shall be prohibited at all times from smoking or having tobacco in any form in their possession. Punishment shall include definite corrective action.
8. **Vandalism and Tampering** - Any deliberate or wanton abuse of school or private property shall be considered vandalism. Cases of vandalism by students shall be reported to the appropriate administrator as soon as possible. Action, regardless of the value of the damage, may result in suspension of the student from school. The parent or guardian shall be requested to meet with the school officials to make arrangements for restitution for damage. Criminal charges may be filed; the student may be recommended for expulsion.
9. **Violent Behavior** - Acts of assault, violence, intimidation, fighting, or extreme antagonism toward other persons shall immediately be reported to the appropriate administrator. Definite corrective action shall be taken. If, upon investigation, the facts warrant such, the student shall be suspended or recommended for expulsion. Criminal charges may also be filed.
10. **Threats** - Serious threats made by a student against the life of another student, teacher or other school personnel shall immediately be reported to the appropriate administrator. Definite corrective action appropriate to the individual situation shall be taken which may include suspension or a recommendation for expulsion. The school administrator shall inform the person to whom the threat was directed of the situation. This policy will apply to secondary schools only.
11. **False Accusations** - Accusations or charges made by a student against a teacher, administrator or other school district personnel shall be reported to the Principal or designee, who shall conduct a complete investigation of the accusations or charges made by the student.

Any student found to have intentionally made false accusations or charges that jeopardize the professional reputation, employment, or professional certification of a teacher, administrator or other

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

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

E. Student Conduct-Criminal Offenses

1. Dangerous or Disruptive Items - Any item in the possession of or being used by a student which disrupts the class, distracts his/her attention from the class, defaces school property, or in any way endangers the safety of himself/herself or others shall be taken by the teacher and held until proper disposition of the item(s) can be made. Teachers are not to destroy such items. Students who refuse to cooperate shall be reported to the appropriate administrator for further action. Possession or use of a dangerous or disruptive item while on school property or in attendance at a school function is grounds for suspension and/or expulsion and referral to proper law enforcement agencies.

A. Electronic/Wireless Devices - A "wireless communication device" is a device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor. The following devices are examples of WCDs: cellular and wireless telephones, pagers/beepers, personal digital assistants (PDAs), BlackBerries/Smartphones, WiFi-enabled or broadband access devices, two-way radios or video broadcasting devices, laptops, and other devices that allow a person to record and/or transmit, on either a real time or delayed basis, sound, video or still images, text, or other information. Students may not use WCDs on school property or at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school.

Also, during after school activities when directed by the administrator or sponsor, WCDs shall be powered completely off (not just placed into vibrate or silent mode) and stored out of sight. Unless the student is using the WCD for an educational or instructional purpose (e.g. taking notes, recording a class lecture, writing papers) with the teacher's permission and supervision. However, the use of any communication functionality of the WCD is expressly prohibited. This includes, but is not limited to, wireless Internet access, peer-to-peer (ad-hoc) networking, or any other method of communication with other devices or networks. In no circumstances shall the device be allowed to connect to the District's network. The preceding prohibitions do not apply to Board-owned and issued laptops, PDAs or authorized assistive technology devices.

Students are prohibited from using WCDs to capture, record or transmit the words (i.e. audio) and/or images (i.e., pictures/video) of any student, staff member or other person in the school or while attending a school-related activity, without express prior notice and explicit consent for the capture, recording or transmission of such words or images. Using a WCD to take or transmit audio and/or pictures/video of an individual without his/her consent is considered an invasion of privacy and is not permitted, unless authorized by the building principal. Students who violate this provision and/or use a WCD to violate the privacy rights of another person shall have their WCD confiscated and held until the end of the school year.

The use of WCDs that contain built-in cameras (i.e. devices that take still or motion pictures, whether in a digital or other format) is prohibited in locker rooms, classrooms, bathrooms and/or swimming pool.

Students are prohibited from using a WCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. See Policy 5517.01 – Bullying and Harassment. In particular, students are prohibited from using their WCDs to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, national origin, sex, sexual orientation, age, disability, religion, or political beliefs; and (2) send, share, view or possess pictures, text messages, e-mails or other

materials of a sexual nature (i.e., sexting) in electronic or any other form.

Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

Students are also prohibited from using a WCD to capture and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using their WCDs to receive such information. Possession of a WCD by a student is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the WCD. The building principal may also refer the matter to law enforcement if the violation involves an illegal activity (e.g. child pornography). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the WCD is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed. In particular egregious offenses involving the invasion of another person's privacy, the School Board reserves the right to confiscate the WCD and hold it until the end of the school year. A confiscated device will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parent/guardian. WCDs in District custody will not be searched or otherwise tampered with unless school officials reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Policy 5771 – Search and Seizure.

If multiple offenses occur, a student may lose his/her privilege to bring a WCD to school for a designated length of time or on a permanent basis.

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

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

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

- B. Weapons** - Students shall not possess, carry, store, or conceal in a locker, vehicle, or any other place of concealment, a weapon or firearm as defined by F.S. 790. Those weapons include but are not limited to:

An antique firearm, dirk, metallic knuckles, slingshot, billie, tear gas gun, chemical weapon or device; destructive device such as any bomb, grenade, mine, rocket, missile, pipe bomb, explosive, firearm (including a starter gun) which may readily be converted to expel a projectile; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; machine gun, short-barreled shotgun, or any destructive device. The term "firearm" does not include an antique firearm unless the antique firearm is used in the commission of a crime.

Further notice is given that except as determined by the superintendent on a case-by-case basis, a student or an eligible student who engages in such behavior while on school property on school-sponsored transportation, school bus stop or during school-sponsored activities shall be recommended for expulsion from school for not less than one (1) calendar year and referred to the proper law enforcement agency for the purpose of criminal prosecution. A student who has been found to violate this board policy shall not be eligible to participate in the off-site Alternative Education Program or the district's earned returned program pursuant to Board Policy 5610 with the following exceptions: dirk, metallic knuckles, slingshot, and a chemical weapon with less than two (2) ounces of chemical propellant.

