



**Florida School for
the Deaf & the Blind**

Do More. Be More. Achieve More.

Parent-Student Handbook 2021-22



Important Notice

All FSDB Operational Policies and Procedures (OPPs), Florida Statutes, federal laws and notices referenced in this edition of the **FSDB Parent-Student Handbook 2021-22** are subject to change without notice. The handbook is available on the FSDB website at the start of the new academic year. As is the case with policies, employee names, email addresses and phone numbers are also subject to change.

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**July 2021 Release. Subsequent editions
during the academic year will be listed here.**

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Navigation Tips

When you open the **FSDB Parent-Student Handbook** in Adobe Acrobat, you will find several navigation features:

- Click a bookmark at the left-hand side of the handbook to access a specific chapter. You may need to open the bookmark panel using the icon (shown at top right).
- Some other PDF programs call it an outline or a list; you can usually open it with the list icon (shown at center right)
- Click the school monogram (shown at bottom right) at the upper right corner of each page to access the first page of the Table of Contents.
- Click a line in the Table of Contents to access a specific chapter or sub-chapter.
- Click on hyperlinks to access specific email addresses, webpages or web-based documents.



If you have a wide computer screen suitable for two-page side-by-side viewing, you may open this Handbook in Adobe Acrobat, and then set up viewing as follows:

- Go to the View menu (top navigation bar).
- Select Page Display.
- Select the following items within the Page Display menu (once you do so, a check-mark will appear next to each item):
 - Two-Page Scrolling
 - Show Gaps Between Pages
 - Show Cover Page in Two-Page View



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Chapter 1 • Welcome and About the School

President's Welcome

Dear FSDB Parents/Legal Guardians and Students:

Thank you for choosing FSDB! We are thrilled that you and your child decided to enroll at FSDB. We pride ourselves in being a trusted resource for the education of students who are deaf/hard of hearing, blind/visually impaired or deafblind.

The 2020-21 school year showed how resilient our parents, students, and FSDB staff members truly are. We overcame barriers related to the delivery of academic and related services, progress monitoring of student growth, and provided a home away from home for students in our boarding program. Our entire FSDB team came together, complied with state expectations, thought outside the box, and pivoted when the need arose. A tremendous thank you to our families and our students for your continued partnership, patience, and support. As we reflect on what we learned and continue best practices that were identified we will move forward together into the 2021-22 school year stronger, wiser, and grateful.



We are committed to ensuring that every student achieves academic progress aligned to their unique abilities while adhering to K-12 Florida Standards. FSDB continues to be a high-quality school choice for our students and families, focusing on eliminating achievement gaps, teaching the whole child, and ensuring that we meet every student's individualized needs. What truly sets FSDB apart from other schools is our dedicated and highly qualified teachers and staff members. They work tirelessly to nurture the academic, career and extracurricular achievements of FSDB students. The successes of our students and alumni are numerous, as highlighted on our website and social media.

This Parent-Student Handbook is intended for both new and continuing FSDB students and their parents/legal guardians. We especially welcome our new families and hope that the contents will provide valuable information about our school and our programs. This handbook applies to all students regardless of age—it contains essential information about the Code of Student Conduct (subject to change), including Student Rights and Responsibilities.

Students, parents/legal guardians, faculty and staff members are expected to have a shared understanding of the Parent-Student Handbook and ensure compliance with school policies and procedures throughout the 2021-22 school year. If you have comments or recommendations for improving the handbook, please share these with Parent Services by calling 904-827-2212 or 904-201-4527 VP.

On behalf of our faculty and staff members, I thank you again for choosing our school and being a committed partner with us. The FSDB experience enables students to gain the edge to *do more, be more, and achieve more*, fulfilling our vision of preparing them for a lifetime of success. I know that we can, together, make that vision become a reality.

Tracie C. Snow
President

Board of Trustees' Welcome

Greetings!

On behalf of the FSDB Board of Trustees, I extend a warm welcome to new and returning students and their families for what promises to be a most successful academic year. We take great pride in the rich history and traditions that make FSDB one of the best schools of its kind in the nation.

We are proud of the depth and range of accomplishments of students, the dedication of faculty and staff members in nurturing student success, all the while maintaining high standards for teaching and learning. We also appreciate the valuable partnerships we have with parents/legal guardians, businesses, alumni, the community and more.

Often, we hear the phrase “FSDB family” which exemplifies in many ways the camaraderie that is felt by all who are associated with our school. Thank you for helping us make FSDB the school we all want it to be—an exceptional one with an outstanding student body, highly qualified faculty and staff members who are committed to bringing out the best in students, and a safe and secure campus that also conveys historical charm.

Again, our warmest wishes for a rich and rewarding academic year!

Owen B. McCaul, Chair
Board of Trustees



Fast Facts About FSDB

The Florida School for the Deaf and the Blind (FSDB) is a fully accredited, tuition-free state public school for eligible Pre-K and K-12 students who are deaf/hard of hearing, blind/visually impaired, or deafblind. Transportation for day and boarding students is provided free of charge.

Did you know that...

- FSDB is **nationally recognized** for its comprehensive educational services, designed for the unique communication and accessibility needs of students.
- FSDB serves more than **1,000 students each year** through statewide parent-infant/family programs as well as a Montessori pre-K early learning center and five K-12 elementary, middle, and high schools on its campus.
- FSDB is located in historic St. Augustine, within a **safe and secure campus** of more than 80 acres.
- FSDB has **highly qualified teachers** who hold multiple certifications in academic content areas and in the education of students who are deaf/hard of hearing, blind/visually impaired or deafblind.
- FSDB has **academic programs based on the Florida Standards**, including virtual classes for high school and college credit, and students work toward standard Florida diplomas. **Career and technical education (CTE) courses** are offered on campus and through partnerships with post-secondary schools and businesses.
- FSDB teachers and staff members work with students based on **Individualized Education Plan (IEP)** yearly goals and target areas.
- FSDB has **small class sizes and advanced technologies** that allow teachers to provide individualized and group instruction for increased student success.
- FSDB provides **specialized professional services** in the areas of intensive reading and language (ASL and English), speech and audiology, orientation and mobility, English for speakers of other languages (ESOL), physical and occupational therapy, health care and related services, and more.
- FSDB students participate in various **extracurricular, recreational, and performing arts activities**, including **academic and athletic competitions** in Florida and across the country.
- FSDB students learn how to **do more, be more, and achieve more**, fulfilling our vision of preparing them for a lifetime of success.

Vision

The Florida School for the Deaf and the Blind will prepare each student for a lifetime of success.

Mission

The mission of the Florida School for the Deaf and the Blind is to utilize all available talent, energy and resources to provide free and appropriate public education (FAPE) for eligible sensory impaired students of Florida. As a school of academic excellence, the school shall strive to provide students an opportunity to access education services in a caring, safe, unique learning environment to prepare them to be literate, employable, and independent lifelong learners. The school shall provide outreach services that include collaboration with district school boards and shall encourage input from students, staff, parents and the community. As a diverse organization, the school shall foster respect and understanding for each individual.

Learn more about the Florida statute delineating the FSDB mission and responsibilities. (<http://flsenate.gov/laws/statutes/2016/1002.36>)

Values

Organizational values at FSDB focus on five key areas:

- **High Quality Education**—We pledge to provide a high-quality education for our students utilizing rigorous curriculum, evidence-based effective teaching practices and cutting-edge technology.
- **Diversity**—To meet the needs of our diverse student population, we pledge to provide highly trained certified educators and specialists to bring all students to their next level of achievement.
- **Integrity and Respect**—We cultivate an atmosphere of integrity and respect by basing our decisions and actions on fair, ethical and honest standards, treating others in a fair and courteous manner, and giving open-minded consideration to ideas expressed by others.
- **Safety and Security**—We pledge to provide the highest possible level of security for our students and staff utilizing up-to-date methods while maintaining a positive, safe, constructive learning, living and working environment.
- **Innovation**—We value creativity and innovation in education and seek best practices and new instructional techniques to improve and enhance services to stakeholders through responsible risk taking.



Strategic Goals

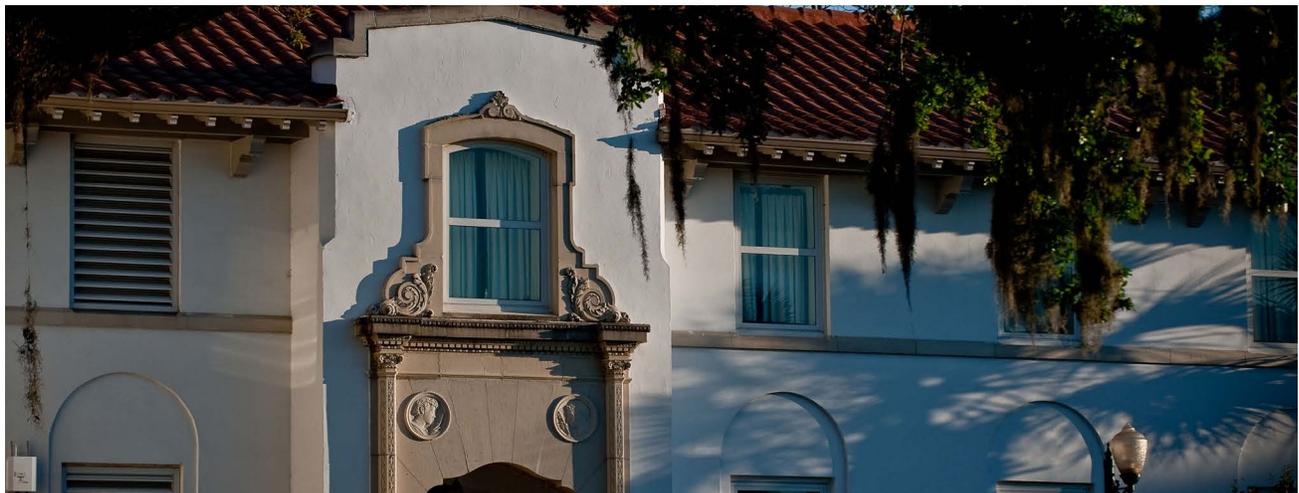
The FSDB Strategic Plan 2017-2022 identifies five priority goals as well as four secondary goals that are carried forward from the previous plan due to their strategic importance.

Priority Goals

- Ensure that students are prepared for college and/or career as literate, employable and independent lifelong learners.
- Provide staff members with opportunities to grow professionally, enhancing their ability to support students' growth.
- Manage student enrollment across grade levels and schools to ensure appropriate use of resources while providing optimal benefit to the community.
- Provide a safe and secure social and digital environment for students, enabling them to become responsible citizens in a technology-rich world.
- Maintain good working relations with the Florida Department of Education and the Florida Legislature, ensuring that legislators, legislative staff members, and Department personnel are well-informed about the work of FSDB and confident in the school's performance and stewardship of resources.

Secondary Goals

- Monitor and maintain good relations with stakeholders - parents, faculty and staff, students, alumni, donors and the community.
- Manage staff resources efficiently and effectively.
- Manage campus infrastructure responsibly with attention to maintenance and planning for the future.
- Actively seek and acquire support of private donors to provide resources that supplement those provided by the state.



Academic Calendar

Adjustments to the 2021-22 academic calendar will be made on an as-required basis (e.g., testing dates, inclement weather, special closures).

