

CHAPTER 5.00 – STUDENTS

REQUIREMENTS FOR ORIGINAL ENTRY

5.10

- I. Any student who initially enrolls in the District shall be required to present certification of immunization for those communicable diseases as required by Florida Statutes.
 - A. Students who are under twenty-one (21) years of age shall present certification of immunization for communicable diseases. The exception is a student who is classified as Homeless.
 - B. A transfer student may be granted thirty (30) days to provide documentation of school-entry health examination.
 - C. Exceptions may be granted as provided in Florida Statutes.
- II. Students in Grades PK-12 who enter Florida public schools for the first time shall present evidence of a health examination within the twelve (12) month period prior to their initial entrance.
 - A. Any student who was previously enrolled in a Florida school and who seeks admission may be granted thirty (30) days to secure documentation of a school health examination.
 - B. The Superintendent may grant exceptions to this rule pursuant to Florida Statute.
 - C. The health examination shall be completed by a health professional who is licensed in Florida or in the state where the examination was performed.
- III. Any student who was previously enrolled in an out-of-state public school and who seeks admission to a District school shall be admitted on the basis of admission requirements established in the state in which the student resided prior to moving to the county, except as provided in this rule.
- IV. A student entering a District school from a private or nonpublic school shall be assigned to a grade based on placement tests, age, and previous school records.
- V. The name of a student as it appears on the birth certificate or other supporting evidence, as provided by law, shall be used on all school documents and records until such time as the parent provide a final court order verifying a name change.
- VI. Any student who initially enrolls in the District shall be required to report any previous school expulsions, arrests resulting in a charge and juvenile justice actions the student has had. After referral to the District hearing officer and a review of the facts of the case, the District may waive or honor the final order of expulsion or dismissal of a student. If the student is admitted by the School Board, the student may be placed in an alternative school or program, or may have other conditions imposed prior to

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- enrollment.
- VII. Proof of age requirements are as set forth in 1003.21, F.S. shall be required.
- VIII. A student who is sixteen (16) years or older and who has been withdrawn from school for nonattendance shall be reenrolled one (1) time upon his/her request as long as the student has not reached the age of twenty (20). The reenrollment of any student who has been dropped more than one (1) time shall be at the principal's discretion at the school where enrollment is sought.
- IX. No person twenty (20) years of age or older shall be enrolled as a student in any school in the District. This shall in no way be interpreted to mean that a student enrolled at a school who is in good standing and working toward a diploma shall be involuntarily withdrawn when he/she reaches the age of twenty (20). The exception would be a student with disabilities with an active IEP who may receive educational services until the end of the school year in which the student turns twenty-two (22).

STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED:

**1001.43, 1003.01, 1003.21,
1003.22, F.S.**

STATE BOARD OF EDUCATION RULE(S):

6A-6.024

HISTORY:

**ADOPTED: APRIL 1, 1997
REVISION DATE(S): 11/10/08
FORMERLY: JC, JFA, JFCA, JLCA**

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ADMISSION TO KINDERGARTEN

5.11

Any child shall be eligible for admission to kindergarten if he/she has attained the age of five (5) years on or before September 1 of the school year. Provided, however, a child who transfers from another state shall be admitted under the same age requirements as established in the state where he/she previously resided. Before admitting a child to kindergarten, the principal shall require evidence of

I. The child's date of birth in the manner provided by Florida Statutes;

II. An up-to-date immunization record.

III. A school-entry health examination conducted within one (1) year prior to enrollment.
in school in accordance with State Board of Education rules.

STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED:

1001.43, 1003.21, 1003.22, F.S.

STATE BOARD OF EDUCATION RULE(S):

6A-6.024

HISTORY:

ADOPTED: APRIL 1, 1997
REVISION DATE(S): 11/10/08
FORMERLY: JFA

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ADMISSION TO FIRST GRADE

5.12

- I. For admission to first grade, a student shall be six (6) years old on or before September 1 of the school year and shall satisfy one (1) of the following requirements:
 - A. Satisfactory completion of kindergarten requirements in a Florida public school;
or
 - B. Satisfactory completion of kindergarten requirements in an out-of-state public school in which he/she was admitted on the basis of age requirement established by the state of residency.

Satisfactory completion of kindergarten requirements in a non-public school will result in a provisional placement in first grade until validation of grade level is completed pursuant to District's Student Progression Plan.

- II. First grade students shall progress according to the District's *Student Progression Plan*.

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED: 1001.43, 1003.21, 1003.22, F.S.

STATE BOARD OF EDUCATION RULE(S): 6A-6.024

HISTORY: ADOPTED: APRIL 1, 1997
REVISION DATE(S): 11/10/08
FORMERLY: NEW

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ADMISSION TO POSTSECONDARY CAREER AND TECHNICAL

EDUCATIONAL PROGRAMS

5.13

- I. The Superintendent or designee shall develop written procedures to implement Florida Statutes and State Board of Education rules which pertain to students with learning disabilities or other impairments who enter postsecondary programs in career and technical education centers. The procedures shall include, but not be limited to,
 - A. A method for identifying students who meet the definition of hearing impaired, visually impaired, or learning disabled pursuant to State Board of Education rules.
 - B. Development of reasonable substitutions for admission and graduation requirements for postsecondary programs offered at a career and technical educational centers.
 - C. A plan for advising students about eligibility criteria and substitution requirements.
 - D. Individualized counseling for students who may qualify for substitution requirements.
 - E. An appeal process for students who do not qualify for substitution requirements.
 - F. A student who attends the area career and technical educational center shall be classified as either a high school student or an adult student.
 1. A high school student is a student who is age sixteen (16) or older and is concurrently enrolled in a regular high school and the career and technical center for one (1) to six (6) hours daily.
 2. An adult student is a person who is sixteen (16) years or older and has withdrawn from a regular school program.
- II. The Superintendent or designee shall maintain records on students who apply for and who are permitted to enter postsecondary programs on the basis of Florida Statutes and State Board of Education rules. Data collected shall be in accordance with State Board of Education rules.
- III. Upon the recommendation of the Superintendent, the Board may approve plans and agreements with institutions of higher education for dual enrollment and/or early admissions programs.

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STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED: 1001.43, 1007.264, F.S.

STATE BOARD OF EDUCATION RULE(S): 6A-10.041

HISTORY: **ADOPTED:** November 10, 2008
REVISION DATE(S): _____
FORMERLY: NEW

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HOMELESS STUDENTS

5.15

- I. Homeless children who live within the District shall be admitted to school in the District and shall have access to a free public education. The District shall ensure that homeless children and youth are provided with equal access to free, appropriate educational programs, have the opportunity to meet the same challenging State of Florida academic standards, are not stigmatized nor segregated on the basis of their status as homeless.
- II. The McKinney-Vento Act defines homeless students as individuals who lack a fixed, regular and adequate nighttime residence and includes:
 - a. One who has a primary nighttime residence that is
 - i. An emergency or transitional shelter that is designed to provide temporary living accommodations;
 - ii. Living in motels, hotels, FEMA Trailers, trailer parks, or camping grounds due to lack of adequate accommodations;
 - iii. A public or private place not designed for, or ordinarily used as a regular sleeping accommodation for human beings or normally used for human residence;
 - b. Sharing the housing of other persons due to the loss of housing, economic hardship or a similar reason; doubled-up;
 - c. Abandoned in hospitals;
 - d. Awaiting foster care placement;
 - e. Living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings;
 - f. Migratory children may qualify as homeless for the purpose of this definition if the children are living in any of the circumstances described above.
 - g. Are an unaccompanied youth (youth not in the physical custody of a parent or guardian).
- III. The District shall, according to the student's best interest, and by parent, guardian, or unaccompanied youth request, continue the homeless student's education in the school of origin for the duration of homelessness, or enroll the student in a District school in the attendance zone in which the homeless student is actually living on the same basis as other district students. In determining the best interest of the student, the District shall:
 - a. To the extent feasible, keep a homeless student in the school of origin, unless doing so is contrary to the wishes of the student's parent or guardian.
 - b. In the case of an unaccompanied student, ensure that the District Homeless Education Liaison helps in placement or enrollment decisions, considers the views of the student and provides notice of the right to appeal placement and enrollment decisions.
 - c. The school of origin means the school that the student attended when permanently housed, or the school in which the student was last enrolled. The choice regarding placement shall be made regardless of whether the student lives with the homeless parents or guardian or has been temporarily placed elsewhere.

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- IV. Schools must immediately enroll students in homeless situations, even if they do not have required documents, such as school records, medical records, proof of residency, proof of guardianship (for unaccompanied youth), or other documents. The term "enroll" is defined as attending classes and participating fully in school activities. Enrolling schools must obtain school records from the previous school, and students must be enrolled in school while records are obtained. The District Homeless Liaison shall assist homeless children to provide documentation to meet state and local requirements for entry into school.
- V. If a dispute arises over school selection, enrollment, or any issue covered in this policy:
 - a. the student shall be immediately admitted to the school of origin or assigned zone school as requested by the parent or guardian, pending resolution of the dispute;
 - b. The parent or guardian of the student shall be provided with a written explanation of the District's decision regarding school selection, including the rights of the parent, guardian or student to appeal the decision through the District's enrollment dispute procedure and the Florida Department of Education's appeal process;
 - c. The student, parent or guardian shall be referred to the District Homeless Education Liaison, who shall ensure the resolution process is carried out as expeditiously as possible after receiving notice of the dispute; and
 - d. In the case of an unaccompanied student, the District Homeless Education Liaison shall ensure that the student is immediately enrolled in school pending resolution of dispute.
- VI. The District shall ensure at the request of the parent or guardian, or in the case of an unaccompanied youth, The District Homeless Education Liaison, that transportation will be provided for a homeless student to the school or origin, to the extent feasible, as follows:
 - a. If the homeless student continues to live in the school district in which the school of origin is located, transportation will be provided.
 - b. If the homeless student moves to an area served by another district, though continuing his or her education at the school of origin, the district of origin and the district in which the student resides must agree upon a method to apportion responsibility and costs for transportation to the school of origin.
 - c. If the districts cannot agree upon such method, the responsibility and costs must be shared equally.
- VII. Homeless students shall be provided services and educational programs comparable services to those offered to other students, including:
 - a. Transportation services
 - b. Meals through school nutrition programs
 - c. Educational services for which the child meets the eligibility criteria such as Exceptional Student Education

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- d. Title I
 - e. Head Start
 - f. Limited English Proficiency programs
 - g. Preschool programs
- VIII. The District shall ensure that there is a District Homeless Education Liaison and his/her duties are communicated to district and school personnel and appropriate agencies and providers.

