FY27

Student & Family Handbook

THE SCHOOL DISTRICT OF PALM BEACH COUNTY

EDUCATE
AFFIRM
INSPIRE

MICHAEL J. BURKE
SUPERINTENDENT

An “A” Rated School District

The School Board of Palm Beach County, FL

District 1: Matthew Jay Lane, Esq. (Board Vice Chair)
District 2: Virginia Savietto
District 3: Karen Brill (Board Chair)
District 4: Erica Whitfield
District 5: Gloria Branch
District 6: Marcia Andrews
District 7: Edwin Ferguson, Esq.

MISSION STATEMENT

The mission of the School District of Palm Beach County is to educate, affirm, and inspire each student in an equity-embedded school system.

VISION STATEMENT

We envision . . .

The School District of Palm Beach County is an educational and working environment where students and staff are unimpeded by bias or discrimination. Individuals of all backgrounds and experiences are embraced, affirmed, and inspired. Everyone will succeed and flourish.

The School District of Palm Beach County will take ownership for students' academic mastery, emotional intelligence, and social-emotional needs by creating environments where students, families, staff, and communities will develop agency and voice.

A joy of learning is fostered in each student, and a positive vision for their future is nurtured. Each student's cultural heritage is valued, and their physical, emotional, academic, and social needs are met.

. . . WE SEE YOU.

ANNUAL NOTIFICATION OF NON-DISCRIMINATION STATEMENT

The School Board of Palm Beach County, Florida, prohibits discrimination in admission to or access to, or employment in its programs and activities, on the basis of race, color, national origin, sex or sexual orientation, marital status, age, religion, disability, genetic information, gender identity or expression, or any other characteristic prohibited by law. The School Board also provides equal access to the Boy Scouts and other designated youth groups.

The School District of Palm Beach County offers career and technical programs, including career academies where students may earn industry certification. Visit the Programs of Study page for more information and a list of classes.

Lack of English language skills will not be a barrier to admission and participation. The district may assess each student's ability to benefit from specific programs through placement tests and counseling and, if necessary, will provide services or referrals to better prepare students for successful participation.

Message from the Superintendent
Michael J. Burke

Dear Students, Parents, and Families:

Welcome to the 2026-2027 school year in the School District of Palm Beach County. Our mission is to educate, affirm, and inspire every student. This Student and Family Handbook serves as your guide to school policies, guidelines, and behavioral expectations. It outlines our Student Code of Conduct and highlights academic opportunities to support a productive learning environment. I encourage you to review this document with your child to help them prepare for a successful school year.

The dedicated professionals of Team Palm Beach across our 183 District-operated schools are ready to support your child and foster a culture of academic excellence.

Student safety is our top priority. We continue to maintain a School Police officer on every single campus to protect students and staff. Additionally, we utilize advanced safety platforms and modern technology to monitor and protect our campuses.

Weapons of any kind are strictly forbidden on school property. Violations will result in immediate disciplinary action and potential criminal charges. We investigate every potential threat with immediate urgency and seriousness. This applies to verbal, written, or electronic threats, including those made as a joke. Anyone who compromises school safety is subject to severe disciplinary measures, including expulsion and criminal prosecution.

This new school year brings excellent opportunities for students to master new skills, pursue their passions, and reach their goals. We offer a wide range of academic pathways, including advanced coursework, award-winning Choice programs, and career academies that prepare students for future success. I highly recommend participating in extracurricular activities, fine arts, and athletics to build a well-rounded school experience and connect with peers.

Thank you for choosing the School District of Palm Beach County. As an Academically High-Performing School District, we work hard every day to remain "Your Best Choice" in education. I look forward to a rewarding and successful school year ahead.

Sincerely,

Superintendent

Table of Contents

CALENDAR FOR 2026-2027 1
RULES AND REGULATIONS OF OPERATION 2
INFORMATION YOU SHOULD KNOW 2
PARENT AND FAMILY ENGAGEMENT 3
ACADEMIC ELIGIBILITY FOR ATHLETICS 6
ACADEMICALLY CHALLENGING CURRICULUM TO ENHANCE LEARNING (ACCEL) 7
ATTENDANCE 7
AUTHORITY TO QUESTION AND/OR SEARCH STUDENTS 10
BEHAVIORAL AND MENTAL HEALTH SERVICES 11
BULLYING, HARASSMENT, AND TITLE IX 12
CHOICE AND CAREER OPTIONS 14
CIVILITY 17
COMMUNITY SERVICES GUIDELINES 17
COMPLAINTS AND THE RIGHT TO APPEAL 19
COURT EDUCATION LIAISON PROGRAM 20
DRESS CODE 21
DUTIES OF THE SCHOOL PRINCIPAL 22
ECONOMIC SECURITY REPORTS 22
EDUCATIONAL TECHNOLOGY RESOURCES 23
EMERGENCY CODES 24
EXCEPTIONAL STUDENT EDUCATION 24
FEES FOR STUDENTS 25
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) AND FLORIDA STUDENT EDUCATION RECORDS LAW RELATING TO STUDENT EDUCATION RECORDS FOR ELEMENTARY AND SECONDARY SCHOOLS, ANNUAL NOTICE AND NOTICE FOR DIRECTORY INFORMATION 26
FLORIDA STATE-WIDE ASSESSMENT/PROMOTION 29
FORTIFY FL 33
FOSTER CARE 33
FREE SPEECH AND STUDENT PUBLICATIONS 33
FUNDRAISING 35
GOLD REPORT/BEST PRACTICE 36
GRADUATION REQUIREMENTS AND VALEDICTORIAN/SALUTATORIAN RECOGNITION 36
HEALTH 37
HOME EDUCATION 41
HOSPITAL HOMEBOUND INSTRUCTIONAL SERVICES 41
INFORMATION REGARDING CHILDREN EXPERIENCING HOMELESSNESS 42
INTERPRETATION AND TRANSLATION SERVICES FOR PARENTS AND GUARDIANS 42
LIBRARY MEDIA SERVICES 43
MILITARY RECRUITERS AND INSTITUTIONS OF HIGHER LEARNING ANNUAL NOTICE FOR ACCESS TO DIRECTORY INFORMATION 43

MOMENT OF SILENCE 44
NON-DISCRIMINATION STATEMENT - FY27 44
NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA) 46
PARENT BILL OF RIGHTS 47
PREGNANT AND PARENTING STUDENTS INFORMATION 48
PLEDGE OF ALLEGIANCE 49
PRIVACY 49
REASSIGNMENTS 50
REGISTRATION 50
RESPECT FOR PERSONS AND PROPERTY 51
RETURNED CHECKS 52
RETURNING TO YOUR SCHOOL (ASSIGNED BASED ON BOUNDARIES) 52
SCHOLARSHIP INFORMATION 53
SCHOOL CLASSROOM TRANSFERS 54
SCHOOL CONTROL AND DIRECTION OVER STUDENTS 54
SCHOOL FOOD SERVICE 55
SCHOOL POLICE - ROLES AND RESPONSIBILITIES 56
SECTION 504 OF THE REHABILITATION ACT OF 1973 AND THE AMERICANS WITH DISABILITIES ACT OF 1990 57
SOCIAL MEDIA USE GUIDELINES 57
SOCIAL SECURITY NUMBERS OF STUDENTS AND PARENTS COLLECTION, USE, AND RELEASE OF 58
STUDENT ACTIVITIES AND ASSEMBLY 59
STUDENT CODE OF CONDUCT 60
STUDENT CRIME STOPPERS 64
STUDENT PHOTO IDENTIFICATION BADGE (ID BADGE) 64
STUDENT TRANSCRIPT UNIFORM FEES 65
TECHNOLOGY – CONDITIONS OF STUDENT USE 65
TEXTBOOKS AND INSTRUCTIONAL MATERIALS 68
TRANSPORTATION 69
VIRTUAL EDUCATION 73
VOLUNTARY PREKINDERGARTEN AND HEAD START PROGRAMS 73
VOLUNTEERS IN PUBLIC SCHOOLS 75
WELLNESS PROMOTION 76
FORMS 78

The information contained in this Handbook is valid as of August 3, 2026. Revisions, if necessary due to legislation, State Board of Education, or School Board Action, will be available online. Contact your school for additional information.

CALENDAR FOR 2026-2027

The School Board approved the School Calendar for 2026-2027, which can be found online at:
School District of Palm Beach County Calendars

IMPORTANT DATES

August 10, 2026 *First Day of School*	**October 12, 2026** *Teacher Work Day* *Professional Development Day* *(no students)*	**November 3, 2026** *Teacher Work Day* *Professional Development Day* *(no students)*
January 4, 2027 *Teacher Work Day* *Professional Development Day* *(no students)*	**February 15, 2027** *Teacher Work Day* *Professional Development Day* *(no students)*	**March 29, 2027** *Teacher Work Day* *Professional Development Day* *(no students)*
May 27, 2027 *Last Day of School for Students*	**May 28, 2027** *Teacher Work Day* *Professional Development Day* *(no students)*	

HOLIDAYS

September 7, 2026 *Labor Day*	**September 21, 2026** *Fall Holiday*	**November 11, 2026** *Veterans Day*
November 23 – 27, 2026 *Thanksgiving Break*	**December 21, 2026 – January 1, 2027** *Winter Break*	**January 18, 2027** *Dr. Martin Luther King Jr. Day*
March 10, 2027 *Spring Holiday*	**March 22 – 26, 2027** *Spring Break*	**May 31, 2027** *Memorial Day*

EMERGENCY MAKE-UP DAYS (EMD)

Emergency Make-Up Days will be at the Superintendent's discretion and in accordance with the state statute for student instructional time.

Elementary Report Card Distribution		Secondary Report Card Distribution	
1st Trimester 08/10/26 - 11/02/26	11/09/26	1st Quarter 8/10/26 - 10/9/26	10/19/26
2nd Trimester 11/04/26 - 02/12/27	02/18/27	2nd Quarter 10/13/26 - 12/18/26	1/12/27
3rd Trimester 02/16/27 - 05/27/27	05/27/27	3rd Quarter 01/05/27 - 03/19/27	04/05/27
		4th Quarter 03/30/27 - 05/27/27	TBD

RULES AND REGULATIONS OF OPERATION

For Elementary, Middle, and High School Students

We have public schools because American citizens believe that every person has the right to an education. Florida has laws to make sure that children can and do attend school. In Florida, children between the ages of six (6) and sixteen (16) must attend school. Local counties must provide free public schools for them to attend. Those schools must provide a safe, friendly, and business-like place to learn. This Handbook addresses the different rights and responsibilities of students in our schools. These rules and regulations apply whenever a student is riding on district transportation, or participating in a school related activity on or off campus. Rules regarding those rights and responsibilities are also included. Wherever student responsibilities are described, it is understood that parent(s) jointly share those responsibilities with their children. In almost every section of this Handbook, numbers appear in parentheses. These numbers are Florida Statutes (F.S. [statute number]), School Board Policies (P-[policy number]), Florida Administrative Code Rule (FAC-[rule number]), or State Board of Education Rules (SBER-[rule number]). Throughout the Handbook, when the word “parent(s)” is used, it means "either or both parents of a student, any guardian of a student, any person in a parental relationship to a student, or any person exercising supervisory authority over a student in place of the parent.” F.S. § 1000.21 (6) All School Board Policies are available at School Board Policies.

INFORMATION YOU SHOULD KNOW

The District’s Student Progression Plans (SPPs) are available on the School District website for your review. The SPPs describe the School District’s strategy for student progression from the time of entry into the District until graduation, and many of its provisions are based on federal and Florida Law and State Board of Education rules. The Plans are used to set student performance standards in relation to student promotion, retention, and remediation. Also included in the SPPs are District entry and attendance requirements, educational program descriptions, guidelines for assessing and reporting student progress, and requirements for graduation. You can find valuable information on the District’s website: www.palmbeachschools.org. In addition, the following websites provide important school information:

- Student Code of Conduct
- School Public Accountability Report
- School Grades
- School Improvement Plan

A complete list of Palm Beach County Schools and principals can be found on the District's website under the Schools tab. The Student and Family Handbook can be found online under the Students & Parents tab/Student & Parent Resources/ Policies/Procedures tab: Student and Family Handbook.

- **Display of State Motto**: In 2018, the Florida legislature enacted a new law requiring all schools to display the State motto "In God We Trust" in a conspicuous place. In accordance with this law, the State motto will be displayed in a conspicuous place in every school.
- **SIS Gateway:** The SIS Gateway provides parents and students with timely access to individual student schedules, assignments, assessment reports, attendance, and much more. Parents and students in secondary schools will be able to see real-time grades and assignments. The SIS Gateway allows parents and students the ability to easily email teachers through this system. Students have access to the SIS Gateway via the icon available on the District's student portal. Parents must register for their SIS Gateway account and acquire an activation code provided by the school to link their student to the parent account. Parents are encouraged to contact their school to request SIS Gateway assistance.

PARENT AND FAMILY ENGAGEMENT

School Board P-1.015 (Parental Involvement) outlines the School Board's commitment to creating a collaborative environment in which the parents and families of our students are welcomed, affirmed, and encouraged to be involved in the education of their child. The School Board recognizes the vital role parents and families play in the education, welfare, and values of its students and believes the education of each student is a responsibility shared by the school, the student's parents, and family members. To ensure a strong home-school partnership, the School Board encourages the active participation of families and has set high expectations for each school to nurture positive family-school partnerships that impact and support the academic achievement and social-emotional well-being of students.

Parent and Family Engagement Checklists

In accordance with P-1.015 and F.S. § 1001.42 (17)(d), the following checklists are designed to help families participate in activities that promote the academic development and resiliency of students. Having high expectations of your child(ren) and actively participating in their education will increase the likelihood that they will meet and/or exceed state standards and will be college and career-ready.

Make a check mark each time you do the following at home:	1	2	3	4
Set high expectations for my child (All)				
Made sure my child attended school every day and on time. Attendance matters! (All)				
Made sure my child had a healthy breakfast at home or at school (E/M); Encouraged my child to have a healthy breakfast at home or at school (H)				
Had conversations with my child about the importance of school, attendance, and habits that support success. Education is important! (All)				
Encouraged my child to be an engaged learner by completing schoolwork and homework (All)				

Helped my child manage their time by establishing a routine or schedule after school (homework, friends and their families, clubs, sports, free time – computer/video games, bedtime, etc.) (All)				
Created a home environment that had a quiet, well-lit place to support my child's learning (E)				
Made sure my child had materials needed at home (pencils, paper, dictionary, etc.) to support learning (E)				
Made sure my child was organized by using a planner or other online tool to help them stay on track (M/H)				
Read with my child or make sure my child reads independently for at least 20 minutes (E/M)				
Engaged in an educational activity/game or conversation with my child to support student learning (All)				
Connected learning to real life by engaging in any time, anywhere learning (grocery store, in the car, at the park, bank, watching the news, etc.) (All)				
Visited library or museum, and/or zoo, historical site, etc., in person or through a virtual tour (All)				
Had conversations with my child about what they did in school, what was learned, and their interactions with friends (All)				
Encouraged my child to get involved in extracurricular activities (M/H) and to volunteer (H)				
Had my child take career assessments (M/H)				
Talked with my child about how to have positive social interactions with others Bullying Awareness, Prevention, and Resources (All)				
Shared expectations with my child along with the risks of unsafe behaviors like drinking, drugs, sex, etc. (M/H)				
Taught my child about ways of speaking up for him/herself without becoming aggressive Bullying Awareness, Prevention, and Resources (All)				
Discussed the appropriate use of technology and the potential consequences of misuse – P-8.123 https://cyberbullying.org (All)				
Monitored my child's use of technology and the internet, including privacy settings on social media accounts (All)				
Gave praise to my child and/or rewarded my child for hard work, resilience, or grit. Celebrated success! (All)				
TOTAL NUMBER OF INTERACTIONS:				

Make a check mark each time you do the following with the school:	1	2	3	4
Maintained two-way communication with my child's teacher(s) by checking the backpack, daily agenda, and/or SIS Gateway, etc. (All)				
Communicated with school on a regular basis about how my child is doing academically (communication logs, notebooks, phone calls, emails, etc.) (All)				
Participated in a parent-teacher conference to learn about my child's progress and made decisions about my child's well-being and education (E/M) or to learn about my child's progress, goals, expectations, how to support my child's college-career readiness and to make decisions about my child's well-being and education (H)				
Worked with my child's teacher(s) to learn about academic expectations, goals, and how I can support my child at home (E/M)				
Met with school counselor by phone, in person, or virtually to discuss college career plans, college career resumes/applications, due dates, college tours (visit colleges or virtual tours), college career fairs, financial aid, scholarships, federal work-study, post-secondary options, apprenticeships, etc. (H)				
Reviewed my child's progress regularly through the report card, mid-term reports, assessment results, or SIS Gateway (All)				
Discussed classes/courses and GPA my child needed for college-career readiness with my child (M/H)				
Attended a meeting at school or the District to participate in decision-making regarding my child's education {Parent Teacher Association (PTA), Parent Teacher Organization (PTO), School Advisory Council (SAC), Parent Leadership Council (PLC), or District Parent Advisory Council} (All)				
Attended parent trainings at school to learn about tools, programs, or strategies I can use at home to support my child's learning at home (E/M) or college-career readiness (H)				
Volunteered in my child's school or classroom, at the school, or for athletic or extracurricular events (All)				
TOTAL NUMBER OF INTERACTIONS:				

ACADEMIC ELIGIBILITY FOR ATHLETICS

Policy 5.60

High School

A high school student must have a 2.0 cumulative grade point average (GPA) on a 4.0 unweighted scale in the courses required for high school graduation at the start of each semester to be academically eligible to participate in interscholastic athletic programs during the current semester.

A student who is academically eligible at the beginning of a semester shall be eligible during the remainder of the semester, except for lack of attendance, improper conduct that violates FHSAA, District and/or school rules, or other valid reasons, which may cause the principal to declare the student ineligible before the end of the semester. Likewise, a student who is academically ineligible at the beginning of a semester will continue to be academically ineligible for the remainder of that semester.

A student who reaches the age of 19 prior to July 1st shall become permanently ineligible. A student is limited to eight consecutive semesters of eligibility beginning with the semester he/she begins ninth grade for the first time. This does not imply that the student has eight semesters of participation. After eight consecutive semesters, the student is permanently ineligible.

Middle School

Failure in more than one (1) subject during a given 9-week grading period shall cause a student to be ineligible for practice and competition during the following 9-week grading period. The student needs a specified GPA of 2.0, and appropriate conduct in accordance with District and/or school rules as determined by the principal, for the previous 9-week period.

A student who reaches the age of 15 prior to July 1st shall become ineligible to participate at the middle school level. A student shall be eligible for participation for three (3) consecutive years from the time the student first enters the 6th grade.

Parental Consent for Sharing Certain Personally Identifiable Information

As a member of the Florida High School Athletics Association (FHSAA), the District is required to use FHSAA's vendors/partners to register students for certain athletic events/tournaments. Registration for athletic events may require the school to share PII as part of the registration process. As part of the authorization to participate in an athletic program at school, the parent will need to consent to the sharing of PII for tournament/event registration for their student to participate.

ACADEMICALLY CHALLENGING CURRICULUM TO ENHANCE LEARNING (ACCEL)

The School District of Palm Beach County provides unique learning opportunities and options for students at various learning levels. The ACCEL options provide an academically challenging curriculum or accelerated instruction to eligible public school students in Kindergarten through Grade 12. The District has established eligibility requirements and procedures. See the Student Progression Plans at Student Progression Plans.

According to F.S. § 1002.3105, ACCEL options include, but are not limited to, the following:

- whole-grade and mid-year promotion;
- subject matter acceleration;
- virtual instruction; and
- Credit Acceleration Program (CAP).

Additional acceleration options may include but are not limited to Science, Technology, Engineering, and Mathematics (STEM) coursework, enrichment programs, flexible grouping, advanced academic courses, combined classes, self-paced instruction, rigorous industry certifications that are articulated to college credit and approved pursuant to ss.1003.492 and 1008.44; work-related internships or apprenticeships; curriculum compacting, advanced content instruction, or telescoping curriculum. Parents and students should contact the school for information concerning acceleration options and eligibility criteria.

ATTENDANCE

Policy 5.09

Regular and punctual school attendance is essential for student success. Students who attend school consistently are more likely to achieve academically and stay on track for graduation. Florida law requires that children who turn 6 by February 1 and are under age 16 attend school regularly for the entire school year (F.S. § 1003.21(1)). Students who are 16 and older may not withdraw from school unless a formal declaration of intent to terminate school enrollment is completed and signed by the parent/guardian and the student. The school will review this decision with the student and family and provide information about educational options.

All enrolled students, regardless of age, are expected to attend school consistently and arrive on time. Parents/guardians are responsible for ensuring daily on time attendance (F.S. § 1003.24 and SBER 6A-1.09513). If challenges arise, families are encouraged to communicate with the school so support can be provided. If a student has excessive absences, the school will partner with the family to address concerns and provide interventions. When absences continue, the District may take additional action in accordance with P-5.09, including filing a truancy petition or referring the student and family to the state-designated agency for children in Need of Services/Families in Need of Services (CINS/FINS). A CINS/FINS referral may provide access to services; however, continued nonattendance may result in further court action.

Time of School Arrival and Pick-Up

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

Student Rights

Students have the right to:

- know how school policy defines and handles excused absences, unexcused absences, and tardiness;
- make-up work missed during an absence

Student Responsibilities

Students have a responsibility to:

- attend all assigned classes and other instructional activities on time every day that the school is in session;
- ask their parents or guardians to notify the school, either verbally or in writing, when they are absent;
- request any missed assignments due to not being present in class; and
- complete assigned work per the make-up policy consistent with P-5.09.

Absences

Parental Notification of Absence to School. Parents and guardians are responsible for notifying the school, either verbally or in writing, when their child will be or has been absent. Notification must be provided within 24 hours of the absence and include the reason for the absence. If notification was not provided prior to the absence, the parent or guardian shall be required to notify and provide written documentation, if requested by the school, to justify the reason for the student's absence.

Absences, whether excused or unexcused, can disrupt the continuity of learning. As absences increase, schools will implement supports to address attendance concerns, and students may be required to demonstrate that missed instruction has not impacted their academic performance.

Attendance letters will be generated and sent to parents or guardians throughout the school year to provide an update on their child's total number of absences, including both excused and unexcused.

Excused Absences

The following qualify as "excused" absences:

- Student illness – If a student is continually sick and repeatedly absent from school, he or she must be under the supervision of a physician in order to receive an excuse from attendance
- Medical appointments, including appointments to receive a therapy service provided by a licensed healthcare practitioner or behavior analyst
- Death in the family
- Observance of a religious holiday or service that is recognized as such by all members of the faith (P- 5.095)
- Participation in an activity or program sponsored by 4-H or Future Farmers of America (FFA), if a representative of 4-H or FFA provides the school with documentation proving the student is participating in an activity or program sponsored by 4-H or FFA. Participation in an educational activity sponsored by other comparable national organizations with comparable learning objectives may be considered an excused absence if approved by the principal
- Subpoena by a law enforcement agency or mandatory court appearance
- Extreme weather conditions such as, but not limited to, floods, hurricanes, tornadoes, or other acts of God, which make it impractical or inadvisable for the safety of the student to attend school
- Suspension, in-school and out-of-school, as defined by the Student Code of Conduct
- Other individual student absences beyond the control of the parent or student, as determined and approved by the principal or designee P-5.09

Unexcused Absences

An unexcused absence is any absence that does not fall into one of the above excused absence categories. P-5.09 mandates that each school in the District determine whether any absence or tardiness is excused or unexcused according to the established criteria.

Students with excessive unexcused/unverified absences will be referred to the School-Based Team for interventions to assist the student and family with improving attendance. If attendance does not improve after interventions and resources are put in place, the school may refer the student to the District's Truancy Intervention Program. If the student continues to not comply with the District's attempts to enforce school attendance, the Superintendent or designee is authorized to file a truancy petition with the 15th Judicial Circuit of Florida.

Tardiness/Early Dismissal

Students reporting late to school/class when the day/class period begins are considered tardy. For elementary students, a pattern of nonattendance may be established by an accumulation of unexcused tardiness or early dismissals that exceed five in 30 calendar days or ten within 60 calendar days. When a secondary student misses fifty percent (50%) or more of the identified instructional class period due to tardiness or early dismissals, the student shall be considered absent.

Make-Up Work Grades K-12

Students will be afforded the opportunity to make up work without academic penalty for all absences, including excused, unexcused, and suspensions. During in-school-suspension, assignments will be provided daily. During out-of-school suspension, assignments will be provided in a timely manner. The number of days allowed to complete make-up work will equal the number of days the student was absent. Upon returning to school, students are responsible for contacting their teacher(s) to obtain assignments and complete all work within the allowed time frame.

Mastery – Middle School Course(s)

Middle School Attendance Policies and Procedures

To earn a passing grade in a middle school course, students must attend at least ninety percent (90%) of the class time. Students who are absent more than ten percent (10%) of class time may earn a passing grade by demonstrating mastery.

Mastery is defined as follows:

- earning a minimum grade of "D" for the quarter; and
- passing the quarterly assessment with a minimum grade of "D."

Students who successfully demonstrate mastery will receive the grade earned and the quarterly assessment is not factored into the grade.

Mastery – High School Credit Course(s) Students who are absent from class for more than ten percent (10%) of a semester must pass at least one nine-week marking period and the semester exam to demonstrate their knowledge of the subject and receive credit. This does not apply to virtual or performance-based instructional settings. An absence in a class on block scheduling will count as two absences.