Monday, August 9	Teachers Return
Sunday, August 15	Boarding Students Return / Family Open House
Monday, August 16	Students Report to Class
Friday, September 3	Students Leave for Long Weekend
Monday, September 6	Boarding Students Return / Labor Day
Tuesday, September 7	Classes Resume
Friday, October 15	Students Leave for Long Weekend
Monday, October 18	Boarding Students Return
Tuesday, October 19	Classes Resume
Friday, October 22	First Quarter Ends
Friday, November 19	Students Leave for Thanksgiving Break
Sunday, November 28	Boarding Students Return
Monday, November 29	Classes Resume
Friday, December 17	Students Leave for Winter Break
Sunday, January 2	Boarding Students Return
Monday, January 3	Classes Resume
Thursday, January 13	Students Leave for Long Weekend / Second Quarter Ends
Friday, January 14	Teacher Workday
Monday, January 17	Boarding Students Return / Martin Luther King, Jr. Day
Tuesday, January 18	Classes Resume
Friday, February 18	Students Leave for Long Weekend
Monday, February 21	Boarding Students Return
Tuesday, February 22	Classes Resume
Thursday, March 10	Students Leave for Spring Break
Friday, March 11	Teacher Workday
Sunday, March 20	Boarding Students Return
Monday, March 21	Classes Resume
Friday, April 1	Third Quarter Ends
Thursday, April 14	Students Leave for Long Weekend
Monday, April 18	Boarding Students Return
Tuesday, April 19	Classes Resume
Friday, May 6	Students Leave for Long Weekend
Monday, May 9	Boarding Students Return
Tuesday, May 10	Classes Resume
Friday, May 27	Students Leave for Long Weekend / Graduation Day
Monday, May 30	Boarding Students Return / Memorial Day
Tuesday, May 31	Classes Resume
Friday, June 3	Last Day of School / Fourth Quarter Ends
June 6–7	Teacher Workdays
June 13–30	Summer Camps

School Directory

General

Campus Switchboard 904-827-2200 Voice/Text (7 a.m.–3:30 p.m. weekdays)
904-245-1022 VP (7 a.m.–3:30 p.m. weekdays)

Campus Police 904-827-2315 Non-Emergency Voice/Text
(24 hours/7 days a week)

904-827-2911 Emergency Voice/Text
(24 hours/7 days a week)

904-245-1022 VP (7 a.m.–3:30 p.m. weekdays)

Transportation 800-992-8747 Toll Free (day/weekend operations)
904-827-2822 Dispatcher Voice/Text
904-827-2434 Day Bus Coordinator Voice/Text
904-827-2992 SHOW Bus Coordinator Voice/Text

Health Care Center 904-827-2410 Main Voice/Text
800-850-7880 Toll Free
904-201-3910 VP

Parent Information 800-344-3732 Toll Free Voice/Text;
904-201-4527 VP

Technology Services 904-827-2666 Main

Outreach Services 904-827-2455 Main

Executive

Tracie C. Snow, President 904-827-2210
snowt@fsdbk12.org

Cindy Brueckner, Executive Assistant 904-827-2210 Voice/Text
bruecknerc@fsdbk12.org

Parent Services *(See main phone numbers in the General section, above)*

Cindy Day, Executive Director 904-827-2221; 904-201-4540 VP
dayc@fsdbk12.org

Reed Burghoffer, Administrative Assistant 904-827-2212; 904-201-4527 VP
burghoffers@fsdbk12.org

Gail Strassel, Director, Early Learning Center 904-827-2835 Voice/Text; 904-201-4529 VP
strasselg@fsdbk12.org

Pauline Wagner, Director, Admissions 904-827-2706; 904-201-4460 VP
wagnerp@fsdbk12.org

Naomi Ammenhauser, Registrar, Admissions 904-827-2220
registrar@fsdbk12.org

Misty Porter, Parent Liaison 904-827-2988
porterm@fsdbk12.org

Kim Carr, Director, Early Intervention-BVI 904-827-2232
carrk@fsdbk12.org

Jennifer Cato, Director, Early Intervention-DHH 904-827-2437; 904-201-4581 VP
catoj@fsdbk12.org

Allied Health & Related Services (See main phone numbers in the General section, above)

Stan Gustetic, Administrator 904-827-2535; 904-201-4508 VP
gustetics@fsdbk12.org

Stacey Gorton, Health Information Manager 904-827-2420
gortons@fsdbk12.org

TBD, Executive Director 904-827-2920
 Mental Health Department TBD

Anita Laton, Administrative Assistant 904-827-5555, 904-201-4508 VP
 Mental Health Department latona@fsdbk12.org

Instructional Services

Scott Trejbal, Administrator 904-827-2542; 904-201-4549 VP
trejbald@fsdbk12.org

Suzi Gauthier, Executive Assistant 904-827-2504
gauthierr@fsdbk12.org

Ava Gallicchio, Executive Assistant 904-827-2247
gallicchioa@fsdbk12.org

Nick Solomon, Executive Director- 904-827-2803; 904-342-6214 VP
 Career Development solomonj@fsdbk12.org

Kinesha Battles, Administrative Assistant, 904-827-2517; 904-429-1513 VP
 Career Development battlesk@fsdbk12.org

TBD, Director, 904-827-2527
 English Language Learner Program TBD

Joy Carriger, Librarian, Blind Department 904-827-2720
carrigerj@fsdbk12.org

David Snow, Librarian, Deaf Department 904-201-4518 VP
snowd@fsdbk12.org

Student Records / Requests (email only) studentrecords@fsdbk12.org

Blind Department

Carol Bogue, Principal	904-827-2700 boguec@fsdbk12.org
Ellen Polaskey, Executive Assistant	904-827-2700 Voice/Text polaskeye@fsdbk12.org
Justin Cosgrove, BHS Assistant Principal	904-827-2716 cosgrovej@fsdbk12.org
Linda Comeaux, BHS Administrative Assistant	904-827-2715 Voice/Text comeauxl@fsdbk12.org
Ellen Fertsch, BEMS Assistant Principal	904-827-2740 fertsche@fsdbk12.org
Cheryl Burgess, BEMS Administrative Assistant	904-827-2739 Voice/Text burgessc@fsdbk12.org

Deaf Department

Angela Saunders, Principal	904-827-2500; 904-201-4570 VP saundersa@fsdbk12.org
Shane Michael, Executive Assistant	904-827-2500 Voice/Text, 904-494-6678 VP michaels@fsdbk12.org
Dina Padden, DHS Assistant Principal	904-827-2550, 904-201-4490 VP paddend@fsdbk12.org
TBA, DHS Administrative Assistant	904-827-2550 Text; 904-201-4571 VP TBD
Karen Newton, DMS Assistant Principal	904-827-2530; 904-201-4525 VP newtonk@fsdbk12.org
Jerry Nelson, DMS Administrative Assistant	904-827-2530 Voice/Text; 904-201-4600 VP nelsonj@fsdbk12.org
Heidi Jordan, DES Assistant Principal	904-827-2520; 904-201-4505 VP jordanh@fsdbk12.org
Hope Salamunovich, DES Admin. Assistant	904-827-2520 Voice/Text salamunovich@fsdbk12.org

Physical Education/Athletics

Donna Johnson, Assistant Principal	904-827-2571; 904-201-4513 VP johnsond@fsdbk12.org
Jennifer Tompkins, Administrative Assistant	904-827-2570 Voice/Text herringtonj@fsdbk12.org

Boarding Program

Kathleen Grunder, Administrator	904-827-2603; 904-201-4660 VP grunderk@fsdbk12.org
Michael Nease, Executive Assistant	904-827-2260 neasem@fsdbk12.org
Marja DeFord, Director, Student Life-Blind/Apts	904-827-2703 Voice/Text; 904-201-4575 VP defordm@fsdbk12.org
LJ Boyd, Assistant Director, Student Life-Apts	904-827-2900 Voice/Text; 904-201-4587 VP boydl@fsdbk12.org
Michelle Wehr, Administrative Assistant	904-827-2704 Voice/Text wehrm@fsdbk12.org
Mel Goodall, Director, Student Life-Deaf	904-827-2208 Voice/Text; 904-201-4560 VP botterm@fsdbk12.org
Matthew Ward, Asst. Dir., Student Life-Deaf	904-827-2602 Voice/Text; 904-201-4465 VP wardm@fsdbk12.org
Kim Moore, Administrative Assistant	904-827-2600 Voice/Text; 904-201-4555 VP moorek@fsdbk12.org
Sue Hill, Coordinator, Recreation	904-827-2601; 904-201-4509 VP hills@fsdbk12.org

Campus Police *(See main phone numbers in the General section, above)*

Jerry Chandler, Chief	904-827-2316 chandlerj@fsdbk12.org
Victoria Cannon, Administrative Assistant	904-827-2313 cannonv@fsdbk12.org
Dexter Wimberly, Lieutenant	904-827-2309 wimberlyd@fsdbk12.org
David Moore, Lieutenant and School Safety Specialist	904-827-2873 moored@fsdbk12.org

Transportation Services *(See main phone numbers in the General section, above)*

Trish McFadden, Director	904-827-2433 mcfaddenp@fsdbk12.org
Paula English, Administrative Assistant	904-827-2430 englishp@fsdbk12.org
J. Edward Rowan, Dispatcher	904-827-2822 rowanj@fsdbk12.org

Kerri Dunne, Day Bus Coordinator 904-827-2434
dunnek@fsdbk12.org

Calvin Klinger, SHOW Bus Coordinator 904-827-2992
klingerc@fsdbk12.org

Student Bank

Jenifer Hiddleston, Accountant Supervisor 904-827-2343
hiddlestonj@fsdbk12.org

Maria Duprat, Accountant 904-827-2349
dupratm@fsdbk12.org

Advancement

Tanya Rhodes, Executive Director 904-827-2235
rhodest@fsdbk12.org

Morgan Hutchison, Coordinator, Donor Engagement 904-827-2291
hutchisonm@fsdbk12.org

Communications & Public Relations

Nancy Bloch, Executive Director 904-827-2383, 904-342-3131 VP
blochn@fsdbk12.org

Michael Johnson, Web/Media Communications Manager 904-827-2682
johnsonm@fsdbk12.org

Outreach & Technology Services

Shelley Ardis, Administrator 904-827-2661
ardiss@fsdbk12.org

Laura McDonald, Executive Assistant 904-827-2666
mcdonaldl@fsdbk12.org

Elizabeth Wilcox, Director, Outreach 904-827-2455
wilcoxe@fsdbk12.org

Walter O’Neill, Campus Tour Guide 904-827-2227; 904-201-4557 VP
oneillw@fsdbk12.org

Carmelina Hollingsworth, Director, Resource Materials and Technology Center for the Deaf/Hard of Hearing 904-827-2660
hollingswoc@fsdbk12.org



Chapter 2 • Parent Services

About Parent Services

We are pleased you have chosen FSDB for your child's education. We recognize that family involvement has a powerful influence on a child's achievement in school and encourage you to take an active and supportive role in your child's education and help make learning a positive experience at home and at school. When families work together with schools to support learning, children are inclined to succeed academically and throughout life.

The Parent Services Department offers a series of educational opportunities for parents/legal guardians and caregivers through Parent University. This program offers classes and workshops to families throughout the year to learn, increase knowledge of techniques and promote student achievement. Classes target needs specific to parents/legal guardians of students who are deaf/hard of hearing, blind/visually impaired or deafblind. Parents/legal guardians are encouraged to participate as informed partners with schools to support student lifelong learning and improve student academic achievement.

Parent Engagement Workshops (PEWs) are full-day learning opportunities held several times during the academic year, giving parents/legal guardians an opportunity to learn and discuss relevant information about FSDB, parenting strategies, helpful resources and much more. Additional resources for FSDB families include a Parent Lending Library and reimbursement of attendance costs to participate in approved educational events and classes.

Parents/legal guardians of enrolled students are expected to collaborate with their child's school by becoming knowledgeable of the programs, goals and activities as well as working to reinforce their child's learning objectives in the home. We encourage parents/legal guardians to:

- Connect with their student's teachers and staff members via phone, videophone, social media, through Skyward or by visiting the FSDB website.
- Attend FSDB capacity building events in person or virtually to learn new strategies to support your child's learning at home.
- Participate as informed and valued FSDB stakeholders in the Title I Parent Advisory Team (Elementary and Middle Schools only), School Advisory Council (FSDB-wide), sub-School Advisory Council (school-specific), and other school-hosted meetings.
- Provide FSDB with current and accurate contact information.
- Review information and materials provided by FSDB.

The Parent Services Department serves as a point of contact for FSDB schools and departments to provide ideas and strategies that support the involvement of parents/legal guardians, through meetings, publications and the sharing of resources.

FSDB recognizes the importance of parent/legal guardian involvement and provides opportunities to ensure access to and participation in school events and activities.

- Information is provided in an understandable and uniform format and, to the extent practical, in a language that is easily understood.

- Communications with parents/legal guardians are provided via US mail, digital publications and various forms of social media. Large print and braille versions of written communication are also provided to parents/legal guardians as needed.
- American Sign Language interpreters and/or Spanish translators are available to parents/legal guardians for educational events and meetings.
- Website and social media pages/groups provide families with continuous access to information about opportunities for participation in parent/legal guardian involvement activities.

The Parent Services Department also includes the Parent Infant Program and the Early Learning Center. The Parent Infant Program offers statewide early intervention, family-centered programs free of charge for children ages zero to six who are deaf/hard of hearing, blind/visually impaired or deafblind. The Early Learning Center provides an on-campus Montessori preschool experience for young children ages three to five who are deaf/hard of hearing, blind/visually impaired or deafblind. For families local to St. Augustine, FSDB offers a center-based toddler program on the school campus for children ages 18 months to three years old who are deaf/hard of hearing.

We hope that you find the information contained in these pages helpful. Your support is much appreciated as we continue working to meet and exceed your expectations during the academic year.

Important Information for Parents/Legal Guardians

Change in Custody

Custody documents, in their entirety, are to be directed to the FSDB Registrar's office, and are maintained and made available to appropriate staff on the school's electronic student information database.

If the status of your child's custody and/or residence changes anytime during the academic year, please notify FSDB by doing two things: 1) call 904-827-2220 and provide the information, and 2) send a copy of the official legal custody document by fax to 904-827-2218, by email to the Registrar (registrar@fsdbk12.org), or by postal mail to the Admissions Office, Florida School for the Deaf and the Blind, 207 San Marco Avenue, St. Augustine, FL 32084.