STATUTORY AUTHORITY: 1001.42, 1001.43, and 1003.01(12) F.S.; 1003.21 F.S

LAW (S) IMPLEMENTED: The McKinney-Vento Homeless Assistance Act 42 U.S.C. §§11431 – 11436.
Title I, Part A of the Elementary and Secondary Education Act, 20 U.S.C. §§6311 – 6315.
The Individuals with Disabilities Education Act, 20 U.S.C. §§1400 *et seq.*
April 6, 2002 Policy of the Child Nutrition Division of the U.S. Department of Agriculture.
June 5, 1992 Policy of the Administration for Children and Families of the U.S. Department of Health and Human Services

HISTORY:

ADOPTED: November 10, 2008

REVISED: _____

FORMERLY: NEW

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STUDENT ASSIGNMENT

5.20

The School Board shall establish residential attendance zones for each school. All students, unless otherwise provided by School Board rule or authorized by the School Board's order, shall attend the school serving the student's residential attendance zone. A student's residence is defined as the residence of his/her parent(s), legal guardian, legal custodian, or other such person as defined by any order issued by a court of competent jurisdiction of the state of Florida. Any student residing in the School District shall be assigned to a school for attendance by the Superintendent or designee.

- I. The only exceptions to this policy will be in the case of student transfers approved by the Superintendent in accordance with the Student Transfer Policy or assignments to magnet programs in accordance with the Magnet Schools and Programs Policy, or transfers mandated by state or federal legislation.
- II. No student shall be permitted to cross district lines for the purpose of attending school in the School District or outside the School District, except under a written agreement as provided in Florida Statutes. Any such agreement between the School Board and any other Florida school district shall be duly recorded in the official School Board minutes. Such transfers shall be on a nondiscriminatory basis and shall not result in reducing desegregation in either school district or in reinforcing the dual school system.
 - A. The assigned school for an out-of-district student shall be designated on the basis of space available. Such assignment shall not occur after the February FTE (full-time equivalency) count, except under the provisions of the contract with another District school system or upon recommendation of the Superintendent and approval of the School Board.
 - B. The Board shall specify conditions for admitting students from other Florida school districts.
 - C. The Board will consider releasing a student to attend in another district under the following conditions.
 1. The parent is employed by the requested school district.
 2. The parent has child care for a student (s) in grades K-8 in the requested district; or
 3. The parent provides documentation of extenuating circumstances.
- III. As required by Florida Statute, any student(s), who has been attending a school that has been designated as performance grade category "F" failing to make adequate progress for two (2) school years in a four (4) year period, may choose to attend a higher performing school in the District or an adjoining district.

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STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED: 1001.41, 1001.42, 1001.43,
1001.51, 1002.31, 1002.38, F.S.

HISTORY: **ADOPTED:** April 1, 1997

REVISION DATE(S): 11/10/08

FORMERLY: JC

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STUDENT TRANSFER POLICY

5.22

I. Purpose

To establish the procedures for initiating and approving the within-county transfer of students.

II. Background

Most students attend the school within the established attendance area in which they reside. A request for a student to attend a school outside such attendance area may be initiated by the parent/guardian/eligible student (18 years of age or older), or special services staff. However, no student is guaranteed assignment to a particular school.

III. Procedures

A. Identifying schools that will be adversely affected by transfer.

Transfers to and from schools are reviewed for their impact on

- 1 Capacity/utilization.
- 2 Stability of attendance area school.
- 3 Anticipated transfers mandated by law.

B. Timetables and deadlines

- 1 A timetable for submitting and processing transfer requests shall be established annually and communicated through various means including the District website.
- 2 Transfer requests for the following school year will only be accepted during the designated time.
3. Every effort will be made to notify parents and students by mid-July of the action taken on each transfer request for Grades K through 12.
4. Transfer requests submitted after the deadline will not be accepted unless the student is a new resident of Duval County or there is a bona fide emergency or event that could not have been foreseen prior to the deadline. A student must enroll in and attend his/her projected school while the transfer is being processed.

C. Process for Transfers

1. General

- a. Transfers are generally approved to allow students to attend through the last grade level of a school. However, all transfers are reviewed annually with respect to the

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procedures in III.A. and may be rescinded based on these criteria only.

b. Students whose families have moved within the county and who wish to continue attending their former attendance area school may request to remain at their former school. Such requests normally will be approved for the remainder of the current school year. Requests to stay at that school longer will be considered on the same basis as other transfer requests.

c. Transfer requests for younger siblings of students, who reside at the same address, for whom transfers have been approved, will be given a preference for transfer, if possible, provided that the older sibling will also be in attendance at the receiving school.

d. In the event of a boundary change, students who will be in their last year of attendance (5th, 8th or 12th grade) in the school which they have been attending may request to remain in that school for their last year. Such requests normally will be approved for that school year. Younger siblings of these students may apply for a transfer and such transfers will be considered on the same basis as other transfer requests considered in III.C.1.a.

2. Initiated by Parent/Guardian/Eligible Student (18 years of age or older)

a. If a transfer is desired, a parent or a student who is age 18 or older may obtain a Special Transfer Option Request form from any school in the District or the School Choice Office or www.duvalchoice.com.

b. The completed form must be submitted to the School Choice Office by the deadline.

c. The transfer request will be processed through the transfer lottery consistent with the criteria in III.A. and III.C.1.

d. Transportation to the school to which a student has been transferred is the responsibility of the parent/guardian.

e. The parent/guardian will receive written notification from the School Choice Office of the lottery results. The sending and receiving schools will also be notified of the lottery results.

Transfers, once approved, are in effect for the entire school year. Requests to return to attendance area schools are approved with consent of receiving and sending principal in accordance with III. A.

STATUTORY AUTHORITY:

1001.41, F.S.

LAW(S) IMPLEMENTED:

1001.42, 1001.51, F.S.

HISTORY:

**ADOPTED: May 26, 1999
REVISION DATE(S): 7/5/05
FORMERLY: JCA**

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STUDENT RIGHTS AND RESPONSIBILITIES

5.24

All students enrolled in school shall be subject to the laws, regulations of the State Board of Education, the rules and policies of the School Board and the *Codes of Student Conduct* and shall be under the control and direction of the principal or designee during the time they are transported to or from school at public expense, during the time they are attending school or a school-sponsored activity, and during the time they are on School Board premises for school attendance and authorized activities.

- I. The principal or the principal's designated representative shall see that students are properly supervised while at school and during any school-sponsored activity.
- II. The teacher or other members of the instructional staff shall assume such authority for the control and supervision of students as may be assigned by the principal or the principal's designated representative and shall keep good order in the classroom or other places where in charge of students. Unprofessional conduct by the principal or a teacher in any matter relating to student discipline shall be referred to the immediate attention of the School Board by the Superintendent.

The school bus driver shall maintain order and good behavior on the part of all students being transported and shall follow all applicable Florida Statutes, School Board policies, or standard operating procedures while performing his/her responsibilities.

- A. No student may be suspended from school, from school bus transportation or from class except as provided by law and the policies of the Board.
 - B. No student shall be suspended for unexcused absence, tardiness, or truancy unless otherwise provided in the *Codes of Student Conduct*.
 - C. This policy shall not apply to students while they are being transported to or from school by private citizens.
- III. An administrative or instructional staff member shall be deemed guilty of neglect of duty when he/she fails to supervise students, as required by normal or assigned duty, by not reporting for duty or by leaving his/her post of duty without proper authorization. Any administrative or instructional staff member charged with such neglect of duty shall be subject to suspension from duty and termination of his/her contract as provided by Florida Statutes.

IV. *The Code of Student Conduct* is hereby incorporated by reference and made a part of this policy. The Codes of Student Conduct and any revisions shall be approved and adopted by the School Board. The Codes of Conduct shall include, but is not limited to policies on Drug and Alcohol Prohibition, Zero Tolerance Infractions, Student Attendance, and the Student Code of Appearance. The Codes of Conduct shall:

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- A. Be developed by appropriate grade level teachers, school personnel, school administrators, students, and parent(s) or legal guardian of students.
 - B. State grounds for disciplinary action procedures and the rights of students.
 - C. Be distributed to all teachers, school personnel, students, and students' parent(s) or legal guardian at the beginning of each school year. Parents/guardians shall be required to sign a form acknowledging receipt of the Codes of Student Conduct each year.
 - D. Be filed in the Superintendent's Office.
- V. *The Codes of Student Conduct* shall be discussed with students, school advisory councils, and parent/teacher associations at the beginning of each school year.
- VI. Any School Board decision which conflicts with provisions in the *Codes of Student Conduct* shall prevail until the codes are revised and subsequently adopted.
- VII. The principals shall ensure that the *Codes of Student Conduct* are enforced fairly and that discipline is administered without regard to race, ethnicity, disability or gender. In order to monitor fair enforcement of the codes and fair administration of discipline for all students, the Superintendent shall submit to the Board, by December 1 of each year, a report showing the following information for the previous school year:
- A. Data indicating the numbers of students charged with offenses of the codes and the discipline administered (including number of days suspended), disaggregated by race, ethnicity and gender by school and district-wide.
 - B. Any recommended changes which the Superintendent feels are necessary to ensure fair and equitable enforcement of the codes and administration of discipline.
- VIII. The principal shall familiarize students with School Board policies and other school rules relating to student's rights, responsibilities, and conduct at the beginning of each school year and thereafter when deemed appropriate.
- IX. A senior student who commits a class III or IV violation, described in the *Codes of Student Conduct*, shall forfeit the right to participate in graduation exercises and other senior-related activities until the student has successfully completed the suspension or assignment to an alternative program and is re-enrolled at the regularly assigned school. School Board policies and procedures regarding assignment to alternative centers shall apply to students who commit a class III or class IV violation.

Each senior high school principal shall:

- A. Notify all potential graduates of this policy during an assembly or meeting during the first twenty (20) days of each semester.
- B. Mail a notice explaining this policy to the parents or legal guardian of each

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potential graduate at the address currently shown in the official school record. This mailing will take place during the first twenty (20) days of the school year and thereafter.

- C. Make this notification as part of the enrollment process for new potential graduates enrolling after the second semester notification to assure all potential graduates receive notification in as timely a manner as possible.
 - D. Provide each senior student with written notification of this policy and require the student's signature as acknowledgment of receipt at the time of notification.
 - E. Document to the Chief Officer, High School Education, the two student meeting dates and the dates of the parent notification letter.
- X. Any student who participates in a boycott, walkout, sit-in, group demonstration, or any similar action which creates a disturbance or interferes with the orderly operation of the school shall be deemed guilty of serious misconduct and shall be disciplined pursuant to the *Codes of Student Conduct*.
- XI. A student complaint procedure shall be developed by the Superintendent. The primary purpose of this Policy is to secure, at the lowest level possible, an equitable solution to a student complaint.

STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED:

**120.57(1), 1001.43, 1003.04, 1003.21, 1003.31,
1003.32, 1006.07, 1006.08, 1006.09, 1006.10,
1006.13, 1012.28, 1012.33, F.S.**

STATE BOARD OF EDUCATION RULE(S):

6A-1.0404

HISTORY:

**ADOPTED: April 1, 1997
REVISION DATE(S): 11/10/08
FORMERLY: JI, JICC, JICDA, JLIA**

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STUDENT CODE OF GENERAL APPEARANCE

5.25

- I. Purpose – In order to promote safety and discipline in schools and to enhance the learning environment, students shall dress appropriately for the school environment. Apparel that is disruptive, distracting or in violation of health and safety rules shall not be worn.

Student dress and grooming shall be neat and clean. These guidelines for dress and grooming are provided to assist parents and students and apply to all students in the Public Schools of Duval County.

- a. Shoes must be worn at all times; bedroom shoes or slippers are not permitted. Students in elementary school are not permitted to wear shoes without closed heels or back straps.
- b. Halter tops, tank tops, backless tops, tops with thin or no straps, or tops that show midriff or expose the body are prohibited.
- c. See-through or mesh garments shall not be worn without appropriate undergarments.
- d. Form-fitting or overly tight clothing shall not be worn without appropriate outer garments.
- e. Properly hemmed outer garments such as shorts, divided skirts, and dresses may be worn, provided they are not disruptive or distracting, as determined by the school administration. Garments including, but not limited to such items as boxer shorts, traditionally designed as undergarments, may not be worn as outer garments.
- f. Clothing and accessories shall not be worn if they display profanity, violence, lewd and obscene messages, sexually suggestive phrases, or advertisements, phrases or symbols of alcohol, tobacco, or drugs or other symbols phrases or advertisements that would be offensive to common propriety or decency.
- g. Head coverings, including, but not limited to, caps, hats, bandannas, hair curlers, and/or sunglasses, shall not be worn on school property, unless required by a physician or authorized by school personnel.
- h. The waistband of shorts, slacks, skirts, and similar garments shall not be worn below the hips. Underwear, midriff and back may not be exposed. If belts, suspenders, and straps are worn, they shall be worn in place and fastened.
- i. Any articles of clothing or jewelry that may cause injury to oneself or to other students are not allowed.

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- j. Wearing apparel, jewelry (such as body piercing(s) ornaments) hair, and general appearance shall not disrupt the classroom atmosphere, shall not be unusually provocative, and /or shall not violate health and safety rules of the school.
- II. All students must adhere to these minimal guidelines for acceptable apparel and appearance. In order to maximize instructional time, students will be given an opportunity to immediately correct violations. Disciplinary actions for students who fail to correct violations or commit subsequent violations will be in accordance with the Student Code of Conduct.
- III. The Alternative schools will be allowed to establish higher dress standards and to take appropriate disciplinary action for dress code violations.
- IV. This General Code of Appearance shall also apply to all school-sponsored activities and events, unless otherwise authorized by school administration.
- V. The site administrator shall be the final judge as to neatness, and cleanliness of wearing apparel and whether or not such apparel is appropriate, disruptive, distracting of in violation of health and safety rules.

STATUTORY AUTHORITY:

1001.41, F.S.

LAW(S) IMPLEMENTED:

1001.43, F.S.

HISTORY:

ADOPTED: _____
REVISION DATE(S): _____
FORMERLY: JICA

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STUDENT DETENTION, SEARCH, AND SEIZURE

5.26

- I. The Superintendent shall develop guidelines concerning procedures for detaining and searching students and confiscating items which are prohibited by Florida Statutes or School Board policies. Action taken against a student shall be pursuant to the Codes of Student Conduct.
- II. When a student is arrested or questioned by any law enforcement officer on school grounds, the principal shall make every effort to ensure that the parents of the student are notified on the same day of the questioning or arrest.
- III. Each principal shall place a sign which is clearly visible to students and in a prominent location(s) within the school. The sign shall contain the following text:

Notice to Students

School authorities may search student lockers or other areas when reasonable suspicion that prohibited or illegally possessed substance or object is contained within the area pursuant to Florida Statutes.

STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED:

1001.43, 1003.31, 1006.07, 1006.09(9), 1006.13, F.S.

HISTORY:

**ADOPTED: April 1, 1997
REVISION DATE(S): 11/10/08
FORMERLY: JIH**

- I. It is essential that schools be safe and orderly to provide environments that foster learning and high academic achievement. This policy implements the State Board of Education's Zero Tolerance Policy as outlined in Florida Statutes, including:
 - A. Definition of Terms
 - B. Victimization of students
 - C. Felony or misdemeanor as defined by Florida Statutes, Section 775.08.

- II. The legislature has found that zero-tolerance policies are not intended to be rigorously applied to petty acts of misconduct and misdemeanors and that zero tolerance policies must apply equally to all students regardless of their economic status, race or disability. The Superintendent shall annually identify the Student Code of Conduct violations that are Petty Acts of Misconduct and which offenses are a Serious Threat to School Safety. The annual list of Petty Acts of Misconduct shall include all of the acts listed in Florida Statute 1006.13. For the purposes of this policy, the following terms are defined:
 - A. Petty Acts of Misconduct - Any misdemeanor or local ordinance violation; any Class I Student Code of Conduct violation; and those Class II or Class III Student Code of Conduct violations that are not designated annually by the superintendent as Serious Threats to School Safety.
 - B. Serious Threats to School Safety - Any felony involving violence or threat of violence; any offense involving the possession of a firearm or other weapon; all Class IV Student Code of Conduct violations and those Class II and III violations designated annually by the Superintendent.
 - C. Substance Abuse - Defined in Section 984.03, Florida Statutes, as "using, without medical reason, any psychoactive or mood-altering drug, including alcohol, in such a manner as to induce impairment resulting in dysfunctional social behavior."

- III. The school principal shall ensure that all school personnel are properly informed as to their responsibilities regarding crime reporting, that appropriate delinquent acts and crimes are reported properly, and that actions taken in cases with special circumstances are properly taken and documented. Criteria for reporting violations shall be as follows:

1. All Student Code of Conduct violations will be properly investigated and documented. Petty Acts of Misconduct shall be handled using disciplinary actions as provided in the Student Code of Conduct. School administrators shall determine if alternatives to arrest such as, but not limited to, restitution, teen court, behavior contract, or participation in District alternative programs are appropriate. Referrals to law enforcement personnel for Petty Acts of Misconduct shall be made by those school-based administrators designated by the school principal.
 2. Acts that pose a Serious Threat to School Safety, whether committed by a student or adult, shall be reported to a law enforcement agency. Law enforcement personnel shall utilize agency protocol to determine what action should occur.
- III. Every student shall have the right to review the disciplinary action imposed for Student Code of Conduct violations.
- IV. Students found to have committed one of the following offenses on school property, school sponsored transportation or during a school sponsored activity shall be expelled, with or without continuing educational services, from the student's regular school for a period of not less than one (1) full year and be referred to the criminal justice or juvenile justice system:
- A. Bringing a firearm or weapon as defined in Chapter 790, Florida Statutes, to school, to any school function, or onto any school-sponsored transportation or possessing a firearm at school.
 - B. Making a threat or false report as defined in Florida Statutes, Sections 790.162 and 790.163 respectively, involving school or school personnel's property, school transportation or a school-sponsored activity.
 - C. Hazing as defined in 1006.135, Florida Statutes.
- III. The School Board may assign the student to a disciplinary program for the purpose of continuing educational services during the period of expulsion.
- IV. The Superintendent may consider the one (1) year expulsion requirement on a case by case basis and request the School Board to modify the requirement by assigning the student to a disciplinary program or second chance school if the request for modification is in writing and it is determined to be in the best interest of the student and the school system.
- V. If a student committing any of the offenses in this policy is a student with a disability, the School Board shall comply with the applicable State Board of

Education rules.

- VI. Upon being charged with the offense, the student shall be removed from the classroom immediately and placed in an alternative school setting or will receive work assignments at home, while pending disposition.
- VII. The Duval County School Board will convene an expulsion hearing for students found to have committed a Zero Tolerance Offense, even if the student withdraws from school after committing the code of conduct offense.
- VIII. Schools shall comply with statutory procedures regarding victimization of students, staff or volunteers contained in Section 1006.23.

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED: 120.57(1), 775.08, 784.081, 790.162, 790.163, 1001.42, 1001.43, 1001.54, 1003.31, 1006.08, 1006.09, 1006.13, 1006.135, 1012.28, F.S.

STATE BOARD OF EDUCATION RULE(S): 6A-1.0404, 6A-6.03311

HISTORY: **ADOPTED:** April 1, 1997
REVISION DATE(S): November 10, 2008 , June 8, 2009,
October 6, 2009
FORMERLY: JICFA, JICI

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EXPULSION OR SUSPENSION OF STUDENTS

5.30

- I. The procedures and grounds for the expulsion or suspension of a student shall be as specified in the *Codes of Student Conduct*. In accordance with these procedures, the School Board may expel a student from school, while a principal may suspend a student from school or class for a period not to exceed ten (10) days.
- II. District staff shall ensure that expulsions or suspensions are made fairly without regard to race, ethnicity, disability, or gender. In order to monitor fair use of expulsion and suspension for all students, the Superintendent shall submit to the Board, by December 1 of each year, a report showing the following information for the previous school year:
 - A. Data indicating the numbers of students expelled, disaggregated by race, ethnicity and gender by school and district-wide.
 - B. Data indicating the numbers of students suspended, disaggregated by race, ethnicity and gender by school and district-wide.
 - C. Any recommended changes which the Superintendent feels are necessary to ensure fair and equitable use of expulsion.
- III. The principal shall proceed as prescribed in State Board of Education rules when a student is formally charged with a felony by a proper prosecuting attorney for an incident which allegedly occurred on property other than School Board property, or with a delinquent act which would be a felony if committed by an adult.

STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED:

**120.57(1), 1001.43, 1001.54, 1003.31,
1006.07, 1006.08, 1006.09, 1012.28, F.S.**

STATE BOARD OF EDUCATION RULE(S):

6A-1.0956, 6A-6.0331

HISTORY:

ADOPTED: _____
REVISION DATE(S): _____
FORMERLY: JKD, JKE

CHAPTER 5.00 – STUDENTS

GRANTING PERMISSION FOR STUDENTS TO LEAVE THE SCHOOL CAMPUS 5.34

- I. No student shall be permitted to leave the school grounds during the school day for school business/activities without the principal/designee's prior approval and/or written consent from the student's parent(s) or legal guardian provided an acceptable reason is established.
- II. The principal/designee shall definitely establish the identity and authority of any person who requests the release of a student from school. If the person requesting the release of the student is a person other than the parent or guardian having custody of the child, the principal/designee shall not release the child without the verified authorization of the parent or guardian who has custody of the child.
- III. The provisions of this subsection shall not apply to a law enforcement officer, court official, Children and Family Services representative or proper school employee provided that the person's identity and authority are clearly established.
- IV. A married student may be released from school without parental consent.
- V. A minor student who is a single custodial parent may be released from school when an emergency condition exists involving parental care of his/her child.
- VI. If a student is eighteen (18) years old or otherwise identified by statutes as being treated as having achieved majority status, and having verified this with school officials, they shall be considered as acting as their own guardian for purposes of this policy if they provide proper written documentation, if feasible, that their parents/guardians have been informed of their decision.
- VII. Should a dispute arise between divorced or legally separated parents as to who should be able to check a student out of school and no court order exists which clarifies the matter, the school shall look to the custodial or primary residential parent for direction.

STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED:

1001.43, 1001.54, 1003.31, 1006.07, F.S.

HISTORY:

ADOPTED: _____
REVISION DATE(S): _____
FORMERLY: JLIB

CHAPTER 5.00 – STUDENTS

STUDENT USE OF WIRELESS COMMUNICATION DEVICES

5.38

- I. Wireless communication devices may be brought to school with the following conditions as well as procedures outlined in the Code of Student Conduct applying:
 - A. Devices must be turned off during school hours.
 - B. If emergency calls to or from students are necessary they should be placed through the school office and not to or from the student's telephone.
 - C. Devices should be kept secure to prevent theft (e.g., vehicles, purses, backpacks, lockers).
- II. Violation of these provisions shall result in the confiscation of the wireless communication devices and its return only to the parent or guardian.
- III. The use of the wireless communication devices at school events shall not be limited by this policy; however, the principal shall have full authority to promulgate rules that implement all provisions herein.
- IV. Any student who chooses to bring a wireless communication device to school shall do so at his or her own risk. School personnel shall not be responsible for loss or theft of the wireless communication devices.

STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED:

**1001.43, 1003.04, 1003.31, 1006.07,
1006.08, 1006.09, 1006.145, F.S.**

HISTORY:

**ADOPTED: _____
REVISION DATE(S): _____
FORMERLY: NEW**

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STUDENT ATTENDANCE REQUIREMENTS

5.40

All children who have attained the age of 6 years or who will have attained the age of 6 years by February 1 of any school year or who are older than 6 years of age but who have not attained the age of 16 years, except as otherwise provided, are required to attend school regularly during the entire school term.

1. Children who will have attained the age of 5 years on or before September 1 of the school year are eligible for admission to public kindergarten during that school year under rules adopted by the District School Board.
2. A student who attains the age of 16 years during the school year is not subject to compulsory school attendance beyond the date upon which he or she attains the age if the student files a formal declaration of intent to terminate school enrollment with the District School Board. The declaration must acknowledge that terminating school enrollment is likely to reduce the student's earning potential and eligibility for driving privilege. The form must be signed by the student and the student's parent. The School District must notify the student's parent of receipt of the student's declaration of intent to terminate school enrollment.
3. Student who become or have become married and students who are pregnant shall not be prohibited from attending school. These students and students who are 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. Consistent with Florida Statute, pregnant or parenting teens may participate in a teenage parent program. Pregnant students may attend alternative education programs or adult education programs, provided that the curriculum allows the student to continue work toward a high school diploma.

General Provisions

- I. The principal/designee shall be responsible for the administration of all Florida Statutes, State Board of Education rules, and School Board policies pertaining to student attendance. The principal shall assure that all teachers and clerks are instructed in the proper recording of attendance and may periodically determine whether instructions are being followed.
- II. A student who is absent without the principal/designee's approval shall have his/her parent(s) or legal guardian report such absences to the school center in the manner prescribed by the *Codes of Student Conduct*.
 - A. The *Codes of Student Conduct* and Student Progression Plan shall prescribe attendance requirements including, but not limited to, provisions for excused and unexcused absences, opportunities to make up work assignments, and

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reporting absences.

- B. Students shall be excused from any examination, study, or work assignments for observance of a religious holiday or because the tenets of his/her religion forbid secular activity at such time. The school principal/designee shall implement this provision on an individual basis pursuant to Florida Statutes and State Board of Education rules.
 - C. No adverse or prejudicial effects shall result to any student who avails himself/herself to the provisions of this rule.
- III. Student absences must be tracked on a daily basis, within two (2) hours after the beginning of the school day and parents contacted as required by law.
- IV. A person designated by the Superintendent or his/her designee shall investigate truancy problems.

STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED:

**985.03, 1001.31, 1001.43, 1001.51,
1001.53, 1001.54, 1003.01, 1003.21,
1003.23, 1003.24, 1003.26, F.S.**

STATE BOARD OF EDUCATION RULE(S):

6A-1.044, 6A-1.09514

HISTORY:

**ADOPTED: _____
REVISION DATE(S): _____
FORMERLY: JE, JEA, JH, JHBB**

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DISTRICT STUDENT ATTENDANCE PROVISIONS

5.42

I. General Provisions

- A. School attendance shall be the direct responsibility of parents and students. All students are expected to attend school regularly, receive total instructional time, and to be on time for classes to benefit from the instructional program and to develop habits of punctuality, self-discipline, and responsibility.
- B. Open communication between parents and schools is an integral component of the educational process. Schools and parents shall work together to encourage students to attend school regularly. Regular attendance in each forty-five (45) day grading period is necessary for a student to be successful in school. Missed work shall be made up for all absences, including suspension. Make-up work shall be allowed for each day of absence, when appropriate or as determined by the principal. Each student shall receive full credit for such work.
- C. Schools shall track excused and unexcused absences and contact the home in case of unexcused absences or absences for which the reason is unknown.
- D. If a student has at least five unexcused absences, or absences for which the reasons are unknown, within a calendar month or 10 unexcused absences, or absences for which the reasons are unknown, within a 90-calendar day period, the student's primary teacher shall report the student's attendance to the principal. The principal shall, unless there is clear evidence that the absences are not a pattern of non-attendance, refer the case to the school level Attendance Intervention Team (AIT). The AIT will schedule a meeting with the parents or legal guardian and a representative of the district attendance office. If appropriate, a contract will be developed and signed by the participating parties. If the contract is violated, the case may be referred to the State Attorney's office.

II. Definition

For the purpose of meeting the state requirement of recording attendance in an attendance register, students shall be counted in attendance if they are actually present at school for any part of the instructional day or are away from school on a school day and are engaged in an educational activity which constitutes a part of the school-approved instructional program for students. However, accumulation of tardiness and early check-outs will result in mandatory interventions are outlined below.

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III. Student Absences and Excuses

- A. Students returning from an absence shall be required to present a written explanatory excuse from their parent(s) or legal guardian, stating the cause for the absence. The following causes are acceptable excuses for being absent:
- (a) Illness or injury of the student;
 - (b) Serious illness or death in the student's family;
 - (c) Inclement weather;
 - (d) Official religious holiday of a religious sect or for religious instruction (see below);
 - (e) Insurmountable conditions as determined by the school principal or other designated district or school personnel; and,
 - (f) A bus failure or irregular schedule which causes the absence or tardiness of a student who is eligible for and regularly transported by the District.
- B. Students participating in educational activities which constitute a part of the school-approved instructional program shall be deemed in attendance.
- C. A student shall be excused from attendance on a particular day or days, or for part of a day, and shall be excused from any examination, study, or work assignment for observation of a religious holiday or because the tenets of his or her religion forbid secular activity at such time. Teachers shall give each student the opportunity to make up any examination, study, or work assignment which has been missed for religious purposes and the student shall receive full credit for such work.

IV. Elementary Grades (K-5)

- A. Parents shall be notified in writing on or before the fifth absence, within each forty-five (45) day grading period, of the student from any school day to request their cooperation in preventing further absences. Principals may authorize a waiver of notification if school personnel have determined the student has contracted an illness, such as a communicable childhood disease, resulting in an extensive number of absences.
- B. Students who are absent shall receive a grade of zero (0) for work missed for the day(s) in which the absence(s) occur. Students shall be responsible for making up missed work for each absence. Students shall receive appropriate grades for the make-up work to replace the zero (0). The school principal shall determine the appropriate length of time for completion of assignments.
- C. Each elementary school shall develop a written incentive plan for encouraging and motivating students to attend school. Incentives may include certificates, awards, special events, or participation grades for exemplary attendance.

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Each elementary school shall submit its incentive plan for approval to the appropriate Chief Officer, K-5.

- D. Nonattendance for instructional activities is established by an accumulation of tardiness, early check outs and absences for all or any part of the school day. For learning activities to be fully effective, it is reasonable to require that each student arrive to class on time and remain for the entire school day. A student who is tardy to class or who is checked out not only places his or her learning in jeopardy but also interrupts the learning of other students.
1. Tardiness is defined as the physical absence of a student in the classroom at the beginning of a regularly scheduled session at which he or she is scheduled to be present when the school tardy bell rings.
 2. Early check out is defined as a parent or guardian signing out a child before the end of the school day.
 3. A parent shall notify the school as to the reason for the tardiness or early check out. Justifiable reasons shall be determined by the principal.
 4. Schools shall establish procedures for early check outs that ensure students are treated consistently. A student should not be released within the final forty-five minutes of the school day unless the principal/designee determines it is an emergency or an excused event.
 5. The School will provide written notice to parents after three tardies or three early check outs within thirty days. Additional tardies or early check outs will result in the following interventions:
 - a. A mandatory parent conference with the guidance counselor.
 - b. A mandatory conference with the principal.
 - c. In accordance with the Code of Student Conduct, other appropriable penalties such as detention beyond the regular school schedule or appropriate counseling for programs for students and parents may be administered at the school principal's or designee's discretion.
 6. Students will not be recognized by the School for perfect attendance when they have three or more unexcused tardies or three or more unexcused early check outs.
 7. Six unexcused tardies or six early check outs in any forty-five day grading period will result in the student and their parents being referred for the following interventions:
 - a. Referral to the Attendance Intervention Team
 - b. At the principal's discretion, assignment to Saturday School as detailed in the Student Code of Conduct.

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8. If it is determined that the parent is the cause of the chronic tardiness or early check out without an acceptable excuse, then a referral shall be made to the State Attorney's Office. For the purposes of this policy, tardiness and early check out without an acceptable excuse are seen as violation of 1003.21, F.S. (compulsory attendance).
9. A parent or guardian may appeal an unexcused tardy or unexcused early check out if the parent or guardian has documented proof of a student's chronic illness as a reason for the tardiness or early check out.

V. Middle School Grades (6-8) and High School Grades (9-12)

- A. During each grading period, the principal or designee shall notify parents by phone or in writing on or before the third absence of the student from any class period or school day. Within each grading period parents shall be notified in writing upon the fifth absence of the student from any class period or school day to request their cooperation in preventing further absences.
- B. Students who are absent shall receive a grade of zero (0) for work missed for the day(s) or class periods(s) in which the absence(s) occur. Students shall be responsible for making up missed work for each absence. Students shall receive 100% credit for the make-up work for all absences completed within the allotted time. The school principal shall determine the appropriate length of time for completion of assignments.
- C. Students with unexcused absences shall be held accountable through provisions of the *Codes of Student Conduct*. Other appropriate penalties, such as detention beyond the regular school schedule or appropriate counseling programs for students and parents, may be administered at the school principal's or designee's discretion.
- D. Any student who misses more than eight (8) days of a course or four (4) days on a block schedule during one grading period must meet both criteria below to be eligible for a passing grade (A-D) in that course:
 1. The Student passes the required comprehensive quarter exam or the required comprehensive project in the course. A comprehensive exam or comprehensive project will be given to all students in courses for each grading period; and
 2. The student has an overall passing grade in the course for the grading period.