Students shall not possess, carry, store or conceal in a locker, vehicle, or any other place of concealment, any weapon not defined by F.S. 790. Those weapons include but are not limited to:

A rifle, shotgun, BB gun, pellet gun, facsimile of a firearm, chemical weapon with two (2) ounces or less of chemical propellant, sword, sword cane, common pocket knife,

common butter knife, shot gun shells, cartridges, or ammunition of firearms, and common objects found to be weapons (box cutters, pencils, razor blades, etc.)

A student or an eligible student who engages in such behavior while on school property, on school-sponsored transportation, school bus stop, or during school-sponsored activities shall be recommended for suspension and/or expulsion and referred to the proper law enforcement agency for the purpose of criminal prosecution. A student who has been found to violate this Board Policy shall be eligible to participate in the off-site Alternative Education Program, with the following exceptions: a rifle, or shotgun.

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

A. Possession, Sale and/or Use - Notice is hereby given that possession or sale of controlled substances, as defined in Florida Statutes, Chapter 893, by any student while such student is upon school property or in attendance at a school function is grounds for expulsion. Student possession of or being under the influence of alcoholic beverages, and/or hallucinogenic drugs or combinations of drugs, or substances having hallucinatory effects, marijuana, or under the influence of glue or other drugs or combinations of drugs or drug paraphernalia expressly prohibited by federal, state, or local laws, including prohibited substances which shall include those substances possessed, sold, and/or used that are held out to be, or represented to be, controlled substances, illegal substances, or counterfeit in any respect illegal or controlled substances, at any school function or on school property is grounds for expulsion and referral to proper law enforcement agencies.

B. Felony Charge for Possession and/or Sale - Upon complying with the requirements of law set forth in Florida Statute 232.26 and State Board of Education Regulation 6A-1.0956, the Principal is authorized to suspend a student who has been formally charged with a felony for the unlawful possession or sale of narcotics or drugs until the determination of his guilt is made by a court of competent jurisdiction.

Upon being adjudicated guilty of a felony, the student may be recommended for expulsion.

C. Waiver - A waiver of such discipline or expulsion may be granted if:

- (1) The student voluntarily discloses his/her unlawful possession of such drug prior to arrest,
 - (2) The student divulges information leading to the arrest and conviction of the person who supplied such drug to him/her. Any such information shall not be admissible in evidence against the student in any subsequent criminal action.
 - (3) The student commits himself/herself, or is referred by the court in lieu of a sentence, to a state-licensed drug abuse program and successfully completes the program.
3. **Extortion** - A student who blackmails or otherwise threatens another student for the payment of money of any sum or other consideration shall be suspended from school and parents or guardians shall be requested to come for a conference with school officials. A second offense shall be that of mandatory suspension of ten (10) days and automatic recommendation for expulsion. Efforts shall be made to secure reimbursement. Referral to proper law enforcement agencies shall be made.
4. **Bomb Threats or Terroristic Threats and Throwing Explosives or Noxious Substances** - A student who threatens, places, discharges, or throws a destructive explosive item or noxious substance, or makes a terroristic threat while in or on Board property, or on school sponsored transportation, or during school sponsored activities shall be suspended from school. Further notice is given that except as determined by the Superintendent on a case-by-case basis, a student determined to have violated this Board Policy shall be recommended for expulsion from school for not less than one (1) calendar year. A student who has been found to violate this Board Policy shall not be eligible to participate in the off-site Alternative Education Program or the district's earned return program pursuant to Board Policy 5610. The parent(s) and guardian(s) shall be requested to come for a hearing with school officials and make restitution for damages. The maximum penalty, depending on damage and intent, shall be expulsion and referral to proper law enforcement agencies.
5. **Arson** - A student who deliberately or wantonly sets a fire to school property or while involved in a school activity either as a prank or deliberately to do damage to the property shall be suspended from school and the parent or guardian shall be requested to come for a conference with school officials and to make arrangements for restitution for damages. Maximum penalty, depending on damage and intent, shall be expulsion and referral to proper law enforcement agencies.

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

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

8. Felony Charge for Incidents off School Property

Felony Charge

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

Felony Conviction

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

If the court determines that the student did commit the felony or delinquent act which would have been a felony, if committed by an adult, the school principal shall conduct an administrative hearing as outline in F.A.C. 6A-1.0956 for the purpose of determining whether or not the student shall be recommended for expulsion, provided that the expulsion shall not affect the delivery of educational services to the student in any residential, nonresidential, alternative, daytime, or evening program outside of the regular school setting.

A student's rights to participate in extra-curricular student activities may only be reviewed once the student has met all conditions set forth by the court. At that time the student may apply to the superintendent or the superintendent's designee to have his/her

eligibility restored. Supporting documentation would be required at that time to be reviewed and validated by the Office of District and School Security. The decision of the superintendent or superintendent's designee shall be final.

- 9. Assault or Battery on School District Personnel** - Any student found to have committed an act of assault or aggravated assault, or battery or aggravated battery, on any elected official of the school district, teacher, administrator or other school district personnel, shall be recommended for expulsion and placed in an alternative school setting for a minimum period of one (1) year.

Upon being charged with such offense, the student shall be removed from the classroom immediately and placed in an alternative school setting pending disposition.