NOTE: If a student is absent more than ten percent (10%) of the school year in an EOC Assessment course, the student must earn a passing grade in the fourth (4th) nine weeks or earn a level 3, 4, or 5 on the corresponding EOC, in order to pass the course.

NOTE: For the most updated information regarding these requirements, please review School Board Policy 8.01 - Student Progression Plans.

Driver License (P-5.185) – Students ages 14-18 years of age who drop out of school or who have 15 unexcused absences within 90 calendar days will be reported to the Florida Department of Highway Safety and Motor Vehicles, which may lead to possible denial or suspension of the student's driving privileges or not being issued a license or permit if they apply for one. Additional information about procedures and waivers is available from school administration or guidance offices. F.S. §§ 322.091; 1003.27(2)

AUTHORITY TO QUESTION AND/OR SEARCH STUDENTS

School administrators may question a student immediately, without first contacting the student's parents, if they have a reasonable suspicion that the student has violated the Student Code of Conduct or has otherwise engaged in activity that disrupts or adversely impacts the school environment.

Because school officials have a vested interest in protecting all students and maintaining the orderly operations of the school, the student does not have the right to be accompanied by a parent or be represented by an attorney when school officials question the student. However, if disciplinary action is taken as a result of the Student Code of Conduct violation or acts, the student will be afforded the right to due process as outlined in School Board Policy and the Student Code of Conduct.

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

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

All students may be subject to random screening via a metal detector and/or hand-held wand detector. If the detector activates, reasonable suspicion exists to conduct a secondary screening and search when necessary. Prohibited items found incident to screening and/or search shall cause a student to be disciplined according to the Student Code of Conduct and may subject the student to criminal prosecution for violations of law.

Locker/Storage Area Search Notice posted in each public K-12 school, in a place readily seen by students, will be a notice stating that a student's locker or other storage area is subject to search, upon reasonable suspicion, for prohibited or illegally possessed substances or objects. This does not prohibit the use of metal detectors or specially trained animals in the course of a search for illegally possessed substances or objects. F.S. § 1006.09(9)

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

School personnel have the authority to search a student's backpack, purse, or other personal belongings upon reasonable suspicion that the student is in possession of contraband or prohibited items.

Parking a vehicle on School District property is a privilege that may be extended to high school students. All students desiring to park a vehicle on School District property shall be required to sign a consent form allowing their vehicle, upon reasonable suspicion that the vehicle contains contraband, to be searched by the principal/designee. Refusal of a

student to cooperate in the request to search his/her vehicle may result in the withdrawal or revocation of the student's parking permit and subject the student to discipline. Local school rules concerning parking privileges for students appear in P-5.184.

BEHAVIORAL AND MENTAL HEALTH SERVICES

Behavioral and mental health is an important part of overall student health and well-being, which includes emotional, psychological, and social well-being from childhood through adolescence. Schools have highly trained and skilled professionals in place to support student mental health. Parent consent is required for these services. Policy 5.735

It's OK to be OK. It's OK to not be OK. It's OK to ask for help. Oftentimes, young people are OK. They are managing their relationships, emotions, thoughts, and behaviors. Sometimes they may struggle with how they relate to others, managing their emotions, or managing their behaviors. When this happens, it is OK to ask for help.

When does a child need help? **Potential Signs:**	
Young Children	**Older Children and Adolescents**
☐ Frequent tantrums or frequent/intense irritability ☐ Frequent talk about fears or worries ☐ Frequent complaints about stomach aches or headaches with no known medical cause ☐ Sleeps too much or too little ☐ Frequent nightmares ☐ Not interested in playing with other children or having difficulty making friends ☐ Academic difficulty or recent decline in grades	☐ Loss of interest in things once previously enjoyed ☐ Low or no energy ☐ Sleeping too much or too little, or seems sleepy throughout the day ☐ Spending more and more time alone ☐ Avoiding social activities with friends and families ☐ Smoking, drinking alcohol, or drug use ☐ Engaging in risky behaviors alone or with friends ☐ Engaging in self-harm behaviors (e.g., cutting or burning their skin)

Schools have highly trained and skilled professionals in place to support student mental health. Call your child's school and ask for help by talking to a:

- School Behavioral Health Professional
- School Counselor
- School Psychologist
- Co-located Mental Health Clinician (on-campus counseling by Caring First referral)

Additional resources are also available on the Caring First Resource Site. Caring First aims to remove barriers for students and families by providing access to services that improve the social, emotional, behavioral, and academic development of all students. Behavioral and mental health support and resources for students and families are available 24/7 by dialing 988 or 211.

The School District of Palm Beach County has also entered into Behavioral Health Agreements with many community behavioral health agencies to help support student and family needs. These Agreements provide behavioral and mental health services in schools for children and their families in coordination with the Mental Health Team/Multi-Tiered Systems of Support (MTSS)/School Based Team (SBT). Information regarding community agencies that have a BHA and other available District behavioral and mental health resources can be found at Caring First Resource Site.

Staff from these agencies are permitted to work with students individually and in groups at school, meet with the school team, and view the academic, behavior, and discipline data used by the team. These Agreements allow experts to provide interventions and assistance to our students and their families that we, as educators, are unable to offer. These providers can help the Team identify social and emotional barriers and create effective interventions.

Agencies and their representatives agree to specific program implementation guidelines and must adhere to the following:

- Present appropriate identification (e.g., agency **AND** School Board Vendor badges) to school staff,
- Sign in at the school center at each visit;
- Provide a signed release from the parent, if applicable;
- Meet with the Principal/designee to determine the appropriate time, schedule, and/or location of service delivery;
- Update Principal/designee of student progress;
- Attend SBT, IEP, and 504 meetings, as requested, and
- Maintain confidentiality.

BULLYING, HARASSMENT, AND TITLE IX

The School District of Palm Beach County takes all forms of mistreatment and bullying seriously. Please refer to School Board P-5.002, entitled Protecting Students from Bullying and Harassment.

Florida Statute 1006.147, also known as The Jeffrey Johnston Stand Up for All Students Act, requires school districts to adopt an official policy prohibiting bullying and harassment of students and staff on school grounds, at school-sponsored events, and through school computer networks. School Board P-5.002 prohibits bullying and harassment in all forms, including cyberbullying, as defined in the policy, and requires that all schools promote and teach students positive ways to interact socially and be reminded of appropriate behavior throughout the school year.

In 2014, the state enacted legislation that required districts to create a Teen Dating Violence and Abuse Policy. School Board P-5.82 allows students of all genders and sexual orientations who believe they have been victims of dating violence or abuse to request accommodations via the creation of *Student Safety Plans* and/or *School-Based Stay Away Agreements* in order to create greater separation between themselves and their dating partner.

Each secondary school is required to advertise this prohibition against dating violence and abuse in any form, including physical, emotional, or sexual, by posting the contact name and number of an on-site person who would handle any complaints and post the policy in public places on campus, in the school's student handbook, and in District publications such as this one. School Board Policies can be found on the District's Policy web page at School Board Policies.

Unacceptable Behavior

Bullying includes "Cyberbullying" and means systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. It is further defined as unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by a student or adult, that is severe or

pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation; and may involve but is not limited to:

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

Harassment means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct directed against a student or school employee that:
Places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property;
Has the effect of substantially interfering with a student's educational performance, opportunities, or benefits; or
Has the effect of substantially disrupting the orderly operation of a school

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

- Empower your child by listening to and validating his/her feelings, acknowledging that the harm he/she experienced is not right and that he/she needs to get help in order to stop the mistreatment.
- **Please do not encourage your child to fight or retaliate. Counter-aggression rarely works and often escalates the problem.**
- Encourage self-reporting – Discuss the distinct difference between "tattling" (snitching, ratting, giving up, "narcing") and "telling/reporting" with your child. Explain that "tattling" is when someone intentionally tries to get another student in trouble for something minor. "Telling" is entirely different because it means informing an adult of the harmful, immoral, unethical, dangerous, destructive, hateful, or threatening behavior that has hurt the individual or someone else. If telling adults seems complicated for your child, encourage him/her to ask a friend to accompany him/her to a faculty member to report the issue.
- Help your child strengthen his/her assertiveness skills.
- If your child is able to write, encourage him/her to complete a *Student Mistreatment Report* located in the front office and/or complete a Bullying/Harassment Anonymous Drop-Box Report and file it in the drop boxes placed at various locations on the campus or complete the online Bullying and Harassment Report. Reporting is not tattling when the intention is to alert the teacher and/or administration of any harmful acts of mistreatment toward your child or others.
- Call Safe Schools' centralized ***Bullying Anonymous Hotline Telephone*** to report bullying concerns at 561-434-8200.
- Whenever possible, encourage your child to walk with friends.
- If your child is being bullied online or by text messaging, encourage him/her not to retaliate and/or reply, but rather to report the activity to school personnel.
- Encourage your child to join clubs or participate in activities where he/she can meet and/or make new friends.

If your child is engaging in bullying behavior:

- Make it clear that you take bullying seriously and will not tolerate it.
- Develop clear and consistent rules within your family for your child's behavior.

- Spend more time with your child and carefully monitor his/her behavior.
- Build on your child's talents by encouraging him/her to get involved in pro-social activities.
- Talk with your child's teacher, school counselor, or administrator to approach this behavior as a team.
- If your child needs additional help, talk with a counselor or mental health professional.

What you should do if your child is bullied:

- Most importantly, focus on your child. Listen, be supportive, and gather information and the facts related to the incident.
- Stay calm and report the incident(s) to your child's teacher, school counselor, assistant principal, and/or principal. Document all incidents of mistreatment, abuse, cruelty, and/or disrespectful acts toward your child and or perpetrated by your child.
- Complete and/or encourage your child to file the ***Student Bullying and Harassment Report*** found in your school's main office and place it in the Drop Box or complete the online Bullying Report. Reporting is not tattling when the intention is to alert the teacher and/or administration of any harmful acts of mistreatment toward your child or others.
- Call Safe Schools' centralized ***Bullying Anonymous Hotline Telephone*** to report bullying concerns at 561-434-8200.
- Request that you be informed or schedule a follow-up conference to discuss findings and determine actions to monitor and support all students involved and deter continued and/or escalation of incidents.
- Seek resources to assist you in strengthening your child's resilience toward harm.

Pursuant to Title VI, Title IX, Section 504/Title II, and other civil rights law, the District is committed to providing an educational environment free from all forms of discrimination and harassment, including sexual harassment. This commitment applies to all District operations, programs, and activities. Below are related policies:

- Policy 5.001: Protecting Students from Discrimination and Harassment+
- Policy 5.002: Protecting Students from Bullying and Harassment
- Policy 5.81: Protecting Students from Sexual Harassment and Gender-Based Discrimination
- Policy 5.82: Teen Dating Violence or Abuse

Hope Scholarship

A student is eligible for a HOPE scholarship if he or she has been subjected to an incident of battery, harassment, hazing, bullying, kidnapping, simple battery, robbery, sexual offenses, harassment, assault or battery, threat or intimidation, or fighting at the public school; once the incident has been reported to the schoo**l.** The Scholarship allows parents to transfer their child to another K-12 public school with available capacity within the school district, receive a scholarship to transport the student to a public school with available capacity in another school district, or request a scholarship for the student to attend an eligible private school. For more information, please speak with the administrative staff at your child's school or visit Hope Scholarship Program.

CHOICE AND CAREER OPTIONS

F.S. § 1002.20(6)(a); Policy 5.015; Policy 5.016

Choice and Career Options is committed to empowering and supporting students and their families in making informed educational decisions leading to post-secondary education and career options in order to compete in today's technology-driven, global society. In an effort to graduate all students prepared for the demands of the 21st Century, students entering Pre-Kindergarten through Grade 12 have the opportunity to choose from an array of theme-based curricula offerings that provide innovative and rigorous academic instruction by specially trained teachers. Students may apply for up to two Choice or Career and Technical Education (CTE) programs with available space. The lottery selection

for seat assignments will be made through a random lottery selection process. Depending on availability, additional seats may be assigned no later than the first day of the new school year. Additional information about the lottery selection process can be found by visiting the Department of Choice and Career Options website. The School District of Palm Beach County offers families various opportunities to choose programs they feel will best serve the educational interests or needs of their child(ren).

Choice Programs (Choice)

Choice Programs create an educational environment that encourages the exploration of talents and interests and collaboration among students, teachers, and parents to ensure student success. Choice Programs include, but are not limited to, the K–12 Arts continuum, K–12 International Baccalaureate continuum, K–12 Dual Language continuum, elementary and secondary Cambridge Academy Programs, STEM (Science, Technology, Engineering, and Mathematics) programs at all levels, and elementary Montessori, STEAM (STEM + Arts), Environmental and Animal Science, and Health and Wellness Programs.

Choice and Career Academy Programs at the middle and high school levels require a Choice application and selection through a Choice lottery process. These Programs are available to all students, regardless of zoning. Transportation is only provided for designated transportation zones. For more information, please visit the transportation website.

At the elementary level, many schools offer the Programs school-wide to those who reside in their attendance zone. The zoned students do not require admission through the Choice and Career Options lottery. Students not zoned for the school and all elementary Dual Language Programs do require an application. Programs designated as "In–House" are available only to students who are zoned to attend the school.

All students, regardless of their attendance zone, are eligible to apply first choice to the following full-choice schools: Suncoast Community HS, A.W. Dreyfoos Jr. School of the Arts, Don Estridge High Tech MS, Bak Middle School of the Arts, Morikami Park ES, Northboro ES, Poinciana ES, SD Spady ES, and Village Academy. All students may also apply first choice to a 6-8 program at a K-8 school. For more information and to apply, visit the Department of Choice and Career Options website.

Career and Technical Education (CTE) Programs

These programs are designed to graduate students with career training in high-skill, high-wage, and high-demand occupations. Most programs allow students to earn industry certification, demonstrating their acquisition of key skills and competencies. While some programs require admission through the Choice and Career Options lottery, many middle and high schools offer programs to students residing within their attendance zone.

CTE Programs and Academies are a component of an overall Career Pathways System within the School District of Palm Beach County. Each CTE Program or Academy operates under a rigorous program of study combining core academic and technical subjects taught in career contexts with the opportunity for students to participate in out-of-classroom learning experiences—such as student organizations, job shadowing, cooperative education, and/or internships—that engage students directly with the world of work, making classroom time more relevant.

Each CTE Program of Study is purposefully designed to graduate students, both college and career-ready, providing a foundation for students to continue with postsecondary options such as technical or two-year colleges, four-year universities, the military, or the workforce. Through CTE, students' career plans are carefully crafted and monitored frequently to guide all these activities and give students control of their life goals. By helping students make informed career plans, the School District of Palm Beach County's Career Pathways System encourages students to prepare for occupations in which demand is greatest, and wages are high, as well as those that best fit their talents and interests.

By making the most of individual talents and capabilities, career pathways not only increase students' chances for personal fulfillment they help ensure that our local, state, and national economy has qualified workers in the challenging, technology-driven sectors that require them.

Opportunity Scholarships

Upon direction from the Florida Department of Education, school assignment transfers may be available to students enrolled in a school considered to be failing under the A+ Education Plan (D or F graded and Intervene). Notifications are sent to all eligible students in the summer. Applications are included with the notification letter.

Family Empowerment Scholarship for Educational Opportunities and Unique Abilities

The Family Empowerment Scholarships allow families the opportunity to apply to a private school participating in this Scholarship Program. The Unique Abilities option also allows families the opportunity to apply for a public school other than the school to which the student was assigned. Students must have an IEP to qualify for the public school option and application deadlines apply. The following link has detailed information and includes the application: Family Empowerment Scholarship.

Student Reassignments

Reassignments are transfers granted upon approval of a parent's application to allow the student to attend a school other than the school assigned to the parent's address. For detailed information, please see the **Reassignment** section of this Handbook.

Junior Reserve Officers' Training Corps (JROTC) Program

The Junior Reserve Officers' Training Corps (JROTC) is a leadership and citizenship development program offered to high school students in grades 9–12. Sponsored by the U.S. Armed Forces, JROTC is designed to instill values of responsibility, discipline, teamwork, and service to the community. It is important to note that JROTC is not a military recruitment program and participation does not require or commit students to military service.

Through a structured curriculum, students learn essential life skills including leadership, communication, physical fitness, first aid, U.S. government and history, and drill and ceremony. Cadets wear military-style uniforms, typically once a week, and participate in a variety of classroom activities, community service projects, and team-building exercises throughout the year.

Participation in JROTC can enhance students' confidence, academic performance, and post-secondary opportunities. Students who complete multiple years of JROTC may be eligible for college scholarships or advanced placement should they choose to enter the military. The program is open to all interested students who are willing to commit to its standards and values. Participation expectations and standards include compliance in grooming/personal hygiene, wearing of the uniform, physical fitness, and additional elective activities. Cadets failing to comply with the federally mandated criteria of JROTC can be exited from the program.

Controlled Open Enrollment

Controlled Open Enrollment, defined by F.S. § 1002.31, is a parental school choice option that allows parents/legal guardians of children entered grades K-12 the opportunity to apply to an available school (not a program within the school) outside the assigned boundary school the following school year.

Based on published guidelines, the district identifies available school selections as not having reached the established capacity. Controlled Open Enrollment application dates will be posted on the Choice and Career Options website. All current information from the Department of Choice and Career Options is available at School Choice.

CIVILITY

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

Spectator Behavior at Athletic Events
We request our parents and supporters who attend school activities, including athletic events, provide positive support and encouragement to the student-athletes by:

- Placing the emotional and physical well-being of the students ahead of a desire to win at all costs;
- Being a role model of good sportsmanship and encouraging participants to be role models, as well;
- Supporting coaches and officials who spend hours with the athletes to provide positive and enjoyable extracurricular experiences;
- Expecting our athletes to treat other players, coaches, officials, and fans with respect regardless of race, sex, creed, or ability; and
- Supporting extracurricular activities as an extension of the student's educational experiences.

The school reserves the right to deny access to after-school events or school property to anyone displaying inappropriate behavior. P-2.04 (9), F.S. § 1006.20 and Florida High School Athletic Association By-Laws.

COMMUNITY SERVICES GUIDELINES

Students of the School District of Palm Beach County are required to obtain a minimum of 20 community service hours to graduate from high school. Community service is also a requirement for many scholarships (i.e., Bright Futures) and college entrance programs. The purpose of community service is for students to engage in activities that help them develop an appreciation for the concept of service to the school or community. The following guidelines must be followed to participate in activities that are considered acceptable for community service:

- Community service is defined as non-paid volunteer work for a non-profit agency.
- Students may begin accumulating service hours as early as the summer prior to entry of the 9th grade year.
- Service should benefit the community at large. Working solely for an individual will not be acceptable.
- Hours must be documented in writing, either on a common community service log (generated by the school) or on letterhead from the organization being served.
- Parent notification of the community service requirement is necessary. A school-generated notice will include the necessity of parental knowledge and supervision while students are engaged in community service activities.
- Students who lack access to community service opportunities must be provided with opportunities on the school campus. It is the student's responsibility to alert the School Counseling Department that they need school access to community service.
- Time spent organizing and collecting canned goods, clothing, or book drives for a community in need does qualify as community service.
- Service on behalf of a candidate for public office can be considered community service.
- Fostering animals for a non-profit animal organization will be given no more than 4 hours a day.
- Community service may include but is not limited to, a business or governmental internship, work for a nonprofit community service organization, or activities on behalf of a candidate for public office.

The following are examples that would not count as community service:

- Rehearsal time for participation in a fine arts or performing arts program;
- Practice time for sports and band;
- Club meetings to organize community service activities; or
- Donating canned goods or items to gain community service hours.

Parents cannot sign to verify their child's participation in a community service activity.

The documentation of the number of hours and dates of service must be signed by the student, the student's parent or guardian, and a representative of the organization for which the student performed the volunteer work.

Schools should enter the community service hours into the students' electronic records within two (2) weeks of submission.

For Bright Futures Requirements ONLY

- Students must earn either the required volunteer service (using the criteria described above), paid work hours, or a combination of both.
- Reflection: The student must, through papers or other presentations, evaluate and reflect upon their volunteer service or paid work experience.
- The agencies where the volunteer service hours or paid work hours were earned must provide on agency letterhead documentation of the number of hours and dates of service or paid work completed. Where a letter cannot be obtained, students may submit a copy of their pay stub.
- Volunteer service hours and paid work hours may not be hours that benefitted the student financially or materially while in the service of family members defined as parents, grandparents, siblings, aunts, uncles, cousins, nieces, nephews, and spouses, including aforementioned step relations.
- Students may begin accumulating paid work hours as early as June 27, 2022.
- Volunteer service hours and paid work may include, but is not limited to, a business or governmental internship, work for a nonprofit community service organization, or activities on behalf of a candidate for public office.
- Paid work must be documented in writing, either on a common paid work log (generated by the School) or on letterhead from the organization.
- Volunteer service or paid work must be approved by the School Principal or Principal Designee, and for Home Education Students hours must be submitted to the district home education office where the student is registered.

The document must be signed by the student, the student's parent or guardian, and a representative of the organization for which the student performed the paid work.

2026-2027 Requirements

Award Level	Number of Volunteer service hours only	Number of Paid work hours or combination of both
FAS	100	100
FMS	75	100
GSV	30 (or 75*)	100
GSC	30 (or 75*)	100

**Students entering grade 9 in the 2024 – 2025 school year and thereafter, must complete 75 hours of volunteer service.*

Please visit the https://floridabrightfutures.gov/ for more information on Bright Future requirements.

COMPLAINTS AND THE RIGHT TO APPEAL

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

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

Procedures

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

Appeal Process for Suspension from School or Special Transportation Arranged by the District

The principal shall advise parents or guardians, in their native language, of the appeal procedures for an out-of-school suspension. Parents or guardians must submit an appeal to the school principal within 24 hours of receiving the written notice of suspension. This notice may be provided via email if the parent agreed to receipt of communications via email. The principal shall render a decision within 24 hours of receipt of the appeal.

If the parents or guardians do not agree with the principal's decision, they may appeal to the Regional/Instructional Superintendent or designee. The conference shall be scheduled as soon as possible following the parents' or guardians' request. During the appeal process, the suspension shall remain in effect for the designated duration. The decision of the region shall be final. In all cases, the parent or guardian shall be notified of the appeal decision. The region shall provide notification of the decision via email.

The results of the appeal may include, but are not limited to:

1. Sustaining the suspension in all respects.
2. Modification of penalties imposed.
3. Rescinding the suspension and expunging the suspension from the student's records.

Parents of Students with an IEP with Special Transportation Arranged by the District:
The principal is to advise parents or guardians, in their preferred language, of the appeal procedures for an out-of-school suspension or a transportation suspension for students with an IEP. For students with an IEP receiving a bus suspension, an appeal might be granted if transportation is needed to access FAPE and an alternative means to transportation is not available. The appeal must first be made to the school principal within 24 hours of the suspension.

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

Appeals of suspensions resulting in a Recommendation for Expulsion, Severe Incident Assignment, or Choice Exit will not be heard by the Regional Office. If a suspension results in a recommendation for Expulsion, Severe Incident Assignment, or Choice Program Exit, parents will be entitled to appeal the disciplinary consequences under the procedures established under the applicable School Board Policy. (P-5.015, P-5.016, P-5.018, P-5.1814, P-5.1817)

COURT EDUCATION LIAISON PROGRAM

The Court Education Liaison Program: The Fifteenth (15th) Judicial Circuit of Florida
The Department of Safe Schools provides Court Education Liaisons who are assigned to the Juvenile Division of the 15th Judicial Circuit Courts. These District employees participate in both dependency and delinquency court proceedings on behalf of Palm Beach County students. The Court Education Liaisons perform the following functions:

- Assist in all dependency and delinquency court proceedings;
- Interpret educational records and provide student advocacy;
- Collaborate with the Department of Children and Families on court-involved youth;
- Coordinate educational information packets for students at their court appearances;
- Assist parents/guardians, as appropriate, concerning student enrollment matters;
- Notify parents/guardians of appropriate school contact and enrollment requirements if not actively enrolled;
- Notify the Transition Coordinator of pending enrollment or assignment;
- Notify appropriate homeschool campus contact of the student pending or recommended enrollment/assignment via email and phone contact;
- Obtain contact information for the Juvenile Probation Officer and school-related requirements, as applicable, and provide home-school contact;
- Share information with parents/guardians and students about educational assignments and graduation options;
- Provide ongoing follow-up and support to DJJ students and families as requested;

- Participate in juvenile justice meetings and committees as assigned; and
- Explore business and community partnerships to support initiatives for students enrolled in DJJ/Youth Services programs.

DRESS CODE

Policy 5.182

It is a fundamental function of the District to create and maintain a positive educational environment by devoting attention to learning, increasing school safety, encouraging good behavior and discipline, and minimizing disruptions and distractions. The School Board believes that appropriate attire and grooming contribute to a productive and effective learning environment. Thus, all students are expected to be groomed and dressed appropriately for age, grade level, school, and school activities.

Student attire or grooming that substantially or potentially disrupts the educational environment or school program, creates a distraction, which interferes with the educational process or classroom activity, or presents a health or safety hazard to the students or school community is not permitted. The determination of what constitutes a safety or health hazard, or what constitutes a distraction of students from a classroom activity, or what constitutes a disruption of a school program or excessive maintenance of school property shall be made by the principal or designee. The principal or designee shall have final authority to decide if a student's attire complies with a dress code or uniform dress code and shall use reasonable discretion in interpreting and implementing the provisions of this policy. The dress and uniform codes as described below shall be applicable for the District. Additionally, schools may have additional requirements as allowed by P-5.182.