Custody Enforcement

FSDB does not assume the role of enforcement with regard to any privilege granted or denied in the custody agreement, unless it specifically applies to the school. FSDB will not infringe upon the rights of a legal guardian to exercise his or her rights to the child, which includes instances of noncompliance with the parenting plan, grant permission for school activities, and checking a student out of the school or dormitory.

FSDB will not deny any natural parent his or her right to access the educational records of his or her child, in accordance with the Family Educational Rights and Privacy Act, unless there is court documentation stating such.

According to Florida State Statute 744.301 (1), "The mother of a child born out of wedlock is the natural guardian of the child and is entitled to primary residential care and custody of the child unless the court enters an order stating otherwise."

Student Progress Tracking

Regularly log onto the Skyward Family/Student Access portal—click on the logo in the footer of the FSDB website, select Family/Student Access, then log in—to keep up-to-date on your child’s academic progress, attendance, and notifications or messages from teachers and staff members. If you have problems logging into the Skyward Family Access Portal, contact your school’s administrative assistant.

Parent/Legal Guardian Contact Information

Parents/legal guardians are encouraged to regularly log onto the Skyward Family/Student Access portal to ensure FSDB has current contact information. Important Note: FSDB needs to know how to reach you for routine purposes as well as in case of an emergency. Your contact information includes names of responsible parties,

residential address, mailing address, mobile and landline numbers, email and emergency contact specifics.

Skylert is the system that is used to send out automated phone calls, text messages and email notifications to families. Please make sure your Skyward Family/Student Access contact information is current so you can receive emergency notifications. Important Note: If you want to be reached via text, you must “opt-in” when you first register in Skyward; follow the opt-in directions received via text message. If you have problems logging into the Skyward portal, contact your school’s administrative assistant.

Photo Identification Badges

Only parents/legal guardians of currently enrolled students who are transported by personal vehicle will be eligible to receive a permanent FSDB-issued photo ID badge. This badge is valid for the current academic year only and can be obtained at the Genoply Street guardhouse or the main Campus Police building. Parent/legal guardian photo ID badges do not permit electronic access to the campus.

Campus Police will take back any parent/legal guardian ID badge that has expired. They will also take back an ID badge that is shown for access to campus that is in the possession of a known former parent/legal guardian of a former vehicle rider student. Former parents/legal guardians who no longer have a current “vehicle rider” student registered with FSDB will not be permitted to use a parent/legal guardian photo ID to access campus. Instead, they must be issued a temporary visitor ID badge once the requested access has been validated and verified as appropriate. Queries of wants/warrants and/or sexual offender/predator registry checks will be conducted on parents/legal guardians outside of the morning drop-off and afternoon pick-up times. In those cases, provided the results are negative, the parent/legal guardian will be approved for access.

Eligibility criteria for parents/legal guardians to receive a parent/legal guardian photo ID will require: 1) their child is a designated “vehicle rider” and 2) they are currently listed in the Skyward database as having approved custody and/or pick-up status in the student’s electronic record. Individuals listed in a student’s record with emergency contact status are not eligible to receive a permanent parent/legal guardian photo ID badge but can receive a temporary photo ID badge at the Genoply Street guardhouse each time they access campus for the purpose of picking up a child or other appropriate reason, after the requested access has been validated and verified.



Visitation and Observation for Parents/Legal Guardians and Volunteers

FSDB values the relationship between parents/legal guardians and the school. FSDB welcomes your involvement in your child's education and extracurricular activities.

Parent/legal guardian observations in the academic setting must be approved in advance by the appropriate school assistant principal or supervisor. Contacting the school administrative office does not guarantee that the requested classroom will be available. FSDB will make every effort to accommodate parent observation requests. Parents/legal guardians may only observe a classroom in which their child is enrolled and in attendance that day or within a specific FSDB-sponsored program. Please make sure to confirm the appointment date and time at least 24 hours in advance and understand that observation time is limited to 30 minutes. Scheduling ahead of time helps FSDB maintain the learning environment and limit the number of distractions and disruptions.

Parents/legal guardians are encouraged to visit their child's dormitory at any time during after-school hours. Please contact the dormitory staff prior to the visit to ensure that there is not an off-campus activity being planned.

Parents/legal guardians are welcome to have lunch with their child once a week. Please talk with the school prior to your lunch date to learn school-specific practices and to obtain 24 hour advance approval from the assistant principal or supervisor.

Walking to other classrooms or other areas of campus without the specific permission of the assistant principal or supervisor of your child's department is strictly prohibited.

Please read through the guidance below to be aware of the procedures we have in place for parent/legal guardian visits:

- At the front gate, inform Campus Police that you are here for a classroom or boarding program visit. Campus Police will contact the school or boarding program to confirm the scheduled appointment and let them know you have arrived. If you do not have a permanent parent/legal guardian ID badge, a visitor badge will be issued to you after checking your driver's license or state ID. Your driver's license must be valid with no suspensions or other warrants; otherwise, the FSDB Police Department will act on these.
- You will check in at the assistant principal's or supervisor's office where you will be asked to review and agree to the *Parent/Legal Visitor Confidentiality Statement*. By signing this form, you agree that information concerning other students' work and education shall remain confidential and are not to be discussed in public, and that you will not take photographs or videos of other students.
- You will be shown to the classroom or boarding program observation area. Please remember the purpose of the visit to observe and minimize interruptions to the environment as much as possible.
- All cell phones and electronic devices must be on vibrate mode or turned off while on the campus and must be turned off completely during observation of your child's educational program. Also, food and/or beverage consumption in the classroom is prohibited, unless you are participating in a classroom activity that includes food/drinks.
- If you should pass students/staff in the hallway or other areas of the building on your way to the designated observation space, please do not engage in conversation with them other than to provide a natural greeting.

- Teachers and staff members are focused on students and will not be able to take time from their classroom duties to converse with you either during or after your observation. If questions occur to you while you are watching, you are encouraged to write them down. Teachers and staff members will be glad to talk with you during a scheduled follow-up meeting.

FSDB is proud to balance the obligation of maintaining a safe school environment that fosters learning, with meaningful parental participation in the education process. To accomplish this your observance of the above procedures is necessary.

Failure to adhere to this protocol shall result in the immediate termination of the observation and, if repetitive, could result in the termination of all visitation/observation privileges.

All visitors are subject to questioning by any FSDB staff member as to their purpose for being on campus, and as to the identity of the FSDB administrator who permitted them for being on campus. All visitors who are on campus without permission—including visitors who are on campus after their scheduled activities have expired—are trespassing. At a minimum, the trespasser will be asked to leave and may be escorted off campus by an FSDB administrator or by FSDB Campus Police.

Parent/Legal Guardian Volunteers

All prospective parent/legal guardian volunteers must meet the terms set forth for community volunteers when requesting a position as a parent/legal guardian volunteer. As a volunteer, you should be physically able to function independently and be of assistance to staff members with managing students.

If you wish to volunteer in the academic setting, you will be assigned to a classroom other than your child’s classroom. You may also volunteer for athletic, boarding and extracurricular programs.

Homeless Students

The federal McKinney-Vento Homeless Assistance Act, as amended by the federal Every Student Succeeds Act (ESSA), ensures that each homeless child and unaccompanied youth has equal access to the same free, appropriate public education as other children and youth. Children and “unaccompanied” youth (under 18 and not living with a parent/legal guardian) who lack a fixed, regular and adequate nighttime residence are considered homeless. If, due to a loss of housing, a child must live in a shelter, motel, vehicle, or campground, on the street, in abandoned buildings or double-up with relatives or friends, then the child is eligible to receive services provided under the McKinney-Vento Act. Homeless students may receive fiscal support for the cost of field trips, college assessments, senior class items and other expenses through a private fund. Homeless students may also receive clothing, shoes and books through federal funds.

FSDB does not separate or segregate homeless students. Though they receive some specialized services, they are in the same classrooms as all other students. Homeless children and youth must have access to the services they need to meet the same challenging state student academic achievement standards to which all students are held.

The FSDB policy on homeless students in line with the McKinney-Vento Act defines the meaning of “homeless”; describes the duties of the campus homeless liaison; explains the application process to the homeless program; details the student absences/tardiness policy; and lists the special services that homeless students receive, such as post-secondary educational counseling.

FSDB uses a team approach to implement McKinney-Vento requirements. The team consists of campus social workers and mental health counselors. Lead social workers are available in the Blind and Deaf Departments. For further information, contact the FSDB Homeless Liaison Christi Boortz at 904-827-2284 or boortzc@fsdbk12.org.

Migrant Students

FSDB screens for students who may be eligible as migratory during the admissions process and on an annual basis using the Occupational Survey which is included in the annual information update packet. Students who are eligible for the Migrant Education Program are enrolled in partnership with the student's district of residence, local education agency and the Title I, Part C office at the state level. FSDB does not separate or segregate students who are migratory. They will receive services as needed and have access to the same state academic achievement standards to which all students are held. For further information, contact the FSDB Migrant Services Coordinator Christi Boortz at 904-827-2284 or boortzc@fsdbk12.org.



Chapter 3 • Academic Programs

About Academic Programs

FSDB academic programs include parent/infant, pre-kindergarten, elementary, middle and high schools, and continuing education programs. FSDB currently serves more than 1,000 children across the state, including more than 500 students on campus.

As FSDB students move through pre-K and K-12 programs, they learn to read actively, to write clearly, to think critically and to act responsibly in today's changing world. Students and teachers learn from one another, grow together, and are a part of a dynamic and vibrant educational community. Small class sizes, dual-certified teachers, broad curriculum and advanced technology create a strong foundation for success for each child.

FSDB offers a curriculum leading to a standard diploma. Curriculum instruction is based on Florida Standards, Benchmarks for Excellent Student Thinking (B.E.S.T.) Standards, Next Generation Sunshine State Standards (NGSSS), and Florida Standards Access Points.

What makes FSDB different from other programs is full access to language acquisition, development and mastery. Instructional materials are geared to accommodate each student's learning needs, abilities and learning styles, while still meeting state standards.

- Students who are deaf/hard of hearing benefit from American Sign Language (ASL) and English instruction.
- Students who are blind/visually impaired benefit from access to instruction using a variety of assistive technologies including but not limited to: audio, large print, braille and tactile graphics.
- All students use state-of-the-art technologies in their learning environments.

Teachers at FSDB are certified in either education of students who are deaf/hard of hearing or blind/visually impaired, as well as in their specific content areas. Curriculum and professional development services at FSDB support the provision of top-notch educational programming by highly qualified personnel. Teachers working with students who are deaf/hard of hearing students are required to obtain advanced ASL skills on the Sign Language Proficiency Interview (SLPI).

The strengths of an FSDB education for students include:

- Comprehensive programs of study that include virtual education opportunities and specialized career and technical training opportunities through partnerships with St. Johns County School District (SJCSD), First Coast Technical College (FCTC), Florida Virtual School (FLVS), St. Johns River State College (SJRSC) and Rochester Institute of Technology/National Technical Institute for the Deaf (RIT/NTID).
- A collegial environment, which meets student needs through the use of instructional specialists. Specialists work collaboratively with teachers and administrators to analyze school-wide student data, promote a culture of continuous improvement, and provide modeling and coaching on research-based instructional practices.

- Innovative technologies to ensure parents/legal guardians are an integral part of their child's education through distance learning, video streaming and video conferencing. These tools enable participation in meetings at times when they cannot be physically present and allows them to be fully engaged in discussing their child's academic performance and assessment results.
- Dedication to data analysis in a team approach and implementation of assessments to evaluate student learning and development.

An FSDB education also includes the value we place on our community and the relationships formed here among the students and staff members. These relationships are critical to the development of student confidence and leadership competencies. Students, parents/legal guardians and teachers establish and maintain these relationships, often for a lifetime. The sense of community is evident to all who visit the FSDB campus.

Much research has been done to study what makes schools strong. Characteristics include diverse approaches to teaching and learning, emphases on creative thinking, collaborative learning, student involvement in decision-making, and caring, responsive and involved parents/legal guardians. FSDB has all of these vital ingredients working to benefit students to *do more, be more and achieve more*.

General Academic Policies and Procedures

Photo Identification Badges

All enrolled students will be issued student photo ID badges.

Elementary school teachers and staff will manage elementary student ID badges. Middle and high school students will use their ID badges to check in and out of campus locations in both the school and boarding programs. High school students are required to visibly display FSDB-issued student photo ID badges at all times while on campus. Students are responsible for their photo ID badges—sharing, misuse or lack of responsibility for ID badges shall be subject to the code of student conduct.

Photo ID badges are prepared by FSDB Campus Police and include the student's photo and full name. There is no charge for the replacement of broken or lost student ID badges.

Pledge of Allegiance

The Pledge of Allegiance to the national flag of the United States of America will be recited at the beginning of the day in each school. Each student will stand with the right hand over their heart. A student has the right to be excused from reciting the pledge upon written request of the student's parent/legal guardian. When a written request is received in the office that asks for a student to be exempt from reciting the Pledge of Allegiance, the student will be excused from reciting the pledge. An excused student will not be required to stand or to place the hand over the heart. All other students will stand at attention and recite the pledge.