- 10. Community Control** – FS 948.03 Terms and Conditions of Probation or Community Control, state in part, that a juvenile on community control who is a public school student must attend a public adult education program or a dropout prevention program with a second chance school or an alternative to expulsion if the district offers such programs, unless the principal of the school determines that special circumstances warrant continuation in the regular school program. If the juvenile on Community Control attends a regular school program, the identity of the juvenile on community control, the nature of the felony offense committed by the juvenile, and the conditions of the community control must be made known to each of the student's teachers. When the Principal is informed of a student on Community Control, either by the student disclosing such information on the Student Registration Form or notices from the Office of the Clerk of Court, the Principal or designee will:

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

- The words, *Community Control*, should be written at the top of the enrollment form to indicate the student's status in the program.
 - List the courses for the student.
 - Forward to the Area Superintendent for approval.
 - The Off-Site Stipulation/Conduct Agreement is not required for ESE or 504 students.
4. The Principal or designee should notify the Site Coordinator for AEP by telephone to expect the student to enroll at the site (giving the student's name, parent's/guardian's name, address, and telephone number).
 5. The Principal or designee must inform the student and his/her parent or guardian to contact the Site Coordinator for AEP or the coordinator of the Adult Education Program and arrange a time to come to the site for an Intake appointment.
11. **Cyberbullying** - the use of information and communication technologies such as e-mail, cell phone, and pager text messages, instant messaging (IM), defamatory personal web sites, and defamatory online personal pooling web sites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to threaten or harm others, or which substantially disrupts or interferes with the operation of a school or an individual student's ability to receive an education.

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

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

Any student who believes he/she has been or is the victim of aggressive behavior should immediately report the situation to the building principal, or assistant principal, or the Superintendent.

The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official.

Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board Chairman.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above.

F. General Offenses

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

G. Detention of Students

A student may be detained up to one hour after school is dismissed. An effort shall be made to notify one of the student's parents prior to the detention. Transportation of students following detention is the responsibility of the parent or guardian.

H. Corporal Punishment-Control of Students

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

other forms of positive reinforcement, should be used to bring about appropriate student classroom behavior.

I. Alternative Learning Centers

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

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

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

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

The Alternative Learning Center operates at three (3) sites:

North Alternative Learning Center - (321) 264-3145
2327 Harry T. Moore Avenue
Mims, FL 32754

Central Alternative Learning - (321) 633-3489
1535 N. Cogswell Street
Rockledge, FL 32955

South Alternative Learning Center - (321) 242-4770
2175 North Wickham Road
Melbourne, FL 32935

SEARCH AND SEIZURE

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

The Board acknowledges the need for in-school storage of student possessions and shall provide storage places, including desks and lockers, for that purpose. Such spaces remain the property of the Board and, in accordance with law, may be the subject of random search. Where locks are provided for such places, students may lock them against incursion by other students, but in no such places shall students have such an expectation of privacy as to prevent examination by a school official.

The Board directs the school principals to conduct a routine inspection at least annually of all such storage places.

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

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

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

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

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

The principal shall be responsible for the prompt recording in writing of each student search, including the reasons for the search; information received that established the need for the search and the name of informant, if any; the persons present when the search was conducted; any substances or objects found; and the disposition made of them.

The principal shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a student.

The Superintendent shall prepare administrative procedures to implement this policy.

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

U.S. Constitution, 4th Amendment

Florida Const. Art. 1, Section 2

SUSPENSION AND EXPULSION

A. Suspension from School or from Riding School Bus

1. When a student's actions are disruptive to himself/herself or to the school as to violate law, Board Policies, or school rules, the student may be suspended by the Principal or designated representative. Suspension dictates that the student shall not be allowed to attend his or her regular classes or school-sponsored activities for a prescribed number of days not to exceed ten (10). The Principal or designated representative may refer the student during the period of the suspension to a center for special counseling or shall remand the student to the custody of his or her parent or guardian. Prior to suspending a student, except in emergencies, the Principal or designee shall make an effort to employ alternative methods of dealing with the student and shall document such efforts. *Students suspended are not allowed on School Board property.*
2. In no case shall a teacher suspend a student from school or class, nor shall a bus driver suspend a student from riding a school bus.
3. Prompt notice of a suspension shall be given by telephone to the student's parent or guardian, if possible. Formal written notification to the student's parent or guardian and the Superintendent shall be initiated within twenty-four (24) hours of the time the student is informed of the suspension.
4. Except in the event of emergencies or disruptive conditions which require immediate suspension or in the case of a serious breach of conduct that is defined as willful disobedience, open defiance of authority of a member of the school staff, violence against persons or property, or any other act which substantially disrupts the orderly conduct of the school, all out-of-school suspensions shall not begin prior to the beginning of the next school day following the infraction unless the parents or guardians have been notified.

5. Prior to the suspension, the student shall be given an informal and impartial hearing before the Principal or designee and shall be informed of the charge(s) against him/her, which may result in suspension. If the student denies the charge(s), he/she shall be given an explanation of the evidence, and an opportunity to present his/her version of the case, and notification of the action taken by the Principal or designee. In cases of extremely disruptive or dangerous behavior, persons or groups involved may be immediately suspended and ejected from the school campus without the necessity of a prior hearing. In such instances, each student shall be afforded an informal hearing before the Principal or designee prior to the expiration of the third day of suspension.
6. The Principal, or designated representative, may suspend a student from school and/or from riding the school bus for a period not to exceed three (3) school days. With advance approval from the Superintendent or designee, the student may be suspended for more than three (3) days but not to exceed ten (10) days. The Principal shall determine, in consultation with teachers, when appropriate, whether the student should be given the opportunity to make up schoolwork and course requirements missed while absent due to out-of-school suspension. If this privilege is given, the student shall have a reasonable amount of time, left to the discretion of the teacher, to complete school work missed and shall do so on his or her own initiative.
7. When School Board action on a recommendation for the expulsion of a student is pending, the Superintendent may extend the suspension assigned by the Principal beyond ten (10) school days if such suspension expires before the next regular or special meeting of the School Board.
8. In the case of students in exceptional education classes, please refer to the Brevard County Plan for Exceptional Student Education.

B. Waiver of Suspension

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

C. Expulsion

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

D. Earned Returned Programs

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

Successful completion of an Earned Return Program may enable the student to return to the home school earlier than the typical period of exclusion.