District-Wide Student Dress Code

To help create the best learning environment for district students, the District-wide Student Dress Code must be observed in all District schools. This Code provides a minimal District-wide dress code, which should apply even if a school implements a School Specific (Standard) Dress Code or Higher Standard (Uniform) Dress Code as provided in this Policy. Specifically, the following attire is **unacceptable** in virtual classrooms or District schools:

i. Attire with language or images that are crude, vulgar, profane, lewd/obscene, sexually explicit, or sexually suggestive.
ii. Attire with symbols, mottoes, words, or acronyms that promote illegal or violent conduct, such as gang symbols, the unlawful use of weapons, drugs, alcohol, tobacco, or drug paraphernalia, or clothing that contains threats.
iii. Attire associated with discrimination based on age, color, handicap, national origin, sexual orientation, marital status, race, religion, or sex.
iv. Clothing traditionally designed as undergarments, such as boxer shorts or sleepwear, may not be worn as outer garments.
v. Clothing that is sexually suggestive or revealing (examples include but are not limited to clothing which exposes the midriff, exposes one's undergarments, has plunging necklines, muscle tops, backless clothing, or is constructed of see-through materials).
vi. Attire that may be used as a weapon, including but not limited to steel-toed shoes; large, long, or heavy waist or other chains; studded or chained accessories; items with spikes; and other items deemed inappropriate by an individual school site.
vii. Articles of clothing that cause excessive maintenance problems for school property, such as shoe cleats that scratch floors or tear rugs, trousers with metal rivets that scratch furniture, etc.
viii. Clothing that because of fit, design, color, texture, inadequate coverage, or some other factor, creates classroom or school disorder or distracts the attention of another student or students in any class in session from the lesson being presented or from any other assigned school activity, or which creates a safety or

health hazard for any student in the school.

ix. Jewelry worn in a manner that presents a safety health hazard or causes a major disruption to the educational process. Examples may be chains hanging from the belt pocket or attached to the wallet.

x. Footwear that does not provide adequate protection or hygienic measures.

xi. A student who fails to maintain personal cleanliness, grooming, or neatness of dress to the extent that presence in the classroom creates classroom or school disorder or distracts the attention of others from assigned classroom activity will be required to maintain a level of personal cleanliness, grooming, or neatness of dress that eliminates the disorder or the distraction of other students in the classroom.

DUTIES OF THE SCHOOL PRINCIPAL

Pursuant to F.S. § 1001.54, a district school board shall employ, through written contract, public school principals.

The school principal:

- has authority over school district personnel in accordance with F.S. § 1012.28;
- shall fully support the authority of each teacher and school bus driver to remove disobedient, disrespectful, violent, abusive, uncontrollable, or disruptive students from the classroom and the school bus and, when appropriate and available, place such students in an alternative educational setting;
- shall provide instructional leadership in the development, revision, and implementation of a school improvement plan pursuant to F.S. § 1001.42(18);
- must make the necessary provisions to ensure that all school reports are accurate and timely, and must provide the necessary training opportunities for staff to accurately report attendance, FTE Program participation, student performance, teacher appraisal, and school safety and discipline data;
- is responsible for the management and care of instructional materials in accordance with the provisions of Chapter 1006; and
- shall fully support and cooperate in the implementation of F.S. §. 1002.23.

ECONOMIC SECURITY REPORTS

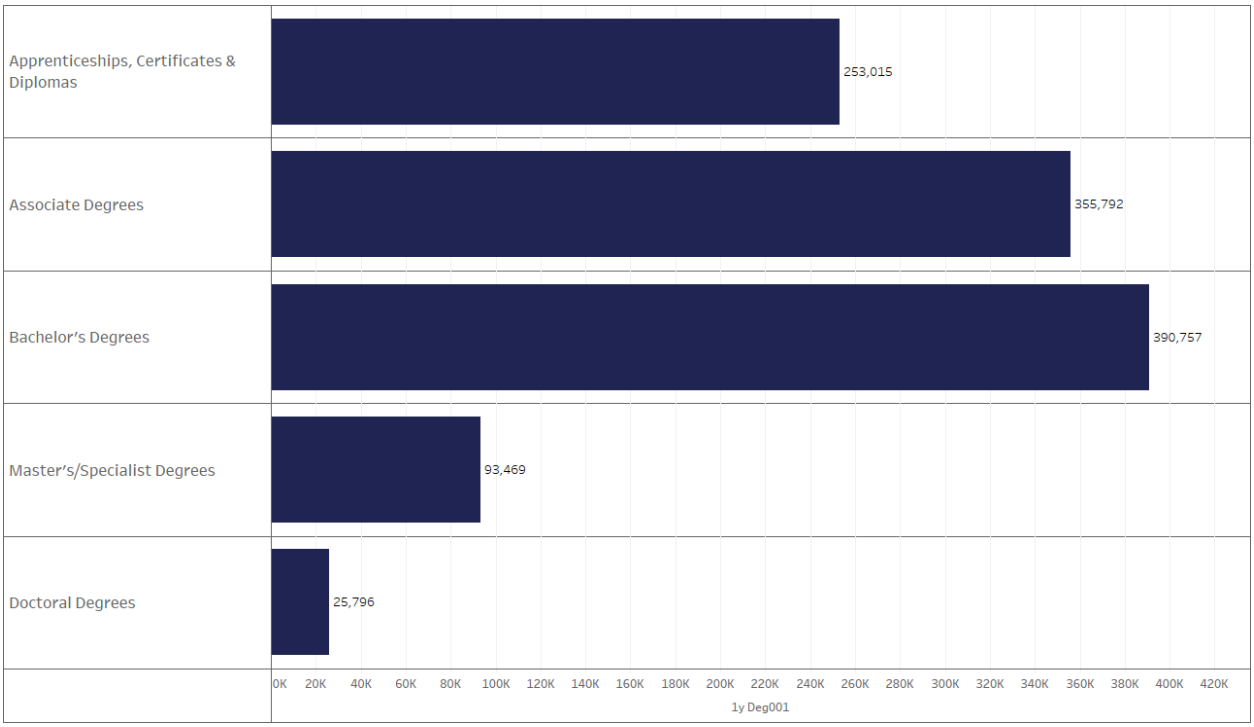
The Economic Security Report is a collaborative initiative between the State of Florida and College Measures that promotes transparency by tracking the employment outcomes, earnings, and student debt of graduates from Florida's public colleges and universities. The report provides valuable insights into the economic impact of postsecondary education and the career success of graduates. The charts on the following pages are based on the most recent data available from the Florida Department of Commerce's Economic Security Report. Please refer to the charts on the following pages for detailed information and analysis.

Executive Summary

This report documents the variation in earnings, employment, election to continue their education and public assistance among graduates who have earned degrees or certificates from Florida's public postsecondary education institutions. Results show that economic outcomes are primarily correlated with a student's credential level.

Figure 1 displays the total number of graduates for each credential type reviewed across a five-year period from academic years 2017-18 through 2021-22. Among more than 1.1 million awards conferred during the reporting period, nearly 35% were bachelor's degrees, 32% were associate degrees, 23% were certificates, diplomas or apprenticeships, 8% were master's degrees or specialist degrees and 2% were non-medical doctoral degrees. Doctoral degrees in the law and medical fields accounted for less than 1% of all awards. We have seen increases in total credentials awarded since the last report (2016-17 through 2020-21) in Apprenticeships, Certificates and Diplomas, Bachelor's Degrees, Master's/Specialist Degrees, and Doctoral Degrees.

Figure 1. Number of Graduates by Credential



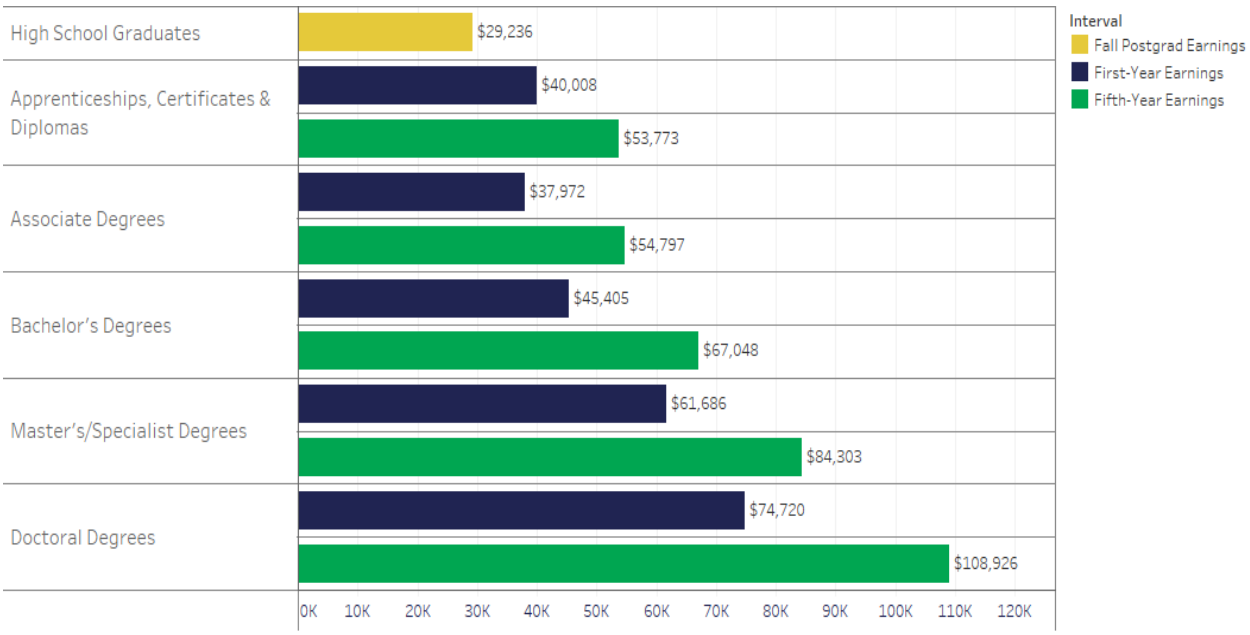
Outcomes at a Glance

- From 2017-18 through 2021-22, there were more than 390,000 bachelor's degrees awarded at FCS and SUS institutions combined and more than 355,000 associate degrees at FCS institutions. Among those graduates, more than 281,000 received associate in arts degrees. Master's degrees totaled more than 92,000 graduates, and there were more than 14,600 doctoral degrees conferred, excluding law and medical fields. College credit and career certificates combined totaled more than 185,000 graduates in DTCs.
- Broken down by county, institutions located in Orange County accounted for more than 162,000 awards from 2017-18 through 2021-22. Miami-Dade County accounted for more than 160,000 awards, while Hillsborough County placed more than 100,000 awards.
- Undergraduate job placement ranged from 67% to 93% of graduates found in employment data one year after graduation. After five years, the range narrowed to between 73% and 92%.
- Among the award programs designed to further education, 68% of graduates of associate in arts degrees, 58% of college credit certificate recipients and 47% of applied technology diploma recipients were found in education data one year after completion. Five years after graduation, these numbers fell to 15%, 13% and 19%, respectively.
- Median earnings one year after completion ranged from $33,000 to more than $53,000 for undergraduate programs, and $59,000 to nearly $80,000 for master's and doctoral degrees. Some specific medical degrees, first professional and other doctoral programs exceeded $100,000.
- In popularity, business administration and management programs accounted for more than 66,000 total graduates from 2017-18 through 2021-22. Registered nursing totaled more than 52,000. Psychology programs totaled more than 29,000 recipients. Biology/Biological Sciences and Emergency Medical Technicians and EMT Paramedics totaled more than 18,000 and 17,000 graduates respectively.
- In academic year 2021-22 alone, there were 18,150 graduates from programs that align closely with the manufacturing industry. Job placement within one year of graduation for these programs ranged from 66.7% (Bachelor's in Laser and Optical Engineering) to 100% (Associate in Science in Operations Management and Supervision).
- From 2017-18 through 2021-22, there were nearly 144,000 graduates who received awards in Science, Technology, Engineering and Math (STEM) fields.

Experience

Figure 2 displays the median first- and fifth-year salaries for all credentials awarded by Florida's public postsecondary education system. The outcomes of all five major credential groups showed median fifth-year earnings that were 34% to 48% higher than first-year earnings. Doctoral degrees demonstrate a higher earning potential, with median fifth-year earnings totaling more than 46% higher than first-year earnings and 62% higher than fifth-year earnings of bachelor's programs. Fifth-year earnings for bachelor's degrees were 48% higher than first-year earnings.

Figure 2. Median First- and Fifth-Year Earnings by Credential, All Institutions



Progress

This report compares outcomes over five academic years, 2017-18 through 2021-22. However, we can also compare outcomes across previous periods to mark progress. The total number of credentials awarded increased across all credential categories compared to the previous report, 2016-17 through 2020-21. This progress can be seen in **Table 1**. Progress in median first-year earnings by year is shown in **Figure 3**.

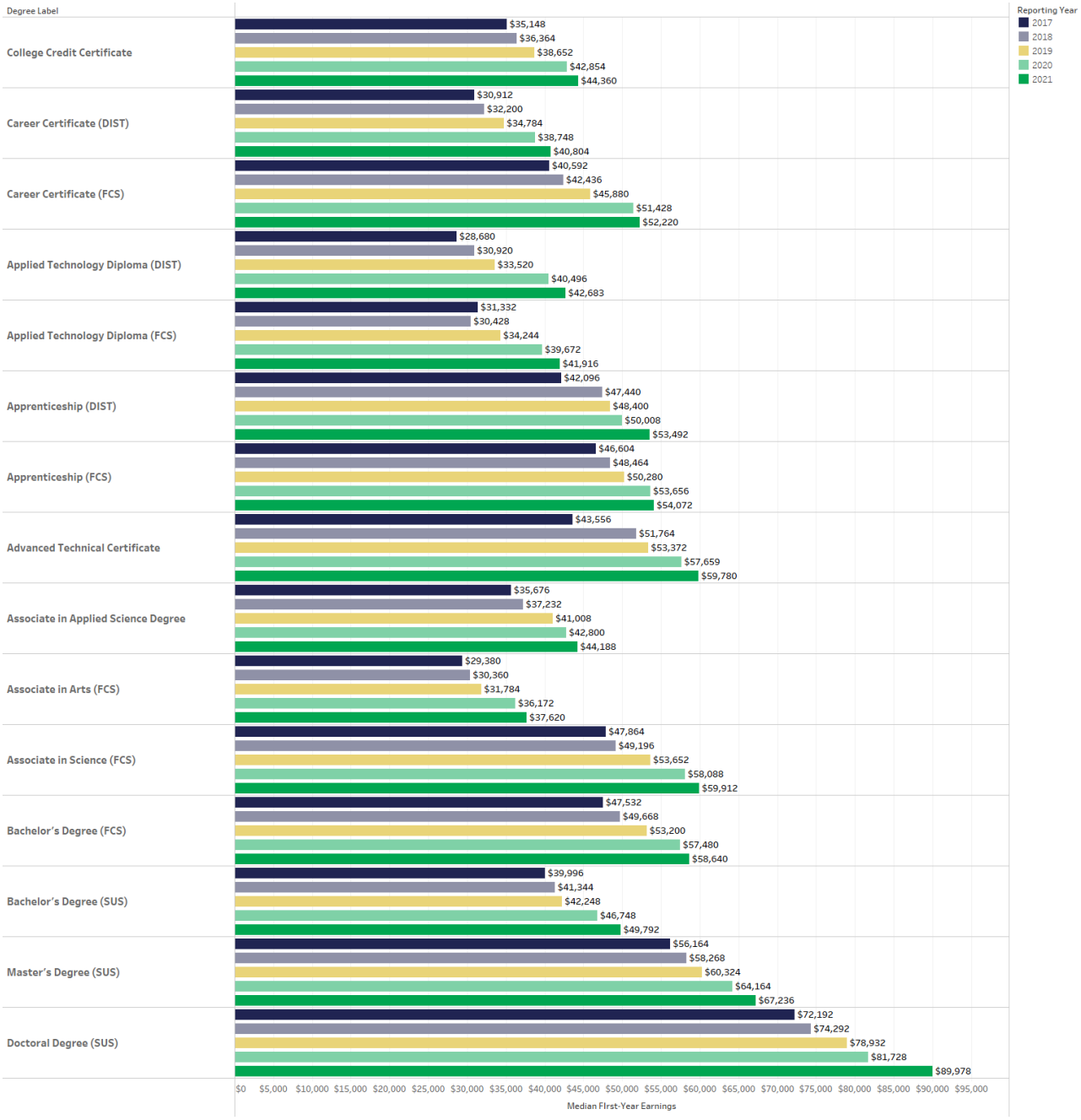
- 253,015 certificates, diplomas and apprenticeships were awarded between 2017-18 and 2021-22, an increase of 4.6% from the total number of credentials awarded (241,820) in the previous economic security report, 2016-17 through 2020-21.

- Median first-year earnings for 2017-18 through 2021-22 increased between 3% for apprenticeships and 9.2% for applied technology diplomas at DTCs compared to 2016-17 through 2020-21.
- Median first-year earnings of associate degrees increased between 4.6% for associate in science degrees to 6.7% for associate in applied science degrees 2017-18 through 2021-22 compared to 2016-17 through 2020-21.
- There were 390,757 bachelor's degrees awarded from 2017-18 through 2021-22, an increase of 2.7% from 2016-17 through 2020-21 (380,382).
- Median first-year earnings for bachelor's degrees at FCS and SUS institutions increased between 4.6% and 5.6% from 2016-17 through 2020-21 to 2017-18 through 2021-22.
- There were 92,221 master's degrees awarded from 2017-18 through 2021-22, an increase of 4.5% from 2016-17 through 2020-21 (88,265).
- Median first-year earnings for master's degrees increased 4.8% in 2017-18 through 2021-22 from 2016-17 through 2020-21.
- There were 14,693 nonmedical doctoral degrees conferred this period, an increase of 4.6% in 2017-18 through 2021-22 from 2016-17 through 2020-21 (14,053).
- Median first-year earnings of nonmedical doctoral degrees increased 5.9% in 2017-18 through 2021-22 compared to 2016-17 through 2020-21.

Table 1. Progress in Outcomes by Credential Type from Previous Report

	Awards Conferred			Median First-Year Earnings		
Credential Type	2016-17 through 2020-21	2017-18 through 2021-22	Percent Change	2016-17 through 2020-21	2017-18 through 2021-22	Percent Change
Career Certificates (DTC)	79,427	82,984	4.5%	$33,556	$35,384	5.4%
Career Certificates (FCS)	41,025	39,881	-2.8%	$43,312	$45,880	5.9%
College Credit Certificates	95,825	102,296	6.8%	$37,840	$39,800	5.2%
Applied Technology Diplomas (DTC)	3,281	3,441	4.9%	$32,660	$35,678	9.2%
Applied Technology Diplomas (FCS)	5,524	5,179	-6.2%	$32,598	$35,009	7.4%
Apprenticeships (DTC)	13,943	16,144	15.8%	$46,909	$48,296	3.0%
Apprenticeships (FCS)	830	851	2.5%	$48,754	$50,480	3.5%
Advanced Technical Certificates	1,965	2,239	13.9%	$51,018	$53,162	4.2%
Associate in Applied Science Degrees	597	484	-18.9%	$37,454	$39,980	6.7%
Associate in Science Degrees	73,473	73,536	0.1%	$50,736	$53,056	4.6%
Associate in Arts Degrees	285,345	281,772	-1.3%	$31,400	$33,120	5.5%
Bachelor's Degrees (FCS)	45,911	48,577	5.8%	$51,208	$53,548	4.6%
Bachelor's Degrees (SUS)	334,471	342,180	2.3%	$41,764	$44,092	5.6%
Master's Degrees	88,265	92,221	4.5%	$58,860	$61,667	4.8%
Doctoral Degrees (Nonmedical)	14,053	14,693	4.6%	$75,572	$79,996	5.9%

Figure 3. Median First-Year Earnings by Degree Type and Single Year, 2017-2021



Student Debt

FCS and SUS institutions in Florida self-report student loan debt data to the Office of Student Financial Assistance in the Florida Department of Education. A total of $1.47 billion was granted across 233,244 federal student loans, including all students who received Stafford, Perkins, Graduate PLUS, Parent PLUS and TEACH program loans, and dispersed to FCS and SUS institutions in 2021-22. This excludes Chipola College and North Florida College where data were not reported.

The statewide average during the 2021-22 academic year was $6,286 per loanee. This amount is averaged across all students that received federal student loans and does not include private loans or other debt issued by non-federal government sources.

Public Assistance

During this reporting period, from 2017-18 through 2021-22, public universities in Florida reported the fewest number of graduates receiving public assistance in at least seven years (2011-12 through 2015-16 reporting period), the oldest data available. During the reporting period, 60,597 students (5.4%) received assistance from either the Temporary Assistance for Needy Families (TANF) program or the Supplemental Nutrition Assistance Program (SNAP) one year after graduation. This is a 28% decrease from 84,573 students (7.7%) during 2016-17 through 2020-21.

Labor Market

As Florida's population continues to increase, so too will the available jobs. A healthy job market will assist graduates of Florida institutions in their efforts to begin careers of their choosing. The industries expected to gain the most jobs through 2032 are Professional and Technical Services (+93,903 jobs), Ambulatory Health Care Services (+70,264 jobs) and Administrative and Support Services (+68,674 jobs). Collectively, the top 10 industries in job growth are anticipated to add more than 400,000 new jobs through 2032. The occupations expected to experience the largest job growth through 2032 are General and Operations Managers (+12,517), Software Developers (+10,665) and Heavy and Tractor-Trailer Truck Drivers (+9,673).[2] Chiropractors (+17.1% growth) is the occupation projected to be fastest growing through 2032.

At least every three years, the Florida Department of Commerce updates its Target Industry Report. The Target Industry List identified in 2025 is comprised of those

[2] Excludes occupations that require only a high school diploma or GED.

industries that drive growth, innovation and resilience across Florida's economy. Each of these industries are current sources of job demand, and job growth is expected to continue through 2032.

For 2025, the Target Industries List includes the following industry sectors: Corporate Headquarters, Logistics, Manufacturing, Research and Development, Aerospace and Aviation, AgTech, Energy Security, Financial Services, Information Technology, Life Sciences, Maritime, and Military and Defense. As a Target Industry focus, Manufacturing employment in Florida totaled nearly 430,000 at the end of 2024 – an increase of over 29% since 2014. Employment within the manufacturing industry is expected to total over 458,000 by 2033. Collectively, Target Industry wages increased 11.5 percent from 2022 to 2024, compared with 8.9% growth across all industries. Over-the-year growth for Target Industry wages was 5.7% in 2023 and 5.4% in 2024, consistently representing a premium over statewide wages.

EDUCATIONAL TECHNOLOGY RESOURCES

Online Instructional Resources

SDPBC offers numerous web-based instructional and collaboration resources tailored for teachers, students, and parents. Students can conveniently access the majority of these resources both at home and school by logging into their student portal at Student Portal or through the "Sign In" link on the District's homepage.

Many online programs are personalized for students, and most are single sign-on, accessible directly from their Portal without extra login credentials. Instructions on resource usage and accessing those requiring usernames/passwords are provided by school media specialists, techs, or teachers.

Online Textbooks and Resources

SDPBC provides access to various instructional materials, from traditional printed to fully digital content. Currently, most courses have a mixture of both, and in some instances, class sets of printed texts may be assigned when the text is used as a reference. Most core courses have online platforms that allow teachers and students to use digital curriculum as part of the core instruction. These platforms and resources vary by subject matter and may require teachers to actively assign students resources and activities to meet their individual needs.

Students must be actively enrolled in an appropriate course/class to gain access to their assigned textbooks/platforms via the "Student Texts" tile on their student portal. Many of the links will provide direct access, and a small number will require a unique process to access them from school or home. Specific login instructions should be provided by their teachers.

SIS Gateway

The SIS Gateway provides parents and students with timely access to individual student schedules, assignments, assessment reports, attendance, and much more. Parents and students in secondary schools will be able to see real-time grades and assignments. The SIS Gateway allows parents and students the ability to easily email teachers through this system. Students have access to the SIS Gateway via the icon available in the District's student portal. Parents must register for their SIS Gateway account with an active email address. To do so, parents will need to contact their child's school and ask the Gateway Manager to get their activation code.

SIS Mobile App

Staying connected to a student's academic performance is now easier with the SIS Gateway mobile app. Parents and students can receive real-time notifications of grades, attendance, upcoming assignments, test scores, and more helpful information with the SIS Gateway mobile app. Download "Palm Beach County SIS Gateway" in Google Play or in the Apple App Store.

Annual Technology Training

The Departments of Teaching & Learning and Educational Technology partner with schools to provide all students with annual technology training that meets the requirements of P-8.123 "Technology Acceptable Use Policy for Students" within the Resiliency Education program required by Florida Statute 1003.42. This age-appropriate instructional training includes topics on internet safety, cyberbullying, artificial intelligence, and digital citizenship, as well as other required Resiliency Education topics. All K-12 students who use District technology are required to receive technology training in order to comply with P-8.123, helping to ensure that students understand the topics within the policy and their obligations to abide by its terms.

Policy 8.124 - Electronic Device Take-Home Policy
All School District of Palm Beach County students may be issued electronic devices. These devices are for instructional use to support curriculum goals and will be available for students to use at home or in school. P-8.124 "Electronic Device Take Home Policy" - was developed to govern electronic devices that are taken home by students.

EMERGENCY CODES

Students

- **Code Red** – Full Lockdown – No Movement
- **Code Yellow** – Lockout – Limited Movement
- **Code Blue** – Evacuation – Shelter in Place
- **Code White** – Bomb Threat – Shelter in Place
- **Code Green** – Normal Operation All Clear

All District Codes - Parents and visitors are not to attempt to contact any student during the implementation of a District Emergency Code. Parents should monitor their emails and phones for updates.