Moment of Silence

During the first class at the start of each day, teachers will provide students at least one minute but not more than two minutes to observe a brief period of quiet reflection. This observance, mandated by Florida statute, will take place after the Pledge of Allegiance.

School Property

FSDB may require that lost or damaged school property, including FSDB-owned equipment and loaner hearing aids, be reimbursed to/paid back to FSDB by the student's parent/legal guardian from the Student Bank account of that student. If the cost exceeds the Student Bank account balance of the student who was involved with the lost or damaged school property, it must be paid directly by the parent/legal guardian to FSDB.

Attendance

Federal law, state law and FSDB rules require that students must be in regular attendance. These mandates include all students who receive Exceptional Student Education, which applies to all who attend FSDB. Subsection (3) of Florida Statute 1003.27(7) requires that parents/legal guardians ensure that their child attends school regularly and on time. This law also provides that parents/legal guardians who refuse or fail to have their child(ren) under their control and attending school regularly and on time are guilty of a misdemeanor of the second degree, which is punishable under the law.

FSDB must receive an explanation whenever a child is absent from school. Each time that a child of compulsory school age has been absent, parents/legal guardians are expected to provide their child's school administrative assistant with a written explanation or personal communication of any absence no later than the day the student returns to school. Until the administrative assistant receives the appropriate documentation, all absences shall be recorded as unexcused. The fact that the student's parent/legal guardian knew of the absence does not necessarily mean that the absence will be recorded as an excused absence if the reason for the absence is not appropriate. The assistant principal or designee shall contact the parent/legal guardian to attempt to resolve the cause(s) of the absences. Support may be provided for eligible homeless FSDB students.

After five unexcused absences in 30 days and 10 unexcused absences in 90 days, parents/legal guardians will be sent a written warning of the potential impact of absences on a student's grades, credits and FSDB eligibility. The letter will also state that a referral will be made regarding the student's absences to the school's Multi-Tiered System of Support (MTSS) Team. After 10 unexcused absences, an Individualized Education Plan (IEP) meeting may be held to identify and discuss the reason(s) for the absences, determine effects on educational progress and/or to develop interventions for helping the student attend regularly. The parent/legal guardian shall be reminded during the IEP meeting that FSDB has eligibility criteria that include regular school attendance, and continued absences may jeopardize the child's eligibility for continued enrollment.

After 15 days of excused and unexcused absences (excluding out-of-school suspensions), parents/legal guardians will receive an official letter requiring them to provide a doctor's excuse for all subsequent absences due to illness. All absences for reasons other than illness shall require approval of the school principal. Additionally, an MTSS meeting shall be held and an IEP meeting may be held to identify and discuss the reason(s) for the absences and to determine if additional supports are needed. During the IEP, the team will determine the impact on educational progress and a discussion of Least Restrictive Environment (LRE) as it relates to eligibility to attend FSDB.

Excused Absence

Missed work for excused absences may be made up for full credit. A reasonable time will be allowed for a student to complete make-up work requirements for credit for excused absences. A student's absence may be excused only for the following reasons:

- Illness or injury to the student of such a nature or severity that it makes it not possible for the student to be in school.
- Death of a student's family member, making it necessary for the student to be absent from school.
- Recognized religious holiday observance.
- Doctor and/or dental appointments.
- Absences of educational value that have been pre-arranged and approved by the principal of the department.

In-school suspensions are considered excused.

Unexcused Absence

An unexcused absence is an absence from school for any reason other than those listed above as an excused absence. A student may not receive credit toward graduation for any high school block 1.0 credit class in which the student has more than eight unexcused absences, or for any 0.5 credit class in which the student has more than four unexcused absences. A student may not receive credit toward graduation for any period 1.0 credit class in which the student has more than 15 unexcused absences, or for any 0.5 credit class in which the student has more than seven unexcused absences. Both parents/legal guardians and students will be notified by FSDB that the student may be in danger of having credits withdrawn due to excessive absences. Students who have missed the above number of classes with unexcused absences may have credits withheld. This means they may have to repeat their course to earn the credit.

Tardiness

Students are expected to be on time for class. Those students who are not in their classrooms on time at the beginning of the period are considered to be tardy to class (unexcused). Excessive unexcused tardiness will result in a referral to the assistant principal's office and may result in disciplinary action as outlined in the code of student conduct. Students who miss more than one-half of a class period are considered absent from that class.

Check-Out Procedures

Parents/legal guardians must contact their child's school when their child will be leaving FSDB prior to dismissal time. Parents/legal guardians should contact the school office in advance to provide information about the dismissal time and reason for the dismissal.

Parents/legal guardians must sign out their child in the school office upon dismissal from class. Students may not leave campus with anyone other than the designated parent/legal guardian or adult authorized as an emergency contact. However, a student may go home with another student when both parents/legal guardians have provided permission in writing. In this case, students must be picked up by the receiving parent/legal guardian and signed out in the office. Students will not be permitted to ride the bus anywhere other than their assigned stop.

If a student becomes ill and needs to leave the school, the student must get a pass from their school administrative office giving permission for the student to go to and be assessed at the Health Care Center (HCC). If HCC staff determine that the student should go home, HCC personnel will call and inform the student's parent/legal guardian.

If a student uses a vehicle to drive to and from FSDB, then the principal and/or the director of student life must receive written permission for early release from the parent/legal guardian before the student is allowed to leave the campus.

Notice of Withdrawal

Parents/legal guardians must inform FSDB in writing of their intent to withdraw their child and the reason for the withdrawal. FSDB must report the reason for withdrawal to the Florida Department of Education so the state can track when students move between districts, within districts, out-of-state or drop out of school. Upon the receipt of a request for educational records from a school district enrolling a withdrawn student, FSDB will submit the records within three days of the request.

Absent students shall remain on the school roster for at least 10 consecutive days if no written request has been made to withdraw the student. Until written explanations are provided, any absences from school will be marked unexcused. Each school administrative office will attempt to contact parents/legal guardians to determine the reason for the absence. If a student does not attend school for 10 consecutive days and the student's non-attendance is unexcused and unexplained, the school shall mail the parents/legal guardians or adult student a letter stating that the student is no longer enrolled and the student will be withdrawn from FSDB.

If the student wishes to re-enroll at a later date, the application process for admission would begin. Waivers for re-enrollment processes for short-term withdrawals (less than 90 days) may be approved by the FSDB president.

Student Progression Plan

According to Florida Statute 1008.25, each school board will establish a comprehensive program for student progression that will be based upon an evaluation of each student's performance. That includes documenting how well the student masters the performance standards approved by the state board.

The FSDB Student Progression Plan establishes procedures to achieve parent/legal guardian understanding, cooperation and acceptance of the student's placement. In the fall of each academic year, the FSDB Board of Trustees approves the plan for additions, changes or deletions as guided by state legislation and/or rule. The FSDB 2021-22 Student Progression Plan will be available on the FSDB website (Quick Links and links within school webpages) by late August 2021. Please refer to this document for information regarding student promotion, instruction, assessments, retention, placements, grades and report cards, school programs, graduation requirements and diploma options.

Educational Choice: Request for Class Change

As a parent/legal guardian, you may submit a request to have your child transferred to another classroom teacher, including from an out-of-field teacher to an in-field teacher. Parents/legal guardians do not have the right to request a specific teacher. Approval or denial will be provided within two weeks after receiving a request. For further information about the FSDB policy on educational choice and request for class change, please contact the principal or assistant principal.

Privacy of Student Records

Parents/legal guardians or eligible students have the right to review, update and challenge the information in the student's permanent cumulative records. Subject to certain exceptions, prior written consent from the parent/legal guardian or adult student is required to disclose information. The written consent must:

- Specify the records to be disclosed,
- State the purpose of the disclosure,
- Identify the entity/individual to whom the disclosure shall be made, and
- Include a dated signature.

Parents/legal guardians or eligible students have the responsibility of providing FSDB with accurate and current information. On an annual basis, parents/legal guardians and adult students have the opportunity to update records and complete both required as well as optional forms.

Students have the right to be protected by legal provisions which prohibit the release of personally identifiable information to other than legally authorized persons without the consent of the student's parent/legal guardian or the adult student.

Students have a right to expect professional and ethical treatment of personal information shared with school personnel who are trained on Family Educational Rights and Privacy Act (FERPA) laws and regulations.

Social Security and Student Identification Numbers

FSDB collects students' Social Security numbers for specific programs and services. To protect students' identities, FSDB will secure Social Security numbers from unauthorized access. FSDB will never release a student's Social Security number to unauthorized parties. Students are not required to provide their Social Security number as a condition for enrollment or graduation. Each student enrolled in FSDB will be issued a unique student identification number which will be used for all educational purposes while enrolled in FSDB.

Student Complaints and Grievances

FSDB affirms its policy that no student or applicant for admission shall be excluded from participation in, or be denied the benefits of, any educational program or activity on the basis of race, color, national origin, gender, disability, marital status, age, religion or any other basis protected by law.

Any student or applicant who believes that they are the victim of discrimination based upon any factor identified above, may file a complaint with the FSDB president or equity coordinator pursuant to Title VI of the Civil Rights Act of 1964, as amended, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Amendment Act of 2008.

To file a complaint:

- The student, student applicant, parents/legal guardians are responsible for filing a written complaint of an alleged incident within 60 calendar days of the occurrence.
- The complaint/grievance shall be filed in writing. Under extenuating circumstances, the complaint may be made orally. If the complaint is made orally, the equity coordinator shall record it in written form, which shall be reviewed and signed by the complainant to verify its accuracy.



- The complaint may be amended to correct technical defects, omissions, or to clarify or amplify allegations made therein. An amendment may be filed at any time before the investigation is completed.

The complainant may withdraw a complaint at any time.

When the president or designee receives the complaint of discrimination, a written acknowledgment of receipt of the complaint shall be forwarded to the complainant within five working days. This acknowledgment shall identify the person responsible for the investigation. The president has designated the principals, either in the Deaf Department or the Blind Department, to be responsible for the coordination of investigations and management of complaints procedures initiated by students and parents/legal guardians.

The principal shall conduct an appropriate investigation and, in consultation with the president, shall make a final decision within 30 calendar days of the receipt of the filing.

Retaliation against an individual for filing a complaint or against an individual providing information regarding such a complaint is prohibited.

The use of these complaint/grievance procedures shall not prohibit the complainant from seeking a resolution from another available state and/or federal source.

The right of confidentiality, both of the complainant and of the accused, will be respected.

Nondiscrimination on the Basis of Sex (Title IX)

The U.S. Department of Education’s Office for Civil Rights (OCR) enforces, among other statutes, Title IX of the Education Amendments of 1972. Title IX states that: “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.”

It is the policy of the FSDB to comply with Title IX of the Educational Amendments of 1972. If any student believes they have experienced discrimination on the basis of sex, the student should discuss the matter with the classroom teacher or residential instructor. If this does not resolve the matter, the student may submit a written grievance. For more information on discrimination complaint procedures, the student may contact the appropriate FSDB administrator:

Education Equity Coordinator/ESOL Civil Rights Officer

Scott Trejbal, Administrator of Instructional Services
 904-827-2542
 904-201-4549 VP

Title IX Coordinator (Student Issues)

Cindy Day, Executive Director of Parent Services
 904-827-2221
 904-201-4540 VP

School President

Tracie C. Snow, President
 904-827-2210

Inquiries or complaints may also be addressed to the Office for Civil Rights, U.S. Department of Education, 61 Forsyth Street SW, Suite 19T10, Atlanta, GA 30303; phone: 404-974-9406.

Notice of Nondiscrimination

FSDB does not discriminate on the basis of age, race, color, sex, religion, national origin, political opinion, affiliation, marital status, genetic information, disability, veteran status or any other basis as mandated by federal and state law in its educational programs, services or activities, or in its hiring or employment practices. FSDB also provides equal access to the Boy Scouts and other designated youth groups as required by law.

FSDB adheres to state and federal laws applicable to transgender students and will work closely with students and family members.

Contacts for questions, complaints or requests for additional information are as follows: a) staff discrimination/harassment—FSDB Equal Employment Opportunity/Affirmative Action—Human Resources Executive Director, 904-827-2200, b) Student Harassment—FSDB Boarding Program Administrator, 904-827-2200, c) or in writing to either of the above contacts at the Florida School for the Deaf and the Blind, 207 San Marco Avenue, St. Augustine, FL 32084.



Chapter 4 • Code of Student Conduct

About the Code of Student Conduct

The FSDB Code of Student Conduct provides specific information regarding the rules that all students are expected to adhere to, as well as consequences for violations. Important among these rules are consistent and timely attendance, respect for people and property, appropriate dress, technology usage, student publications, student activities, student records and the right to appeal, including grievance procedures.

Students are provided with instruction on the expectations and processes covered within the FSDB Code of Student Conduct through the FSDB Positive Behavior Supports (PBS) Program. This program provides student knowledge, skills and practice related to prevention programs, reporting processes and expectations for behavior.