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

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

Students who are expelled or recommended for expulsion for possession of weapons, or the sale or transfer of alcoholic beverages, narcotics, illegal drugs, and/or prohibited substances as defined in

School Board Policy 5500, shall not be eligible for either Earned Return Option. Any student whose offense prohibits attendance at the Alternative Education Program may not participate in Earned Return.

General Information (Options 1 and 2)

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

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

RULES OF DISCIPLINE FOR DISABLED STUDENTS

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

STUDENT RECORDS

A. Privacy

The student's school records are private and confidential. A student's parents or guardians and certain school officials and workers are the only ones who may see student records without the parent's or guardian's written permission. School records of eligible students, eighteen (18) years of age, require the written permission of the eligible student.

B. Maintenance of Student Records

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

1. Category A Records, Permanent Information.

- a. Student's full legal name.
- b. Authenticated birth date, place of birth, race and sex.
- c. Last known address of student.

- d. Name(s) of student's parent(s) or guardian(s).
- e. Name and location of last school attended.
- f. Number of days present and absent, date enrolled, date withdrawn.
- g. Courses taken and record of achievement, such as grades, credits, or certification of competence.
- h. Date of graduation or date of program completion.

2. Category B Records, Temporary Information.

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

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

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

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

vocational-technical centers, community colleges, or institutions of higher learning in which the student or student seeks or intends to enroll.

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

C. Fingerprints

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

ACCESS TO STUDENT RECORDS

A. School District Access to Student Records

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

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

B. Parent or Guardian Access to Student Records

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

DISCLOSURE OF STUDENT RECORD INFORMATION

A. Students Eighteen (18) Years of Age or Older

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

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

B. Prior Written Consent Required

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

C. Disclosure Without Prior Written Consent

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

1. The United States Secretary of Education, the Director of the National Institute of Education, the Assistant Secretary of Education, the Comptroller General of the United States, or state or local educational authorities who are authorized to receive such information subject to the conditions set forth in applicable federal statutes and regulations of the United States Department of Education, or applicable state statutes and rules of the State Board of Education.

2. Individuals or organizations conducting studies for or on behalf of an institution or a board of education for the purpose of developing, validating, or administering predictive tests, administering student or student aid programs, or improving instruction, if such studies are conducted in such a manner as will not permit the personal identification of students or students and their parents by persons other than representatives of such organizations and if such information will be destroyed when no longer needed for the purpose of conducting such studies.
3. Accrediting organizations, in order to carry out their accrediting functions.
4. For use as evidence in student or student expulsion hearings conducted by a district school board pursuant to the provisions of Chapter 120 Florida Statutes.
5. The Auditor General in connection with his or her official functions; however, except when collection of personally identifiable information is specifically authorized by law, any data collected by the Auditor General is confidential and exempt from the provisions of s. 119.07(1) and shall be protected in such a way as will not permit the personal identification of students and their parents by other than the Auditor General and his or her staff, and such personally identifiable data shall be destroyed when no longer needed for the Auditor General's official use.
6. Court request for records:
 - a. A court of competent jurisdiction provided that the parents and students are notified in advance of compliance to a court request. If the Principal or designee is unable to notify prior to the time for compliance, he/she shall bring to the court's attention the provision of the Family Educational Rights and Privacy Act of 1974 and comply with the court's instruction.
 - b. A person or entity to a court of competent jurisdiction in compliance with an order of that court or the attorney of record pursuant to a lawfully issued subpoena, upon the condition that the student, or his or her parent/guardian if the student or student is either a minor and not attending an institution of post secondary education or a dependent of such parent/guardian is notified of the order or subpoena in advance of compliance therewith by the educational institution or agency.
7. Credit bureaus, in connection with an agreement for financial aid

which the student has executed, provided that such information may be disclosed only to the extent necessary to enforce the terms or conditions of the financial aid agreement. Credit bureaus shall not release any information obtained pursuant to this paragraph to any person.

8. Parties to an interagency agreement among the Department of Children and Families, Department of Juvenile Justice, school, and law enforcement authorities, and other signatory agencies for the purpose of reducing juvenile crime and especially motor vehicle theft by promoting cooperation and collaboration, and the sharing of appropriate information in a joint effort to improve school safety, to reduce truancy, in-school and out-of-school suspensions, to support alternatives to in-school and out-of-school suspensions and expulsions that provide structured and well-supervised educational programs supplemented by a coordinated overlay of other appropriate services designed to correct behaviors that lead to truancy, suspensions, and expulsions, and which support students in successfully completing their education.

Information provided in furtherance of such interagency agreements is intended solely for use in determining the appropriate programs and services for each juvenile or the juvenile's family, or for coordinating the delivery of such programs and services, and as such is inadmissible in any court proceedings prior to a dispositional hearing unless written consent is provided by a parent, guardian, or responsible adult on behalf of the juvenile.

D. Transcripts of Records

Transcripts of a student's records may be released without written consent from the student's parents, guardians, or the eligible student to any vocational-technical center, community college, or any postsecondary institutions of higher learning in which the student or student seeks or intends to enroll. A copy of the records may be released to the student's parents, guardians, or the eligible student upon request. This policy is also applicable in instances where such a request is in connection with a student's application for, or receipt of, financial aid.

E. Disclosure—Health or Safety Emergencies

Disclosure of personally identifiable student information may be made by school officials in the event of health or safety emergency. Such emergency situations shall be declared in writing to the Superintendent by a recognized legal official with authority to declare such an emergency. The declaration of a health or safety emergency shall include the need for specific personally identifiable student

information, the time requirements for the information, and the parties to whom the information is disclosed who are responsible for utilizing the information to deal with the emergency.

F. Directory Information/Opt-Out Provision (from SB Policy 8330)

The District shall make available, upon request, certain information known as "directory information" without prior permission of the parents or the eligible student. The Board designates as student "directory information": a student's name; address; telephone number, if it is a listed number; date and place of birth; participation in officially-recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation or program completion; and awards received.