EXCEPTIONAL STUDENT EDUCATION

Policy 5.725

The District follows federal and state regulations and timelines regarding the identification, evaluation, re-evaluation, placement, and provision of Free Appropriate Public Education of students with disabilities, as well as those who are gifted. If you suspect that your child has a disability or is gifted, contact your school's ESE Contact for further information. Parents may be accompanied by a representative of their choice at any meeting to discuss their students.

If your child is already identified as a Student with a Disability (SWD) and there are any issues or concerns, contact your school's ESE Contact. Parents will be provided with a copy of the Notice of Procedural Safeguards for Parents of Students with Disabilities, which outlines rights as a parent of a student with a disability. Decisions regarding SWD are made by the Individual Education Plan (IEP) Team. For students who are gifted, decisions are made by the Educational Plan (EP) Team.

Testing Accommodations for Statewide Assessments
The IEP Team determines the need for testing accommodations for students with disabilities. These accommodations, if any, must be used regularly by the student in the classroom throughout the school year. Any accommodations that the IEP Team recommends must comply with allowable accommodations as determined and described by the Florida Department of Education (FLDOE).

Florida Alternate Assessment (FAA)
For students with the most significant cognitive impairments in grades 3-12, the IEP Team may document that these students are eligible to take the FAA. This determination is based on criteria provided by the Florida Department of Education, Rule 6A-1.0943, (F.A.C.), and is intended for students who are working on alternate curriculum as a result of their significant cognitive disabilities. Parents will be asked to provide written consent annually for their student to participate in a modified curriculum and the FAA.

Another option available to assess the educational performance and growth of students with the most significant cognitive disabilities is through the use of the FAA Datafolio, which is a collection of student work across three periods throughout the school year. This option is typically used for students who do not have a formal mode of communication.

Waivers

The IEP Team may determine that a student with disabilities who meets specific criteria may have the End-of-Course (EOC) Assessment results waived. If the criteria are met, the EOC Assessment results are waived for the purposes of determining the student's course grade and credit. F.S. § 1008.22(3)(d) The IEP Team must document that the student demonstrated proficiency on the course standards.

Extraordinary Exemption

An IEP Team may determine that specific circumstances or conditions prevent a student with disabilities from physically demonstrating mastery of skills by taking a statewide assessment. The District Superintendent makes a recommendation for extraordinary exemption, based on the IEP Team recommendation, to the State Commissioner of Education. Florida's Commissioner of Education either grants or denies the request. The deadline for requesting an *Extraordinary Exemption* is 60 days prior to the assessment administration window. F.S. § 1008.212, If a parent disagrees with the Commissioner's denial of an extraordinary exemption, they may request an expedited due process hearing.

Collaboration of Public and Private Instructional Personnel

Parents may request that their private instructional personnel (Behavior Analysts, Speech/Language Pathologists, Occupational Therapists, Physical Therapists, and Registered Behavior Technicians) collaborate with public instructional personnel to enhance their students' services. Florida Statute § 1003.572 delineates specific requirements for this collaboration, including Principal consent and the establishment of written agreements. Additional information can be obtained from the school's ESE Contact or at Collaboration of Public and Private Instructional Personnel posted on the ESE Department website.

Use of Physical Restraint and Seclusion with Students with Disabilities

Information regarding the use of Restraint and Seclusion and the required documentation can be found in School Board Policy P-5.181. The Policy allows for specific physical restraint procedures under limited emergency circumstances but prohibits the use of seclusion.

FEES FOR STUDENTS

Policy 2.21

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

Note: *Extracurricular activities are specifically excluded from P-2.21. Schools may charge students for costs associated with optional extracurricular activities and events, including items and admission tickets, that occur outside of school hours. Participation in these activities must be optional, and students cannot be penalized for non-participation or rewarded (including receiving extra credit) for participating.*

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) AND FLORIDA STUDENT EDUCATION RECORDS LAW RELATING TO STUDENT EDUCATION RECORDS FOR ELEMENTARY AND SECONDARY SCHOOLS, ANNUAL NOTICE AND NOTICE FOR DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA), 20 USC§ 1232g, as well as F.S. §§ 1022.22, 1022.221, afford parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. In summary, these rights are:

1. a. The **right to inspect and review the student's education records** within 30 days after the day the school receives a request for access. Parents or eligible students who wish to inspect their child's or their education records should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal or appropriate school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. If copies are provided, a minimal duplication fee may be charged. **NOTICE**: Both parents' right of access will be honored by the school unless: a) there is a legally binding document or court order on file at the school that specifically denies the right of access to one or both parents or b) another exception under FERPA exists. If you have questions, please contact your school office.
   b. The **right to exercise the right of waiver of access** to confidential letters or statements in certain circumstances.

2. The **right to request the amendment of the student's education records** that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA or other rights. Parents or eligible students who wish to ask the school to amend a record should write to the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing. See School Board P-5.50.

3. a. The **right of privacy of personally identifiable information** in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
   b. The **right to provide written consent** before the school discloses Personally Identifiable Information (PII) from the student's education records, except to the extent FERPA authorizes disclosure without consent.

   Disclosure Without Prior Consent of the Parent/Guardian or Eligible Student:
   One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. See 34 C.F.R. § 99.31(a) (1); 34 C.F.R. § 99.7(a) (3) (iii). The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school's or school district's annual notification of FERPA rights. A school official typically is a person employed by the school or School District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the School Board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, third party claims administrator, insurance adjuster, insurance company; aftercare provider, medical consultant, nurse, or therapist; an official of a charter school of this District; a school's foundation; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional **or delegated** responsibility

or complete job duties in performing an official task that requires access to information in the education records of students served.
Upon request, the school or School District discloses education records, including student disciplinary records regarding a suspension or expulsion, without consent to officials of another school or School District in which a student seeks or intends to enroll or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. *The school or school district will forward records on request or if the disclosure is initiated by the parent or eligible student.*

FERPA permits the disclosure of Personally Identifiable Information (PII) from students' education records without consent of the parent or eligible student if the disclosure meets certain conditions found in 34 CFR §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures.

In addition to the above, without obtaining prior written consent of the parents or the eligible student, a school may disclose PII from the education records of a student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests, as defined above. This includes school police officers, contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, including law enforcement officers, educational consultants, student assessment evaluators, outside online service providers (including Google and Khanmigo), companies monitoring student digital activity under each student's logged in account/username, providers providing services allowing the District to obtain data on subsequent enrollment and educational achievements of students at postsecondary institutions, the District's health care partners and other governmental, private, and social agencies jointly serving students, crisis planning and response companies, provided that the conditions listed in § 99.31(a)(1)(i)(B)(*1*) - (a)(1)(i)(B)(*3*) are met. (§ 99.31(a)(1));
- To Palm Beach County and its Consultants as the Palm Beach County Impact Fee Schedule is updated;
- To threat management team members and safe school officers and deputy sheriffs assigned to schools by contract, to the extent student records information is needed to provide and/or evaluate educational, health, and governmental/social services to students, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§99.31(a)(1));
- To any student(s) and their parents/guardians if their student is a target of a threat, pursuant to State Board of Education Rule 6A-1.0019, which imposes a duty to warn . This includes giving the full name of the person(s) who made or poses a threat to the student(s). Such notification is not a violation of the Family Educational Rights and Privacy Act (FERPA) as outlined in Part 99 of the Federal Regulations. Parents and guardians are urged to have candid conversations with their children regarding the seriousness of making threats and the expected consequences that may follow thereafter. All threats will be thoroughly investigated, and appropriate action will be taken toward those who make threats, including but not limited to notification of the person(s) making or posing the threat, criminal charges, and disciplinary consequences as outlined in the Student Code of Conduct (SCOC). If there are questions or concerns regarding this matter, parents and guardians are encouraged to contact their child's principal;
- To an employee represented by the Classroom Teachers Association, if the information is being relied upon by the District to take action against the employee, and if legally required by a Court Order to release the name of a student and/or the student's statement to the employee. The release of this information is solely for the purpose of providing the employee an opportunity to review the documentation and provide a response to the personnel investigation. Because student information is exempt from public disclosure, the employee is prohibited from releasing the student's information to the public. Moreover, the employee cannot retaliate against the student.

If it is determined the employee has released student information to the public and/or retaliated against a student, the employee will be subject to discipline, up to and including termination. In accordance with sections 1002.22 and 1002.221 of the Florida Statutes, the aforementioned school records of a student will be produced in the manner required by law;

- To officials of another school, school system, or an institution of postsecondary education where the student seeks or intends to enroll or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2));
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State Educational Agency (SEA) in the parent or eligible student's State. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal or State-supported education programs or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, enforcement, or compliance activity on their behalf if applicable requirements are met. (§§ 99.31(a)(3) and 99.35);
- To financial entities or institutions of postsecondary education in connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid (§ 99.31(a)(4));
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to § 99.38. (§ 99.31(a)(5));
- To organizations conducting studies for, or on behalf of the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction (§ 99.31(a)(6));
- To accrediting organizations to carry out their accrediting functions (§99.31(a)(7));
- To parents of an eligible student if the student is a dependent for IRS tax purposes (§99.31(a)(8));
- To comply with a judicial order or lawfully issued subpoena if applicable requirements are met (§99.31(a)(9));
- To appropriate officials in connection with a health or safety emergency, subject to §99.36 (§99.31(a)(10);
- To an agency caseworker or other representative of DCF or any other State or local child welfare agency or tribal organization who is authorized to access a student's case plan when DCF or such other agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student who is in foster care placement (20 USC § 1232g(b)(1)(L)); and
- To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions. (20 U.S.C. § 1232g(b)(1)(K)).

If applicable requirements under § 99.37 are met, information designated as "directory information" may be disclosed. (§99.31(a)(11)). Note, however, that this School Board has not designated any "directory information" that can be disclosed without consent or within a FERPA exception, such as to military recruiters for certain high school students as stated in another section of this Handbook. Yet, as explained below and as allowed in 34 CFR §§ 99.3 & 99.37 of the FERPA regulations, the District will allow the Student Photo Identification Badge ("ID badge"), without consent, to display the following limited directory information: the name of a student's current school, the student's name/preferred name as reflected in the SIS System, student's photo, and School District-issued student number on a student's ID badge. The FERPA regulation provides that the parent and eligible student have no right to opt out of this limited disclosure for student ID badges.

4. The **right to receive annual notice** of their rights with respect to education records.

5. The **right to file a complaint with the U.S. Department of Education** concerning alleged failures by the School District or school to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Ave. SW
Washington, DC 20202-8520

6. Directory information is information that is generally not considered harmful or an invasion of privacy if released. FERPA permits the disclosure of certain limited "directory information" on a student ID card/badge without consent of the parent/guardian or eligible student. The purpose of the disclosures on this student ID card/badge is to provide for greater safety, accountability, and efficiency in schools, and the badge is to be displayed while on District property or when deemed appropriate by school administration at school-sponsored events and while being transported on District buses or other district-sponsored, hired or operated vehicles.

See School Board P-5.50 and P-5.0115 or review FERPA (20 U.S.C. § 1232g) and its interpretative regulations in 34 CFR part 99. Copies of this information and policy can also be obtained from the District's Strategic Communications & Engagement department and from the schools.

Recordkeeping Requirements
Schools shall not destroy any education records that are under investigation or records/litigation held. Schools are also required to maintain requests for access to records and disclosure of personally identifiable information from students' education records and other education records in accordance with the District's Records Retention schedule, which is available online at Student Records Requests / Records Retention Schedule.

FLORIDA STATE-WIDE ASSESSMENT/PROMOTION

State Standards

In February 2014, Florida moved to the Florida Standards in Language Arts and Mathematics to continue to enhance the rigor of instruction throughout the state. In the Fall of 2022, the state transitioned ELA and Mathematics to the Benchmarks for Excellent Student Thinking (BEST) Standards. The intent of standards-based curriculum is to identify what a student should know and be able to do at each grade level. Additional information on state assessments is available here: K-12 Student Assessment.

Florida's K-12 Statewide Assessment Program

- **Florida Assessment for Student Thinking (FAST):** Beginning in Fall 2022, the FAST assessments will be given in VPK through grade 10 Reading and VPK through grade 8 Mathematics.
- **Benchmarks for Excellent Student Thinking (B.E.S.T) Writing:** Grade 4-10 Writing
- **State Academic Standards (SAS) Assessments**: The State Academic Standards Assessments will only be administered for the computer-based Statewide Science Assessment (grades 5 and 8).
- **Florida EOC Assessments:** The Florida End-of-Course (EOC) Assessments are designed to measure student achievement of the Standards for specific middle- and high-school level courses, as outlined in their course descriptions. These are computer-based tests, which include the Algebra 1, Geometry, Biology 1 EOC, the U.S. History EOC Assessment, and the Civics EOC Assessment. (See Florida End-of-Course Assessments)

The following statewide assessments will be administered in the 2026-2027 school year:

- FAST Grade 10 ELA Reading Retake (fall, winter, spring, and summer)

- Algebra 1 and Geometry EOC Assessments aligned to the B.E.S.T. Standards (fall, winter, spring, and summer)
- Biology 1, Civics, and U.S. History EOC Assessments (fall, winter, spring, and summer)
- Grades K-2 FAST Reading and Mathematics Progress Monitoring (fall, winter, and spring)
- Grades 3-10 FAST ELA Reading Progress Monitoring (fall, winter, and spring)
- Grades 3-8 FAST Mathematics Progress Monitoring (fall, winter, and spring)
- Grades 4-10 Benchmarks for Excellent Student Thinking (B.E.S.T) Writing (spring)
- Grades 5 and 8 Science Assessments (spring)
- Florida Civics Literacy Exam (FCLE) (winter and spring)
- ACT/SAT/CLT
- PSAT

The schedule for these assessments and other statewide assessments can be found at:
Florida State Assessment Program Schedules

Required Assessments for Graduation Designations

According to Florida law, students must meet all academic requirements, which includes passing the required statewide assessments, in order to earn a standard high school diploma from a public school. Students who meet the academic course requirements, but do not pass the required assessments, will receive a Certificate of Completion, which is not equivalent to a standard high school diploma. Passing scores for the statewide assessments are determined by the State Board of Education. The assessments students must pass in order to graduate with a standard high school diploma are determined by their year of enrollment in grade 9. Students entering Grade 9 in 2022 or later will be graduating based on the new BEST-aligned assessments. Information related to statewide assessment requirements is available in Graduation Requirements for Florida's Statewide Assessments.

Graduation Options

- **Retaking the Statewide Assessments —** Students can retake the Grade 10 ELA test or Algebra 1 EOC Assessment each time the test is administered until they achieve a passing score, and students can enroll beyond the twelfth-grade year should they need additional instruction to pass an assessment. Students currently have up to seven opportunities to pass the Grade 10 ELA test before their scheduled graduation. Students who do not pass the Grade 10 ELA in the spring of their tenth-grade year may retest in the fall, winter, and spring of their eleventh- and twelfth-grade years. The number of opportunities to retake the Algebra 1 EOC Assessment will depend on the grade students are in when they first take the test, since they typically take it at the conclusion of the course. The Algebra 1 EOC Assessment is currently administered four times each year: in the fall, winter, spring, and summer.
- **Concordant and Comparative Scores Option —** a student can also graduate by receiving a score concordant to the passing score on Grade 10 ELA and/or Algebra 1 EOC Assessment on state-approved assessments. Students entering high school prior to the 2020-21 school year may apply either set of concordant scores. Students entering grade 9 during the 2020-21 school year can only use new concordant scores. Concordant requirements by year a student entered grade 9 can be found here (pages 2-4).
- **High School Diploma Scholar Designation—**to qualify for a standard high school diploma Scholar designation, students must earn passing scores on each of the statewide assessments displayed in Table 1, in addition to the requirements for a standard high school diploma. Table 1 displays the Scholar Designation requirements.

Table 1: Scholar Designation Test Requirements.

	EOC Assessment		
Student Entered Ninth Grade	**Geometry**	**Biology 1***	**U.S. History***
2010–11 through 2013–14		X	X
2014–15 and beyond	X	X	X

* A student meets this requirement without passing the Biology 1 or U.S. History EOC assessment if the student is enrolled in an Advanced Placement (AP), International Baccalaureate (IB), or Advanced International Certificate of Education (AICE) Biology 1 or U.S. History course and the student:
  - Takes the respective AP, IB, or AICE assessment, and
  - Earns the minimum score to earn college credit.

- **Waivers for Students with Disabilities —** Students with disabilities who are working toward a standard high school diploma are expected to participate in statewide, standardized assessments; however, the legislation provides for a waiver of statewide, standardized assessment results for graduation requirement purposes for students with disabilities whose abilities cannot be accurately measured by the assessments. Pursuant to s. 1008.22(3)(d)2., F.S., "A student with a disability, as defined in s. 1007.02(2), for whom the Individual Education Plan (IEP) Team determines that the statewide, standardized assessments under this section cannot accurately measure the student's abilities, taking into consideration all allowable accommodations, shall have assessment results waived for the purpose of receiving a course grade and a standard high school diploma. Such waiver shall be designated on the student's transcript." For additional information, contact the Bureau of Exceptional Education and Student Services at the Florida Department of Education - Exceptional Student Education.
- **Alternative Assessment Graduation Pathways for Students Enrolled in the ESOL Program —** Pursuant to Section 1003.433(3), F.S., beginning with the 2022-23 school year, students who have been enrolled in an English for Speakers of Other Languages (ESOL) program for less than two school years and have met all requirements for the standard high school diploma except for passage of any assessment required for graduation as specified by Section 1003.4282 or 1008.22, F.S., or alternative assessment is eligible for a standard high school diploma if the student passes the required or alternative assessment or demonstrates grade-level expectations on a formative assessment.
- **High School Equivalency Diploma Program (2014 GED® Test) —** The High School Equivalency Diploma Program is designed to provide an opportunity for adults who have not graduated from high school to earn a State of Florida High School Diploma, the State's equivalency diploma, by measuring the major academic skills and knowledge associated with a high school program of study that graduating seniors should know and be able to do, with increased emphasis on workplace and higher education. The State selected the 2014 GED® test as the assessment for the High School Equivalency Program during a competitive process conducted in 2014. The 2014 GED® Test includes four required content area tests: Reasoning through Language Arts, Mathematical Reasoning, Science, and Social Studies. It is a computer-based test. Passing the test may require some preparation. Local adult education programs sponsored by school districts, colleges, and community organizations may assist students with determining how to best prepare for the test. Additional information and resources regarding the GED® Test and the High School Equivalency Program may be accessed at the High School Equivalency Diploma Program.

Frequently Asked Questions about Required Assessments

Why do students take the State Assessments? To meet the complex challenges of today's workplace, students must be skilled in mathematics and science, have knowledge of the world in which they live, be able to read and understand difficult texts and be able to write well. Test questions are designed to measure the reading, writing, mathematics,

science, and social studies skills and knowledge that students should acquire. The tests help teachers, principals, superintendents, community, and business stakeholders determine the level of success students have with all the State Standards.

What Florida Statewide Assessments will my child take? All students enrolled in grades K through 10 and/or applicable courses that include an End-of-Year exam are required to take a Florida Statewide Assessment. Additional information on the state assessments administered is available at the Statewide Assessment Program Information Guide.

Why are State Tests Important? All assessment results guide the course of your child's education from year to year. If your child scores below the levels of proficiency in reading, writing, math, science, or history, he/she will be given additional help.

Will students be required to pass the new assessments in order to meet promotion and graduation requirements? The guidelines for promotion and graduation are largely the same. Students entering 3rd grade in 2022-23 and beyond, who have only been taught using the Benchmarks for Excellent Student Thinking (B.E.S.T) since kindergarten, will be required to achieve an achievement level 2 or higher on the 3rd grade ELA assessment in order to meet promotion requirements. Students who do not achieve the required score may still meet promotion requirements through any one of six good cause exemptions. Students entering tenth grade and/or taking Algebra 1 in 2022-23 and beyond will be required to achieve an achievement level of 3 or higher on the respective FAST Grade 10 ELA test and the B.E.S.T Algebra 1 assessment in order to meet graduation requirements. These students will continue to have the opportunity for retakes.

What is the Testing Blackout Period? Each year our School District makes it a priority for all schools to teach the standards and prepare students for Statewide Testing as allowed by law. To minimize the interruptions in the final preparation for these tests, most District meetings are not scheduled for school-based personnel (teachers and administrators) from March through the May testing period. This period is referred to as the State Assessment Blackout Period.

How will I know if my child is making progress? Federal and State regulations require each school to adhere to Student Progression Plan Performance Level charts when making decisions for individual students regarding promotion, retention, and remediation. F.S. § I008.25(I) The purpose of the Student Progression Plan is to inform school personnel, parents, students, and other interested citizens of the School Board rules and administrative procedures required to implement State and local student progression requirements. It is the responsibility of the Board and District administration to provide students with effective instructional and remedial programs that monitor progress, promote continuous achievement, and make provisions for individual differences. The Plan can be found in Student Progression Plans.

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

- Palm Beach Performance Assessment (PBPA)
- The District Diagnostic Tests in Civics and Science
- Teacher/ District created or assigned Grade Level Quiz and Unit Assessments
- Course Specific Tests (Advanced Placement, International Baccalaureate, Cambridge [AICE], or Industry Certifications)
- Florida Alternate Assessment (FAA)
- Assessing Comprehension and Communication in English State to State for English Language Learners (WIDA ACCESS)

FORTIFY FL

FortifyFL is a suspicious activity reporting tool that allows students and the community to relay information anonymously concerning unsafe, potentially harmful, dangerous, violent, or criminal activities, or the threat of these activities, to appropriate public safety agencies and school officials. The FortifyFL App is available for download in the Apple App Store and Google Play. FortifyFl is also available as an application/tile on the start up page on any District issued computer.

FOSTER CARE

The School District of Palm Beach County maintains an Interagency Agreement with the Department of Children and Families (DCF)/ChildNet to promote and establish protocols supporting the educational stabilization and success of students in foster care. This Interagency Agreement also includes collaboration with CareerSource Palm Beach County, the Agency for Persons with Disabilities, the Early Learning Coalition, the Department of Juvenile Justice, and the Southeast Florida Behavioral Health Network**.**

The District Foster Care Liaison's role includes:

- Daily monitoring of juvenile dependency shelter orders from the court system and providing feedback to school personnel to ensure the safety of students.
- Remove barriers and enhance collaborative efforts to stabilize the students in school to ensure academic achievement.
- Coordinate transportation, to the extent feasible, to maintain a level of consistency for students in foster care as housing situations change.
- Guide and advocate students to graduate from high school and ensure their readiness for post-secondary education and/or vocational training.

For additional information or support, please contact Dr. Angela Bess, Foster Care Liaison at 561-951-1846 or angela.bess@palmbeachschools.org. Palm Beach County has a deficit of foster homes causing many District students to be transferred out of county, away from their birth families and siblings. To inquire about becoming a Foster Parent, call the Friends of Foster Children at 561-352-2501.

FREE SPEECH AND STUDENT PUBLICATIONS

Policy 8.123; Policy 2.122; Policy 2.131, Policy 5.70

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

Rules

Policy 2.131, Policy 5.70

Students are expected to behave in ways that respect the rights of all. Non-school printed or electronic materials may only be distributed or posted in schools or on school grounds by enrolled students who have been granted permission by the principal or an authorized administrator to do so in designated areas. The following rules apply:

1. Approval must be obtained from a school administrator prior to:
    a. handing out or posting non-school materials, including petitions and surveys;

b. printing or electronically distributing any school publications, collecting money or selling advertisements for school publications, and/or distributing any commercial, political, or religious material on school grounds.
    - Notices of student non-curricular group meetings posted on general-purpose electronic or other student bulletin boards do not necessarily represent the viewpoint of the School District and/or the Administration. The District is only offering physical space to such groups per federal law and does not promote, endorse, or otherwise sponsor such materials. Students are encouraged to be sensitive to the viewpoints and beliefs of their fellow students when posting such notices. (P-2.121)

2. Students may not distribute electronic or printed petitions, surveys, or other non-school materials during instructional time unless they are curriculum-based and authorized by the teacher. Policy-2.131 also states that the principal shall designate distribution locations on campus, which may include any entrance and exit to the school and places near the cafeteria. Distribution shall be conducted in an orderly manner and shall not disrupt the ordinary operation of the school or interfere with free expression by other students.
3. Policy-2.131 lists materials that may not be distributed or displayed in any school, which includes any materials that can reasonably be:
    a. interpreted by the principal or supervising administrator(s) as being obscene, lewd, or pornographic in a school or setting; being libelous or slanderous; containing statements that invade the personal right of privacy; or advertising products or services not permitted for use by minors; or
    b. expected to cause or create a material interference in or substantial disruption of normal school activity; or advocate violence or illegal activity. Pornographic materials are not allowed on school grounds. (P-2.131, P-5.70)
4. Permission to use District technology resources, including online telecommunications and/or networks, requires that the student electronically acknowledge their understanding and acceptance of the user's rights and responsibilities, and parents receive notification from the New and Returning Student Registration Form they sign each year. (P-8.123)

RIGHTS	***RESPONSIBILITIES***
Students have a right to hear various sides of subjects presented in their course, subject to Policy 2.59. (P-2.59(6)(b),(d)) Students have a right to give their opinions and points of view subject to time, place and manner limitations. (P-2.59(6)(d)(ii), P-2.131). **Students have a right** of student expression through school-sponsored publications consistent with legal and regulatory requirements, board policies, civil discourse, responsible journalism, and professional standards, all within a framework of mutual respect. (P-5.70) **Students have a right** to expect that pornographic and/or threatening materials will not be allowed in the school. (P-5.1812, P-5.1813, P-5.70, P-8.123) **Students have a right** to use online telecommunications and networks to increase their access to information and resources for academic purposes, subject to legal limitations. (P-8.123) **Students have a right** to use online telecommunications and networks for academic purposes to obtain information, create intellectual products, collaborate, and communicate for educational purposes, subject to legal limitations. (P-8.123) **Students have a right** to use online telecommunications and networks without the fear that their products will be violated, misrepresented, tampered with, destroyed, or stolen. (P-8.123) **Students have a right** to practice their religion and engage in religious activities on their own time outside school activities and functions. (P-2.122) **Secondary students have a right** to a limited public forum for student groups to meet. (P-2.121)	**Students have a responsibility** to examine, analyze, evaluate, and synthesize information before drawing conclusions. (P-2.59(6)(b)(ii)) **Students have a responsibility** to use good judgment when developing student publications. (P-5.70) **Students have a responsibility** to use good judgment in the selection of sources of information. (P-5.70) **Students have a responsibility** to understand the difference between appropriate and unacceptable uses of District technology resources, including but not limited to online telecommunications and networks. (P-8.123) **Students have a responsibility** to keep their assigned password(s) confidential. (P-8.123) **Students have a responsibility** to recognize that the use of online telecommunications and networks is a privilege that can be withdrawn if they engage in unacceptable or illegal use of this resource. (P-8.123) **Students have a responsibility** to use online telecommunications and networks in a responsible, efficient, ethical, and legal manner in accordance with their educational mission. (P-8 .123)

FUNDRAISING

Fundraising projects and activities by school or groups within the school shall contribute to the educational and extracurricular experiences of the students, although if there is a tragedy within the school community, the school may sponsor a fundraiser or solicit funds to benefit the victim or the victim(s) or the victim's family. Items such as food, jewelry, t-shirts, etc., cannot be sold for personal gain (P-2.16). The determination of fundraising projects and activities for a school shall be the responsibility of the principal and instructional staff.