Important Note: Information regarding expectations and consequences for students participating in interscholastic activities is found in Chapter 6. Additional information about procedures, expectations and consequences for students participating in the Boarding Program is in Chapter 7, and standards of conduct for transported students is in Chapter 8.

Student Rights and Responsibilities

Student Attendance

- Students have the right to attend classes and pursue their education with highly qualified instructors.
- Students are responsible for attending classes and meeting the requirements of all classes.

Respect for Persons

- Students have a right to expect courtesy, fairness and respect from staff members and other students.
- Students have a responsibility to extend courtesy, fairness and respect to staff members and other students.

Respect for Property

- Students have the right to privacy of their personal possessions unless there is a reason to believe that they are possessing or concealing materials prohibited by law. All students have property rights and will be told what type of property they may bring to FSDB.
- Students may not bring any toy guns, including water guns, to FSDB or any function sponsored by FSDB.
- Students must understand that FSDB property assigned to them is not their personal property.

Student Assembly

- Students have the right to assembly. Students also have the right to organize and participate in associations and extracurricular activities for any proper and lawful purposes, providing that no such group denies membership to any student because of race, religion, nationality, disability or any other statutorily defined category.

- Students have the responsibility to seek prior and proper consent from administrators and any other designated school personnel up to and including the president before organizing student associations and to meet the approved criteria for membership in clubs, organizations and activities.

Student Council

- Students have the right to have an elected student council representative appropriate to the school level and to take an active part in student activities that are designed to help make rules which affect their time in school.
- Student council officers and representatives have the responsibility to be aware of school needs and concerns of the student body and to work toward the attainment of those needs. Students have the responsibility to participate regularly in their respective organizations and to conduct themselves in an appropriate manner.

Student Free Speech and Distribution of Materials

- Students have the right to express their opinions orally, in sign language or in writing in such a way that the expression of their opinions will not interfere with the FSDB programs. Students shall not draw or affix gang graffiti on backpacks, notebooks, folders, papers, clothing or any other object, or on the body of any student, or person on school property.
- Students have the responsibility to express and publicize their opinions and ideas in a manner that is not slanderous, libelous or obscene.
- Students have the right to form and express their own opinions on issues without jeopardizing their relations with their teachers or school.
- Students have the responsibility to become informed and knowledgeable about issues, and express their opinions in a manner that is suitable for the situation in which the discussion is taking place.
- Students have the right to publish and distribute appropriate leaflets, newspapers and other printed materials under the supervision of the principal or designee.
- Students have the responsibility to be aware of all rules and regulations governing student behavior that relate to publicizing information.

Student Technology Acceptable Use, Access and Responsibility

Students are assigned FSDB technology equipment and email accounts at the time they enroll, for participation in academic schoolwork and homework assignments.

- Students are expected to take care of FSDB assigned equipment and to safeguard the privacy of their account password.
- Students may also be assigned FSDB equipment or special permissions, for short-term projects. A *Technology Special Project Agreement* form will be developed by the project sponsor and must be signed by the parent/legal guardian or adult student for any project that includes special permissions.

- Students who withdraw must return all FSDB assigned equipment; assigned accounts will then be deactivated.

FSDB filters web content and monitors content and web traffic on the FSDB network. Filtering and monitoring are required by the Children’s Internet Protection Act (CIPA). There is no expectation of privacy on the FSDB network. The Network Administrator or designee, as well as school and boarding supervisors, may examine files and monitor activity on student-assigned equipment.

- Students shall participate in training activities through academic and boarding programs.
- Students shall take part in lessons on caring for FSDB assigned equipment. Students are expected to be responsible for their equipment. Misuse or damage to equipment may lead to disciplinary action.
- Students shall take part in training related to internet safety, digital citizenship and anti-bullying.

Student Personal Electronic Devices

Student personal electronic devices (PEDs) shall not be powered on or in use during class time without teacher permission. Parents/guardians who wish to communicate information to their child(ren) during the academic day, shall contact the school office during that time.

Students under 18 require parental/legal guardian permission to bring their personal electronic devices (PEDs) to the campus and on school authorized transportation. Registration of each student PED requires signature of the *Student Use of Personal Electronic Devices Agreement*. This agreement can be submitted through Skyward Family Access annual registration or via a hard copy (paper) form turned into the school office for day students and to the Director of Student Life for boarding students. FSDB tracks student permission forms and phone numbers associated student PEDs within the student information system (SIS). Reports of students with permission shall be available to administrators or their designees.

Students wishing to use internet (WiFi) data over the FSDB network on their PEDs may request and will be provided access. All Internet access on the FSDB network is filtered and monitored. FSDB is not responsible for monitoring student cellular access provided by parents/legal guardians, adult students or other non-FSDB WiFi connections.

Student PEDs are to be used only by the students who owns the device and not shared. There is always a risk of theft or breakage. FSDB is not liable for any PED stolen or broken while on campus, on FSDB authorized transportation, or at a FSDB sponsored off-campus event. Students and their parents/legal guardians are responsible for repair and maintenance of student PEDs. FSDB staff members shall not check or troubleshoot student PEDs.

Student PED usage expectations are as follows:

- Skins, decals, stickers and other custom decorations placed on student-owned devices shall meet the requirements of the Code of Student Conduct.
- Students may use recording devices on their PEDs including cameras and microphones ONLY with the permission and supervision of an adult staff member.
- When students are allowed to use their PEDs for listening activities, they shall use only one earbud. Students must be able to hear alerts or directives.

If students do not follow the rules or if inappropriate use is suspected, they will be asked to turn them off and hand them over to staff. Staff members are authorized to take the PEDs and secure them in a sealed envelope. Student names, dates, student and staff signatures will be placed on the envelope and the PED will be returned to their parents/legal guardians. The student may lose the privilege of having their PED.

Parents/legal guardians shall be notified of student PED confiscation within 24 hours by the discipline officer. PEDs shall only be released to parents/legal guardians at a date/time specified by the school administrator. If parents/legal guardians cannot pick-up the PED, it may be mailed to the home with the requirement to sign on delivery. If parents/legal guardians can pick up the PED from the campus they shall be asked to open the envelope with the device, record the date and time when it is received, and print their name and sign the envelope, after which the envelope shall be retained by the school. Parents/legal guardians may be asked to show proper identification.

If a student PED is lost and discovered an FSDB staff member may power-on the PED to determine ownership but may only view the opening screen displayed. The device contents shall not be searched, except by FSDB Campus Police with a specific warrant to do so based on probable cause or with informed adult authorization as set forth in OPP 10.19 Search and Seizure.

Student Technology Responsibilities and Agreements

Students are responsible for following the overall rules and for taking responsibility for equipment assigned.

- I will keep my FSDB account information private.
- I will tell a teacher, dorm staff member, or administrator if my FSDB account information is shared.
- I will be responsible for and take care of all FSDB equipment, cases and chargers assigned to me.
- I will bring my FSDB assigned equipment to school daily, charged and ready to use.
- I will report damage to my FSDB assigned equipment, cases and chargers to an adult immediately.
- I will not copy other people's work or plagiarize work. I will cite my sources.
- I will not photograph, video or audio record other people without their permission.
- I understand staff may review my equipment files and communications.
- If I use earbuds or headphones, I will use only one. I will pay attention to staff alerts, announcements, and directives.
- I will report inappropriate content immediately to an adult, not to my classmates.

Additional expectations and rules may be set by each school or dormitory to best meet the needs of students based on age.

Forbidden Student Technology Activities

The following activities using FSDB-assigned equipment and/or student PEDs are strictly forbidden on the FSDB campus, FSDB transportation and at FSDB sponsored off-campus events.

Violations shall result in the confiscation of FSDB assigned equipment and/or student PEDs as well as any and all disciplinary actions indicated in the Code of Student Conduct. If there is suspicion of potential criminal activity, applicable devices/equipment shall be turned over to law enforcement officials.

Forbidden activities include but are not limited to:

- Vulgar, mean or insulting language (flaming).
- Bullying, harassment, hate language and threatening statements.
- Taking photos, videos of or audio recording people without their permission.
- Taking pictures or video chatting in personal and private areas such as bathrooms, bedrooms, and locker rooms.
- Illegal, sexually graphic, sexually explicit or pornographic content.
- Sending pictures, videos or language with sexual content to others (sexting).
- Downloading or installing pirated software or media.
- Hacking (network manipulation, unauthorized access, circumventing security services, uploading or creating viruses or other destructive files/applications, etc.).
- Having and sharing internet access through personal hotspots.
- Sharing or exchanging personal devices.
- Having a personal computer or unregistered personal device.

Student Dress Codes

Proper Dress, Hygiene and Grooming

All students must exhibit proper dress and grooming at all times on the FSDB campus according to the following guidelines:

- Students must be properly dressed at all times.
- Students shall not borrow, lend or give clothing to other students.
- Students are to keep themselves well-groomed at all times. This means clean bodies, frequent shampoos and clean clothing.
- Hair shall be neat, clean, and well combed or brushed.
- Mustaches and beards are permissible and must be neatly trimmed.

Academic Programs Dress Code

Each student has the responsibility to dress appropriately for the school environment, maintain physical cleanliness and grooming, and must meet sanitary and safety requirements. These rules are mandatory and enforced during weekday hours of 8 a.m.–3:30 p.m. and subject to change.

- Pants and slacks must be worn at the waist, with no sagging. Belts, suspenders and straps should be worn in place and fastened. Jeans with holes shall not expose undergarments, buttocks or groin.
- Skirts and shorts must cover the buttocks and groin at all times, including when seated.
- Shirts must be of proper length: Tank tops/tube tops are not permitted. No bare midriff, cleavage, navel, or side torso shall be exposed (this includes deep side-cut and cut off t-shirts). Undergarments shall be covered.
- See-through and mesh clothing shall not be worn without clothing underneath that meets the dress code. Undergarments, cleavage, groin, buttocks, torso, midriff, side torso shall not be exposed through mesh.
- Tights or sheer leggings shall not be used as outerwear and must be accompanied by clothing of an appropriate length that complies with dress code.
- Pajamas, bathing suits, exercise clothing and undergarments/boxers are not permitted as outerwear.
- Trench coats and raincoats shall not be worn, except during inclement weather.
- Shoes must be safe and considered appropriate for school. House slippers and shoes with spiked heels that are three inches or more are not permitted. Retractable roller shoes and shoes with wheels are prohibited.
- Clothing and accessories that depict aggressive or violent acts, sexual, racial or gang references or symbols; contain references to alcohol, tobacco, drugs, or drug paraphernalia; or have suggestive “double meaning” slogans are not permitted.
- Sunglasses are not permitted unless for light sensitivity and with prior approval from the department principal.
- Headgear (caps, hats, bandanas) are not permitted unless for light sensitivity or religious purposes and with prior approval from the department principal. Hoodies shall be down at all times inside school buildings.
- Jewelry and accessories that may cause injury to oneself or to others (spiked collars/bracelets, long chains, etc.) are prohibited.
- Students who attend classes at St. Johns County School District schools must follow their dress code regulations.

Physical Education Dress Code (Academic Programs)

A physical education uniform—shirt and shorts—will be assigned to all middle and high school students at the start of the school year. All middle and high school students are required to dress in uniform for daily physical education classes. Refusing to dress in uniform could result in a lower grade. Uniforms are provided



to students free of charge—however, if the uniform is lost or intentionally damaged, the student’s parent/legal guardian will be required to pay a \$15.00 fee for a replacement.

A sturdy pair of good fitting athletic shoes (court shoes) with non-marking soles is required for participation in physical education classes. Elementary, middle and high school students will not be permitted to participate in classes without proper footwear.

Jewelry of any kind is not permitted at any time during physical education classes due to risk of injury.

Individual teachers may have additional rules to follow in their classes. We expect all students to cooperate with these established rules. Failure to do so may result in a lowered grade and/or disciplinary action.

Swimming is a required part of the physical education curriculum. Not being prepared or refusal to participate will result in a lowered grade and/or participation in an alternative activity. All elementary and middle school students will require a swimsuit (we strongly recommend a one-piece suit for girls). Swimming goggles, earplugs and bathing caps are optional for swimming activities.

Cardiovascular fitness is a required part of the physical education curriculum. Every student will participate in this program at least one day per week. Students will be expected to walk/jog/run our one-quarter mile track as many laps as possible within the allotted time. Proper shoes and socks are required. Water or sports drinks are optional.

Boarding Program Dress Code

Dress code rules for the Boarding Program are effective during the hours of 3:30 p.m.–8 a.m. All the rules of the Academic Program apply with the addition of the following:

While inside of their respective dormitories, students are permitted to dress as they choose as long as it does not fall under the personal attire restrictions referenced above, or cause disruption to their environment.

Hats/visors are allowed anywhere except the cafeteria as long as it does not include distracting characters. Bandanas are allowed for girls as part of hair accessories. Boys/girls are allowed to wear bandanas as sweatbands during physical activities not connected with varsity sports.