An annual written notice shall be given to inform parents, guardians, and eligible students of their rights of access, waiver of access, challenge and hearing, privacy, categories of personally identifiable student information designated as directory information data, and the location and availability of the District's policy on education records of students. Alternate methods of notice shall be made for parents, guardians, or eligible students unable to comprehend a written notice in English. Parents or eligible students may, by providing a written statement or Opt-Out form to the principal upon entry into the school system may request that all specific portions of directory information for that specific student not be released.

Directory information shall not be provided to any organization for profit-making purposes, unless the request is approved, in a nondiscriminatory manner, by the Superintendent.

In accordance with State law, the District shall release the names and addresses of students in grades ten through twelve (10-12) to a recruiting officer for any branch of the United States Armed Forces or an institution of higher education who requests such information. Such data shall not be released if the eligible student or student's parents submit a written request not to release such information. The recruiting officer is to sign a form indicating that "any information received by the recruiting officer shall be used solely for the purpose of informing students about military service and shall not be released to any person other than individuals within the recruiting services of the Armed Forces". The Superintendent is authorized to charge mailing fees for providing this information to a recruiting officer. A secondary school student or parent of the student may request that the student's name, address, and telephone listing not be released without parental consent.

Whenever parental consent is required for the inspection and/or release of a student's health or educational records or for the release of "directory information", either parent may provide such consent unless agreed to otherwise in writing by both parents or specifically stated by court order. If the student is under the guardianship of an institution, the Superintendent shall appoint a person who has no conflicting interest to provide such written consent.

The District may disclose "directory information" on former students without student or parental consent.

Parents who wish to exclude the release of directory information to allowable entities must fill out the Exclude the Release of Directory Information (Opt-Out Provision-Authorization) form and submit it to your child's school. This form will remain in effect until the school receives an Authorization to Reinstate the Release of Directory Information form.

If you do not want Brevard Public Schools to disclose directory information as listed in the bulleted section above, please contact your child's school to obtain an Exclude the Release of Directory Information Opt-Out Provision – Authorization form.

This request will remain in effect until the school receives a Reinstate the Release of Directory Information Opt-Out Provision - Authorization form to allow the release of directory information also available at your child's school. School Board Policy: 8330-Student Records.

G. Requests for Lists of Directory Information

Requests for lists of directory information data may be granted by the Superintendent or designee.



2700 Judge Fran Jamieson Way
Viera, FL 32940

EXCLUDE THE RELEASE OF DIRECTORY INFORMATION
OPT-OUT PROVISION - Authorization

Student's Name _____ Date of Birth _____

I request and authorize Brevard Public Schools (BPS) to
Exclude the release of directory information to (all will apply):

- Yearbook Vendors
- Alumni Publications
- School Ring Vendors
- School Athletic Program Publishers (under contract)
- Sports Activity Sheets, such as for wrestling, showing weight
- And height of team members
- U.S. Armed Forces Recruiting Officials

Yes I request and authorize Brevard Public Schools to exclude the release of directory information on the student listed above. I understand this will remain in effect until an Authorization to Reinstate the Release of Directory Information is received.

Parent/Guardian: _____ Date: _____
Signature Signed

Print Parent/Guardian Name: _____

THIS AUTHORIZATION IS IN EFFECT UNTIL SCHOOL RECEIVES AUTHORIZATION TO **REINSTATE** THE RELEASE OF DIRECTORY INFORMATION.



2700 Judge Fran Jamieson Way
Viera, FL 32940

REINSTATE THE RELEASE OF DIRECTORY INFORMATION
OPT-OUT PROVISION - Authorization

Student's Name _____ Date of Birth _____

I request and authorize Brevard Public Schools (BPS) to
Reinstate the release of directory information to (all will apply):

- Yearbook Vendors
- Alumni Publications
- School Ring Vendors
- School Athletic Program Publishers (under contract)
- Sports Activity Sheets, such as for wrestling, showing weight
- And height of team members
- U.S. Armed Forces Recruiting Officials

Yes I request and authorize Brevard Public Schools to
reinstate the release of directory information on
the student listed above.

Parent/Guardian: _____ Date: _____
Signature Signed

Print Parent/Guardian Name: _____

THIS AUTHORIZATION IS IN EFFECT UNTIL SCHOOL RECEIVES
SOMETHING IN WRITING **EXCLUDING** THE RELEASE OF
DIRECTORY INFORMATION.

H. Student Lists

Lists of students by name only shall be available to individuals or corporations only as approved and released by the Superintendent.

I. Record of Disclosures

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

J. Notice of Rights/Surveys

An annual written notice shall be given to inform parents, guardians, and eligible students of their rights of access, waiver of access, challenge and hearing, privacy, categories of personally identifiable student information designated as directory information data, and the location and availability of the District's policy on education records of students. Alternate methods of notice shall be made for parents, guardians, or eligible students unable to comprehend a written notice in English. The Board respects the privacy rights of parents and their children. No student shall be required as a part of the school program or the District's curriculum, without prior written consent of the student (if an eligible student or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals personal information.

HEARING PROCEDURE TO CORRECT STUDENT RECORDS

A. Informal Procedures for Challenging Records

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

1. Whenever a parent, guardian, or eligible student believes the content of the student record is inaccurate, misleading, or a violation of their privacy, they may request an informal meeting with the custodian of the record for the purpose of

requesting the correction, deletion, or expunction of any inaccurate, misleading, or otherwise inappropriate data or material in the student record.

2. If the parties at the informal meeting agree to make deletions, to expunge material, or to add a statement of explanation or rebuttal to the file, such agreement shall be reduced to writing and signed by the parties, and the appropriate school officials shall take the necessary actions to implement the agreement.
3. If agreement is not reached, denial of the request and notification of the right to a formal hearing shall be made in writing to the parent, guardian, or eligible student by the custodian of the record with a copy to the Superintendent or designee.