VI. Attendance at an Alternative Center

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- A. Students who are enrolled in an alternative center at the end of the school year shall return to the center for the following school year unless otherwise determined by the School Board Hearing Officer.
- B. Students who are assigned to an alternative center may attend summer school provided they meet criteria for attendance.
 - 1. Designated personnel in the centers shall notify the principal of the school where the student is regularly assigned of the student's current enrollment and attendance in the center's summer school program
 - 2. In no case may a student attend summer school at his/her regularly assigned school.

STATUTORY AUTHORITY: **1001.51, F.S.**

LAW(S) IMPLEMENTED: **1003.01, 1003.21, 1003.23, 1003.24, F.S.**

STATE BOARD OF EDUCATION RULE(S): **6A-1.044, 6A-1.09514**

HISTORY: **ADOPTED: APRIL 1, 1997**
REVISION DATE(S): 5/7/02;
11/10/08; 6/8/09
FORMERLY: JE

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SCHOOL ATTENDANCE BOUNDARIES

5.44

I. Goals

The Board's primary responsibility is to provide the opportunity for each student in the District to obtain a high quality education and to encourage each student to work toward that objective to the maximum of his or her abilities. The Board is committed to the proposition that education is most effective in a diverse, integrated setting. Therefore, one purpose of this policy is to provide a framework for actions designed to provide diversity so that all students, regardless of their racial or ethnic background, socio-economic status or special needs, enjoy the benefits of diversity and integration.

Another important goal of the Board is to ensure that all students and staff have experiences and develop greater skills and increased sensitivity in working with others of diverse backgrounds so that students may function well as members of this pluralistic democratic society. The Board will continue to adhere to its commitment to diversity in student assignments and staffing in all schools as a unitary school system.

II. The Value of and Need for Diversity

The student population in the District has become increasingly diverse. Diversity, for purposes of this policy, refers to students from a variety of racial, ethnic, and socio-economic backgrounds, as well as students with a variety of special needs, including special education students, students with limited English proficiency, and at-risk students. The Board believes that it must provide for the needs of these children and must do so in a setting that does not stereotype them or fail to educate them effectively. The education of these students is a great challenge, one to which the school system must respond with creativity, determination and carefully crafted educational strategies that meet every student's need for success. The diverse and integrated settings in which this occurs must not be left to chance, but must be created and supported by the District.

Diverse and integrated schooling has inherent educational value from the standpoint of education's role in a democratic society. The survival and vigor of democracy depends upon an educated citizenry with shared concerns about the welfare of society, its members, and the democratic principles that govern it. Diversity brings different viewpoints and experiences to classroom discussions and thereby enhances the educational process. It also fosters racial and cultural understanding which is particularly important in a racially and culturally diverse society such as ours. In addition, research shows that integrated education expands postsecondary opportunities for diverse populations. This District is fortunate to reflect the pluralism brought by the African American, Hispanic, Asian American, White, and other racial and ethnic communities that reside in the District. Some factors contributing to this diversity in the schools are under the control of the administration and other, more powerful, factors are due to community demographic conditions. The school system's diversity reflects the increasing pluralism of society and emphasizes the broader need for international awareness and cooperation. Diversity is thus a valuable resource for teaching students to become citizens in a multi-racial/multi-ethnic world. Therefore, a

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policy that supports all students having the opportunity for a quality education in a diverse and integrated setting will have a positive effect on our students who will live and work together in a culturally diverse society.

III. Attendance Boundaries

A. Consistent with the goals and values discussed above, the Board will utilize a number of criteria when establishing attendance boundaries, including the following:

1. *Capacity*

The Board will utilize existing school facilities in an equitable manner that, to the extent possible and consistent with the educational needs of students, minimizes over-crowded facilities or under-utilization of facilities.

2. *Proximity*

The Board believes that there are educational and social benefits to students having the opportunity to attend school close to where they live, while allowing equitable opportunities for children to make choices of programs other than those provided in the schools closest to their homes.

3. *Siblings*

The Board recognizes the educational and social benefits that result when siblings attend school together and thus will attempt to ensure that wherever possible, siblings have an opportunity to attend the same school.

4. *Diversity*

The Board is committed to ensuring that all students have the opportunity to attend school in a diverse learning environment to the extent practicable and consistent with the other criteria. In particular, to the extent practicable, the Board will attempt to draw attendance boundaries so that schools have diverse enrollments as defined by this policy.

2. Stability

Stability of a student's educational program is important and beneficial to the student's educational experience. Thus, it is the Board's goal that attendance areas remain consistent as long as they serve the other goals.

B. In designing and reviewing attendance boundaries, the Board will attempt to minimize the use of temporary portables.

V. Monitoring

By October 1 of each school year, the Superintendent shall submit a report to the Board regarding the following:

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- A. The enrollment of each school;
 - B. The capacity of each school;
 - C. The diversity at each school by race/ethnicity; socioeconomic status as determined by the percentage of students qualifying for free and reduced price lunch and FCAT Achievement levels; and
 - D. The mobility of each school. This report shall also identify any schools which may need a boundary change pursuant to Section V of this policy.
- V. Identification of Need for New Boundaries and Public Input Process
- A. By November 1 of each school year, the Superintendent shall determine whether there is a need for any new or revised attendance boundaries based on the facility being overcrowded or under-utilized or because the District is opening a new school.
 - B. Where the Superintendent has identified the need for a boundary change, the District shall form an advisory committee to assist in the development of proposed changes. The Office of Pupil Assignment will organize and work directly with this group.
1. The School Advisory Committee (“SAC”) Chairs of the schools potentially affected by the boundary changes, in consultation with the principal or principals of the schools potentially affected will identify parent representatives from areas potentially affected by the boundary changes and any additional representatives from parent or student organizations who have knowledge of the schools involved.
 2. Membership on advisory committees should reflect the racial, ethnic and socio-economic diversity of the area.
- C. At the outset of the meetings, the committee will provide guidelines, criteria or priorities based on factors outlined in Section III of this policy for consideration in developing options.
 - D. Based on the factors developed by the committee, staff will develop and present viable options for the advisory committee to consider. It is expected that the committee will suggest modifications to these options and that staff will provide data needed to develop new options if the committee determines it wants to develop options.
 - E. Advisory committees may call on other community resources such as civic and homeowner associations.
 - F. An advisory committee report, including recommendations or other forms of information, will be forwarded to the Superintendent.
 - G. The Superintendent will develop recommendations, after considering staff advice, the advisory committee report and input from other organizations and individuals who provide comments. The Superintendent shall submit his/her proposed recommendations to the School Board no later than December 1.

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- H. Copies of the Superintendent's recommendations shall be distributed to the affected communities.
 - I. The School Board shall hold a workshop on the Superintendent's recommendations and may request by majority vote alternatives to the Superintendent's recommendations for official review.
 - J. Recommendations from the Superintendent and the Board-adopted alternatives shall be the subject of public hearings prior to final Board action. The public hearing shall be held no later than the January meeting. The Board shall take action on any proposed boundaries no later than March.
- VI. Periodic Review

The Board will review this policy every three years.

STATUTORY AUTHORITY:

1001.41, F.S.

LAW(S) IMPLEMENTED:

1001.42, 1001.51, F.S.

HISTORY:

ADOPTED: _____
REVISION DATE(S): _____
FORMERLY: JCAA

MAGNET SCHOOLS AND PROGRAMS

5.46

I. Purpose

The District is committed to providing quality educational opportunities for all students regardless of background characteristics by providing an educational environment that enhances their educational success. The District also is committed to providing diverse settings for education that promote understanding of diversity, tolerance and fair play, so that the tenets of democratic society are reinforced by what students experience in schools. After the District is declared unitary in its desegregation lawsuit, the District will continue to implement magnet schools and programs as one strategy to continue providing quality educational opportunities for students in diverse educational settings.

In The Duval County School District, magnet schools and programs have four goals:

- A. To promote or maintain diversity;
- B. To provide a unique or specialized curriculum or approach;
- C. To improve achievement for all students participating in the magnet school or program; and,
- D. To stabilize student assignment.

II. Definition and Role Diversity

In determining whether a magnet school or program has, or will meet, the goal of diversity, the District will examine whether the school or program has admitted students of different race, ethnicity and gender, those with various socio-economic backgrounds; those living in different geographic areas of the District, those who are considered at-risk; those who speak English as a second language and those with special needs, including Exceptional Education Students.

III. Type of Magnet Programs

At the elementary level, the district has implemented primarily total school magnet programs. At the middle and high school levels, the District implemented a program within a school, the principal shall ensure that, for a certain portion of the week, there is interaction between those students participating in the magnet

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program and those who are not in the magnet program. This interaction, for example, might occur in art, music, physical education classes, or other elective classes. The Director of School Choice shall monitor implementation of this provision.

IV. Recruitment

It is the goal of the District to provide all students the opportunity to have access to magnet school programs. To carry out this goal, the Superintendent shall require that strategies are developed by each magnet school or program and that each school shall submit to the Supervisor of Magnet Programs a plan to implement these strategies no later than November 1 of each school year. The strategies shall be appropriate to recruit a designated target population to the school.

V. Academic or Related Eligibility Criteria

At the elementary level, no school shall use academic or related criteria for determining whether a student is eligible for a magnet school.

- A. Elementary magnet schools or programs, however, may require, as a condition of admission, that parents sign contracts requiring them to participate in school activities or mandating students to wear uniforms, where such requirements are part of the magnet theme. Prior to the beginning of recruitment for the next school year, the principal shall submit such requirements to the Director of School Choice. The Superintendent shall review these requirements to determine that they are nondiscriminatory and do not impede equal access for all students.
- B. At the secondary level, the Superintendent may allow a school to use academic or other related criteria for determining students who are eligible for a magnet school or program. Prior to the beginning of recruitment for each school year, the principal shall submit any proposed criteria for the next school year to the Director of School Choice. Prior to the beginning of recruitment for the next school year, the Superintendent shall review any proposed criteria to determine that they are educationally related to the specialized curriculum or instructional strategy and are non-discriminatory in determining students who are eligible for the magnet school or program. In addition, principals at magnet school or programs that use selection committees to determine eligible students shall provide that the committees are diverse.

VI. Application and Admission Process

Between January 1 and February 28 of each school year, the District shall make

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applications for magnet schools and programs available by mail, at the Magnet Programs Office, and online at www.magnetprograms.com. To be eligible for consideration for the lottery for fall admission to a magnet school or program, parents of applicants must return the completed application to the Magnet Programs Office no later than the last day of February. The application will be designed to allow parents to choose, in order of preference, up to three magnet schools or programs.