FSDB reserves the right to exclude items of apparel or accessories which prove to be harmful, or detrimental to the health, safety, or physical well-being of students, damaging to physical facilities, or disruptive to normal school activities.

Student Discipline and SESIR Reporting

Every student is subject to federal law, Florida statutes, Florida State Board of Education rules, FSDB Board of Trustee rules, and FSDB Operational Policies and Procedures (OPPs) while on FSDB premises, attending school or a school-sponsored activity, and being transported to or from the campus on FSDB buses and vehicles.

School Environment Safety Incident Reporting (SESIR) definitions were developed by the Florida Department of Education to enable school districts to correctly code data used to report incidents that are against the law or represent serious breaches of the FSDB Code of Student Conduct. This includes those incidents considered severe enough to require the involvement of a school resource officer (SRO) or incidents to be reported to law enforcement.

When responding to student behavior for SESIR reporting, consideration will be given to both developmental age-appropriate behavior and to those students with an Individualized Education Plan (IEP) or a 504 Plan.

FSDB has a Threat Assessment Team at the district level (also known as the Care Team) to oversee and support threat assessments as required by Florida Statute 1006.07(7). Students who make a threat will be assessed promptly. Each threat assessment report will be reviewed through the Care Team and/or Multi-Tiered Systems of Supports (MTSS) processes to ensure all appropriate FSDB procedures are being followed with respect to the provision of supports and/or consequences. Students who have made threats will be reviewed by their school's MTSS team and may be reviewed by the IEP team.

Levels of Discipline

FSDB personnel will intervene in an effort to prevent or curtail misconduct. If further action is necessary, staff members will refer the student to school administration for disciplinary action. After hearing the student's explanation, consulting with staff members, and doing any other investigation, the administration will decide on disciplinary action.

Student disciplinary offenses and the responses to each are divided into four levels. Each level represents progressively more serious offenses, and responses to them become progressively more severe. SESIR codes are included in the Level IV Offense section..

Level I Incidents

Level I incidents are relatively minor acts of misconduct that interfere with the orderly operation of FSDB programs, functions, extracurricular/co-curricular programs, dormitory programs or approved transportation.

Level I incidents include but are not limited to:

- D1a **Transient threat**— Not a serious threat and may be an expression of momentary anger. It may be an expression of humor or hyperbole that does not convey a genuine intent to harm. A transient threat is resolved with an explanation or apology, and although disciplinary consequences and counseling may be appropriate, safety precautions are not needed.
- D1b **Refusal**—Failure or refusal to follow the directions of school personnel, school rules, classroom rules, dormitory rules or behavior contracts.
- D1c **Repeated tardiness**—Being late for school or class more than once a week.
- D1d **Disorderly conduct**—Saying or doing something that upsets the normal school or dormitory routine or any school activity (i.e., horseplay, inappropriate behavior in the lunchroom).
- D1e **Disruption**—Saying or doing something that keeps the teacher from teaching or other students from learning.
- D1f **Public display of affection**—Behavior that is inappropriate in a school or dormitory setting in the judgment and discretion of the principals and/or directors of student life.
- D1g **Failure to report for detention**—Not showing up for detention.
- D1h **Rude behavior**—Behavior that demeans, degrades, antagonizes, humiliates or embarrasses a person or group of persons, including staff members.

- D1i **Cheating/plagiarism**—Cheating is the unauthorized use of notes or other forms of assistance, including electronic devices, to complete a test or assignment. Plagiarism is the unauthorized use of another person’s work and calling it one’s own. Cheating offense penalties are also applicable to the student who provided notes, forms of assistance, answers to complete a test or assignment, etc.
- D1j **Physical misconduct**—Refusing to settle down after being told to stop misbehavior – pushing, shoving, striking out at another child or adult, or impulsive acting out behaviors.
- D1k **Technology violation**—Inappropriate use of technology including not following FSDB rules (school and boarding) about when and how technology should be used.
- D1l **Unauthorized use of student photo ID badges**—Repeated failure of students to carry photo ID badges, leaving ID badges unattended, or any behavior that demonstrates irresponsible use of ID badges.
- D1m **Dress code**—Wearing anything that does not follow the FSDB dress code.
- D1n **False and/or misleading information**—Failure or refusal to tell the truth to school staff members.
- D1o **Stealing**—Taking the property of others, valued up to \$25, without their permission.
- D1p **Elopement**—Leaving the area without permission, running off from the activity or area.

Level I Responses and Disciplinary Actions

If student behavior results in a Level I offense, parents/legal guardians shall be contacted and the FSDB administration shall take such action as deemed appropriate in the exercise of its judgment and discretion including, but not limited to:

- Verbal reprimand.
- Work detail.
- Withdrawal of privileges, which may include but not be limited to, participation in extracurricular activities and/or parking privileges.
- Return of property, payment for same or restitution for damages.
- Detention.
- Behavior plan/contract.
- Counseling and direction.
- In-school/dormitory suspension.
- Other school/dormitory-based consequences as deemed appropriate by the administration.

Level II Offenses

Level II offenses are acts of misconduct that are more serious or disruptive than offenses in Level I. Level II offenses also include repeated acts of Level I misconduct and acts directed against people or property that do not seriously endanger the health or safety of others. A student who commits a Level II offense may also be subject to criminal proceedings.

Level II offenses include but are not limited to:

- D2a **Intimidation (repeated transient threats)**—A transient threat is not a serious threat to the safety of others and may be an expression of momentary anger. It may be an expression of humor or hyperbole that does not convey a genuine intent to harm.
- D2b **Insubordination**—Refusing to follow FSDB rules or directions from staff members.
- D2c **Unauthorized absence from class or assigned area**—Leaving class or an assigned area without permission from an FSDB staff member.
- D2d **Verbal confrontation**—Verbal confrontation or minor physical contact (pushing, shoving) between two or more students, which is harmful or disruptive.
- D2e **Profane, obscene or abusive actions or language**—Using words, gestures, images, photos or objects including racial slurs that include unacceptable words and/or actions. These may include racial or sexual slurs, behaviors or innuendos that are unacceptable and/or upset the normal routine of activities at school or in the dormitory. These actions may require further investigation.
- D2f **Sexual misconduct**—Inappropriate behavior of a sexual nature. Inappropriate or unacceptable and/or disruptive physical contact that could be interpreted as sexual innuendo. This would include grabbing at, hitting or rubbing against body parts.
- D2g **Repeated Level I offenses**—Saying or doing something that disrupts the normal school/dormitory routine or school activity, repeating a Level I infraction, or repeated defiance of FSDB rules.
- D2h **Disrespect**—Conduct or behavior that demeans, degrades, antagonizes, humiliates or embarrasses a person or group of persons, including FSDB staff members. This includes racial slurs and/or provocation (more serious than Level I).
- D2i **Cheating/plagiarism**—Repeated cheating or plagiarism activities. Cheating is the unauthorized use of notes or other forms of assistance, including electronic devices, to complete a test or assignment. Plagiarism is the unauthorized use of another person's work and calling it one's own. Cheating offense penalties are also applicable to the student who provided notes, forms of assistance, answers to complete a test or assignment, etc.
- D2j **Physical aggression**—Physically aggressive behavior.
- D2k **Inappropriate or unauthorized use of technology**—Any student found in violation of the FSDB Acceptable Use policy regarding the use of technology, including but not limited to, their cell phone or school assigned accounts, hardware and software.
- D2l **Unauthorized use of student photo ID badges**—Repeated misuse of student ID badges beyond the offenses described in Level I incidents.

- D2m **Stealing**—Taking the property of others, valued between \$26 and \$250, without their permission.
- D2n **Destruction of property**—Breaking or destroying things, valued up to \$10, that belong to FSDB or to another person.
- D2o **Contraband**—Having, using, displaying or giving to others any item of contraband that is prohibited by federal and/or state law, school rules, or this code, from being used or possessed on FSDB property, a school bus or school-approved transportation, or at any school-related function or activity.
- D2p **Unauthorized possession of non-prescription medication**—Possession or use of non-prescription medication contrary to FSDB requirements.
- D2q **Unauthorized assembly and/or publications**—Holding meetings or passing out materials to other students, without permission, that disrupts the school/dormitory routine or any school-sponsored activity.
- D2r **Gambling**—Betting on games or activities for money or other valuables.

Level II Responses and Disciplinary Actions

If a student commits a Level II offense, parents/legal guardians shall be contacted and the FSDB administration shall take such action as deemed appropriate in the exercise of its judgment and discretion including, but not limited to:

- Verbal reprimand.
- Work detail.
- Withdrawal of privileges which may include, but not be limited to, participation in extracurricular activities and/or parking privileges.
- Confiscation of unauthorized devices, objects and/or substances.
- Return of property, payment for the same, or restitution for damages.
- Detention (parent/legal guardian contact required).
- Behavior plan/contract.
- Counseling and direction.
- In-school/dormitory suspension.
- Referral to law enforcement.
- Other school/dormitory-based consequences as deemed appropriate by the administration.

Level III Offenses

Level III offenses are major acts of misconduct which the FSDB administration has determined to constitute a serious breach of conduct. They include repeated misconduct acts from Level II, serious disruptions of school/dormitory order, and threats to health, safety and property of others. A student who commits a Level III offense may also be subject to criminal proceedings.

Level III offenses include but are not limited to:

- D3a **False threat**—False accusations made against another individual.
- D3b **Open defiance/gross insubordination**—Flagrant or hostile challenge to the authority of a FSDB staff member. Unconditionally refusing to do as directed by FSDB personnel; saying or doing something that shows the student will not follow directions.
- D3c **Leaving campus unauthorized**—Leaving campus without permission from a school official.
- D3e **Gang-related signs and symbols**—Use of gang-related signs or symbols, or language intended or reasonably calculated to insult and/or incite another person.
- D3f **Sexual misconduct**—Inappropriate behavior of a sexual nature. Engaging in descriptive or visual misconduct with the intent of solicitation that does not rise to a SESIR level which may include: sexting, using inappropriate search terms, sharing inappropriate websites or photos with others, or making plans to meet for sexual purposes during school times. May require further investigation and police consultation.
- D3g **Repeated Level I and Level II offenses**—Repeated commission of Level I or II offenses, which tend to substantially disrupt the orderly conduct of the school, dormitory, a school function or extracurricular/co-curricular activity.
- D3h **Disrespect**—Conduct or behavior that demeans, degrades, antagonizes, humiliates or embarrasses a person or group of persons/staff members, including racial slurs and/or provocation (more serious than Level I or Level II).
- D3i **Forgery**—Falsifying or altering a signature, note, or document with the intent of misleading a staff member.
- D3j **Dating violence and abuse**—Violation of the FSDB Teen Dating Violence and Abuse policy.
- D3k **Inappropriate or unauthorized use of cell phones or other electronic devices**—Violation of the FSDB Acceptable Use policy regarding the use of technology, including but not limited to, hardware and software.
- D3l **Unauthorized use of student photo ID badges**—Intentional misuse of student ID badges including repeated sharing of badges or intent to misrepresent oneself by using another student’s ID badge.
- D3m **Stealing**—Taking the property of others, valued between \$251 and \$750, without their permission.
- D3n **Destruction of property**—Breaking or destroying things, valued at \$10 or more, that belong to FSDB or to another person.
- D3o **Contraband material**—Repeatedly having, using, displaying or giving to others any item of contraband that is prohibited by federal and/or state law, school rules, or this code, from being used or possessed on FSDB property, a school bus or school-approved transportation, or at any school-related function or activity.

- D3p **Misuse of non-prescription medication**—Misuse of non-prescription medication, including the delivery of non-prescription medication or any use inconsistent with the manufacturer’s directions or generally accepted guidelines.
- D3q **Illegal organizations**—Belonging to or being a part of secret groups or clubs while under the supervision of the school.

Level III Responses and Disciplinary Actions

If a student commits a Level III offense, parents/legal guardians shall be contacted, and the FSDB administration shall take such action as deemed appropriate in the exercise of its judgment and discretion including, but not limited to:

- Verbal reprimand.
- Work detail.
- Withdrawal of privileges which may include, but not be limited to, participation in extracurricular activities and/or parking privileges.
- Temporary or permanent removal from participation in an extracurricular activity.
- Return of property, payment for same or restitution for damages.
- Confiscation of unauthorized devices, objects and/or substances.
- Detention (parent/legal guardian contact required).
- Behavior plan/contract (written).
- Counseling and direction.
- In-school/dormitory suspension.
- Out-of-school/dormitory suspension.
- Referral to mental health services.
- Referral to law enforcement.
- Other school/dormitory-based consequences as deemed appropriate by the administration.