B. Formal Hearing to Challenge Records

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

TRANSFER OF STUDENT RECORDS

A. Records Transfer

1. When a student previously enrolled in a Brevard County Public School transfers out of the Brevard County School District to another school within this State or out of state, the Principal, upon written request of the Principal of the receiving school, the parent, guardian, or eligible student, shall immediately transfer a copy of the student's cumulative record containing Category A and Category B information to the requesting school. The school shall retain the originals of Category A and Category B information in its files. Category B (Exceptional Student Education Audit File) originals will also be retained. Category B health and testing information shall be retained if it is related to a weighted or categorical program placement which is subject to audit.
2. Original student record files, which are retained, will be held by the Principal, who is the custodian of the records for the period of time specified in the Student Records Manual. Category A student records and Category B (Exceptional Student Education Audit File) beyond the specified time after the student leaves the district will be forwarded to Records Management. When a request comes to the school for student records after the files have been sent to Records Management, the written request should be forwarded to Records Management. Records Management will make copies of the student's file at the current established rate.

B. Damage Fees

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

DESTRUCTION OF STUDENT RECORDS

Notice to Parents

Prior to destroying original student records, approval must be obtained from the Division of Archives, History and Records Management. Records Management and the District Records Management Office will arrange for approval to destroy eligible student records.

The District will maintain permanent student records at the last school the student attended for five (5) years after the student leaves the school district. Following the five-year period, the records are microfilmed and approval is obtained to destroy the original record.

Exceptional Student Education Records

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

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

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

ACCESS TO RESOURCES AND SERVICES IN THE SCHOOL LIBRARY MEDIA PROGRAM

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

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

Many of these books are on various reading program lists, such as **Sunshine State Young Readers' Awards, Accelerated Reader, Reading Counts, and Young Adult Choices.** Some of these lists also include recommended reading levels. These **reading levels are determined by companies that are selling the book product, and, while they may indicate the level of vocabulary and grammar that your child may understand, they do not necessarily reflect the appropriate chronological age, developmental age, maturity level, or family values for all students.** As with all other aspects of a student's education, **parents are encouraged to be involved in a student's book selections.**

The books in the media center, whether part of a specific reading program or not, are available for the review of all patrons, but are not necessarily recommended for everyone.

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

STUDENT DISTRICT NETWORK USE

The District's network resources are provided for educational purposes only. Unauthorized and inappropriate use could result in disciplinary action.

The District monitors network activity of students. Student's accessing resources through the District's computers assume personal responsibility and liability, both civil and criminal, for unauthorized or inappropriate use of the resources.

The District has the right to monitor, review and inspect any directories, files and/or messages residing on or sent using the District's computers/networks. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

Student

Students are expected to abide by the Student District Network Use and Safety procedures. Any violation of the terms and conditions set forth here is inappropriate and may constitute a criminal offense. As a user of the District's computers/network, you are required to communicate over the Network in an appropriate manner, honoring all relevant laws, restrictions and guidelines.

Teachers and building principals are responsible for determining what is unauthorized or inappropriate use. The principal may take such disciplinary action as is appropriate pursuant to the Student Code of Conduct.

Student AUP

Student safety and security is first and foremost. The district has implemented technology protection through software and hardware devices which monitor, block, and filter Internet access to visual displays and content that are obscene, pornographic, or harmful to minors. Nevertheless, parents/guardians are advised that determined users may be able to gain access to information, communication and/or services on the Internet which the District of Education has not authorized for educational purposes and/or which they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Parents/Guardians assume this risk by consenting to allow their students to participate in the use of the Internet. All students will by default have internet access unless the **AUP Opt Out Form 7540.03 F1** is completed and signed.

Students may not:

- Seek information on, obtain copies of, or modify files, data or passwords belonging to others, or misrepresent others on the network.
- Engage in "hacking" or other illegal activities.
- Transmit any material in violation of any State or Federal law or District Policy.
- Engage in cyber bullying

such personnel providing the service. **Florida Department of Education Rule 6A-1.0955(6)(d) states that charges shall not reflect the cost to retrieve education records.**

5. The amount to be charged shall reflect the actual hourly rate of the individual (clerk or secretary) providing the service. Costs shall be calculated in 15-minute increments; there shall be no charge for the first fifteen minutes as the word “extensive” has been defined to mean longer than 15 minutes.

Based upon the length of time estimated to provide the service and number of copies, a deposit in that amount may be collected prior to the cost actually being incurred. Monies collected exceeding the actual cost of assistance and duplication shall be returned to the requester.

SUSPECTED ABUSE, NEGLECT OR ABANDONMENT

A. Definitions

1. “Child abuse or neglect” means harm or threatened harm to a child’s physical or mental health or welfare by the acts or omissions of a parent, adult household member, or other person responsible for the child’s welfare, or, for purposes of reporting requirements, by any person.
2. “Harm” to a child’s health or welfare can occur when the parent or other person responsible for the child’s welfare:
 - a. Inflicts, or allows to be inflicted, upon the child physical or mental injury. Such injury includes, but is not limited to:
 1. injury sustained as a result of excessive corporal punishment.
 2. physical dependency of a newborn infant upon any drug controlled in Schedule I and Schedule II of s. 893.03, with the exception of drugs administered in conjunction with a detoxification program as defined in s. 397.021, or upon drugs administered in conjunction with medically approved treatment procedures; provided that no parent of such a newborn infant shall be subject to criminal investigation solely on the basis of such infant’s drug dependency.
 - b. Commits, or allows to be committed, sexual battery against a child, or allows to be committed, sexual abuse of a child.
 - c. Exploits a child, or allows a child to be exploited, as provided in s. 450.51.

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

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

B. Reporting Suspected Cases

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

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

C. Referral To Law Enforcement

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

D. Counseling Needs

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

**NONDISCRIMINATION POLICY AND
GRIEVANCE PROCEDURES**

Non-Discrimination Policy:

It is the policy of the Board to offer the opportunity to students to

participate in appropriate programs and activities without regard to race, color, religion, national origin, gender, disability, marital status, or age, except as otherwise provided by State law.