- A. In all magnet schools and programs except the Performing Arts High School, IB Diploma, and AICE, the District shall select students by a computer lottery process subject to the preferences listed below. The District shall admit as many eligible students to the school or program as can be accommodated within the District's diversity guidelines.
- B. In all schools except those in Elementary Zone VII, the diversity guidelines shall be defined as a student population which is plus or minus twenty percent (20%) from the District's student racial composition. In Elementary Zone VII, the diversity guidelines shall be defined as plus or minus ten percent (10%) from the Zone VII student racial composition.

VII. Preferences

The preferences shall be implemented in the following order:

- A. In the case of magnet schools without an assigned attendance area, the District may give a preference for available seats to students who reside in the previous attendance area for the school.
- B. The District may give a preference to students who have participated in, and completed, a program in a similar, preparatory magnet theme at the previous grade level. To be eligible for this preference, however, a student must meet any academic or related criteria for this next level. For example, to be eligible for this preference, a student who has participated in, and completed, the middle school Gifted and Academically Talented program must meet any academic or related criteria for the high school College Preparatory program.
- C. The District may give a preference to the siblings of older students already admitted and attending and who will be returning to the magnet school or program in the year for which application is being made. For purposes of this preference, siblings are brothers and sisters, stepbrothers and sisters, or half brothers and sisters, living at the same address.
- D. The district may give a preference to a student who resides in the attendance area of a Title I school to attend a magnet program housed in

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a non-Title I school. Conversely, a student who resides in the attendance area of a non-Title I school may receive a preference to a magnet program in a Title I school.

The goal of the District's magnet schools and programs is to improve diversity at the school where the magnet is implemented and not to negatively affect the diversity of the sending and receiving schools. Accordingly, where there are more applications than seats available in a magnet school or program, the District shall use the random selection process to select students of all races and ethnicities, of both genders, and from as wide a geographic area to which transportation can be provided in keeping with the preference system described above. Students who choose and are admitted to a magnet school in a zone to which transportation is not provided, may provide their own transportation.

VIII. Waiting List

Those applicants who cannot be given any of their choices will be placed on a waiting list and will be assigned later if spaces become available during the school year. Students who decline to accept their second or third choice when offered will have to reapply if they wish to be considered for assignment to any other magnet school for the school year. Students accepted to one of their magnet choices will not be placed on a waiting list for their other choices.

IX. Continuation and Exit Criteria

- A. As a general rule, once a student is admitted to a magnet school or program, the District shall allow the student to remain in that school or program until the student reaches the highest grade level offered by that school.
- B. The Superintendent shall submit recommendations to the Board for its approval concerning entrance and exit criteria for all special programs.
- C. Students who wish to exit a magnet school or program after the school year is in progress may complete a "Request to Return to Attendance Area School" which must be approved by the receiving and sending school. Otherwise, a magnet assignment is the student's assignment for the school year.

X. Process for the Creation of New Schools or Program Replication of a Magnet Theme at a New Site and Movement of a Magnet Program from One School to Another.

By October 1st of each year, the Superintendent shall determine whether there is a need to identify any potential sites for new magnet schools or programs, for replication of existing magnet themes at new sites, or for moving a magnet

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program from one school to another. In making this determination, the Superintendent shall utilize the goals for magnet schools and programs that are outlined in section I. of these guidelines.

- A. In addition, the Superintendent shall use a number of other considerations. These shall include
1. The geographic location of a potential site in order to ensure equitable access of magnet programs for all students, including reasonable transportation time for all students;
 2. Any demographic changes in an attendance zone, such as changes in student-age population or decreasing diversity;
 3. The suitability and condition of the potential facility for a magnet school or program;
 4. Board Policies and Goals;
 5. The impact that implementing a magnet school or program at a potential site might have on displacing students currently assigned to the school and on the enrollment and diversity at the surrounding schools;
 6. The potential for attracting a diverse enrollment to a proposed site;
 7. The capacity and utilization of a potential site; and
 8. Budgetary implications.

In addition to the above factors, in determining whether to replicate a magnet theme at another school in the District, the Superintendent shall consider whether there is sufficient demand for that theme by reviewing any waiting list for the theme at an existing school, including the number and diversity of the students on the list.

- B. When the Superintendent has identified a potential site, he or she shall recommend a proposed theme for that site. The Superintendent shall base this recommendation on
- 1 Whether the magnet theme will draw a diverse enrollment to that site;
 - 2 Whether the magnet theme will improve academic achievement;
 - 3 Whether the magnet theme is aligned with the District's course of study; and
 - 4 Whether the magnet theme should be implemented K-12.
- C. Once the potential sites and themes are identified, the Superintendent shall direct the magnet office and principals at those schools to establish a design team to develop a proposal for implementing the magnet program at their respective schools. These proposals shall include:

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- 1 Development of the magnet theme recommended by the Superintendent;
- 2 Recruitment strategies for attracting a diverse enrollment;
- 3 Instructional strategies for improving academic achievement;
- 4 Alignment of the magnet theme with the District's course of study;
- 5 Access of students in the District to the magnet school or program;
- 6 Budgetary requirements for the magnet school program, including an explanation of why each budget item is reasonable and necessary for the magnet theme or programs; and
- 7 How the magnet theme or program will be monitored and evaluated.

D. Principals shall submit their proposals to the Director of School Choice by October 15th for magnet schools or programs to be implemented during the next school year. The Superintendent shall review the proposals using the goals and criteria specified in the guidelines. Based on the review, the Superintendent shall recommend to the School Board at its December meeting which, if any, of the proposals will be implemented.

XI. Process for Discontinuing an Existing Magnet Schools and Programs

A. No later than October 15 of each school year, the Director of School Choice may submit to the Superintendent any recommendations to discontinue a magnet school or program. A recommendation to discontinue a magnet school or program shall be based on the following criteria:

1. The school has met the diversity guidelines set forth in VI.B. of this policy; and,
2. The magnet program is not contributing to the stabilization of student assignment (i.e., the magnet program is causing the school to exceed its capacity) and,
3. The school community supports the discontinuation of the magnet program; or
4. The magnet program is not able to be effectively implemented.

B. No later than October 15 of each school year, the Principal of a Magnet School or Program may submit a request to discontinue the magnet program located at that school site. The request to discontinue a magnet program located at that school site. The request to discontinue a magnet program may be based on, but not limited to, the following criteria:

1. The magnet program has not met or made progress toward the four goals specified in Section I; or,
2. The magnet program/theme is no longer supported by the school or

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- community; or,
3. The magnet program is causing the school to exceed its capacity.

C. The Director of School Choice shall submit the recommendations and requests to the Superintendent who shall review each recommendation. The Superintendent shall notify the Board of magnet programs recommended to be discontinued for the upcoming school year no later than November 15.

XII. Budget and Funding Implications

For new magnet schools or programs including programs that the Superintendent determines should be replicated, the District shall, to the extent that budgetary considerations permit, provide necessary and reasonable funding so that these schools and programs can achieve the four goals outlined in these guidelines. The funding may include funds for necessary planning and renovation of the school so that the theme can be effectively implemented. The funding may include start-up funds federal magnet school grants.

Generally, it is expected that the magnet school or program will be fully implemented within three years after the program is first implemented. Once a program has been fully implemented, the district shall provide reasonable and necessary recurring costs to the extent that budgetary considerations permit. These costs may include personnel and staff development. The Superintendent shall direct the Director of School Choice to monitor this process.

XIII. Transportation

The School Board shall provide transportation for all students who are enrolled in magnet schools and programs who reside more than 2 miles from their assigned school and are within the designated transportation zone. Magnet transportation will comply with magnet Routes as defined in School Board Policy 8.32.

XIV. Monitoring and Evaluation

No later than November 15 of each school year, the Superintendent shall submit to the School Board a report regarding the implementation of magnet schools and programs. This report shall include

- A. Data on the students who were accepted into each magnet school or program, including the diversity of students accepted into each magnet school or program;
- B. Data on the selection committees at the High School Performing Arts School used to select students for magnet schools or programs, including

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the diversity of these committees;

- C. Identification of any perceived barriers to students being eligible and admitted into magnet schools or programs and recommendations for eliminating any barriers;
- D. Data on how students are performing in each magnet school or program, including how students from diverse programs are performing;
- E. Data on the withdrawal of students from each magnet school or program, including the diversity of the students withdrawing from the magnet school or program; and
- F. Any recommendation for improving magnet schools and programs, including access of students to magnet schools or programs, and for creating, replicating, or discontinuing any magnet schools or programs.

XV. The Board will review this policy every three (3) years, beginning September of 2000.

STATUTORY AUTHORITY: **1001.41, F.S.**

LAW(S) IMPLEMENTED: **1001.42, 1001.51, F.S.**

HISTORY: **ADOPTED: May 26, 1999**

REVISION DATE(S): **November 10, 2008; April 7, 2009**

FORMERLY: **JFBD**

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SCHOOL HEALTH SERVICES PLAN

5.50+

- I. School Health Services
 - A. The School Board shall work cooperatively with the County Health Department to develop and implement the District Health Services Plan.
 - B. At the beginning of each school year, the principal shall inform the parent(s) or legal guardian in writing that students will receive specified health services as provided in the District's Health Services Plan. A student shall be exempted from any of these services when his/her parent(s) or legal guardian requests such exemption in writing. When invasive screening is one (1) of the specified services, written consent of the student's parent(s) or legal guardian shall be obtained prior to any such screening.

HISTORY:

ADOPTED: April 1, 1997
REVISION DATE(S): _____
FORMERLY: JLC

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School Guidance Program

5.52

- A. Each K-12 school shall develop and deliver a multi-layered, accountable, and comprehensive guidance program in which equity, access, and academic success for all students is the focus.
- B. The comprehensive school counseling programs should be designed to meet the academic, career, and personal/social needs of every student and provide the following services:
 - 1. individual and small group counseling based on school data such as attendance, behavior referrals, tardies, FCAT scores, promotion rates, college going rates;
 - 2. reviewing academic data such as report cards, progress reports, Academic Histories, transcripts and interpreting student evaluations such as academic achievement tests, diagnostic assessments, ACT, SAT, PSAT to identify students in need of remediation and academic assistance;
 - 3. intentional programs and activities for students and parents based on data such as that described above to create a yearly, departmental calendar which addresses school goals, district initiatives, and student data, such as time management, study skills, learning styles, goal setting, career fair, safety net programs;
 - 4. career and postsecondary planning to include rigorous coursework for all grade levels, career awareness, promotion requirements, acceleration mechanisms, 4-year high school plans, graduations requirements, financial aid, scholarships;
 - 5. responsive services through individual/group counseling, peer facilitation, consultation, and referrals to outside agencies including mental health professionals.
- C. No guidance counselor, attendance assistant, visiting teacher, school psychologist or nurse shall be required to reveal any information given to them in confidence, either by the student or by other persons who are providing information about the student, except as provided by Florida Statutes. Refusal to reveal such information shall not constitute grounds for any disciplinary action against a counselor, visiting teacher, attendance assistant or school psychologist.
- D. At the school level, counselors will coordinate with the principal regarding the procedures for maintenance and transfer of student records.
- E. An annual guidance report must be submitted to the Commissioner of Education.