Level IV Offenses

Level IV offenses are acts of misconduct that are the most serious and must be reported to the FSDB president. Students shall be disciplined according to the FSDB Code of Student Conduct. The student may also be referred to mental health services identified by FSDB pursuant to Florida Statute 1012.584(4) for evaluation and/or treatment when appropriate. An Individualized Education Plan (IEP) review may be held, which may be followed by a continuation staffing. The continuation staffing may lead to disenrollment if the team determines the student no longer meets eligibility criteria for continued enrollment in accordance with FSDB Board of Trustees Rule 6D-3.002 Florida Administrative Code. The student may be referred to the criminal or juvenile justice system, and criminal penalties may be imposed. Level IV offenses include but are not limited to:

- D4a **Repeated Level III offense**—Repeated commission of a Level III offense.
- ALC **Alcohol**—Possession, sale, purchase, or use of alcoholic beverages. Use means the person is caught in the act of using, admits to use or is discovered to have used in the course of an investigation.
- ARS **Arson (mandatory referral to an appropriate agency)**—To intentionally damage or cause to be damaged, by fire or explosion, any dwelling, structure, or conveyance, whether occupied or not, or its contents. Fires that are not intentional, that are caused by accident, or do not cause damage are not required to be reported in SESIR.
- BAT **Aggravated battery**—A battery where the attacker intentionally or knowingly causes great bodily harm, permanent disability, or permanent disfigurement; uses a deadly weapon; or, where the attacker knew or should have known the victim was pregnant.
- BRK **Burglary**—Unlawful entry into or remaining in a dwelling, structure, or conveyance with the intent to commit a crime therein.
- BUL **Bullying**—Systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees that is severe or pervasive enough to create an intimidating, hostile or offensive environment; or unreasonably interfere with the individual's school performance or participation. Bullying includes instances of cyberbullying.
- DOC **Disruption on campus**—Disruptive behavior that poses a serious threat to the learning environment, health, safety, or welfare of others. Examples of major disruptions include bomb threats, inciting a riot, or initiating a false fire alarm.
- DRD **Drug sale/distribution (excluding alcohol)**—The manufacture, cultivation, sale, or distribution of any drug, narcotic, controlled substance or substance represented to be a drug, narcotic or controlled substance.
- DRU **Drug use/possession (excluding alcohol)**—The use or possession of any drug, narcotic, controlled substance or any substance when used for chemical intoxication. Use means the person is caught in the act of using, admits to use or is discovered to have used in the course of an investigation.
- FIT **Fighting**—When two or more persons mutually participate in use of force or physical violence that requires either physical intervention or results in injury requiring first aid or medical attention. Lower-level fights, including pushing, shoving, or altercations that stop on verbal command are not required to be reported in SESIR.
- HAR **Harassment**—Any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct 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, including any course of conduct directed at a specific person that causes substantial emotional distress in such a person and serves no legitimate purpose.

- HAZ **Hazing**—Any action or situation that endangers the mental or physical health or safety of a student at a school with any of grades 6 through 12 for purposes of initiation or admission into or affiliation with any school-sanctioned organization. Hazing includes, but is not limited to pressuring, coercing, or forcing a student to participate in illegal or dangerous behavior, or any brutality of a physical nature, such as whipping, beating, branding, or exposure to the elements.
- HOM **Homicide**—The unjustified killing of one human being by another.
- KID **Kidnapping (abduction)**—Forcibly, or by threat, confining, abducting or imprisoning another person against his or her will and without lawful authority.
- OMC **Other major incidents**—Any serious, harmful incident resulting in the need for law enforcement consultation not previously classified.
- PHA **Physical attack (battery)**—An actual and intentional striking of another person against his or her will, or the intentional causing of bodily harm to an individual.
- ROB **Robbery**—The taking or attempted taking of anything of value that is owned by another person or organization, under the confrontational circumstances of force, or threat of force or violence, and/or by putting the victim in fear.
- STL **Larceny/theft (\$750 threshold)**—The unauthorized taking, carrying, riding away with, or concealing the property of another person, including motor vehicles, without threat, violence or bodily harm. Incidents that fall below the \$750 threshold are not reportable in SESIR, but instead should be reported as locally defined incidents according to district policies.
- SXA **Sexual assault**—An incident that includes threatened rape, fondling, indecent liberties, or child molestation. Both males and females can be victims of sexual assault.
- SXB **Sexual battery**—Forced or attempted oral, anal or vaginal penetration by using a sexual organ or an object simulating a sexual organ, or the anal or vaginal penetration of another by any body part or foreign object. Both males and females can be victims of sexual battery.
- SXH **Sexual harassment**—Unwanted verbal, nonverbal, or physical behavior with sexual connotations by an adult or student that is severe or pervasive enough to create an intimidating, hostile or offensive educational environment, cause discomfort or humiliation or unreasonably interfere with the individual's school performance or participation, as defined in Rule 6A-19.008, F.A.C.
- SXO **Sexual offenses**—Other sexual contact, including intercourse, without force or threat of force. Includes subjecting an individual to lewd sexual gestures, sexual activity or exposing private body parts in a lewd manner.
- TBC **Tobacco/nicotine**—The possession, use, distribution, or sale of tobacco or nicotine products on school grounds, at school-sponsored events, or on school transportation by any person under the age of 21.
- TRE **Substantive threat/intimidation**—An incident where there was no physical contact between the offender and victim, but the victim felt that physical harm could have occurred based on verbal or nonverbal communication by the offender. This includes nonverbal threats (e.g., brandishing a weapon) and verbal threats of physical harm which are made in person, electronically or through any other means.

- TRS **Trespassing**—To enter or remain on school grounds, school transportation or at a school-sponsored event, without authorization or invitation and with no lawful purpose for entry.
- VAN **Vandalism**—The intentional destruction, damage, or defacement of public or private/personal property without consent of the owner or the person having custody or control of it. Incidents that fall below the \$1,000 threshold are not reportable in SESIR, but instead should be reported as locally-defined incidents according to district policies.
- WPO **Weapons possession**—Possession of a firearm or any instrument or object that can inflict serious harm on another person or that can place a person in reasonable fear of serious harm.

Level IV Responses and Disciplinary Actions

If a student commits a Level IV offense, the parent/legal guardian will be notified and the FSDB administration shall take such action as deemed appropriate in the exercise of its judgment and discretion including, but not limited to:

- Out-of-school/dormitory suspension.
- Referral to mental health services.
- Consultation with or referral to law enforcement.
- Loss of senior year privileges including graduation ceremony.
- Review for continued eligibility to attend FSDB.

Disciplinary Procedures

The FSDB Disciplinary Review Committee determines the appropriate level of offense and related consequences if a violation of the Code of Student Conduct is substantiated. The discipline officers within each school and dormitory lead the disciplinary procedures.

Determination of the Offense

General procedures undertaken by the school/dormitory discipline officer are as follows:

- Provide the student oral or written notice of the alleged incident or offense of which the student is accused from a student report or staff submitted discipline referral.
- Perform an investigation (when appropriate).
- Provide the student an opportunity to respond to the accusation.
- If the student denies the accusation, provide the student an explanation of the evidence including the opportunity to present the student's version of the incident or offense.
- May request a review of the student's Individualized Education Plan (IEP).

Determination of Consequences

The school/dormitory discipline officer shall carry out consequences listed in accordance with the level of discipline response outlined for each incident or offense.

In-School and Out-of-School Suspension

Prior to suspending a student, FSDB will follow the general procedures set out above.

The school/dormitory discipline officer will make the decision whether or not the student will receive a suspension.

If the student is suspended, the president, parents/legal guardians and the adult student will be sent written notice of the suspension within 24 hours of the action. The written notice of suspension shall state:

- the offense that resulted in the suspension;
- the date of the offense;
- the beginning date of the suspension;
- the date on which the suspension will end, and on which date the student may return to the school and/or dormitory; and
- any circumstances related to the suspension.

The student may request the president or designee to review the suspension decision of the school/dormitory discipline officer or designee. The president can affirm or reverse the suspension provision or direct that further proceedings be held in accordance with these rules. The decision of the president is final. The student must request review within three days of the suspension decision.

Students who are suspended from the dormitory may continue to attend school if alternative housing arrangements can be made by their parents/legal guardians.

Students who are suspended from the school or the boarding program for specific misconduct or behavioral reasons must be picked up by their parents/legal guardians, as these students will not be permitted to ride FSDB transportation.

If the student's parents/guardians are unable to pick up their child, they must make arrangements for their child's transportation from the school to the assigned bus stop. The school's principal must approve this action. If parents/legal guardians are unwilling to pick up their child, local authorities may be contacted.

Investigation Procedures

Investigation procedures are conducted in follow up to all reports of bullying, harassment, hazing and threats. School and boarding administrators lead investigation processes and teams. When appropriate or necessary, the investigator shall refer the student to appropriate law enforcement and for mental health assessments.

Parents/legal guardians shall be notified within 24 hours of a filed complaint alleging bullying, harassment, or threat. Bullying, harassment and hazing reports shall be investigated and determined to be founded or unfounded within 10 school days. Parents/legal guardians shall be notified of the outcome of the investigation.

Students found to have violated the FSDB Code of Student Conduct shall be disciplined accordingly. This includes referral to mental health services pursuant to Florida Statute 1012.584(4) for evaluation and/or treatment when appropriate, or other disciplinary action by FSDB, and may result in criminal penalties.

An Individual Education Plan (IEP) review may occur. The IEP Team may recommend a continuation staffing.

The continuation staffing may lead to disenrollment if the team determines that the student no longer meets eligibility criteria for continued FSDB enrollment (FSDB Board of Trustees Rule 6D-3.002 Florida Administrative Code). The student may be referred to the criminal or juvenile justice system.

Detention, Search and Seizure

FSDB Board of Trustees Rule 6D-7.007 F.A.C. specifies that student attendance at the school and living in a dormitory constitutes “group participation” and “group living” without the expectation of privacy in a private dwelling. This rule sets forth procedures for search and seizure of a student or the student’s property.

- The principal, director of student life, instructional and dormitory staff members are authorized to detain temporarily and question a student when circumstances indicate that the student has committed, is committing or is about to commit a violation of school rules, and to detain temporarily a student when circumstances indicate the student has committed, is committing or is about to commit a violation of law.
- If reasonable suspicion arises that the student is concealing stolen or illegal property, alcoholic beverages, illegal drugs, or any weapon prohibited by law, the staff members may, for the purpose of seizing these items, search the student, the student’s room, locker, vehicle or other possessions solely for determination of compliance with regulations of FSDB. The staff members may also notify the FSDB Campus Police, which is authorized, consistent with determination of probable cause, to search the student, the student’s room, locker, vehicle or other possessions consistent with Florida law concerning search warrants and exceptions to search warrants. The FSDB Campus Police shall conduct any investigation of any suspected violation of law, including any related search and seizure, and will control the means and method of any investigation of suspected violation of law. As much as possible, searches will be conducted by a staff member of the same gender as the student.
- If a search of the student, the student’s room, locker, vehicle or other possessions conducted consistent with law reveals stolen or illegal items that are prohibited by law or school rules, the item or items may be seized and appropriate action taken.
- In no event shall a student be subjected to a strip search.

Victim’s Rights

FSDB will support student victims of alleged violations of the FSDB Code of Student Conduct to the maximum extent possible. This includes:

- Accepting reports of alleged incidents or offenses in a nurturing, supportive and non-judgmental manner.
- Protecting student confidentiality as much as possible, while meeting reporting requirements at all times.
- Providing counseling services.
- Contacting parents/legal guardians as quickly as possible after FSDB learns of an alleged violation of school policy or code and informing the parents/legal guardians on an ongoing basis as FSDB responds to allegations, subject to student confidentiality rights and obligations.
- The right of students who are 18 years of age or older to request that information not be shared with parents/legal guardians.

Right to Appeal and Grievance Procedures

An adult student or the student's parents/legal guardians may request a review by the president of any disciplinary action taken by FSDB. Such requests must be submitted in writing to the president within 10 days of the imposition of disciplinary action.

In response to such requests, the president shall: a) review the decision of the school/dormitory discipline officer and b) arrange a meeting with the adult student and/or the student's parents/legal guardians to receive additional information. The president shall affirm or reverse the disciplinary decision and/or stipulate additional actions. The decision of the president is final, and the president shall inform the adult student and/or the student's parents/legal guardians as well as the school/dormitory discipline officer of the final decision.

Additional Definitions

Definitions not covered elsewhere in this FSDB Code of Student Conduct chapter are outlined below.

Boarding-Based Threat Assessment Team—The Boarding-Based Threat Assessment Team shall include one or more FSDB representatives from boarding administration (administrator of boarding services, director of student life, assistant director of student life, dormitory program supervisor), FSDB Campus Police and mental health professionals. The duties of this team include the assessment of a student whose behavior may pose a threat to the safety of other students or staff members, consistent with the Comprehensive School Threat Assessment Guidelines (CSTAG). Upon determination that a threat is transient, this team shall coordinate resources and interventions, as appropriate. Upon determination that a threat is substantive, this team shall immediately contact the school safety specialist for further assessment coordinated by the FSDB Threat Assessment Team (Care Team). For threats that indicate imminent danger, staff members shall immediately contact FSDB Campus Police. The boarding-based team leader will notify the school-based team leader of the reported threat. Note: The Boarding-Based Threat Assessment Team may work independently or in unison with the MTSS and CARE teams.