Because of possible safety hazards to the individual student involved in such fund solicitation, the following are some of the standards that shall be observed:

a. All students shall be permitted to sell magazines. However, door-to-door solicitation shall be prohibited for all

students as well as all fund and product solicitations.

b. Participants in school-approved candy sales, car washes, and similar fundraising activities are prohibited from standing in roadways and/or medians of roadways.
c. Due to the inherent dangers posed by mechanical rides, no school or school organization is permitted to allow any mechanical rides on School District property or at any school-sponsored activity for any activities whatsoever.
d. All School Board special event and safety rules are to be followed, even if the fundraiser is held off school property.

Fundraising drives seeking funds from students initiated by outside organizations, such as the Salvation Army, United Way, Girl Scouts, etc., are not permitted in schools during the school day. This policy also states additional restrictions relating to fundraising at schools.

Food Fundraisers to Students: The School District has guidelines that must be followed when having food fundraisers on campus when the items are sold to students. Guidelines can be found in the School Food Service Management Policy-6.185.

The United States Department of Agriculture's (USDA) has established nutrition standards known as Smart Snacks in Schools Standards. Vending machines and school stores may be operational at any time during the school day; however, they must always be Smart Snack compliant.

GOLD REPORT/BEST PRACTICE

Safe Schools collects data on 26 incidents of drug-related, weapons, violent crimes, bullying/harassment, and disruptive behaviors that occur on school grounds, on school transportation, and school-sponsored events that occur off campus, during any 24-hour period, 365 days per year. The collection of data is in alignment with the Department of Education's School Environmental Safety Incident Reporting (SESIR) System. Incidents are reported by schools to the District, which, in turn, provides the data to the Florida Department of Education.

The Gold Report provides data by school year on a large number of data elements for the following grade groupings: K-5, 6-8, and 9-12. Further, these data elements are disaggregated by race/ethnicity and gender. The website allows you to select a single school or all schools at a given level (All Elementary Schools, All Middle Schools, or All High Schools).
The Gold Report

GRADUATION REQUIREMENTS AND VALEDICTORIAN/SALUTATORIAN RECOGNITION

Graduation Requirements
For more information on Graduations and Graduation requirements, visit the SDPBC Graduation Requirements page.

Valedictorian/ Salutatorian Recognition
To be eligible for valedictorian or salutatorian recognition, a student must have attended the same SDPBC public school for three complete years, two of which must be the junior and senior years. A student who is required to change schools due to a District-initiated boundary change will be eligible to share the recognition as valedictorian or salutatorian with a fully eligible student without meeting the three-year attendance requirement in the same school.

Students selecting an 18-credit ACCEL Graduation Option or electing to complete the 24-credit Option in three years will not be eligible for valedictorian/salutatorian. An early-admission student enrolled full-time in a college or university

during any portion of his/her senior year will not be eligible for valedictorian/salutatorian. Please see the Recognition of Valedictorian/ Salutatorian section of theStudent Progression Plan for further details.

HEALTH

School Health Program

Florida's school health services program's mission is to appraise, protect, and promote students' health.

Palm Beach County's School Health Program is a collaborative partnership with the Florida Department of Health in Palm Beach County, the Health Care District of Palm Beach County, and the School District of Palm Beach County. School-based health services are jointly developed within the *School Health Services Plan* and provided in accordance with F.S. § 381.0056. School health services aim to help students stay healthy, in the classroom, and ready to learn. Schools may provide healthcare services, with parental/guardian permission, and/or emergency care for students as needed. Parents or legal guardians who wish to give permission for healthcare services must provide written consent on the Student Health Information and Parent/Guardian Consent for School Health Services Form PBSD 2667.

The School Health Program includes mandated health screenings (vision, hearing, scoliosis, growth, and development) to which parents can opt-out in writing, school nurse assessments, health appraisals, medication and medical procedures administration, emergency and first aid response, communicable illness prevention, parent/guardian consultation, and referral and follow-up of suspected and confirmed health conditions.

Health Requirements for School Attendance

Florida's school immunization law, F.S. § 1003.22, requires all students in public schools from pre-kindergarten through 12th grade to have documentation of proper immunizations and school entry health examinations.

- A school entry **health exam is** required for all students entering **Pre-K, Kindergarten, 7th grade,** and **initial entry regardless of grade level** (P-5.06 and F.S. § 1003.22).
    - Form DH3040 should be used for a physical exam and presented prior to school entry.
    - Out-of-state exams are accepted when the assessment requirements of DH3040 are met.
- Florida SHOTS Certificate of **immunization form is** required for new students in **Pre-K, Kindergarten, 7th grade, and initial entry regardless of grade level** (P-5.06 and F.S. § 1003.22).
    - Florida SHOTS Certification Form DH680 is required with current immunizations presented prior to school entry.
    - Students who wish to claim a religious exemption from the immunization requirement must submit form DH681 issued by the county health department.
    - Students who are transferring from an out-of-county school; experiencing homelessness; in DCF custody; or students entering a juvenile justice education program or school; or children of military families as defined under Section 1000.36, F.S., receive a 30-day exemption **while their records are being transferred** (FAC 64D-3.046(4)).

School Health Requirements for School Year 2026-2027														
Grades	**PK**	**K**	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**	**11**	**12**
Physical Examination	√	√							√					
Valid *PE date, done On or After		**AUG 10 2025**	**AUG 11 2024**	**AUG 12 2023**	**AUG 10 2022**	**AUG 10 2021**	**AUG 10 2020**	**AUG 12 2019**	**AUG 10 2025**	**AUG 11 2024**	**AUG 12 2023**	**AUG 10 2022**	**AUG 10 2021**	**AUG 10 2020**
DTaP/DT series (4-5 doses)	√ 4	√	√	√	√	√	√	√	√	√	√	√	√	√
Tdap (1 dose)									√	√	√	√	√	√
Polio series (3-5 doses)	√ 3	√	√	√	√	√	√	√	√	√	√	√	√	√
MMR (2 doses)	√ 1	√	√	√	√	√	√	√	√	√	√	√	√	√
Hepatitis B series (3)	√ 3	√	√	√	√	√	√	√	√	√	√	√	√	√
Varicella (2 doses)	√ 1	√	√	√	√	√	√	√	√	√	√	√	√	√

*** PE – Physical Exam (Must be performed within one year of starting KG, 7th grade, and first-time entry into a Palm Beach County school)**

Immunization Registry Requirements

In accordance with Board Policy 5.06, Health Examinations and Immunizations, each student admitted to grades preschool through grade 12 shall have a Certificate of Immunization on file with the FDOH State Immunization Registry (Florida SHOTS).

A student shall be exempt from the requirements of registration with the state immunization registry if the parent or guardian completes the following:

1. The parent or guardian of the child presents or has on file with the school a Florida SHOTS certificate of immunization prior to admittance or attendance in a Florida Public or private school.
2. If a parent or guardian objects to having their student in the FDOH State Immunization Registry (Florida SHOTS), they must sign an opt-out form (DH 1478) obtained from the FDOH or from a healthcare practitioner or entity that provides their child's immunization, which indicates that the parent or guardian does not wish to have their student included in the immunization registry.

School Health Personnel

School nurses and school health room personnel are employed by either the Health Care District of Palm Beach County, the Florida Department of Health in Palm Beach County, and/or agencies under contract with the School Board of Palm Beach County.

Their services include:

- Assessments and interventions for injury/illness;

- Case management and care plan development for identified high-risk health problems;
- Health consultations with parents, staff, and physicians;
- Serving as a liaison with healthcare providers, schools, and community partners;
- The administration of medication/treatments required during school hours;
- Education on health conditions and other related topics; and
- A review of health records (physical exams, immunization records, and screening results).

Paraprofessionals and designated school staff, trained by and under the supervision of a registered nurse, provide student-specific health services as needed.

School Health-Mandated Screenings

Screening is a traditional school health service that identifies potential impairments that could interfere with the learning process. The following grade levels are mandated for screenings specific to Chapter 64F-6.003, Florida Administrative Code (F.A.C.):

Type of Screening	Grade Level
Vision*	K, 1, 3, 6
Hearing	K, 1, 6, optional 3
Scoliosis	6
Growth & Development	1, 3, 6, optional 9

**Distance acuity is the most important part of vision screening, and 25% of school-age children will have vision problems that could seriously impact their learning.*

It is very important that all students receive these services for early identification and prevention of future health problems. School nurses or school health room personnel notify parents of abnormal results and provide suggestions for their health care provider's follow-up, if necessary. Pursuant to F.S. § 381-0056(6)(e), students will receive these non-invasive health screenings unless the parent/guardian opts out, in writing, on the Student Health Information and Parent/Guardian Consent for School Health Services Form PBSD 2667.

Parent Responsibilities with Student Health

It is the responsibility of the parent(s)/guardian(s) to notify the school of any health condition of their child which may require medication, treatment, or monitoring at school or on school-sponsored trips or activities.

- Pursuant to School Board Policies 5.321 and 5.3212, parents/guardians must submit a properly executed "Authorization for Medication/Treatment" form (available from a physician) to school administration in addition to an Individualized Seizure Action Plan (ISAP) for students with epilepsy or seizure disorders on forms provided by the Palm Beach County Health Department (PBCHD) as defined in School Board P-5.324. Parents/guardians must also consent to their student receiving health care services, including care and treatment for illness and injury, on *the Student Health Information and Parent/Guardian Consent for School Health Services Form PBSD 2667*, under the following circumstances:
    - If their child requires medication (including over-the-counter) or treatment to be given during the school day; or

- If their child requires a health-related monitoring (including blood glucose) device during the school day.

- Pursuant to School Board P-5.321 students are allowed to carry the following medical supplies on their person and attend to the management of their health condition:
  - Metered dose inhaler for asthma
  - Diabetic supplies and equipment
  - Enzyme supplements for pancreatic insufficiency
  - Epinephrine auto-injector
  - Over-the-counter medication as regulated by the United States Food and Drug Administration to treat headaches upon receipt of the Parent/Guardian Consent for Student Use of Over-the Counter Headache Medication PBSD2683.
- If your child has a diagnosed health condition that does not require medication or treatment during the school day, but may require school health services, it is recommended parents/guardians submit the following documentation to their child's school:
  - a Palm Beach County School Health Program Physician's Written Diagnosis Form (available from school health personnel) or form DH3040.

Collaborative Community Health Programs

The School District of Palm Beach County partners with the county health department and approved professional health associations to provide specific initiatives targeting the health needs of students within our county, that are offered with parent/guardian permission. The following programs provide support within the school setting.

- Dental Prevention Initiatives
  - Dental Screening and Sealant Program in grades 2 and 5 provides preventive dental care on the "Tooth Fairy" bus or with portable equipment at eligible schools within our county.
  - Full dental services including screening, cleaning, and x-rays at select schools provided by approved community partners.
- Flu Vaccination Initiatives
  - Flu Vaccinations provided to students ages 3 and up.
- Project ADAM South Florida
  - Program to provide schools and community organizations the education and tools to develop and sustain a sudden cardiac arrest (SCA) response program.

Health and Accident Insurance

The School District of Palm Beach County does not pay for medical treatment due to student accidents during the school day or aftercare programs. The following resources are available to parents. If parents want insurance coverage, it must be established in advance of an accident.

- Florida KidCare - Health insurance application cards are sent home with every student at the beginning of the school year
  - Contact through website: www.floridakidcare.org
  - Call: 1-888-540-5437
- School Insurance of Florida – Accident plan applications are available at every school
  - Contact through website: www.schoolinsuranceofflorida.com
  - Call: 1-407-798-0290 or 1-800-432-6915
- Private insurance

School Health Program Contacts

- Florida Department of Health in Palm Beach County, Division of Community & School Health

        - Website: School Health | Florida Department of Health in Palm Beach
        - Contact phone number: 561-671-4175
    - Health Care District of Palm Beach County, School Health Program
        - Website: http://www.hcdpbc.org
        - Contact phone number: 561-659-1270
    - School District of Palm Beach County, Department of Student Health and Wellness
        - Website: https://www.palmbeachschools.org/departments/student-health-and-wellness
        - Contact phone number: 561-681-3796

School Board Policies Related to Student Health

Can be viewed on the School District website: Diligent Community

- 5.06 Health Examinations and Immunizations
- 5.32 Student Illness or Accident
- 5.321 Administration of Student Medication/Treatment
- 5.3212 Blood Glucose Monitoring
- 5.322 Students with Chronic Illnesses and Infectious Diseases (Including HIV/AIDS)
- 5.3221 Use of Medical Marijuana/Low THC Cannabis By Qualified Students In Schools
- 5.323 Automated External Defibrillators
- 5.324 Students with Life-Threatening Health Conditions
- 5.325 Pediculosis (Head Lice) Prevention and Control

HOME EDUCATION

Students Registered with the Home Education Office

A "home education program" means the sequentially progressive instruction of a student directed by his or her parents to satisfy the attendance requirements of ss. 1002.41, 1003.01(16), and 1003.21(1). To start a home education program in Palm Beach County, parents must: Submit a Notice of Intent or provide a written, signed, and dated notice to the District's Home Education Office within 30 days of starting the program. It may be emailed to homeed@palmbeachschools.org. This notice must include each child's full name, address, and birth date. The parent/guardian should complete the formal withdrawal process for any child enrolled in a public, private, or charter school. The parent shall file a Notice of Termination or written notice of termination upon completion of the home education program with the Home Education Office, along with the annual evaluation within 30 days of termination. Students may transfer to their public school that serves his/her attendance zone. Grade placement and credit decisions will be determined by the school administration according to district policies. The student's curriculum, portfolio, and annual evaluations may be reviewed prior to placement. (P-8.14(12); P-8.01). For additional information regarding Home Education and ongoing requirements, including the required annual evaluation, visit Home Education. For questions please email homeed@palmbeachschools.org or call 561-434-8052.

HOSPITAL HOMEBOUND INSTRUCTIONAL SERVICES

A homebound or hospitalized student with a medically diagnosed physical or psychiatric condition that is acute or catastrophic, chronic, or a repeated intermittent illness due to a persisting medical problem that confines the student to home or hospital and restricts activities for an extended period of time may be reviewed for Hospital Homebound Instructional Services. Further information regarding eligibility and program design can be accessed through our District portal department link at Virtual and Home Education Programs.

INFORMATION REGARDING CHILDREN EXPERIENCING HOMELESSNESS

Policy 5.74

The School District of Palm Beach County's McKinney-Vento Program was designed to protect the educational rights of homeless children and youth who lack a fixed, regular, and adequate nighttime residence. Students are defined as homeless by living in one of the following living situations:

- Shelters and motels
- On the street in cars or parks, abandoned buildings, and substandard housing
- Doubled up due to economic hardship, loss of housing, or a similar reason
- Unaccompanied Homeless Youth (UHY - youth who meet the definition of homeless and **ARE NOT** in the physical custody of a parent or guardian

Under McKinney-Vento, eligible students (PreK-12), including migrant students experiencing homelessness, have the right to:

- Receive equal access to the same free, appropriate education and comparable programs and services on the same basis as all other students, including special, migrant, career, and technical education, and free school meals
- Enroll in school immediately, even if lacking documents normally required for enrollment
- Enroll in the local zoned school where they are temporarily residing or continue attending the school they last attended before they lost their housing (school of origin) if that is the parent/guardian's choice and is in the child's best interest
- Receive transportation to and from the school of origin as appropriate, at the request of the parent/guardian or local homeless liaison (on behalf of an unaccompanied youth)
- Access a dispute resolution process to appeal a school/district decision regarding School Selection/Eligibility for Services
- Have an opportunity to meet the same challenging State of Florida academic standards to which all students are held
- Not be segregated, separated, or isolated based on their status as homeless
- Be informed of their status as independent students for the purposes of the Free Application for Federal Student Aid if they qualify as Unaccompanied Homeless Youth (UHY). They may obtain assistance from the District's Homeless Liaison to receive verification of such status. UHY 16+ are certified and receive a "certified UHY" card to enable them to obtain a Florida ID, a certified copy of their birth certificate, and receive medical and other care.

For additional information, contact the McKinney-Vento Office at 561-350-0778 or email MVPHomeless@palmbeachschools.org.

Please click here to complete an electronic Student Housing Questionnaire. The form is available in multiple languages. This form helps us to determine McKinney-Vento eligibility.

INTERPRETATION AND TRANSLATION SERVICES FOR PARENTS AND GUARDIANS

Schools will determine the primary language spoken by the parent/guardian of each student upon the annual registration of students, based upon information provided by parents annually via forms found at the School District's Student Registration site. Such information shall be maintained in SIS relative to the student and parent/guardian. This information will be used to support parents and guardians in meeting the language assistance needs of parents and students when feasible. For this purpose, the school will use school-based bilingual personnel; centralized translation and interpretation services in Spanish, Haitian Creole, Portuguese, Q'anjob'al, and Mam; and/or telephone interpretation

services for less frequently spoken languages. Parents may choose to rely on an adult friend/companion or relative for language and interpretation services. Students and other children (under the age of 18) may not serve as interpreters for school staff and parents during any formal or informal meeting where student attendance, achievement, or conduct is discussed.

LIBRARY MEDIA SERVICES

All District schools have a Library Media Center to provide equitable access to print and electronic resources, including eBooks and databases, for student use in academic and leisure learning. Selection of these materials occurs through the guidelines established by School Board P-8.12 (Selection of Library Media Center Materials, Classroom Library Materials, and Reading List Materials) and HB 1467 (2022), amending Fla. Stat. § 1006.28. School Board P-8.1205 (Objection Procedures for Specific Library Media Center, Classroom Library, Reading List, Supplemental or Instructional Materials That Have Not Gone Through the Board Adoption Process) is an extension of the selection policy, but outlines the process and procedures followed by the District if there is a request for reconsideration or objection of a selected item.

District–Wide Procedures for Selecting and Developing Library Media Center Collections School websites have been updated with a link to library information through the parent information tile or by visiting the District website School Library Media Center Resources. Here, parents may view all active school and District book orders, give stakeholder input during the selection process (via the list of LMS Selections for the current school year at http://l.sdpbc.net/luluc then click on Active LMS Book Orders), and view electronic databases that are available to the students of Palm Beach County.

The Destiny Library Catalog is available 24/7 from any internet-connected device. The Destiny Library Catalog lets you access eBooks and browse all the resources at your school. Parents have the right to reach out to their school-based Library Media Specialist to place checkout restrictions on their child's account. The Destiny Web Catalog can be accessed at destiny.palmbeachschools.org. The School District works in close collaboration with the municipal and public libraries in Palm Beach County to extend resources to students beyond the school day.

Classroom library inventory is available on each school's website so that parents can preview books made available to their students. Parents also have the option to restrict their students' access to books made available in classroom and school libraries by using the **School and Classroom Library Services Opt-Out Procedures.**

MILITARY RECRUITERS AND INSTITUTIONS OF HIGHER LEARNING ANNUAL NOTICE FOR ACCESS TO DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA, a Federal law) and F.S. § 1002.22 generally require that the School District of Palm Beach County obtain your written consent before disclosing any personally identifiable information from your child's education records (unless an exception designated in the law applies). The School Board does not have a directory information policy. However, Federal law has required that school districts receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) must give military recruiters access to certain directory information.

Federal law requires that the District "shall provide, on a request made by military recruiters or an institution of higher education, access to secondary school **students' names, addresses, and telephone listings.**" The information will be used for military recruiting purposes and other legitimate purposes, such as informing students of scholarship opportunities at institutions of higher learning. Parental consent is not required before providing the information to recruiters and college institutions, although parents/students may opt-out.

In accordance with Federal laws, military recruiters are entitled to receive the name, address, and telephone listing of secondary school students, unless the parent or student has advised the school that they do not want the student's

information to be disclosed without specific prior written consent. ("A secondary school student or the parent of the student may request that the student's name, address, and telephone listing . . . not be released without prior written parental consent" to military recruiters or institutions of higher learning.) U.S.C. § 7908(a)(2)

OPT-OUT NOTICE: If you DO NOT want the school or the District to disclose one or more of these categories of information (name, address, or telephone) to military recruiters or officials of institutions of higher learning without your prior written consent, we ask that you notify the school principal in writing within ten days of receipt of the Student and Family Handbook. Although OPT-OUT notification will be honored at any time during the school year, it is recommended that you alert the school within ten days so that no information will be released to recruiters.

Federal law also requires secondary schools to give military recruiters the same access to secondary students as they generally provide to postsecondary institutions or prospective employers. For example, if the school has a policy of allowing postsecondary institutions or prospective employers to come on school property to provide information to students about educational or professional opportunities, it must afford the same access to military recruiters.

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

For additional information about both of the above laws and your right to opt-out, please see the U.S. DOE Guidance on Access to High School Students and Information on Students by Military Recruiters. (Oct. 9, 2002).

MOMENT OF SILENCE

On June 14, 2021, Governor Ron DeSantis signed House Bill 529, amending Florida Statute 1003.45, which requires teachers of all grades to set aside at least 1 minute, but no more than 2 minutes daily, for a moment of silence during their first-period class. Students may not interfere with other students' participation in this moment of silence, and teachers may not make suggestions as to the nature of any reflection that a student may engage in during the moment of silence. Parents and guardians are encouraged to discuss the moment of silence with their students and to make suggestions as to the best use of this time.

NON-DISCRIMINATION STATEMENT - FY27

The School Board of Palm Beach County, Florida, prohibits discrimination in admission to, access to, or employment in its programs and activities on the basis of race, color, national origin, sex or sexual orientation, marital status, age, religion, disability, genetic information, gender identity or expression, or any other characteristic prohibited by law. The School Board also provides equal access to the Boy Scouts and other designated youth groups.

The School District of Palm Beach County offers the following career and technical programs, including career academies wherein students may earn industry certification. Visit the Programs of Study page for more information and a list of classes.

Lack of English language skills will not be a barrier to admission and participation. The District may assess each student's ability to benefit from specific programs through placement tests and counseling and, if necessary, will provide services or referrals to better prepare students for successful participation. Further information can be found at:
Non-Discrimination Statement

The persons listed below have been designated to handle inquiries regarding the non-discrimination policies, reports of alleged violations, concerns about compliance, and/or the grievance procedures, etc.

IDENTIFICATION AND NOTIFICATION OF COORDINATORS

ADA Coordinator

Kristine Poznick, HR Specialist
Americans with Disabilities Act (ADA)
Compensation & Employee Information Services
3300 Forest Hill Boulevard, A-115
West Palm Beach, FL 33406-5813
561-434-8612
ADA Hotline: 561-434-8630
pbsd-ada@palmbeachschools.org

Title IX Coordinator

Eunice Vivar, Manager
Safe Schools
7101 South Olive Avenue
West Palm Beach, FL 33405
561-307-2426
TitleIX@palmbeachschools.org

Americans with Disabilities Act (ADA)/504 Students Coordinator

Kimberly Doyle, ADA/504 Manager
Exceptional Student Education
3378 Forest Hill Boulevard, Suite A-203
West Palm Beach, FL 33406
561-434-8817
kimberly.doyle@palmbeachschools.org

Americans with Disabilities Act (ADA)/Facilities

Angel Garcia, ADA Title II Coordinator
Building Code Services
3661 Interstate Park Road North, Suite 200
Riviera Beach, FL 33404
561-882-1922
angel.garcia@palmbeachschools.org

Gender Equity in Athletics/Title IX

Valerie Miyares, Athletic Director
Support Services
3300 Forest Hill Boulevard, Suite C-216
West Palm Beach, FL 33406
561-434-7341
valerie.miyares@palmbeachschools.org

Florida Educational Equity Act Coordinator
Janina Simmonds, Manager, Student Health and Wellness
3300 Forest Hill Boulevard, Suite C-316
West Palm Beach, FL 33406
561-434-8032
janina.simmonds@palmbeachschools.org

NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

The PPRA, 20 U.S.C. § 1232h, affords parents of elementary and secondary students certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. See also P-2.142.