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STATUTORY AUTHORITY: 1001.41, 1001.42, 1003.01 (4) (a) (b) (c). 1003.02 (1) (i),
1003.428, 1003.429, 1003.43. 1006.025, 1007.27 (1) (6) (8) (9),
1007.271, 1007.272 F.S.

LAW(S) IMPLEMENTED: 1001.43, 1001.54, F.S.

HISTORY:

ADOPTED: April 1, 1999
REVISION DATE(S): 11/10/08
FORMERLY: JLD

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REPORTING CHILD ABUSE AND NEGLECT 5.53

- I. Any employee who knows, or has reasonable cause to suspect, that a child is abused, abandoned, or neglected by a parent, legal custodian, caregiver, or other person responsible for the child's welfare, shall report such knowledge or suspicion to the Department of Children and Families by calling the Florida Abuse Hotline at 1-800-962-2873.
- II. Definitions
 - A. *Abandoned* means a situation in which the parent or legal custodian of a child or, in the absence of a parent or legal custodian, the caregiver responsible for the child's welfare, while being able, makes no provision for the child's support and makes no effort to communicate with the child, which situation is sufficient to evince a willful rejection of parental obligations.
 - B. *Abuse* means any willful act or threatened act that results in any physical, mental, or sexual injury or harm that causes or is likely to cause the child's physical, mental, or emotional health to be significantly impaired. Abuse of a child includes acts or omissions. Corporal discipline of a child by parent or legal custodian for disciplinary purposes does not in itself constitute abuse when it does not result in harm to the child.
 - C. *Neglect* means that the parent or other person responsible for the child's welfare fails to supply the child with adequate food, clothing, shelter, or health care, although financially able to do so or although offered financial or other means to do so. Neglect occurs when a child is deprived of, or is allowed to be deprived of, necessary food, clothing, shelter, or medical treatment or a child is permitted to live in an environment when such deprivation or environment causes the child's physical, mental, or emotional health to be significantly impaired or to be in danger of being significantly impaired.
- III. Employees who suspect abuse or neglect are encouraged to first notify the child's principal of the suspicion and that the report will be made. This reporting to the principal, however, does not obviate the employee's responsibility to immediately report the suspected abuse or neglect under Section 39.201, F.S. Other than notifying the principal, the employee should keep the report confidential.
- IV. Any employee reporting suspected abuse or neglect in good faith shall be immune from any civil or criminal liability which might otherwise result by reason of such action pursuant to Section 39.203, F.S.
- V. Notification of Responsibility

A notice providing the following information shall be posted in a prominent place in each school:

 - A. All employees of the District have the responsibility to report all actual and suspected cases of child abuse, abandonment or neglect; immunity from liability if they report such cases in good faith; and the responsibility to comply

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with child protective investigations, as allowable by statute, and all other provisions of law related to child abuse, abandonment or neglect.

- B. Statewide toll-free telephone number for the central abuse hotline.

STATUTORY AUTHORITY:

120.54, 1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED:

**39.0015, 39.01, 39.201, 39.202,
39.203, 39.205, 39.206, 1001.43,
1006.061, F.S.**

HISTORY:

**ADOPTED: APRIL 1, 1997
REVISION DATE(S): 7/5/05, 11/10/08
FORMERLY: JLF**

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STUDENT ILLNESSES OR INJURIES

5.60+

The Superintendent or designee shall develop procedures for dealing with students who have a communicable disease or who are injured at school which shall be incorporated in the District's School Health Services Manual.

STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED:

1001.43, 1006.07, 1006.08, F.S.

HISTORY:

ADOPTED: April 1, 1999
REVISION DATE(S): 11/10/08
FORMERLY: JLCE

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ADMINISTRATION OF MEDICATION

5.62*+

- I. Administration of Prescription Medication
 - A. Each school principal shall designate a staff member(s) to administer medications. The staff member(s) shall be trained annually by the school nurse regarding procedures to assist students in the administration of prescribed medicines.
 - B. Administration of prescription medications during school hours is discouraged unless a physician determines that a student's health needs require medication during school hours. The *Codes of Student Conduct* shall set forth provisions for administering prescription medications.
 - C. Instructions on using a prescription shall be provided by a physician or described on the medication container provided by the physician or pharmacist.
 - D. All prescription medications shall be delivered to the office/clinic with the following information provided:
 - 1 Name and purpose of medication;
 - 2 Time the medication is to be given;
 - 3 Specific instructions on the administration of the medication;
 - 4 Approximate duration of medication;
 - 5 Beginning date – Ending date;
 - 6 A note signed by the student's parent (s) or legal guardian to grant permission for administering the prescription medication;
 - 7 Medication shall be received, counted and stored in original containers;
 - E. First dosage of any new medication shall not be administered during school hours because of the possibility of an allergic reaction.
 - F. All Prescription medication in its original container shall be stored in a secure place under lock and key. Only authorized staff who administer said medication shall have access to it.
 - G. A student with a special health condition(s) such as asthma, diabetes or hypersensitivity may carry prescription medication for emergency situations on self if approved by his/her physician and his/her parent or guardian. The approval of the physician and the parent and information regarding the medication must be on file in the office/clinic. A student who has permission to self administer emergency medication may carry the medication on the school bus. The school principal shall notify the bus driver and the transportation department regarding such students.
 - H. A record shall be maintained on each student who receives a prescription medication during school hours, including the time each dose of prescription medication was administered. These records shall be made available daily to the

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principal and the school nurse.

- I. When medication is given to a student, it must be recorded. If the dosage is not recorded, it will be considered that the student did not receive the required dose.
 - J. There shall be no liability for civil damages as a result of the administration of such medication where the person administering such medication act as an ordinarily reasonable prudent person would have acted under the same or similar circumstances.
 - K. It will be the parent or legal guardian's responsibility, at the end of the school year, to pick up any unused medication within 30 days.
- II. Administration of Nonprescription Medication -All nonprescription medication shall be treated like prescription medication.
- A. Each school principal shall designate a staff member(s) to administer non-prescribed medications pursuant to instructions in the *School Health Services Policy and Procedure Manual*. The staff member(s) shall be trained annually by the registered nurse at each school.
 - B. Administration of nonprescription medications during school hours is discouraged unless necessary for student's illness.
 - C. Instructions on using nonprescription medication shall be provided by the student's parent(s) or legal guardian.
- D. All nonprescription medications shall be delivered to the office/clinic with the following information provided by the parent or legal guardian:
1. Request in person that the medication be administered to the student during school hours;
 2. Sign a written request (to be kept on file in the school) that states the type of medication, amount of dosage, and the time the medication is to be administered to the student.
- E. First dosage of any new medication shall not be administered during school hours because of the possibility of an allergic reaction.
 - F. Nonprescription medication which is kept at school shall be stored in a secure place under lock and key. Only authorized staff who administer said medication shall have access to it.
 - G. A record shall be maintained on each student who receives medication during school hours, including the time each dose of nonprescription medication was administered.

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These records shall be made available daily to the principal and the school nurse.

III. Field Trips

The requirements for the administration of medication while students are away from school property or on official school business shall be the same as those while on school property. All medications including nonprescription medications that are taken on field trips or other official school business must be in the original container. Only trained personnel will administer medication away from the school site except for students who have permission to self administer emergency medications.

STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED:

1001.43, 1002.20, 1002.22, 1003.25, 1006.062, F.S.

HISTORY:

ADOPTED: April 1, 1999
REVISION DATE(S): November 10, 2008
FORMERLY: JLCD

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STUDENTS WITH HIV, AIDS, OR OTHER COMMUNICABLE DISEASES

5.64

I. Introduction

It is the policy of this School Board to seek to provide, in the least restrictive environment, for the educational needs of each student to the maximum extent consistent with the needs of other students and the health, safety and welfare of all. One factor necessary in implementing this policy is that of providing AIDS related education and awareness for students. Another such factor is that of adopting and implementing procedures to be followed in instances where the administration is notified by the parent/guardian, student or another employee that a student is known to have the Human Immunodeficiency Virus (HIV) or Acquired Immunodeficiency Syndrome (AIDS).

In providing communicable disease education (to include Hepatitis B, etc.) and awareness for students, an important goal will be:

To make it clearly and convincingly understood that, as to the present and the foreseeable future, there is no known or definitely expected cure for AIDS; and that most cases of AIDS resulted from behavior that can be avoided; and,

II. In all matters related to this rule, directly or indirectly, all employees shall strictly observe and protect the rights of all students and their parents as to privileged or confidential information.

III. Student Guidelines and Procedures

Epidemiological studies show that HIV is transmitted via contact with the body fluids of the infected person. Since there is no evidence of casual transmission by sitting near, living in the same household, or playing together with an individual who has HIV infection, the following guidelines have been developed:

A. Circumstances Warranting Special Action - No student shall be excluded from attending regular classes solely because the student has been diagnosed as having HIV or AIDS including clinical evidence of infection with HIV. However, if a child so diagnosed evidences any one of the following conditions, the School Physician with consent of the parent or guardian, will convene a multidisciplinary committee, if necessary for the purpose of making recommendations on the most appropriate educational placement of the student:

1. Exhibits aggressive, violent, or other behaviors that may be harmful to self and others.
2. Cannot control body functions such as loss of control of urine, feces, or other bodily secretions.
3. Has a condition such as an open, weeping or bleeding lesion.

B. In the event the parent or guardian refuses to authorize release of information regarding the student, the School Physician shall request a review by the Director of the Health Department. If the Director of the Health Department determines that students or school personnel are likely to be significantly exposed to body fluids of the student, the School

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Physician may proceed with establishment of the panel, notwithstanding the refusal of the parent or guardian.

C. **THE MULTIDISCIPLINARY COMMITTEE**

The Multidisciplinary Committee will review the infected student's situation and make recommendations for an appropriate educational program and setting based on the behavior and physical condition of the student as well as the risks and benefits to both the infected student and others involved. This committee will be composed of, but not limited to, the following:

1. School Board Physician
2. Exceptional Education Director
3. Executive Director of Alternative Education Programs and Behavioral Support.
4. Student's Physician
5. Parent or Guardian
6. School Nurse

D. **GUIDELINES AND PROCEDURES FOR CASE REVIEW AND PLACEMENT ALTERNATIVES**

1. **CASE REVIEW AND PLACEMENT ALTERNATIVES**

- a. Infected Student Who Shows No Signs or Symptoms of AIDS and Poses No Threat of Transmitting the AIDS Virus
- b. Infected Student With a Mentally, Emotionally, or Physically Handicapped Condition as a Result of AIDS

When it is documented and determined that an infected student is experiencing a mental, emotional, or physically handicapping condition as a result of AIDS, the student will be considered for placement in an exceptional education program. The Multidisciplinary Committee will refer the infected student to the Child Study Team for a comprehensive evaluation to determine eligibility to exceptional education placement.