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

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

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

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

Student Grievance Procedure

(Title IX and Florida Equity Educational Act)

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

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

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

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

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

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

**PARENT/STUDENT RIGHTS AFFORDED BY
SECTION 504/ADA OF THE REHABILITATION ACT OF 1973
(Procedural Safeguards Under Section 504/ADA)**

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

You have the right to:

1. Have your child take part in, and receive benefits from public education programs without discrimination because of his/her disabling condition;
2. Receive notice with respect to identification, evaluation, or placement of your child;
3. Have your child receive a free appropriate public education in the least restrictive environment;
4. Have your child receive services and be educated in facilities which are comparable to those provided to non-disabled students;
5. Have your child receive special education and related services if your child is found to be eligible under the Individual with Disabilities Education Act or a Free Appropriate Public Education (FAPE) if eligible under Section 504/ADA of the Rehabilitation Act;
6. Have evaluation, educational and placement decisions made based on a variety of information sources using valid tests and other evaluation materials designed to assess specific areas of need and by persons who know the student and who are knowledgeable about the evaluation data and placement options;
7. Have transportation provided to and from an alternative placement setting (if the setting is a program not operated by the district) at no greater cost to you than would be incurred if the student were placed in a program operated by the district;
8. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district;
9. Examine all relevant records relating to decisions regarding your child's identification, evaluation, educational program and placement;
10. Obtain copies of educational records at a reasonable cost unless the fee would effectively deny you access to the records;
11. Request amendment of your child's educational records if there is reasonable cause to believe that they are inaccurate, misleading, or otherwise in violation of the privacy rights of your child. If the school district refuses this request for amendment, it shall notify you within a reasonable time and advise you of the right to a hearing;

12. Request mediation or an impartial hearing related to decisions or actions regarding your child's identification, evaluation, educational program, or placement. You and your child may take part in the hearing and be represented by counsel. Hearing requests must be made to your local district superintendent;
13. Appeal the impartial hearing officer's decision;
14. File a local grievance; and
15. Receive all information in your native language and primary mode of communication.

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

Brevard Public Schools Directory Information Opt-Out Provision (High School)

(Please Print)

School Board Policy 8330-Student Records:

Directory information will not be released to any governmental agency, third party, or vendor (whether for profit or not for profit) except for (a) law enforcement and other governmental agencies, both State and Federal, upon official request only; (b) U.S. Armed Forces recruiting officials (as required by the Federal No Child Left Behind Act of 2001) unless the student or parent opts out; (c) educational agencies, colleges, and universities and other parties or agencies entitled by law or regulation to receive student records; and (d) yearbook publishers, school ring vendors, alumni publications, school photograph vendors, and school athletic program publishers (under contract), unless the student or parent opts out.

The Board shall provide annual written notice of the ability to opt out at any time by publication of this policy in the Student Handbook/Code of Conduct, which is published and distributed annually.

School Year:	School's Name:
REQUEST TO EXCLUDE DIRECTORY INFORMATION (COMPREHENSIVE OPT-OUT)	
<p>No directory information will be released on your student except in accordance with the exceptions listed above. This form is to be filled out <u>only</u> if you do not want any information being released to the following school-related entities such as yearbooks, school ring vendors, alumni publications, school photographers and athletic program publishers and military recruiters.</p>	
Student's Name (First, Middle, and Last):	
<p>I am requesting to exclude the release of directory information (name, address, phone number, participation in school activities and sports, honors and awards, height and weight of athletic team members, dates of attendance, school, grade, photographs and other images) about my student. I understand by signing this means my child will not appear in school documents such as yearbooks, alumni directories, graduation programs, honor roll and other recognition lists, and sports activity and theatrical programs. I also understand that this means exclusion of my student's name, address and phone number from the school directory, from other documents relating to school-related organizations and activities and from county agencies. Finally, I understand this means that my student will not be included in any BPS videotape, motion picture, audio recording, television and still photograph productions. My student's information will also not be released to military recruiters during the school year.</p>	
Student (18 Years & Older)/Parent/Guardian Signature: _____	
Today's Date: _____	

OR

EXCLUDE DIRECTORY INFORMATION FOR MILITARY RECRUITERS (MILITARY OPT-OUT)
Student's Name (First, Middle, and Last):
<p>By signing this section you are requesting to exclude the name, address, and phone number of your student to military recruiters during this school year. By signing the military opt-out only, you understand your student will still be able to appear in the yearbook, alumni directories, graduation programs, honor roll and other recognition lists, and sports activity and theater programs.</p>
Student (18 Years & Older)/Parent/Guardian Signature: _____
Today's Date: _____
<p>This form must be completed annually. If your child changes schools you must complete a new form and submit it to the school in order for the change to be in effect. The form will be retained for one school year only.</p>

SHADED AREA FOR SCHOOL USE ONLY

<p>IF PARENT SIGNS COMPREHENSIVE OPT-OUT, DATA CLERKS SHOULD PLACE AN "N" IN THE STUDENT'S "DO NOT PUBLISH PHONE/ADDRESS" FIELD ON PANEL S313 IN AS400. FOR THE MILITARY OPT-OUT OPTION, DATA CLERKS SHOULD PLACE AN "X" IN THE SAME FIELD. THESE FORMS ARE TO BE RETAINED IN THE INDIVIDUAL STUDENT'S PERMANENT FILE.</p>

2011-2012 SAT Program Test Dates Saturday Administrations

National Test Date	Test	REGISTRATION DEADLINES	
		U.S. and International	U.S. Late
June 4, 2011	SAT & Subject Tests	May 20, 2011	May 23, 2011
October 1, 2011	SAT & Subject Tests	September 2, 2011	September TBA
November 5, 2011	SAT & Subject Tests	October 7, 2011	October TBA
December 3, 2011	SAT & Subject Tests	November 4, 2011	November TBA
January 28, 2012	SAT & Subject Tests	December 30, 2011	January TBA
March 10, 2012	SAT & Subject Tests	February 10, 2012	February TBA
May 5, 2012	SAT & Subject Tests	April 6, 2012	April TBA
June 2, 2012	SAT & Subject Tests	May 4, 2012	May TBA