These include, but are not limited to, the right to:

- *Consent* before students are required to submit a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)--
    1. Political affiliations or beliefs of the student or student's parent;
    2. mental or psychological problems of the student or student's family;
    3. sex behavior or attitudes;
    4. illegal, anti-social, self-incriminating, or demeaning behavior;
    5. critical appraisals of others with whom respondents have close family relationships;
    6. legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
    7. religious practices, affiliations, or beliefs of the student or student's parent; or
    8. income, other than as required by law, to determine program eligibility.

- *Receive* notice and an opportunity to opt a student out of--
    1. Any other protected information survey, regardless of funding;
    2. any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; [1]and
    3. activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others. (This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.)

- *Inspect*, upon request and before administration or use--
    1. Protected information surveys of students and surveys created by a third party;
    2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
    3. Instructional materials, excluding academic tests or academic assessments, used as part of the educational curriculum.

[1] Per 2022 Florida legislation, written parental consent is now required for non-emergency medical services being provided by the school.

These rights are transferred from the parents to a student who is 18 years old or an emancipated minor under state law. The School District of Palm Beach County has developed and adopted policies in consultation with parents regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes (except for a survey administered to a student in accordance with the Individuals with Disabilities Education Improvement Act of 2004 (IDEA, 20 U.S.C. 1400 et seq.); and also except for the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.

The School District of Palm Beach County will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The District will also directly notify, such as through a notice in this Handbook or the U.S. mail or e-mail, the parents of students who are scheduled to participate in specific activities or surveys noted below and will **provide an opportunity for the parent to opt his or her child out of participation in the specific activity or survey.** The District will notify parents (such as through a notice in this Handbook) at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time.

The School Effectiveness Questionnaire (SEQ) is administered annually in the Spring of each year for all employees, students (grades 3-12), and parents. The notice for SEQ administration is through the District Assessment Bulletin provided to principals and an SEQ-specific bulletin prior to administration.

- Responses use a five-point Likert scale ranging from Strongly Disagree to Strongly Agree. Administration of the student and parent SEQ is available online and through Performance Matters for those who require a printed copy.
- All versions of the SEQ are provided in English, Portuguese, Spanish, and Haitian Creole.

For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and will be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys.

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

- Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
- Administration of any protected-information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examinations or screenings as described above.

Parents who believe their rights have been violated may file a complaint with:

Student Privacy Policy Office, U.S. Department of Education,
400 Maryland Avenue, SW, Washington, DC 20202

PARENT BILL OF RIGHTS

Policy 5.735

The School Board recognizes that parents/guardians play a fundamental role in the education, welfare, and values of their students and that the education of each student is a responsibility shared by the School District and the student's parents/guardians.

In accordance with SBE Rule 6A-10.085, information about supplemental programs and activities at your child's school may be found on the school's website.

1. The School Board recognizes the following parental rights:
   a. The right to direct the education and care of their minor children;
   b. The right to direct the upbringing and the moral or religious training of their minor children;
   c. The right to apply to enroll their children in a public school, or as an alternative, a private school, a home education program, or other available options;
   d. The right to access and review school records relating to their minor children;
   e. The right to make healthcare decisions for their minor children unless otherwise prohibited by law;
   f. The right to access and review all medical records of their minor children, unless prohibited by law or if the parent is the subject of an investigation of a crime committed against the minor child and a law enforcement agency or official requests that the information not be released;
   g. The right to consent in writing before a biometric scan of their minor child is made, shared, or stored;
   h. The right to consent in writing before any record of their minor child's blood or DNA is created, stored, or shared except as required by law or authorized pursuant to a court order;
   i. The right to consent in writing before the state or any political subdivision makes a video or voice recording of their minor child unless such recording is made during or part of a court proceeding or is made as part of a forensic interview in a criminal or Department of Children and Families investigation or is to be used solely for the following purposes:
      i) A safety demonstration, including the maintenance of order and discipline in the common areas of a school or student transportation.
      ii) A purpose related to a legitimate academic or extracurricular activity.
      iii) Security surveillance of buildings or grounds.
      iv) A photo identification card.
   j. The right to be notified promptly if any district employee or of any other institution suspects that a criminal offense has been committed against their minor child, unless the incident has first been reported to law enforcement or the Department of Children and Families, and notifying the parent would impede the investigation.
2. This policy does not prohibit district employees, law enforcement, a court, or a state employee who is responsible for child welfare from acting in their official capacity within the reasonable and prudent scope of their authority.
3. A district employee may be subject to disciplinary action if the employee encourages, coerces, or attempts to encourage a minor child to withhold information from the minor child's parent or guardian.

III. Notice of Parental Right to Involvement

1. The Palm Beach County School Board recognizes that family engagement in schools improves student achievement, reduces absenteeism, and improves student behavior in school. To that end, the School Board has adopted numerous policies that support parental rights as required by Florida Statute 1014.05. Information regarding the policy and its implications can be found in the Parent Bill of Rights.

PREGNANT AND PARENTING STUDENTS INFORMATION

Florida law provides that pregnant and parenting students have the right to continue attending their public school. F.S. § § 1002.20 (2), 1003.21 (1)(9d), & 1003.54, and 6A-6.0525 FAC. We encourage pregnant students to work with their school counselor, teen parent contact, and school nurse. The School District of Palm Beach County offers a half-credit parenting skills course, referrals to health and social services, and child care services to assist students in completing their high school diploma. See also P-5.27. (*Note: these policies are under review and are subject to change.)

For more information regarding the Teen Parent Program (TPP) contact: teenparentprogram@palmbeachschools.org.

PLEDGE OF ALLEGIANCE

Policy 5.40

The State of Florida requires that the Pledge of Allegiance be recited at the beginning of the day in every Florida public elementary, middle, and high school. Each student shall be informed by a written notice published in the student handbook or a similar publication pursuant to F.S. 1006.07(2) that the student has the right not to participate in reciting the Pledge. Upon written request by his or her parents through a written opt-out, the student must be excused from reciting the Pledge, including standing and placing the right hand over his or her heart. When the Pledge is given, unexcused students must show full respect to the flag by standing at attention and men removing their headdresses, except when such headdress is worn for religious purposes F. S. § 1003.44(1).

1. A student under the age of 18 who is not emancipated must stand and recite the Pledge of Allegiance unless excused in writing by the parent. An 18-year-old or older or an emancipated high school student has personal authority and cannot be required to stand and recite the Pledge of Allegiance.

2. In the event of a non-participating student without an opt-out, the school personnel:
    a. cannot single out the student in front of the class;
    b. must counsel the student (who is not 18 years of age or older, or an emancipated high school student) privately and notify the parent for parental resolution, and any conflict between the parent and child should be resolved by the parent;
    c. cannot discipline a student for failing to stand and/or pledge;
    d. may issue disciplinary action if a student materially disrupts the Pledge.

PRIVACY

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

RIGHTS	RESPONSIBILITIES
Students have the right to personal privacy. (P- 5.183) **Students have the right** to expect that schools will keep their education records safe, secure, and private, except where disclosure is allowed by the law. (P-5.50; F.S. § 1002.22); (F.S.§ 1002.221; 20 U.S.C., § 1232g) **Students have the right** to know that information about another person must be treated with respect and privacy. (P-5.50)	**Students have the responsibility** of respecting the privacy of others. (P-5.002) **Students have the responsibility** to learn how the information in their school records is gathered, how it is used, and what it means. **Students have the responsibility** of having only items in their possession, as allowed by law and School Board Policy. (P-5.1812; P-5.1813) **Students have the responsibility** to recognize they have only a limited expectation of privacy when using School District technology resources. (P-8.123) **Students have the responsibility** to recognize that disrespectful behavior, such as touching anyone's body in a way that offends the other person, is unacceptable. (P-5.001)

REASSIGNMENTS

In Palm Beach County District Schools, students who are minors must attend the school assigned to the primary residence of the parent/student (P-5.01(1)) unless assigned to another school through a special assignment method. Special assignments include placement for necessary services, placement by the Choice and Career Options lottery, placement through Federal or State programs, and placement by student reassignment.

A student reassignment is a request to attend a school other than the school assigned to the parent's address. Student reassignments are considered and reviewed based on standards criteria set forth in (P-5.015); they are not based on convenience or choice preference. These reassignment requests are reviewed in accordance with the criteria adopted by the School Board. Families seeking a school reassignment based on convenience or school preference may apply through the Controlled Open Enrollment process during the published application window.
Student reassignments are requested by an online application during the published application window. Absent special circumstances for hardship cases or when the reason for a student reassignment arises for the first time after the prescribed date, the parent or guardian must submit applications by the published application deadline dates for each semester. Attendance and discipline records influence reassignment decisions, subject to federal law. If a reassignment request is approved,it is the parent's responsibility to provide transportation to the new school. Student reassignments may be revoked by the principal for attendance, discipline, or academic reasons subject to federal law and are reviewed annually for continuance.

REGISTRATION

To register a child in the School District of Palm Beach County, you will need to take the following documents to the appropriate school and submit all required forms listed at the School District's Student Registration site (the site contains information for students new to the School District of Palm Beach County who have the opportunity to register online):

- Current proof of address (2 items – refer to the list below), unless extenuating or hardship circumstances exist as stated in P-5.011:
    - Home Telephone, Cellular Telephone Bill
    - Electric Bill
    - Rent receipt with the name of the tenant and landlord and contact information for all parties
    - Lease agreement with name of tenant and landlord and contact information for all parties
    - Mortgage
    - Home purchase contract, including specific closing date, with a copy of the deed to be provided within 30 days of the closing date
    - Automobile Insurance Policy
    - Current State of Florida Driver's License
    - Current State of Florida ID card
    - Credit Card Statement
    - US Postal Service confirmation of address change
    - Evidence of correspondence, including a stamped, addressed, postmarked envelope delivered to the home address or
    - Declaration of Domicile
- Birth Certificate or other acceptable proof of birth per F. S. § 1003.21**
- Proof of a physical examination within 12 months of the date of entry (and this may be submitted within 30 school days if not available at the time of registration)
- Proof of immunization status**
    - Florida Form DH680, or
    - Permanent Medical Exemption, or

    - Religious Exemption
- School Records, if applicable
- Affidavit of Person Acting as Parent (PBSD 1543) or Affidavit of Person Acting as Parent for Extra Curricular Academy (PBSD 2416) and Affidavit of Residence Form (PBSD 1866), if applicable.

**Students who do not have two forms of proof of residence or have other extenuating circumstances should see their school's administration. Students experiencing homelessness, unaccompanied youth, and children who are found to be dependent or are in shelter care have extended time (30 days is a suggested extension) to present these documents. Contact the MVP Team at 561-350-0778 for assistance. See the information about homeless families discussed above.

Schools must meet parents' language needs at all relevant stages of the registration process to ensure meaningful access to their students' educational opportunities.

Schools must use school-based bilingual personnel; centralized translation and interpretation services in Spanish, Haitian Creole, Portuguese, Q'anjob'al, and Mam; and/or telephone interpretation services for less frequently spoken languages.

Additional proof of residence may be required where there is a reasonable suspicion that the student is not residing within the attendance zone or if the school may be facing a boundary change due to overcrowding, as stated in P-5.01(4).

Refer to the Transportation section of this Handbook for information regarding requesting transportation for your child(ren). **NOTE: If you move during the school year or the school has a wrong address, you must notify the school. (P-5.011). Parents and guardians must review and update Student Information yearly**
See Student Progression Plans incorporated by reference in P- 8.01, under Initial Entry Requirements and P-5.011.
Immunization Registry Requirements
In accordance with Board Policy 5.06, each child who is entitled to admittance to grades preschool through 12 must have a Certificate of Immunization on file with the FDOH State Immunization Registry (Florida SHOTS).

Any child shall be exempt from the requirements of registration with the state immunization registry if the parent or guardian of such child objects to having their child in the FDOH State Immunization Registry (Florida SHOTS) and completes the following:

1. The parent or guardian of the child must present or have on file with the school a Certificate of Immunization prior to admittance or attendance in a Florida Public or private school.
2. The parent or guardian shall sign an opt-out form (DH 1478) obtained from the FDOH, from a healthcare practitioner or entity that provides their child's immunization which indicates that the parent or guardian does not wish to have the child included in the immunization registry.

RESPECT FOR PERSONS AND PROPERTY

Public and private safety are rights. Sometimes, these rights must be balanced for everyone's benefit. Students, parents, and school staff need to work together to ensure that these rights are preserved in our schools.

Rights

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

Responsibilities

- Students have the responsibility to respect the rights of others.
- Students have the responsibility to treat others with respect.

- Students have the responsibility to treat school property and the property of others with respect.
- Students have the responsibility to act in a way that does not interfere with the rights of others and is not harmful to the health and safety of others.
- Students have the responsibility to confidentially tell a trusted adult, parent, or staff member if they suspect a danger to themselves or others or if they suspect other disruptions to the school campus. Everyone is responsible for safety.

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

RETURNED CHECKS

Pursuant to F.S. § 68.065, the School Board of Palm Beach County, Florida, reserves the right to seek payment of a service charge for checks presented to it that are dishonored by the drawing bank because of lack of funds, lack of credit, or lack of an account, or where the person who wrote the check stops payment with intent to defraud the School District/School. The School Board/School may seek to collect from the person who wrote the dishonored check: 1) bank fees actually incurred by the School Board/School as a result of the dishonored check, 2) the value of the dishonored check, plus 3) three times the amount of the check, and/or 4) any other fees or costs allowable by law.

RETURNING TO YOUR SCHOOL (ASSIGNED BASED ON BOUNDARIES)

Students who attend Choice Programs or Career Academies
Students who exit a Choice or Career Program (voluntarily or involuntarily) may not remain at the choice option school site unless it is the student's zoned school. Information regarding Choice Program exits can be found in the Choice Procedures Manual and on the Choice Programs Website.

Students who were expelled from school
Under School District policies, absent early reinstatement, students who are expelled (although they are being provided alternative educational services) may return to the regular education program of the School District at the beginning of the term following the one-year anniversary date of their expulsion. However, recent legislation allows the Superintendent to extend the expulsion period based upon the threat management team's recommendation. Students are to contact the Regional/Instructional Superintendent about school registration information once their expulsion period is over. They may be assigned to a school other than the one from which they were expelled. (P-5.1817(6); P-8.13)

Students with disabilities who were given an alternative placement for up to 45 days
The IEP Team will meet prior to the end of the IAES period (which may be up to 45 school days) to determine the student's future placement. The school to which they return may be different from their home school. (P-8.13)

Students returning to a regular School District school from a Charter School
Students should register at the school serving his/her attendance zone immediately after withdrawing from a charter school unless they enroll at a private school or virtual school.

Students Returning from Commitment Programs
Students are expected to return to the School District of Palm Beach County upon their release from the program. They should contact their Regional Superintendent and/or their school principal BEFORE returning to the school site. (P-8.13)

Students returning to their boundary school from a Family Empowerment Scholarship for Unique Abilities (FES UA)
Parents may withdraw students from the FES UA Program at any time and return to their boundary school, forfeiting his/her FES UA choice option for the school year. In order to exercise the FES UA choice option in the future, the student must prequalify for initial eligibility criteria as established by 1002.394. If the request is for public school, students must have an IEP and parents need to submit school choices following district timelines. Only students with an IEP qualify for the FES UA public school option. If that school is not able to implement the child's most recent IEP of record, the school will work through the Regional ESE Office to determine a placement site. Palm Beach County Schools FES UA

Commencement Implication
Seniors who return to the zoned school and meet all graduation/certificate requirements may enjoy all of the senior activities, including commencement exercises. However, this does not include meritorious recognition for Valedictorian or Salutatorian. It is understood that said students would transition at the beginning of the year and no later than the beginning of the 2nd semester.

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

• Being prepared for class by bringing paper, pencil, pen, books, and other needed supplies • Completing all classwork and homework (P-8.16) • Using class time properly • Taking home and returning necessary forms • Following rules and regulations about field trips	• Taking care of and returning textbooks, library books, or other school-owned materials loaned to them. (**NOTE:** Please see Student Textbooks and Other Instructional Materials) (P-8.1225) • Acting responsibly on campus, on buses, and at all school-sponsored events regardless of location (P-5.186; P-5.1812; P-5.1813)

Field Trips:
Field trips are a privilege, not a right. This privilege can be denied for unacceptable behavior. An educational alternative will be offered. (P-5.1812; P-5.1813) *Note that P-5.1812 & P-5.1813 are currently ***under review and are subject to change***.

Pursuant to Fla. Stat. 1014 et seq. and applicable State Board of Education Rules, schools must fully inform parents about any extracurricular activities and supplemental programs available at their child's school. Each school shall develop a comprehensive list containing detailed information about each co-curricular and extracurricular activity offered at the school. This information must be distributed to parents at the beginning of each year via the school's website, school publication in the school's newsletter, or via any other mass communication system. Paper copies must be made available to parents upon request. In addition, a signed parental consent is required for student participation in any school-sponsored event or activity, including clubs and other extracurricular activities.

SCHOLARSHIP INFORMATION

Scholarship-related resource links are available on the District Scholarship and Financial Aid site. Scholarships are sorted by deadline date. Students and parents should periodically review the site for scholarship and financial aid resources. Additional information can be obtained by contacting your School Counselor. You can find a complete list of high school websites here. From that list, you can visit your specific school's website to find the school counseling page and contact information for your counselor.

SCHOOL CLASSROOM TRANSFERS

Parents cannot choose their child's specific classroom teacher but can request a transfer to a different classroom if available. To do this, they must contact the school principal or assistant principal. The request will be reviewed within 10 days of receipt, and a decision of approval or denial with rationale will be shared.

SCHOOL CONTROL AND DIRECTION OVER STUDENTS

NOTIFICATION TO PARENTS

F.S. § 1003.31 and the State Board of Education Rule 6A-3.0121 describe circumstances when each student is under the control and direction of the School District.

These circumstances are:

a. during the time the student is being **transported to or from school at public expense**;
b. during the time the student is attending **school**;
c. during the time the student is on school premises participating with authorization in a school-sponsored activity and
d. during a **reasonable time before and after the student is on the premises** for attendance at school or **for authorized participation** in a school-sponsored activity, **and only when on the premises. In defining reasonable time**, the statute provides that the term **"reasonable time" may mean 30 minutes** before or after the **activity is scheduled or actually** begins or ends, whichever period is longer.

Subsection (2) of the **Statute also sets forth limitations** to the School District's duty of supervision following notice:

Casual or incidental contact between School District personnel and students on school property shall not result in a legal duty to supervise outside of the reasonable times set forth in this section. Parents should not rely on additional supervision. The duty of supervision shall not extend to anyone other than students attending school and students authorized to participate in school-sponsored activities.

The School Board assumes no responsibility for the student's safety when the student is not under the control and direction of the School District under the circumstances described above. This includes when a student is participating in a non-school sponsored activity or a non-school related event. Parents are responsible for any activities they sponsor for students or that occur at their home, such as parties.

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

1. To ensure the safe travel of their students during the portions of each trip to and from school and home when the students are not under the custody and control of the school district, including during each trip to and from home and the assigned bus stop when the school district provides bus transportation.
2. To ensure that students ride only in their assigned school buses and get off only at assigned bus stops, except when the District has approved alternative buses or arrangements.
3. To ensure students are aware of and follow the District's adopted Student Code of Conduct while at school bus stops (School Board P-5.186) and to **provide necessary supervision during times when the bus is not present.**
4. To ensure that when the physical disability of the student renders the student unable to get on and off the bus without assistance, the parent provides the necessary assistance to help the student get on and off at the bus stop, as required by District policy or the student's Individual Educational Plan.

Breakfast and Lunch

For the 2026-2027 school year some schools in The School District of Palm Beach County will still offer breakfast and lunch free to all students and some schools will collect payment for meals.

At the schools where payment will be required, Free and Reduced-price Meal Applications may be submitted for those who need meal payment assistance. Meal benefits are determined based on income and family size. Applications for benefits for the 2026-2027 school year will be available mid-July. The following are the meal prices at the schools where payment is required:

- Breakfast: $2.50
- Lunch Elementary School: $3.50
- Lunch Secondary Schools: $3.75
- Reduced-price Breakfast: $.30
- Reduced-price Lunch: $.40

For the list of schools where meals remain free and the list of schools where meals must be purchased please visit the School Food Service website at: www.palmbeachschools.org/sfs.

In order to receive a breakfast, students must select three or four of the following food groups: whole grains, lean meats, fruit or vegetable, and milk. For lunch, students may select three, four, or five of the following food groups: whole grains, lean meats, fruit, vegetables, and milk. At least one of these choices must be from the fruit or vegetable group.

District Menus

District menus can be accessed by visiting the School Food Service website at palmbeachschools.org/sfs. Look for the The Menu Information box which will take you to Nutrislice, our online menus. On Nutrislice, pictures of the menu items along with nutritional facts, allergens, and carbohydrate counts are available. Menus may also be viewed through multiple outlets, including the Nutrislice mobile app and school cafeterias.

Online Prepayments

Parents/Guardians - you can go online to prepay for a la carte items (drinks, snacks, extra entrée, etc.) your child may wish to purchase and view a history of items your child selected. Please visit www.palmbeachschools.org/sfs and click on Online Meal Account.

Charge Policy

School Food Service understands that occasionally a student may forget to bring money to school to pay for their meal. They have set up a charge policy to allow for a temporary charge so our students can receive a meal. Elementary school students can overdraw their account by a total of $10.50 and secondary students may overdraw their account by $3.75. If a student needs a meal causing them to exceed the limit, their selected entree will be replaced by a turkey and cheese sandwich until the account has been paid. Please contact your School Food Service Manager if you would like to opt out of allowing charges to your child's account. Please note that opting out will result in your child not receiving meals if funds are not available. Additional information regarding the School Food Services Charge Policy, can be found in the School Food Service Management Policy: P-6.185 - School Food Service Management

Special Dietary Needs

Each year, School Food Service reviews the ingredients of each food item offered through the program to identify potential allergens and/or intolerances. Allergy and other special dietary needs information, such as carbohydrate counts and meal preferences, is available on the School Food Service website under Menus/Special Dietary Needs School Food Service. For questions regarding meal accommodations, please email sfsnutrition@palmbeachschools.org.

Although breakfast and lunch meals are offered free to some students, those parents may still want to complete an income form to qualify for other reduced-cost or free programs. To access the income form, visit the School Food Service Web page at www.palmbeachschools.org/sfs.

SCHOOL POLICE - ROLES AND RESPONSIBILITIES

The Palm Beach County School District Police Department was created by a Special Legislative Act which authorized the appointment of sworn Police Officers to carry out all Law Enforcement activities throughout the District's schools and facilities. It was established in 1972 when the School Board made the decision to take a proactive approach and provide safe schools for the students and staff of Palm Beach County.

As an integral part of the District's effort to provide a secure environment for learning, our employees are dedicated to the idea that we can make a difference in the lives of Palm Beach County's children. By placing a greater emphasis on successful crime prevention and diversion programs, we make our schools stronger and our community a better place to live.

More than 200 uniformed Police Officers are assigned to schools throughout Palm Beach County. These Officers are responsible for campus patrol, initial case investigations, subsequent follow-up, and making arrests when necessary. Additionally, the Officers provide classroom presentations, counsel students and parents, engage students through mentoring, and serve as positive role models to help promote healthy relationships between youth and law enforcement.

Any requests for police services should be made by contacting our Dispatch Center at 561-434-8700.

SECTION 504 OF THE REHABILITATION ACT OF 1973 AND THE AMERICANS WITH DISABILITIES ACT OF 1990

If your child is in general education classes and you believe that a physical or mental impairment may be substantially limiting a major life activity, please contact the school's Section 504 Designee. Your child may be entitled to accommodations under Section 504 of the Rehabilitation Act of 1973 (Section 504) and the Americans with Disabilities Act of 1990 (as amended effective January 1, 2009, Americans With Disabilities Amendments Act, ADAAA).

Major life activities are broadly defined to include, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working. Major life activities also include the operation of major bodily functions, including but not limited to functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions. Please note that an impairment that is episodic or in remission is also a disability if it would substantially limit a major life activity when active.

If your child has been determined eligible under Section 504 or is a transferring student with an active Section 504 Plan, promptly inform the school administration.

Parents of students eligible shall receive a copy of their procedural safeguards and be offered an explanation of their rights as parents of students with disabilities.

SOCIAL MEDIA USE GUIDELINES

Policy 2.503

The Palm Beach County School District has developed guidelines to provide direction to students when engaging in activities on social media platforms.

Social media platform means a website or application designed primarily for personal social interaction, the creation of public or semi-public user accounts, and the sharing of "content" with a broad network of "friends," "followers," or the general public. This definition specifically includes Facebook, Instagram, X (formerly Twitter), Threads, TikTok, Snapchat, as well as any similar emerging platforms.

Instructional materials on the effects of social media are available online from the Florida Department of Education.

Schools can discipline students and staff for their speech in certain circumstances, including social media activity that occurs off school or School Board property if it materially and substantially disrupts the school, or constitutes a violation of federal or state laws or School Board policies.

Since social media reaches public audiences and can leave lasting impressions, students must use social media responsibly and be accountable for their actions. Students should not post or link anything to social media that they would not want peers, teachers, college admissions officers, or future employers to access. Students should be sure to utilize privacy settings to control access, never share personal information online, and be protective of account passwords.

Any student found to be utilizing social media in a prohibited manner may be subject to academic penalties as well as disciplinary consequences pursuant to the Student Code of Conduct. This also includes artificial intelligence, such as the creation, distribution, promotion or use of digitally manipulated artifacts, known as deepfakes, to misrepresent someone as doing or saying something they did not actually do or say.