- c. Infected Student With a Medical Condition or Behavior That Poses Significant Risks of Transmission of AIDS

An infected student who poses a significant risk of transmission of the AIDS virus to other students because of a well-documented medical condition or behavior such as those listed below, will be taught in the home, hospital, or other specially arranged setting.

1. Exhibits aggressive, violent, or other behaviors that may be harmful to self and others.
2. Cannot control body functions such as loss of control of urine, feces, or other bodily secretions.
3. Has a condition such as an open, weeping or bleeding lesion.

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2. **INFECTED STUDENT'S REQUEST FOR EXEMPTION FROM COMPULSORY SCHOOL ATTENDANCE**

When a parent requests that an infected student be considered for exemption from compulsory school attendance because of medical reasons, the student's physician must make a written recommendation to the school physician for review and processing in accordance with Florida Statutes.

3. **INFECTED STUDENT EXPOSED TO CHICKEN POX OR MEASLES IN SCHOOL**

If there is an outbreak of chicken pox or measles, the student diagnosed as having AIDS is at an increased risk of acquiring life-threatening infections in the school setting. The student will be temporarily excluded from school until the parent presents a statement from a physician that the student may continue attendance or until the Duval County Health Department determines that the outbreak is no longer a threat.

4. **APPROVAL OF PLACEMENT RECOMMENDATION**

The School Physician will review the Multidisciplinary Committee's recommendation for an appropriate educational program and setting for the infected student and submit it to the Superintendent of Schools for final approval.

5. **PERIODIC REVIEW OF THE EDUCATION PLACEMENT**

Review of the continuing appropriateness of the educational program and setting will be made at the end of each grading period by the Multidisciplinary Committee. In addition, the school nurse will monitor the medical condition and behavior of the student and make recommendations for modification as needed.

IV. Sanitation/Waste Disposal - Blood or any other body fluids including vomits, fecal, or urinary products of any student should be treated cautiously. It is required that gloves be worn when cleaning up any body fluids from any student.

- A. These spills should be cleaned up with a fresh solution of bleach (no older than 24 hours; one part bleach to ten parts water) or another EPA and District approved disinfectant, by pouring the solution around the perimeter of the spill.

For additional information regarding precautions to be taken when handling blood and body fluids, school personnel may refer to the "Guidelines to Prevent Transmission of Infectious Diseases in Schools" in the School Health Services Policy and Procedural Manual.

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LAW(S) IMPLEMENTED:

**381.0098, 1001.42, 1001.43,
1002.22,1003.01, 1010.305, F.S.**

STATE DEPARTMENT OF HEALTH RULE(S):

64E-16

HISTORY:

**ADOPTED: APRIL 1, 1997
REVISION DATE(S): 11/10/08
FORMERLY: JLCCA**

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EYE PROTECTION DEVICES

5.66

The principal shall inform all teachers concerned with instruction in courses specified in Florida Statutes of the requirements relating to the wearing of eye protection devices. The principal shall direct such teachers to continuously follow provisions of Florida Statutes without exceptions.

- I. The School Board shall provide protective devices for School Board employees, students, and visitors.
- II. The student shall be required to wear the eye protection device as directed by the teacher when engaged in activities listed under the Eye Protection Device Law. The student's failure or refusal to wear the device shall be cause for his/her suspension or dismissal from the course.
- III. Any teacher who fails to carry out the provisions of this rule shall be charged with willful neglect of duty and shall be reported to the Superintendent or designee for such action as deemed appropriate.

STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED:

1001.43, 1006.063 1006.07, F.S.

HISTORY:

ADOPTED: April 1, 1999
REVISION DATE (S): 11/10/08
FORMERLY: JLI

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STUDENT RECORDS

5.70*+

School Board rules and procedures for maintaining student records shall be consistent with Florida Statutes, State Board of Education rules, and federal laws relating to Family Educational Rights and Privacy Act and Privacy Rights of Parents and Students. The Superintendent shall be responsible for interpreting this rule and the school principal/designee shall be responsible for controlling and supervising student records, following all rules on student records, and interpreting rules on student records to the school staff, students, and the community.

- I. Procedures on student records shall be approved by the School Board and contained in a *District Policies and Procedures Manual on Student Records*. Included shall be provisions of the No Child Left Behind Act requirements relating to the surveying of students, the collecting of information from students for marketing purposes, and certain nonemergency medical examinations.
- II. The individual records of children enrolled in the Voluntary Prekindergarten Education Program shall be monitored as confidential records exempt from the public records law as required by Florida Statutes.
- III. Reporting of student database information shall comply with these safeguards.
 - A. Data reported to the Florida Department of Education shall not disclose a student's name or identity unless required by Florida Statutes;
 - B. Data shall not be stored in a single file or released in such a manner that a complete student profile can be reported unless specified by Florida Statutes; and,
 - C. Data shall be protected from unauthorized use at all times.

STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED:

20 USC §1232H (34 CFR PART.98) 119.07(1),
1001.43, 1001.52,1002.22, 1002.72, 1003.25, F.S.,
P.L. 103-382 (34 CFR PART 99)

STATE BOARD OF EDUCATION RULE(S):

6A-1.0955

HISTORY:

ADOPTED: April 1, 1999
REVISION DATE(S): November 10, 2008
FORMERLY: JRA

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DIRECTORY INFORMATION

5.71

Students' parent(s) or legal guardian shall be notified annually in the *Codes of Student Conduct* that the School Board may release "directory information" to the general public.

- I. Directory information includes the following data about a student:
 - A. Name;
 - B. Address;
 - C. Telephone number, if listed;
 - D. Participation in officially recognized activities and sports;
 - E. Weight and height, if an athletic team member;
 - F. Name of the most recent previous educational agency or institution attended;
 - G. Dates of attendance at schools in the District and degrees and awards received
 - H. Major field of study; and
 - I. Date and place of birth.
- II. No directory information relating to an individual student shall be released to the general public unless that student's parent(s) or legal guardian submits written notification to the principal except requests from the United States military, universities, colleges and others and others as approved by the Superintendent. Parents may opt to have NO directory information released by completing and submitting the Directory and Information Release form with their request. The form is part of the Student Records brochure.

STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED:

1001.43, 1002.22, F.S.

HISTORY:

**ADOPTED: April 1, 1999
REVISION DATE(S): 11/10/08
FORMERLY: JRA**

CHAPTER 5.00 – STUDENTS

ATHLETICS

5.80

I. Each school may establish a board of control for athletics to include the school principal, instructional staff members, the athletic director, and any other member deemed appropriate by the school principal.

II. All District high schools shall be members of the Florida High School Athletic Association, Inc. (FHSAA) and shall be governed by the rules and regulations adopted by FHSAA. Students who participate in athletics shall meet eligibility requirements established by FHSAA and the School Board. Membership dues will be paid from the internal accounts of each respective school.

III. All District middle schools with athletic programs shall be members of the Middle School Conference and shall be governed by the rules and regulations adopted by the organization. Students who participate in athletics shall meet eligibility requirements established by the Middle School Conference and the school board. Membership dues will be paid from internal accounts of each respective school.

IV. Students practicing or participating in any type of interscholastic athletics shall provide proof of accident insurance covering medical expenses of any injury sustained in a sport. The principal shall be responsible for obtaining proof, as evidenced by a copy of the insurance card and a signed statement from the student's parent(s), as defined by Florida Statutes, of the student's insurance prior to practice or participation in interscholastic athletics. Such insurance may be made available to the parent(s) through the school or the parent(s) may submit evidence that insurance has been provided through another source.

V. No student shall engage in practice or participate in any interscholastic game without the written permission of the student's parent(s) and a current physical examination as required by Florida High School Athletic Association being on file.

VI. A student who consults a medical physician concerning an injury received in a District-sponsored athletic event shall submit written approval from that physician prior to any further participation in athletic practices or events.

VII. Pursuant to Florida Statutes licensed medical personnel who act as volunteers for school events and agree to render emergency care or treatment shall be immune from civil liability for treatment of a participant in any school-sponsored athletic event, provided such treatment was rendered in accordance with acceptable standards of practice and was not objected to by the participant.

VIII. An automatic external defibrillator (AED) will be available for use at every high school interscholastic contest. Staff will be trained to use such equipment.

CHAPTER 5.00 – STUDENTS

IX. All students shall be subject to all School Board rules and to the *Codes of Student Conduct* while attending athletic events and practices.

X. Students practicing or participating in any type of interscholastic athletics shall have a signed Duval County Sportsmanship Contract on file with the school prior to participation.

XI. In order for a student to be eligible to participate in interscholastic extracurricular student activities, he/she must meet all of the requirements established by the Florida High School Athletic Association and maintain satisfactory conduct, as defined by the District *Codes of Student Conduct*. If a student is convicted of an on- or off-campus felony or a delinquent act which would have been a felony if committed by an adult, regardless of whether adjudication is withheld, the student's participation in interscholastic extracurricular activities will be suspended for the balance of the school year. A report of an alleged violation of this standard of conduct shall be submitted to the principal or his/her designee for investigation. If the principal or his/her designee determines that a violation has occurred, the student and his/her parent(s) shall be notified in writing, of the suspension from school sponsored extracurricular activities.

STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED:

**768.135, 1000.21, 1001.43, 1006.07,
1006.15, 1006.16, 1006.20, F.S.**

HISTORY:

**ADOPTED: _____
REVISION DATE(S): _____
FORMERLY: JJI**

CHAPTER 5.00 – STUDENTS

STUDENT ACCIDENT INSURANCE

5.84

The School Board shall approve annually a student accident insurance policy. Information relating to such insurance shall be distributed to the parent(s) or legal guardian by sending materials to the student's home. The cost of such insurance shall be paid for by the student's parent(s) or legal guardian as defined by Florida Statutes.

STATUTORY AUTHORITY:

1001.41, F.S.

LAW(S) IMPLEMENTED:

1001.43, F.S.

HISTORY:

ADOPTED: April 1, 1997
REVISION DATE(S): 11/10/08
FORMERLY: JLA

CHAPTER 5.00 – STUDENTS

STUDENT DONATIONS AND GIFTS

5.85

- I. Schools shall not sponsor the exchange of gifts among students at any time.
- II. Gifts shall not be purchased from student fees for any purpose.

STATUTORY AUTHORITY:

1001.41, F.S.

LAW(S) IMPLEMENTED:

1001.41, F.S.

HISTORY:

ADOPTED: April 1, 1997

FORMERLY: JP