2011-2012 ACT Test Dates

Test Date	Regular Registration Postmark Deadline (regular fee)	Late Registration Postmark Deadline (regular fee + late fee)
September 10, 2011	August 12, 2011	August 13-26, 2011
October 22, 2011	September 16, 2011	September 17 - 30, 2011
December 10, 2011	November 4, 2011	November 5 - 18, 2011
February 11, 2012	January 13, 2012	January 14 - 20, 2012
April 14, 2012	March 9, 2012	March 10 - 23, 2012
June 9, 2012	May 4, 2012	May 5 - 18, 2012

Grading Scale

The following grading scale has been established by Florida Statute
and is used in all Brevard County secondary schools:

- 90-100 = A**
- 80-89 = B**
- 70-79 = C**
- 60-69 = D**
- 50-59 = F**

2011-2012 Brevard County School

Monday	July 4	Independence Day
Wednesday	August 3	Teachers Report/Building Professional Development Day
Wednesday	August 10	Student Report
Monday	September 5	Labor Day/Holiday for All
Monday	September 12	District Professional Development Day/Student Holiday/Make Up Day for Students if Needed*
Friday	October 7	State Inservice/Building Professional Development Day/Student Holiday/Make Up Day for Students if Needed*
Friday	November 11	Veteran's Day/Teacher and Student Holiday
Wednesday	November 23	Teacher/Student Holiday
Thursday-Friday	November 24-25	Thanksgiving/Holiday for All
Tuesday	December 20	End of First Semester
Wednesday-Thursday	December 21-22	Winter Vacation
Friday-Tuesday	December 21-22	Holiday for All
Wednesday-Friday	December 23-27	Winter Vacation
Monday	January 2	New Year's Day/Holiday for All
Tuesday-Thursday	January 3-5	Winter Vacation
Friday	January 6	Teacher/Student Holiday
Monday	January 9	Second Semester Begins
Monday	January 16	Martin Luther King, Jr.'s Birthday/Holiday for All
Monday	February 20	President's Day/ District Professional Development Day/Student Holiday/Make Up Day for Students if Needed*
Monday-Friday	March 26-30	Spring Vacation
Friday	April 6	Holiday for All
Friday	May 25	End of Second Semester
Monday	May 28	Memorial Day/Holiday for All
Tuesday	May 29	Post Planning/Last Day for Teachers/Make Up Day for Students if Needed*
Wednesday	May 30	Make Up Day for Students if Needed*

Student Days 1st Semester = 88

Approved by School Board

Student Days 2nd Semester = 92

*During the 2011 – 2012 school year, emergency days will be taken following order: September 12, October 7, February 20, May 29, and May 30. The order for using make up days for schools closed due to emergencies will depend on where the emergencies fall during the school year. Teacher workdays are subject to negotiation and are tentative.

SECONDARY SCHOOL DIRECTORY

School	Telephone #
Astronaut High	264-3000
Bayside High	956-5000
Brevard Virtual Instruction Program	633-1000, Ext. 304
Central Middle	722-4150
Clearlake Middle	633-3660
Cocoa Beach Jr./Sr. High	783-1776
Cocoa High	632-5300
DeLaura Middle	773-7581
Eau Gallie High	242-6400
Edgewood Jr./Sr. High	454-1030
Heritage High	722-4178
Hoover Middle	727-1611
Imagine Schools at West Melbourne (River's Edge)	729-0500
Jackson Middle	269-1812
Jefferson Middle	453-5154
Johnson Middle	242-6430
Kennedy Middle	633-3500
Madison Middle	264-3120
McNair, Ronald Magnet	633-3630

School	Telephone #
Melbourne High	952-5880
Merritt Island High	454-1000
Odyssey Charter	733-0442
Palm Bay Academy	984-2710
Palm Bay High	952-5900
Palm Bay Academy Charter	984-2710
Palm Bay Community Charter School – Patriot Campus	409-4500
River's Edge Charter Academy	729-0500
Rockledge High	636-3711
Satellite High	779-2000
Sculptor Academy	264-9991
Southwest Middle	952-5800
Space Coast Jr./Sr. High	638-0750
Stone Middle	723-0741
Titusville High	264-3100
Viera High	632-1770
West Shore Jr./Sr. High	242-4730

ACKNOWLEDGMENTS

The Office of Student Support Services would like to acknowledge the following individuals for their help, assistance and cooperation in the preparation and printing of the 2011-2012 Elementary Handbook and Secondary Code of Conduct:

Cheryl Wratchford, Clerk Typist

Cindy Butler, Administrative Assistant, Office of Student Services

Daren Bolton, Print Shop Manager, Printing Services

Beth Thedy, Ed. D.

Assistant Superintendent for Office of Student Services



NON-DISCRIMINATION NOTICE

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

A student having a grievance concerning discrimination may contact:

Dr. Brian T. Binggeli
Superintendent
Brevard Public Schools

Cyndi Van Meter
Associate Superintendent
for Curriculum
Division of Curriculum and
Instruction
Equity Coordinator

Dr. Walter Christy
Director
Secondary Education

Ms. Pam Treadwell
Director
ESE Administrative
Support Services
ADA/Section
504 Coordinator

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

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

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

Ms. Susan Standley, Director
Office of Compensation & Benefits

Ms. Joy Salamone, Director
Human Resources Services and Labor Relations

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

This publication or portions of this publication can be made available to persons with disabilities in a variety of formats, including large print, Braille or audiotape. Telephone or written requests should include your name, address, and telephone number. Requests should be made to Kim Riddle, Exceptional Education Projects, 633-1000, extension 535, at least two (2) weeks prior to the time you need the publication.



For more information about Brevard Public Schools, please visit our website at www.brevardschools.org.

**©2011-2012, Brevard Public Schools
Office of Student Support Services**