SOCIAL SECURITY NUMBERS OF STUDENTS AND PARENTS COLLECTION, USE, AND RELEASE OF

The School District is authorized to collect, use, or release social security numbers (SSN) of students and/or parents*** for the following purposes, which are noted as either required or authorized by law to be collected. The collection of SSNs is either specifically authorized by law or imperative for the performance of the School District's duties and responsibilities as prescribed by law. {F.S. § 119.071(5) (a) 2 & 3} & (P-3.09)

1. **Student registration and student identification numbers.** [Required to request by F.S. §1008.386 and F.S. § 119.071(5)(a) 6.1008.386 notes as an exception: "However, a student is not required to provide his or her social security number as a condition for enrollment or graduation."]
2. **Registration in an adult education program.** [Required by FAC - 6A-10.0381, if available and/or student identifier, as required by F.S. § 119.071(5) (a) 6.]
3. **Tracking of adult students enrolled in a postsecondary program.** [Required by FAC - 6A-1.0955 (3)(e), and by F. S. § 119.071(5) (a) 6.]
4. **Criminal history, Level 1 and Level 2 background checks/ Identifiers for processing fingerprints by Department of Law Enforcement and Florida Agency for Health Care Administration/ Registration information regarding sexual predators and sexual offenders authorized by F.S. § 943.04351, if SSN is available.** [and F.S. § 119.071(5) (a) 2 6.]
5. **Reports on students are required to be submitted to Florida DOE.** [Authorized by F.S. § 119.071(5) (a) 2& 6.]
6. **Tort claims and tort notices of claim against the School Board.** [Required by F.S. § 768.28 (6), and F.S. § 119.071(5) (a) 6.]
7. **Use of motor vehicle information from the Department of Motor Vehicles for the District to carry out its functions and to verify the accuracy of information submitted by agents or employees to the District, including to prevent fraud in connection with insurance investigations and to verify a commercial driver's license.** [Authorized by federal law 18 U.S.C. 2721 et seq. and F.S. § 119.071(5) (a) 6.]
8. **Information received from the Florida Department of Education to locate missing Florida School Children.** [Required by FAC - 6A-6.083 and F.S. § 119.071(5) (a) 6.]
9. **National School Lunch Act application verification process /Eligibility for Free and Reduced-Price Meals and Free Milk in Schools.** [Required of the adult, if the person has a number, by federal law 42 U.S.C. 1751 et seq. and federal regulations 7 C.F.R. 245.2 and .3 and F.S. § 119.071(5)(a)6.]
10. **Reports from the Department of Motor Vehicles of each student whose driver's license is suspended for excessive unexcused absences and reports to the Department of Motor Vehicles of non-enrollment or non-attendance upon the part of a student who is required to attend some school**. [Required by F.S. §322.091(5), F.S. §1003.27 and F.S. § 119.071(5) (a) 6.]
11. **Written verification from an employer for vocational education and student follow-up.** [Required by FAC 6A-10.0341 and F.S. § 119.071(5) (a) 6.]
12. **Child abuse reports to DCF of student victims and subjects of report.** [Required by FAC - 65C-29.002 and F.S. § 119.071(5) (a) 6.]
13. **Identification of blood donors.** [Authorized by federal law 42 U.S.C. 405 (c) (2) (D) (i).]
14. **The disclosure of the social security numbers is expressly required by Federal or State law or a court order.** [Required by F.S. § 119.071(5) (a) 6.]
15. **Collection and/or disclosure are imperative or necessary for the performance of the School District's duties and responsibilities as prescribed by law, including but not limited to password identification to the School District's network.** [Authorized by F.S. § 119.071(5) (a) 6 and required by F.S. § 119.071(5) (a) 2.]
16. **The individual expressly consents in writing to the disclosure of his or her social security number.** [Authorized by F.S. § 119.071(5) (a) 6.]

17. **The disclosure of the social security number is made to prevent and combat terrorism to comply with the USA Patriot Act of 2001, Pub. L. No. 107-56 or Presidential Executive Order 13224.** [Required by F.S. § 119.071(5) (a) 6.]
18. **The disclosure of the social security number is made to a commercial entity for the permissible uses set forth in the federal Driver's Privacy Protection Act of 1994, 18 U.S.C. Sec. 2721 et seq.; the Fair Credit Reporting Act, 15 U.S.C. Sec. 1681 et seq.; or the Financial Services Modernization Act of 1999, 15 U.S.C. Sec. 6801 et seq., provided that the authorized commercial entity complies with the requirements of this paragraph 5 in F.S. § 119.071.** [Authorized by F.S. § 119.071(5) (a)6.]
19. **Income for Medicaid eligibility, determine the amount of medical assistance payments, process Medicaid billing, and provide program follow-up** [Required by federal regulation 42 C.F.R. § 435.910, unless student applicant for Medicaid refuses to obtain a social security number, based on well-established religious objections]

*** Note: This statement provides the reasons for collecting, using, or releasing the social security numbers **only of students and/or parents**. A separate form, Statement on the Collection, Use or Release of Social Security Numbers of Employees and Others (PBSD 2272), sets forth the reasons for collecting, using, or releasing the social security numbers of employees and individuals other than students and parents, and a separate written statement exists for collecting, using or releasing the social security numbers of volunteers as part of the volunteer (VIPS) application.

STUDENT ACTIVITIES AND ASSEMBLY

All of us need to learn how to be effective members of the communities in which we live. School activities give students a chance to interact in positive ways. Students can learn from each other how to work together harmoniously for common goals. As required by State Board Rule 6A-10.085, information about supplemental programs and activities offered at your child's school can be found on the school's website.

Activities Related to School-Approved and School-Sponsored Clubs

Policy 2.121

Students must receive prior approval from school administration for any activities related to school-approved and school-sponsored clubs and groups.

For example, approval is needed to:

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

RIGHTS	RESPONSIBILITIES
Students have a right to participate in extracurricular activities, assemblies, and school-approved organizations without regard to age, color, disability, ethnicity, gender, linguistic differences, national origin, marital status, race, religion, sexual orientation, gender expression and/or gender identity, genetic information, or socioeconomic background. (P-5.001) **Students have a right** to seek office in student government and/or school clubs without regard to age, color, disability, ethnicity, gender, linguistic differences, national origin, marital status, race, religion, sexual orientation, gender expression and/or gender identity, genetic information or socioeconomic background. (P-5.001, P-5.81) **Students have a right** to consult with faculty sponsors of school curriculum-related clubs and groups. (P-2.121) **All students have a right** to take part in electing officers for student government.	**Students have a responsibility** to keep their extracurricular activities from interfering with their academic work and to know and follow the rules for the activities they choose. (P-5.60) **Students who hold office have a responsibility** to learn how to do their jobs, follow the rules, support the group's goals, and treat other members of the group fairly. **Students have a responsibility** to see that their actions as members of school clubs and groups meet the standards set by the school administration. (P-2.121) **Students have a responsibility** not to lose their privilege to participate in extracurricular activities for violations of the student code of conduct, loss of meeting eligibility requirements, or failure to pay for a monetary obligation after reasonable collection efforts by the principal, for lost, destroyed, or unnecessarily-damaged instructional materials. (P-5.60; P-5.1812; P-5.1813)

STUDENT CODE OF CONDUCT

Policy 5.1812, Policy 5.1813

School Board policies and the Student Code of Conduct are subject to change.

We encourage parents, guardians, and students to review this Student Code of Conduct together and discuss the importance of being safe, responsible, and respectful at school and in everyday life. The Student Code of Conduct is the District's policy for creating a safe learning environment to ensure academic success. If this objective is to be accomplished, the school environment must be a safe and supportive community.

For the most updated version of the Student Code of Conduct, please visit: *Student Code of Conduct*

The Discipline Guide within the Student Code of Conduct

The Discipline Guide is designed to assist parents, guardians, and students in understanding the consequences of violating school rules. While most parents and guardians will not need to be familiar with the Discipline Guide, the School Board and the District want to ensure that they are knowledgeable about the actions of its school administrators when students misbehave.

The Discipline Guide is also a tool for administrators to respond when students have committed discipline infractions, per the Student Code of Conduct. This tool is designed to offer consistency at all levels across the District so that students are disciplined fairly from school to school when their behavior requires discipline beyond the classroom. The Discipline Guide will classify the Discipline Referral Incidents as Level 1, Level 2, Level 3, or Level 4 infractions. The Principal or designee shall consider the student's age, exceptionality, ELL status, previous conduct, intent, and severity of the incident when deciding what disciplinary action should be taken in alignment with the incident level. Among the infractions listed in the Discipline Guide and alignment with F. S. § 1006.13, it is essential to note that any student who makes a threat or false report; brings a firearm or weapon; who makes, posts, or transmits a threat in writing or other record, including an electronic report, to conduct a mass shooting or an act of terrorism, in any manner that would allow another person to view the threat, is subject to expulsion and will be referred to a mental health agency for evaluation or treatment, when appropriate.

The Discipline Guide does not apply to classroom management as assigned by the teacher but rather as a progressive step when a student has broken the rules, requiring a principal and/or his designee to assign consequences. If the misbehaviors continue, administrators will increase the severity of the action. Certain rules violations, such as weapon possession, assault, and sexual harassment, require immediate initial administrative action.

When applying the Discipline Guide, the suspensions of IDEA-eligible students shall follow the provisions of their Individual Educational Plan (IEP) and applicable laws. Suspension of students determined as disabled under Section 504 shall follow the Section 504 Accommodation Plan and applicable laws.

Like the Student Code of Conduct, district stakeholders, including parents, teachers, administrators, counselors, and other community representatives, review the Discipline Guide annually.

Tobacco, Vaping, and Alcohol Prevention Program

Tobacco, vapes, alcohol, and other drug substances are prohibited on school campuses. The possession or use of any of the aforementioned products may result in disciplinary consequences, including criminal charges. As a preventive measure, the District provides students with access to self-paced online courses, free of charge, in an effort to educate students on the risks and harms related to the use of tobacco products, vapes, alcohol, and other controlled substances.

Student Reporting Requirements

The School District will utilize Florida's Statewide School Environmental Safety Incident Reporting (SESIR) System to Report on School Safety and Discipline Data.

The school's report on safety and discipline data must include incidents and their resulting consequences, including discipline, interventions, and referrals.

The School District will provide incident, discipline, and referral data to the Florida Department of Education at designated dates.

Positive Behavioral Interventions and Supports (PBIS)

PBIS is a research-based, evidence-based discipline program emphasizing Tier 1 (all students) school-wide support systems. Its research-based strategies are used to minimize problem behavior and maximize quality of life by teaching new skills, cultivating the mindset, and making changes in a person's environment. According to the Association of Positive Behavior Support, PBIS combines:

- Valued outcomes;
- Behavioral and biomedical science;
- Validated procedures and

- Systems change to enhance quality of life and reduce problem behaviors. (APBS, 2021)

Corrective Behavior Intervention Report (CBIR)
The CBIR was rolled out within the PBIS initiative, which all schools were trained and required to implement. It requires teachers to provide appropriate, timely interventions and document each intervention they attempted on the CBIR before writing an Office Discipline Referral for minor misbehavior. Each school is expected to establish major versus minor behaviors as a part of their PBIS framework to decrease the number of office referrals written for behaviors that should be effectively managed within the classroom instead of by the school administration. Schools are asked to track the number of minor misbehaviors for data collection purposes and hold discussions for decision-making purposes.

Model Student Behavior	Interventions or Consequences for Misbehavior
Tier 1-Model Behavior • Understand and follow school rules and expectations • Attend school regularly • Request permission for authorization to leave class when needed • Attend all classes • Prepared for class each day • Adhere to the school dress code • Use approved electronic devices responsibly	**Tier 1 - Corrective Consequences** • Reteach the expectations • Signal/Look/Gesture • Model and Practice Expectations • Discussion with Student • Proximity • Verbal Reprimand **Tier 1 - Early Stage Behavior Interventions** • Planned Discussion • Goal Contracting (Monitor/Feedback Sheet) • Reflection/Think Sheet • Teaching, Modeling, Replacement Behavior • Apology Letter (including Think Sheet-like details) • Student Self Monitoring
Tier 2-Model Behavior	**Tier 2-Misbehavior Responses plus Tier 1 Responses**
• Use conflict management skills to resolve disagreements • Report all acts of violence, harassment, or threats to the proper authorities • Speak to others using respectful language • Seek to resolve issues before they escalate • Share materials that are educationally appropriate • Show respect for the property of others • Use school resources to resolve or report issues of concern	• Teaching and Practice of Expected Behavior • Social Skill Correction Procedure • Positive Practice • Time Out • Time Owed • Loss of Privileges • Restitution • Conference with Teacher

Tier 3-Model Behavior	Tier 3-Misbehavior Responses Plus Tier 1 and 2 Responses
• Accept responsibility for their actions. • Respect the quality of life. • Show pride in their school and community • Use adaptive skills to solve problems • Always maintain their self-control • Seek assistance from trusted adults to solve problems or report incidents of concern. • Report any acts of aggression or violence to a staff member or law enforcement officer. • Cooperate with school officials to create a positive learning environment • Participate in investigations conducted by school staff or law enforcement agencies	• Individualized Behavior Intervention Plan • Parent Involvement • De-escalation • Interagency Support • Detention • Referral System • In-School/Out-of-School Suspension

Zero Tolerance

In alignment with Florida Statute § 1006.13, the Zero-Tolerance Policy requires students found to have committed one of the following offenses to be expelled, with or without continuing educational services, from the student's regular school for a period of not less than one full calendar year from the date of the incident, and to be referred to the criminal justice or juvenile justice system.

1. Bringing a firearm, knife, taser, or weapon, as defined in F.S. chapter 790, to school, to any school function, or onto any school-sponsored transportation or possessing a firearm at school. Please refer to the F.S. and the Student Code of Conduct for the definition of a weapon.
2. Making a bomb threat, posting/transmitting a threat of a mass shooting or terrorism, or issuing a false report, as defined by F.S. §§ 790.162 and 790.163, respectively, or sending, posting, or transmitting written or electronic threats to kill, do bodily injury, or conduct a mass shooting as defined in Fla. Stat. 836.10, involving school or school personnel's property, school transportation, or a school-sponsored activity. This includes threats made via social media posts, group chats, text messages, and other communications that are sent to others regardless of the intent of the sender.

The law prohibits students from possessing firearms or weapons on campus. **"Weapon" means any dirk, knife, metallic knuckles, slungshot, billie, tear gas gun, chemical weapon, or device. This includes tasers or stun guns, razor blades and box cutters, or any item that can inflict serious bodily injury or place a reasonable person in fear of serious harm.** Any student found in possession of a firearm or weapon on campus, on school transportation, or at a school-sponsored activity will be expelled and may face criminal consequences, including arrest.

In complying with the law, the Palm Beach County School Board defines **zero tolerance** as certain kinds of misconduct that will always lead to a disciplinary consequence of expulsion. See F.S. § 1006.13. For certain misconduct, administrators have discretion as to discipline and penalties, and for others, the School Board has mandatory penalties. If a student committing any of the offenses in this subsection is a student who has an IEP or 504 Plan, the District School Board shall comply with applicable state and federal laws. This policy has been enacted to ensure that your child is safe and has every opportunity to benefit from instruction.

STUDENT CRIME STOPPERS

Student Crime Stoppers is a non-profit organization created to give students an avenue to anonymously report a threat or crime. The program empowers students to be proactive in preventing violence in their school and community. It awards a monetary incentive of up to $1,000 for information about criminal activity and $500 for the recovery of a firearm at school.

The following steps are to be followed in calling in a tip:

- Call 1-800-458-TIPS (8477)
- Do not give your name; say you are a student caller.
- Give the information you have about the criminal activity. You may be asked questions to clarify the situation. You will NOT be asked your name.
- You will be given a code. Write down the code. You will be instructed when to call back to find out if you will receive an award. It is your responsibility to know your code number; it is your only link to receive your award.
- Information about a crime may also be reported at www.studentcrimestopper.com or by text messaging at tips@cspbc.com.

STUDENT PHOTO IDENTIFICATION BADGE (ID BADGE)

All students (PreK through 12th grade) are required to display their current School District-issued ID badge anytime they are on District property. When deemed appropriate by school administration, ID badges may be required at school-sponsored events and while being transported on District buses or other district-sponsored, hired, or operated vehicles.

Student ID badges will be provided by the student's school. Students may use lanyards (break-away only), wristbands, or clips to display their ID badge. Schools may also allow ID badges to be affixed to backpacks.

If a student has lost or had their ID badge stolen, the student must report the loss to front office staff during regular school hours on calendared school days. Additional information regarding the Student Photo Identification (ID Badge) policy can be found in P-5.0115.

STUDENT TRANSCRIPT UNIFORM FEES

Current students and former students who graduated or withdrew within the past two years may obtain transcripts from the school where they were last enrolled.

- Electronic Transcripts (FASTER) FREE
- Final/End-of-Year Transcripts FREE
- Hard Copy Transcripts* $3
- Other Transcript Services* $3

*Students on Free/Reduced Lunch will receive free transcripts
*Transcripts for military recruitment purposes are free

Former students who graduated or withdrew from the School District two or more years ago must request transcripts from Records Management.
ETranscript requested and submitted electronically through the School District approved system $ Fees vary

TECHNOLOGY – CONDITIONS OF STUDENT USE

Policy 8.123

The following notice must be read by, or read and/or explained to the student. In addition, it is available to be read by, or explained to, the student's parent(s) or legal guardian(s) (unless the student is emancipated). The School District's Student Registration site, which has required forms to be reviewed, completed, and signed by the parent/legal guardian/emancipated student annually, will contain language providing them notice of P-8.123 and that the students must abide by its terms. Student access to District technology resources, including access to the Internet, is to support the District's educational responsibilities and mission.

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

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

The student agrees to the following terms:

1. The student's use of the District's technology resources must be consistent with the primary goals of the District, IT, and the school site.
2. The student will not use any District technology resources for illegal purposes of any kind.
3. The student understands that misuse of District technology resources may occur in many forms, including the issues described in this document and School Board P-8.123 and its referenced Manual.
4. The student will not use District technology resources to transmit materials that are harmful to minors, threatening, obscene, or harassing. The District will not be held responsible if the student participates in such activities or for any such behavior on the student's part.
5. The student will not use District technology resources to interfere with or disrupt network users, services, or equipment through the distribution of unsolicited advertising, propagation of computer viruses, use of printers other than those designated at the student's school site for student use, and/or use of the network to make

unauthorized entry to any other machine accessible via the network or by any other means.

6. The student will not use District technology resources and information unless permission to do so has been granted by the owners or holders of the rights to those resources or information. It is assumed that information and resources accessible via district technology resources are private to the individuals and organizations that own or hold the rights to those resources and information unless specifically stated otherwise by the owners or holders of the rights.
7. The student has read or been informed of the provisions of School Board P-8.123 and its Manual and understands that the student is responsible for abiding by the provisions within this Policy relating to Student Use of Technology at Board Policies and the IT User Standards Manual.
8. The student acknowledges that only a limited expectation of privacy exists to the extent required by law for him/her as a student related to his/her use of District technology resources. District technology resources may be monitored for all lawful and good cause purposes. Use of these resources constitutes consent for the District to monitor these resources for these purposes. The student further acknowledges that the District may retrieve and/or disclose, as allowed by law, all messages stored by the District or an outside entity on its behalf.
9. The student's District computer account, if the student is authorized to do so, may be used by the student to electronically acknowledge District documents. The student's account may also be used to access and update the student's personal information in District information systems.
10. The student acknowledges his/her intent to be bound by documents he/she acknowledges electronically by the method described above in paragraph 9 to the same extent the student would be bound if signing a hard copy of the document.
11. All passwords assigned to the student will be kept confidential, and the student will not disclose them to *any* third parties.

The District makes no warranties of any kind, whether expressed or implied, for the services provided and will not be responsible for any damages a user suffers. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by the District's negligence or by user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through the District network or Internet services. All users need to consider the source of any information they obtain and consider how valid that information may be.

In accordance with the Electronic and Communications Privacy Act of 1986 (18 USC Section 2510), all students are hereby notified that there are no facilities provided for sending or receiving private or confidential electronic communications. All messages may be considered readily accessible to the general public. Do not use this system for any communications that the sender intends only for the sender and intended recipients to read. By the student's use of the District network or Internet, the student agrees to hold harmless the District against any and all claims arising out of said use. The student and his/her parent(s) or the student alone, if emancipated, is bound to the terms and conditions of this Notice. The student has discussed these rights and responsibilities with his/her parent(s).

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

The parent or guardian of this student has been provided an opportunity to read this Notice and School Board P-8.123 and its referenced Manual. The parent or guardian understands the provisions and conditions of this document and the Policy and Manual and that Internet access via the District network is being provided solely for educational purposes related to the curriculum, the academic development of the student, or a school extracurricular activity. The parent or

guardian understands that his/her child will abide by the provisions and conditions of this Notice and the parent or guardian understands that any violations of the above provisions may result in disciplinary action, the revocation of his/her child's access privileges, and/or privileges, and/or appropriate legal action. All the rules of conduct described in District or school site policies, procedures, and handbooks apply when his/her child is on the network.

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

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

Parents take notice

While principals routinely reiterate messages about the proper use of technology with students, it may be prudent for parents to discuss and remind their children about the legal and ethical use of technology **(both in and out of school)** in order to prevent serious incidents. School Board P-8.123 (Technology Acceptable Use Policy for Students), found at the School District's Student Registration site and Appendix 1 (pages 20-22) of the IT User Standards and Guidelines Manual contains certain standards for the student's use of District technology, including an agreement not to use the technology for illegal purposes or for sending or receiving messages suggesting pornography.

Students will be held responsible, in compliance with the law, for any inappropriate, immoral, unethical, dangerous, destructive, hateful, or threatening behavior committed against a student(s) or employee(s) on or off school grounds by means of electronic communication or use of a technological device. In compliance with policy, the school will intervene, investigate, and search diligently in situations where off-campus speech and behavior have resulted in violent altercations between students or have created significant interference with the rights of a student(s) or employee(s) or has interfered with the operation of the school and/or the delivery of instruction.

When discussing the legal and ethical use of technology with your child, please:

- Inform your child that publishing their thoughts, ideas, and opinions is a form of speech that is often protected by the First Amendment. However, the right to free speech does not mean that a student can make public defamatory remarks, or post threats against someone and/or damage his/her reputation. (P-5.002)
- Encourage your child to alert adults on campus if anything harmful or dangerous is sent via technology; please see the Bullying section above.
- Be aware that Florida Law prohibits students in Grades K-8 from using wireless communication during the school day. Students in Grades 9-12 may not use wireless communication devices unless authorized by the teacher or administrator. Wireless communication devices includes: cellular telephones, smartphones, smartwatches, tablets, radio-phones/walkie talkies or other emerging technology as defined by P-5.183.
- ***Remind your child of*** P-5.183 on student use and possession of **cellular telephones**. Elementary, middle, and high school students may possess wireless communication devices, but the devices are not allowed to be visible, used, or activated, must be stored in a non-visible secure location, and must be kept in the "off" position throughout the instructional school day and while on school-sponsored transportation.

1. Responsibility/Liability – Any student who chooses to bring a cellular phone or other wireless communication device to school shall do so at his or her own risk and shall be personally responsible for the security of his or her cellular phone or wireless communication device. Neither the school personnel nor the Board will assume any responsibility or liability for loss, theft, damage, or vandalism to a cellular phone or other wireless communication device brought onto school property or for the unauthorized use of any such device.
2. Tell your child that she/he is expected to show good character in using all technology. If something could be hurtful to another person physically, socially, or psychologically, students should not write, save, or forward the message.
3. "Sexting" (defined as students sending nude or semi-nude pictures of themselves or other students through cyberspace) is forbidden and is strictly prohibited. Similarly, downloading and printing hard copies of "sexted" images is also prohibited.
4. Remind your child that adults (including law enforcement officials) take cyberbullying and "sexting" very seriously in light of child pornography laws, even if students are only "kidding around." ALL incidents will be investigated by law enforcement. Young people have been arrested for sending sexually provocative/suggestive/offensive/insulting pictures to friends. To make a report if you receive any unwanted obscene pictures, solicitations, or messages, you should contact: CyberTip Report.
5. Let them know that unclothed pictures of people under 18 (taken with or without their permission) are considered a form of child pornography, despite the intent of the parties. It is illegal to transmit any unclothed pictures of people under the age of 18.
6. Cyberbullying can easily cross the line from being a school violation to being a SERIOUS CRIME. Cyber-stalking is defined in P-5.002 as:

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

TEXTBOOKS AND INSTRUCTIONAL MATERIALS

Policy 8.122, Policy 8.1225

Many of the ways we do things are changing. The basics of pencil, chalk, and print textbooks are being supplemented with computers, handheld devices, and other electronic media. Florida is poised to transition its instruction to the digital age and remove barriers to provide Florida's teachers and students with digital learning tools. We are committed to ensuring that your child has access to these materials for homework, class use, time on a computer at school, or other instructional materials available in our library media centers. The textbooks in core subject areas can be accessed online by students. Students/parents should check with the school to obtain access methods for online textbooks. A list of all district-adopted textbooks and those that are available online and via the student portal can be found in a searchable format at the following link: Instructional Materials (Textbook) Adoption. Our School Board is committed to providing appropriate instructional materials in all core areas of study for each student.

The process for adopting instructional materials is stated in P-8.122, Fla. Stat. § 1006.28 (2) (e), and Fla. Stat. § 1003.42 (1) (b).

Parents are hereby notified of their ability to access their children's instructional materials through the District's local instructional improvement system, by which the District will encourage parents to access the system. This notification of parents will include the use of the student portal.

In some other instances, class sets (books not assigned to students but used in class and available to students and parents as needed for use at home) may be assigned when the text is used as a reference. At the beginning of the school

year, teachers will advise you in person or by newsletter of the core materials they plan to use and how homework will be assigned. In some instances, there may be no textbook, because other materials are more appropriate or up-to-date for content purposes. Many textbooks are available online through a link to each student's district portal. These textbooks can be accessed from any location where an Internet connection is available.

Procedures to challenge instructional materials can be found in School Board Policies 8.122 and 8.1205.

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

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

TRANSPORTATION

The School District of Palm Beach County provides transportation to and from school for eligible students. Eligibility requirements as defined by F.S. § 1006.21 and State Board of Education Rule 6A-3.001 include:

- K-12 students whose homes are more than a reasonable walking distance, from the nearest appropriate school. A reasonable walking distance for a student is defined by the Florida Department of Education Administrative Code Rule 6A-3.001 as "any distance not more than two (2) miles between the home and the school or one and one half (1.5) miles between the home and the assigned bus stop".
- Pre-kindergarten through grade 12 students with special needs or disabilities, regardless of the distance from home to school (Requires a Specialized Transportation Request - administered by the school's ESE personnel within the IEP process).
- All students enrolled in a Teenage Parent Program and the registered children of such students. F.S. § 1003.54
- Elementary-age children whose grade level does not exceed grade 6 and live within two miles of their assigned elementary school and who are subject to hazardous walking conditions as defined in F.S. § 1006.23. Hazardous walker areas are officially determined by Transportation Services.

All students who will be using bus transportation should register with the Transportation Department's **Register Your Ride** to ensure their child is assigned to a bus. The child must have a student ID number to use when registering. Visit mysdpbc.org and click on the Register Your Ride icon in the portal. Registration will improve efficiency and reduce delays, and it is encouraged to be completed before the first day of school. Answers to frequently asked questions, including Choice Transportation options, can be viewed at palmbeachschools.org/transportation. For additional assistance, contact the Transportation Call Center at 561-357-1110.

For students with disabilities who require special transportation, the ESE Contact at the school center will process the request for transportation services as indicated by the student's Individual Education Plan.

For all other transportation-related inquiries, contact the Transportation Call Center at 561-357-1110.

Student ID Badges

All students must scan their school-issued ID badge when boarding and disembarking the bus. If a student ID badge is lost, it is the student/parent's responsibility to report it to school officials immediately, and families should follow the school's procedures for replacement.

Behavior on the Bus

Policy 5.186

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

Required Use of Seat Belts on Buses

Students are required to utilize seatbelts while riding as a passenger in a school bus equipped with seatbelts. All buses manufactured after January 2001 are required to have seat belts. As the belts are different from those on most private vehicles, parents are encouraged to teach their students how to use the 2-point lap belt system (similar to those used on airplanes). Students must push the two ends together, hear a click, and then pull the strap to tighten the belt. Students are highly encouraged to utilize seat belts during the bus operations. The bus driver will announce "buckle your seatbelts" to students during departure, and buckle-up decals will be on buses for student safety.

Students shall not bring on board the school bus any item that may be disruptive or interfere with the safety of students.

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

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

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

Students who violate the Discipline Policy on any school transportation or at the bus stop while on the way to or from school are subject to school discipline consequences, denial of transportation services, and possible criminal prosecution.

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

For students who ride a school bus, it is also important to understand that bus drivers are not permitted to let students off the bus except at the school or at the student's designated stop. School officials, bus operators, parents, and students themselves are all responsible for ensuring that school bus riders follow these safety tips:

At the bus stops:

- Students and parents are responsible for safety and proper student behavior going to and from the stop and while waiting for the bus.
- Students must stand off the roadway while waiting.
- Students must respect other people's property.
- Students must not push, shove, or engage in horseplay.
- Parents should supervise children at the stop if possible.
- Students must arrive at the bus stop at least five minutes prior to the scheduled pickup time.
- Students must wait for and get off the bus only at approved stop locations.
- Parents must not board the bus without permission of the driver.

During loading and unloading

- Always stay away from the 12-foot "danger zone" around the bus, except when the driver directs you to get on or off.
- NEVER pick up an object that you drop under or near the bus. Ask the driver for help.
- Always be sure the driver can see you.
- Make sure clothing and backpacks have no loose drawstrings or long straps that could catch in the handrail or bus door.
- When you see the bus coming, stand at the stop and wait for the bus to come to a complete stop.
- Always wait for the driver to signal that it is safe to cross the road and/or load into the bus.
- When crossing a traffic lane, always look left, right, then left again; cross only if approaching traffic has stopped.
- Never walk behind the bus.
- **Follow the driver's directions at all times.**
- Never distract the driver from driving unless there is immediate danger to you or others.
- Remain seated and keep the aisles clear.
- Eating, drinking, and chewing gum are prohibited.
- Never bring unsafe or unauthorized items onto the bus.
- Always wear your seat belt when one is available.
- Always keep your arms, legs, and head inside the bus.
- Always show respect for your fellow students.
- Keep conversation at a reasonable level and remain quiet at railroad crossings.
- The Student Code of Conduct applies on the bus, as well as in the classroom.

Tips for Riders in Cars, SUVs, and Trucks

- Drivers and passengers in cars, SUVs, and trucks must always use appropriate safety restraints. Depending on the children's size and age, anyone transporting children needs a child safety seat, booster seat, or safety belt.
- Preschool-age children should always be restrained properly in a secured child safety restraint system, such as a rear-facing infant seat, rear-facing convertible seat, forward-facing convertible seat, or forward-facing-only seat appropriate to their age and weight range.
- All children who have outgrown child safety seats should be properly restrained in booster seats until they are at least 8 years old unless they are at least 4' 9" tall.

- The backseat is the safest place in a crash. Children aged 12 and under should ride properly restrained in the back. Infants riding in rear-facing seats must NEVER be placed in front of an airbag.

Tips for Parent Drivers and Teens

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

- When picking up children in the afternoon, do not arrive too early, which hinders the movement of traffic in the neighborhood around the school.
- Wait in a single line and leave enough room for an emergency response vehicle to pass.
- Do not block driveways, mailboxes, disabled parking spaces, or fire hydrants, and don't park on lawns or personal property.
- Always use designated loading and unloading areas when picking up or dropping off students.
- Conduct yourself in a respectful manner at all times.
- Be patient, understanding, and mindful that walkers, bicyclists, and school buses are trying to exit the school simultaneously.
- Do not block access to or the view from side streets.
- Do not back out onto any street from the school parking lot or from a side street.
- Try to arrange your drop-off/pick-up time after the peak rush hour and use designated loading and unloading areas.
- Always heed signs and the directions of school and law enforcement officials.
- Always obey posted speed limits and other traffic laws.
- Act as you would want people to act if it were your neighborhood.
- Be patient and understand that walkers, bicyclists, and school buses are trying to exit the school, too.
- Always ensure that you and your passengers buckle up.
- Never talk on a cell phone or engage in other distractions while driving.

Tips for Walking and Biking Safely

Walking – Teach, practice, and remind children to:

- Walk with an adult or responsible older child at all times.
- Walk on the sidewalk if there is one.
- If no sidewalk is available, walk facing the traffic, as far from the road as possible.
- Walk; do not run.
- Give drivers time to see you before crossing the street.
- Keep looking for cars while you are crossing.
- Wear white clothing or reflectors when walking in the dark or in low light.
- Be familiar with traffic signs, such as the moving light signal of a man walking, which turns red or green to indicate that people can cross the street.
- Always look first to your left and right, and be aware of moving vehicles at all times - - even bicycles!
- Walk within the crosswalk.
- Try to cross the street with other people.
- If a policeman or guard is giving a signal, wait for him to move his hand to indicate that you can cross or to show a placard that says "Go."
- Avoid dawdling or engaging in other activities while walking such as using a cell phone or looking for something in your bag.

Biking – Bicycles are vehicles. Riders must follow Florida Traffic Laws. Teach, practice, and remind children to:

- Always wear a helmet that is properly fitted.
- Whenever possible, ride with an adult or responsible older student.
- Always obey all traffic signs and signals.

- Ride on the right side of the road or trail in a single file (one bicycle behind another).
- Ride in the same direction as other vehicles.
- Go straight across railroad tracks.
- Always use proper hand signals when turning and stopping.
- Yield to pedestrians and alert them with a bicycle bell or your voice when passing.

NOTE: Bicycle riders and passengers under the age of 16 must wear properly fitted, safety-rated helmets when riding a bicycle. Law enforcement officers may issue traffic citations and assess fines to riders or passengers who do not comply. F.S. § 316.2065(3)(d), & (e)

VIRTUAL EDUCATION

Policy 5.017

Florida provides virtual education as an educational choice in all public school districts. The District's Virtual Education Program offers various options for online instruction.

- K-12 students have access to academically appropriate courses online. There are multiple virtual options for students; the most current options at all levels can be viewed at www.palmbeachschools.org.
- Palm Beach Virtual School is available to support students with online enrollment and with questions regarding the online education selections most appropriate for each student. Courses are available for full-time and part-time enrollment for grades K-12, including a high school diploma program.
- The Palm Beach County School District provides an online course recovery solution in all middle schools and online credit recovery courses in all high schools and alternative schools. However, the NCAA does not approve credit recovery courses.

For additional information, visit www.palmbeachschools.org or call 561-790-9820.

VOLUNTARY PREKINDERGARTEN AND HEAD START PROGRAMS

F.S. § 1002.53

What is Florida's Voluntary Prekindergarten Program (VPK)?
Florida was one of the first states in the country to offer free prekindergarten for all 4-year-old children regardless of income. Data collected by the Florida Department of Education shows that children who participate in VPK are more ready for kindergarten than those children who do not participate in VPK. Parent choice is a priority and parents can select from several VPK program options available in a variety of educational settings offered by private and public school early learning providers.

Who is eligible for VPK?
Children in Palm Beach County who turn 4 years old on or before September 1 of the year before kindergarten and have a VPK Certificate are eligible. However, the state allows parents with children who turn 4 between February 2 and September 1 to postpone enrollment until the following year.

What are the VPK program options?
VPK Title I Enrichment Program

- Our VPK Title I Programs offer free, full-day (elementary school hours) prekindergarten for children who live in a Title I school boundary.
- VPK Title I Programs with more applicants than seats will hold a lottery.

VPK Fee-Supported Enrichment Program

- Our VPK Fee-Supported Programs offer full-day (elementary school hours) prekindergarten in select schools.
- Parents are responsible for a fee for the second half of the day.
- VPK Fee-Supported Programs may enroll on a first-come, first-served basis or may hold a lottery.
- Priority is given to students who live in a school's boundary area.
- Student applications from outside the boundary area will be put on a waitlist.
- Schools will notify parents of their child's enrollment selection status, including waitlist status.

VPK Head Start Program

- Our VPK Head Start Programs offer free, year-round, extended-day prekindergarten and comprehensive services for children and their families that meet federal poverty guidelines.

VPK Migrant Education Program

- Our VPK Migrant Education Programs offer free, school-year, extended-day prekindergarten for children whose families meet Migrant Education enrollment guidelines.

How does the District offer the VPK program?

The District offers both the school-year and summer VPK programs in many, but not all elementary schools. The lead instructors are certified teachers and most assistant instructors have a credential. The curriculum is aligned with the Florida Early Learning and Developmental Standards. The District's school-year VPK program offers 540 free instructional hours as a morning 3-hour session. Parents may choose to have their children attend enrichment hours that extend the VPK program hours, creating a seamless 6-hour day. Some schools have funding sources that pay for the enrichment hours, and other schools offer them on a tuition basis.

The schools with free enrichment hours have restrictions, such as a high academic need and living in a Title I school's boundary area. VPK wraparound hours are offered from 2:00 PM up to 6:00 PM in some schools on a tuition basis. The District welcomes parents who use School Readiness (subsidy) vouchers for the payment of tuition costs. The Summer VPK program is typically offered as an 8-hour daily program over a 40-day period.

How to apply for a VPK program in the District?

- **Step 1: Obtain a VPK Certificate Online -** Go to the ELC VPK Families page to apply for a VPK Certificate. For information or help with the VPK Certification application, call the Palm Beach County Early Learning Coalition at (561) 514-3300.
- **Step 2: Find Your School & Determine Options** - Go to Find My School; enter your home address to locate your zoned school. Visit our School Sites with VPK Programs page to determine if your home school offers VPK. If your home school does not offer VPK, call (561) 434-8720 or send an email to earlychildhooded@palmbeachschools.org to learn about alternative options.
- **Step 3: Visit the School In Person to Apply for a VPK Seat** - To complete your application, please visit the school and bring your child's VPK Certificate.
- **Step 4: Notification of Selection** - Families will be notified by the school of their child's selection status. Children not selected will go on a waitlist in order of application.
- **Step 5: Registration** - If your child is selected, parents intending to accept their seat and enroll their child must bring the following documents to the school: VPK Certificate, Birth Certificate, 2 Proofs of Residency, Health Form (DH 3040), Immunization Form (DH 680), and SDPBC Registration Documents (see the links under "Required Forms" here: SDPBC Student Registration).
- **After the Standard Enrollment Period** - Should seats become available due to incomplete application packets, parents on the waitlist will be contacted based on their waitlist placement.

Does the District offer Head Start and Early Head Start programs?
The District offers Head Start and Early Head Start programs in ten elementary schools. The Head Start program serves low-income families on a year-round basis, 10 hours per day. To apply, complete an online Head Start Preliminary Application. For assistance or information, call 561-629-8516 or email stacy.scott@palmbeachschools.org.

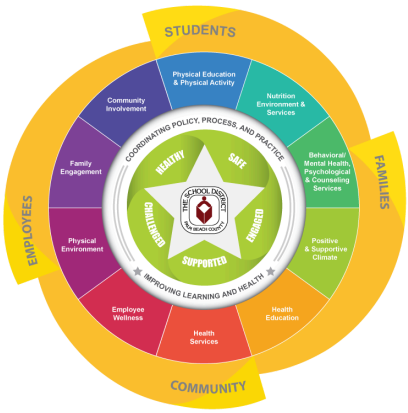
VOLUNTEERS IN PUBLIC SCHOOLS

The School District of Palm Beach County would like your assistance in your child's school. There are many ways to get involved. Here are just a few.

Tutors	Chaperones	Academy Advisory
Special Events	PTA/PTO	Councils
Clerical	Career Education	School Events
	Foster Grandparent	Arts & Crafts
Classroom Assistants	Literacy Coalition	Special Education
Media Center		Special Interest Speakers
Physical Education	Professional Development	School Advisory Councils
After-School Programs	Sports	

If you're interested in volunteering at one of our District schools, a completed Volunteer Application is required. For more information, please visit our website, contact your school's Volunteer Coordinator, or reach out to the Department of Strategic Communications & Engagement at 561-738-2780.

WELLNESS PROMOTION



The District recognizes that students and staff may face health and safety issues that can affect their overall wellness, ability to learn and perform, and ability to be productive citizens of our society. In an effort to assist in addressing these issues, the District has its "Wellness Promotion Policy" 2.035. This policy incorporates the Centers for Disease Control and Prevention's ***"Whole School, Whole Community, Whole Child"*** (WSCC) model. The District is committed to providing a school environment that enhances the learning and development of lifelong wellness practices and promotes and protects the overall well-being of all students and staff. Please reference the policy by clicking on this link: Wellness Promotion Policy (2.035) - Latest Revision.

The WSCC model combines and builds on elements of the traditional coordinated school health approach and the whole child framework by:

- ❑ Responding to the call for greater alignment, integration, and collaboration between education and health to improve each child's cognitive, physical, social, and emotional development.
- ❑ Incorporating the components of a coordinated school health program around the tenets of a whole-child approach to education.
- ❑ Providing a framework to address the symbiotic relationship between learning and health.

Wellness
PROMOTION TASK FORCE
The School District of Palm Beach County, Florida
Keys to Wellness

The District established a Wellness Promotion Task Force (WPTF) that meets as needed per year to share the progress of overall health and wellness initiatives throughout the District and Community. We welcome all who wish to attend. If you are interested in receiving the WPTF Newsletter and/or attending any of the WPTF meetings, please email wellness@palmbeachschools.org.

Wellness Promotion Task Force Purpose: To create an educational forum that allows students, staff, parents, community partners, and members of the public to successfully collaborate in the promotion of healthier lives. With the District's ultimate goal of improving student performance, the direction of the Wellness Promotion Task Force is to encourage a proactive approach to holistically address the health, wellness, and safety of all school children and staff.

For more information go to the District's Wellness Promotion page.

Wellness Starts with You!

Be Well for Academic Success
Move Your Body Every Day

- ★ Good nutrition supports concentration, memory, and overall thinking skills.
- ★ Breakfast is important. It provides the energy and nutrients your body and mind need to start the day.
- ★ Visit – https://realfood.gov/:
    - **Grains:** breads, oats, rice, pasta, cereal, and crackers. Choose mostly "whole grain," "whole grain-rich," or "100% whole wheat."
    - **Vegetables:** fresh, frozen, canned, raw, cooked, or dried—variety is key.
    - **Fruits:** fresh, frozen, canned, dried, whole, sliced, or pureed.
    - **Dairy:** low-fat or fat-free milk, yogurt, cheese, and other dairy products.
    - **Proteins:** meat, poultry, seafood, beans, peas, eggs, soy products, nuts, and seeds.
- ★ Eat a variety of colorful fruits and vegetables ("eat the rainbow").
- ★ Choose water or unsweetened beverages instead of sugary beverages.
- ★ Read Nutrition Facts labels to make informed, healthy choices.
- ★ Plan and prepare meals and snacks together as a family.
- ★ Support healthy eating with regular physical activity. Aim for at least 60 minutes of activity each day. This can be done in shorter periods (10–15 minutes at a time).
- ★ Practice safety during physical activity: warm up before exercising, wear appropriate protective gear (such as helmets), stay hydrated, and use sunscreen (SPF 30 or higher), applying at least 30 minutes before sun exposure and reapplying every 2 hours or after swimming or sweating.
- ★ Tips to Support Fitness Goals:
    - **Daily:** play outside, take the stairs, and stretch in the morning and before bed.
    - **2–3 times per week:** walk, run, bike, jump rope, swim, dance, or participate in sports or other enjoyable activities.
    - **Limit screen time:** reduce time spent on videos, computer games, and television; move your body at least every 30 minutes.
- ★ Sleep is essential for brain health. Aim for at least 8 hours of sleep each night to stay focused and perform well in school.
- ★ Good oral health supports overall health. Brush twice daily and floss each day to help prevent cavities and gum disease.
- ★ Mental health is just as important as physical health. If you feel angry, worried, or sad, talk with a trusted adult such as a family member, school counselor, behavioral health professional, or teacher.

FORMS

THE SCHOOL DISTRICT OF PALM BEACH COUNTY

Release and Consent for Student Information Publication

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

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

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

Student ID #	Student Name (first, middle initial, last)		Grade
School Name	School Contact	Contact Phone Number	
Parent/Guardian Name			

TYPE OF CONSENT (check one only)

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

☐ special release and consent for the student information publication listed below:

_____

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

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

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

☐ **I <u>give permission</u>** for the consent request indicated above.

☐ **I <u>do not</u>** give permission for the consent request indicated above.

_____ _____
Signature of Parent/Guardian or Emancipated Student *Date*
(including if age 18 or over - proof of age required)

THE SCHOOL DISTRICT OF PALM BEACH COUNTY
SAFE SCHOOLS

Parent/Student Acknowledgments of Student Rules and Regulations of Operations

Student First Name	Last Name	Birth Date
Teacher Name		Grade

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

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

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

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

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

Signature of Parent or Guardian Date

Signature of Parent or Guardian Date

Signature of Student Date

THE SCHOOL DISTRICT OF PALM BEACH COUNTY

K-12 CURRICULUM

Reproductive Health & Disease Education Exemption

Read the information provided below carefully. Complete and sign this form if you DO NOT want your middle school or high school child to participate in the Reproductive Health & Disease Education lessons at your school. This form must be returned to your child's school ONLY if you do not want your child to participate in the curriculum.

Student #	Student First Name	M.I.	Last Name	Grade
Teacher		School		

Florida's Health Standards in middle school and high school, include instruction on the topics of Reproductive Health and Disease Education, which includes awareness of the benefits of sexual abstinence as the expected standard and the consequences of teenage pregnancy, as well as the prevention and control of disease.

Middle school students will receive this instruction in their science class during the month of May. High school students will receive these lessons through their Biology course, a class that is taken only one time while in high school.

You are welcome, and encouraged, to review the Reproductive Health and Disease Education lessons on the District's website at: https://www.palmbeachschools.org/studentsparents/reproductive-health-and-disease-education.

The District respects your parental rights and your role in presenting information in this sensitive and delicate area. Florida Statute 1003.42, Section 5 says:

"Any student whose parent makes written request to the school principal shall be exempted from the teaching of reproductive health or any disease, including HIV/AIDS, its symptoms, development, and treatment. A student so exempted may not be penalized by reason of that exemption.

If you choose not to have your child participate in the Reproductive Health and Disease Education lessons, they will be given an alternate assignment out of the classroom.

Signature of Principal *Date*

I have read and understand this form concerning the Reproductive Health and Disease Education lessons. I, the parent/legal guardian of the above named child, DO NOT give my consent for my child to participate in the Reproductive Health and Disease Education lessons.

Printed Name of Parent/Legal Guardian or Student 18 years of age or older *Date* *Signature of Parent or Legal Guardian or Student 18 years of age or older* *Date*

Printed Name of Parent/Legal Guardian or Student 18 years of age or older *Date* *Signature of Parent or Legal Guardian or Student 18 years of age or older* *Date*

THE SCHOOL DISTRICT OF PALM BEACH COUNTY
SAFE SCHOOLS

Student Participation in Authorized Surveys

The School District of Palm Beach County uses this notice to inform you about "protected information surveys" and obtain your consent (if students are required to submit to a survey concerning specified "protected information") or let you opt-out your child from completing certain other voluntary surveys. If your child is 18 or older, he or she can give consent or choose not to take the surveys. "Protected information surveys" include surveys that relate to political affiliations or beliefs; mental or psychological problems; sexual behavior or attitudes; or illegal, anti-social, self- incriminating, or demeaning behavior; critical appraisals of close family members; legally-recognized privileged relationships such as with lawyers, doctors, or ministers; religious practices, affiliations, or beliefs; or certain income information.

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

The Florida Youth Surveys, Youth Risk Behavior Survey (select High Schools), and Middle School Health and Behavior Survey (select Middle Schools): Middle and High Schools; Spring, conducted by Safe Schools. These are anonymous surveys sent to the District by the State of Florida. They ask students questions about drug and alcohol use, sexual behavior, violence, and other at-risk behaviors. The surveys also ask questions about family make-up, the relationship between parents and children, the use of tobacco at home, health and nutrition, and family history of drug (including alcohol) problems.

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

The Youth Risk Behavior Survey is sponsored by the Florida Departments of Health, Education, and Children and Families and is administered by the SDPBC Teaching and Learning Department. Students in classes identified by the state will be administered one of five possible surveys: ***Youth Tobacco Survey*** (Grades 6-12), ***High School Youth Substance Abuse Survey*** (Grades 9-12), ***Middle School Youth Substance Abuse Survey*** (Grades 6-8), ***Youth Risk Behavior Survey*** (Grades 9-12), or ***Middle School Health Behavior Survey*** (Grades 6-8). These anonymous surveys ask students questions about family make-up, family relationships, the use of tobacco at home, health and nutrition, personal and family history of drug and alcohol use, sexual behavior, violence, and other at-risk behaviors.

None of these surveys is funded in whole or in part by the U.S. Department of Education. Participation is voluntary. Completing the surveys will not pose a risk to your child. The surveys are **anonymous**. Your child's **name is not** on the survey. No one can determine which student answered the questions. Survey procedures protect your child's privacy. There will be no action taken against you or your child if your child does not participate. These surveys provide valuable information to ensure that there are programs, activities, and support for children as they grow up.

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

Department of Safe Schools
c/o Roosevelt Elementary School
1220 15th Street
Building 5-101
West Palm Beach, FL 33407

OR

Teaching & Learning
3330 Forest Hill Blvd., C-223
West Palm Beach, FL 33406

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

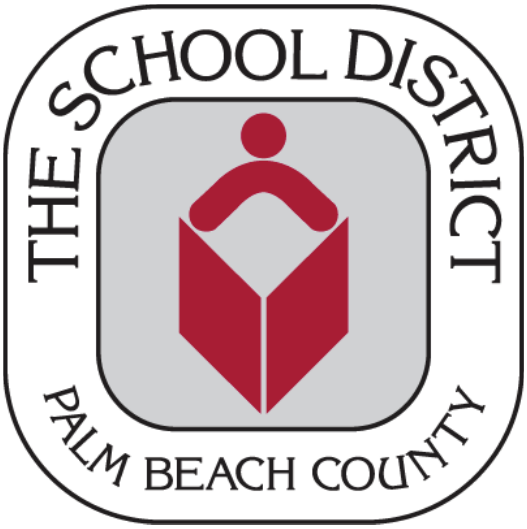
Student's Name *(first, middle, last)* _____ Grade _____

School/Dept Name _____ Teacher _____

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

_____ _____
Signature of Parent/Legal Guardian *Date*

_____
Print Parent/Legal Guardian Name



School District of Palm Beach County, FL
3300 Forest Hill Boulevard
West Palm Beach, FL 33406
561-434-8000