CSTAG—An acronym representing the Comprehensive Student Threat Assessment Guidelines developed at the University of Virginia by Dr. Dewey Cornell, adopted by the state Office of Safe Schools on Aug. 1, 2019. The FSDB Threat Assessment policy is based on the CSTAG.

Discipline—The act of punishing or correcting a student's violations of the Code of Student Conduct.

Discipline referral—School personnel may submit a discipline referral when they witness a student violation of the Code of Student Conduct.

Disciplinary review committee—A team of professionals which reviews reported violations of the Code of Student Conduct and recommends disciplinary action to the principal. The president, principal, assistant principal, or director of student life will determine the number and selection of staff members to serve on the committee.

Detention—Detaining a student after the instructional day by a staff member.

Dormitory restriction—Limiting the activities of a student within the dormitory environment (e.g., restriction to an assigned room or temporary withdrawal from extracurricular activities).

Firearm—Any weapon (including a starter gun) which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; any destructive device; or any machine gun/assault rifle.

MTSS interventions—When the school’s team receives a Multi-Tiered System of Supports (MTSS) referral, the team shall review the details of the referral and discuss the concerns. Parents/legal guardians shall be notified when their child is involved in the MTSS process. Interventions will be designed to implement and track for the purpose of eliminating the concerns. In some situations, students may have multiple interventions or they may change overtime from a single initial referral.

MTSS referral—Any staff member may submit a MTSS/Response to Instruction/Intervention (RTI) referral when they witness a student concern. There are times when both a discipline referral and an MTSS/RTI referral are submitted.

Off-campus violations—Such violations shall be handled in accordance with school disciplinary procedures if they impact, disrupt or pose a threat to FSDB students or programs. Off-campus violations may occur when students leave the campus with or without permission, at school or boarding program-sponsored activities, or at home or other locations.

Reprimand—The formal oral or written censure of a student for a violation of the Code of Student Conduct. Often this consequence is coded as a conference with the student.

School-Based Threat Assessment Team—The School-Based Threat Assessment Team shall include one or more representatives from school administration (principal, assistant principal, dean), FSDB Campus Police and mental health professionals. The duties of this team include the assessment of a student whose behavior may pose a threat to the safety of FSDB students or staff members, consistent with the CSTAG. Upon determination that a threat is transient, this team shall coordinate resources and interventions, as appropriate. Upon determination that a threat is substantive, this team shall immediately contact the school safety specialist for further assessment coordinated by the FSDB Threat Assessment Team (Care Team). For threats that indicate imminent danger, staff members shall immediately contact FSDB Campus Police. The school-based team leader will notify the boarding-based team leader of the reported threat, as applicable. Note: The School-Based Threat Assessment Team may work independently or in unison with the MTSS and Care teams.

Student report of misbehavior—Students may report to school personnel either directly or anonymously any information about unsafe and potentially harmful, dangerous, violent or criminal activities, or the perceived threat of these activities. Forms are available to students; they can also use the FortifyFL app or meet with a staff member to make a report.

Suspension—The temporary removal of a student in-school or out-of-school, for a period not to exceed 10 school days (without an IEP to review student behavior), (1) from classes and assignment to a designated staff member for supervision; or (2) from the classroom and/or dormitory and temporary withdrawal from extracurricular activities. Students who are suspended will be returned to the custody of their parent(s)/legal guardian(s) with specific homework assignments.

Threat assessment—Threat assessment is a problem-solving approach to violence prevention that involves both assessment and intervention with individuals who have threatened violence toward others. Threatening statements and behaviors are treated as indicators of frustration by an individual facing a painful and interpersonal problem. The threat assessment and intervention process is designed to prevent violence by helping the individual to resolve the problem, thereby removing the impetus for violence. Safety precautions and legal actions are taken as part of this process when judged to be necessary to prevent imminent acts of violence.

Threat Assessment Team (Care Team)—The Threat Assessment Team (Care Team) shall be facilitated by the school safety specialist and include persons with expertise in counseling (administrator of allied health, director of mental health), instruction/exceptional student education (administrator of instructional services), school administration (principals), boarding administration (administrator of boarding services), and law enforcement (chief of FSDB Campus Police). Other members of the school community may serve on the team, including but not limited to the administrator of business services, administrator of outreach and technology services, and the executive director of transportation. The duties of the Care Team may include the coordination and oversight of assessment, intervention and resources for students whose behavior may pose a substantive threat to the safety of FSDB students or staff members, consistent with the CSTAG. This team will ensure that all steps are followed related to ESE laws/regulations and FSDB eligibility. This team shall also review school-based and boarding-based data associated with transient threats. The Care Team shall meet monthly and report results to the FSDB president.

Weapon—Any dirk, knife, metallic knuckles, slingshot, billy club, tear gas gun, chemical weapon or device, or other deadly weapon except a firearm or a common pocket knife, plastic knife or blunt-bladed table knife.

Work detail—Completion of tasks to be performed by students as a disciplinary measure for the purpose of altering unacceptable behaviors.

Under the jurisdiction of the school—All student activities during the academic year which occur during classroom or dormitory hours or which are subject to be approved, directed or supervised by school personnel, including transportation to and from FSDB on chartered buses or other school-sponsored transportation.

Additional Notice Regarding Florida Statutes

Florida Statute 893.13—Drug Abuse Prevention and Control

Florida Statute 562.11—Alcoholic Beverages

Florida Statute 790.115—Weapons and Firearms

FSDB students shall not use or possess drugs, alcohol, or weapons on campus, in accordance with FSDB policies and procedures, Florida Statutes 893.13, 562.111, 790.115 or other similarly related statutes. In the event of student violations, FSDB personnel and appropriate law enforcement authorities shall take the proper course of action.

Florida Statute 836.10—Written Threats to Kill, Do Bodily Injury, or Conduct a Mass Shooting or an Act of Terrorism

FSDB personnel and appropriate law enforcement authorities take the proper course of action to written and electronic threats to kill, do bodily injury or conduct a mass shooting or commit an act of terrorism as defined in this statute.

Florida Statute 1006.07(1)(m)—Student Threats or False Reports

FSDB personnel carry out referrals for students who make threats or false reports involving school property, school transportation, or school-sponsored activities for evaluation and/ or treatment, as deemed appropriate. An Individualized Education Plan (IEP) review may occur and may be followed by a continuation staffing. The continuation staffing may lead to disenrollment if the team determines that the student no longer meets eligibility criteria for continued enrollment (FSDB Board of Trustees Rule 6D-3.002 F.A.C).

Additional statutes include the following:

Florida Statute 1006.07(7)—Threat Assessment Teams

FSDB has adopted policies consistent with those developed by the Florida State Office of Safe Schools for the establishment of threat assessment teams at each school. The duties of these teams include the coordination of resources and assessment and intervention with individuals whose behavior may pose a threat to the safety of school students and staff members. Such policies include procedures for mental health service referrals pursuant to Florida Statute 1012.584(4) and procedures for behavioral threat assessments pursuant to Florida Statute 1001.212(12).

Florida Statute 1012.584—Continuing Education and Inservice Training for Youth Mental Health Awareness and Assistance

All FSDB employees are required to complete Youth Mental Health First Aid training. The Allied Health and Related Services Department is responsible for coordination of student mental health services. The identification of the need for services may also occur in Multi-Tiered System of Supports (MTSS) meetings, Individualized Education Plan (IEP) meetings, staff referrals, parent/legal guardian requests, student self-referrals and during implementation of threat assessment processes. FortifyFL reports may also result in a referral for mental health services.

Florida Statute 1001.212(12)—Statewide Behavioral Threat Assessment Instrument

FSDB has adopted and uses the Comprehensive School Threat Assessment Guidelines (CSTAG) as the statewide instrument endorsed by the Office of Safe Schools to address early student identification, evaluation, intervention and support.



Chapter 5 • Health and Nutrition Services

About the Health Care Center

FSDB has a center dedicated to student care, with qualified medical staff members on campus. FSDB also collaborates with contracted physicians and other health care providers to offer basic medical, dental and nursing services for enrolled students. The FSDB Health Care Center is not intended to replace the family or primary care physician's responsibility for the provision of health services for the student. Parents/legal guardians are strongly encouraged to provide health insurance for their child who is enrolled at FSDB.

The FSDB Health Care Center team is made up of the following full-time and contracted health care and related service professionals:

- Medical director who coordinates medical services provided by the school's physician's assistant (PA) and contracted specialty physicians.
- Nursing services that are coordinated by the administrator of the Health Care Center, and provided by registered nurses (RNs) and licensed practical nurses (LPNs).
- Contracted dental services that are provided by a dental hygienist and dentists.
- Pharmacy services that are provided by a staff pharmacist.
- Other members of the Health Care Center team which include the medical unit specialist, health support technicians, and a health information manager.
- Specialty services that include pediatric development, ophthalmology, and low vision clinics.
- Related services provided by counselors, psychologists and social workers.

During the regular academic year, there are two or more health care team members on duty 24 hours daily when students are on campus.

It is the purpose of Health Care Center staff members to promote the health and safety of students with an emphasis on maintaining optimal academic time.

- Students are encouraged to access health services at times other than academic hours whenever possible.
- Students will be seen during the academic day for unscheduled appointments if symptoms are causing the student to be unable to participate in the classroom or academic activities.
- Students are, however, encouraged to come to the Health Care Center for unscheduled assessment and treatment of illness or injury prior to 8 a.m. and after 3 p.m.

For safety purposes, students are required to have a pass to the Health Care Center signed by the appropriate academic or dormitory staff member and a pass back to the academic building or dormitory signed by a Health Care Center staff member.

General Health Care Center Policies and Procedures

Parent/Legal Guardian Notification

- Every reasonable attempt will be made to notify parents/legal guardians regarding student visits to the Health Care Center.
- Parent/legal guardian consent for treatment will be obtained annually at the beginning of each academic year.
- After a student has been evaluated by a physician or physician's assistant, the student's parents/legal guardians will be contacted.

Diagnostic Testing/Immunization Update

- The Health Care Center cannot accommodate requests for diagnostic testing and specimen collection from physicians and parents/legal guardians.
- Mandated immunization updates are the responsibility of parents/legal guardians. Immunizations should be administered by the student's primary care physician or home public health department.

Length of Stay for Transitional Care Unit (TCU)

- The Health Care Center is not a school-based clinic or a hospital. The length of stay for dormitory students is limited to 23 hours from the time of admission. If it is anticipated that a dormitory student will need health services for a period of time greater than 23 hours, the student's parents/legal guardians will be contacted to pick up their child at the Health Care Center before 23 hours have elapsed.
- The length of stay for day students is two hours from the time of admission to the Health Care Center. The parents/legal guardians of day students will be notified to pick up their child at the Health Care Center before two hours have elapsed.

Physical Examinations/Physician Visits for Acute Illness/Injury

- Well-child physical examinations for all students are to be completed by the student's primary care physician.
- Students may be seen in the Health Care Center for acute illness/injury during academic or dormitory times.
- Day students should access acute and chronic illness/injury care at their primary care physician's office. Minor complaints occurring during the school day may be treated at the Health Care Center with parent/legal guardian consent.
- Athletes may be seen by the athletic trainer if an injury occurs during school-sanctioned sporting events.

Referral of Students to Primary Care Physicians, Emergency Room or Specialists

Parents/legal guardians of students returning to school after inpatient/outpatient hospitalization, surgery or chronic illness who have experienced changes in their plan of care, medication or treatment should ensure that the Health Care Center has the following information prior to the student's return to the classroom or dormitory:

- Letter from the primary care or attending physician summarizing the reason for the absence, the results of the evaluation and the plan of care for the student. This letter should include the date the student was seen and the date the student may return to school.
- Written physician's order for prescription medications, over-the-counter medications (including vitamins), and treatments that the physician wants to be given at school.
- Prescription medications should be in the pharmacy-labeled container. Over-the-counter medications, treatment supplies and vitamins should be in original, unopened containers.
- *Authorization of Release of Medical Records* to the Health Care Center physician, signed by the parent/legal guardian.

Referral of Students to the Hospital

Parents/legal guardians of a student who has been hospitalized, had surgery or had gone to the emergency room must present the following document to the Health Care Center before the student will be allowed to return to school and ride student transportation:

- *Clearance to Return to School* form from the treating physician. The clearance must include the following:
 - Name of the attending physician;
 - Name of health care facility;
 - Reason for hospitalization, outpatient or emergency admission;
 - Treatment rendered;
 - Date and time student is to be scheduled for follow-up; and
 - Physician's order noting the name of the medication, dosage, schedule, administration route, duration of time the medication should be given and the prescribing physician's name, address, phone and fax numbers.

Medical records from the visit may be requested by Health Care Center personnel.

Medication Administration

All medications and treatment supplies sent to school to be administered by FSDB staff members must be sent to the Health Care Center for processing.

Parent/legal guardians may send the medication to the Health Care Center in the following ways:

- Medications may be given to the bus chaperone to be delivered to the Health Care Center upon arrival to campus.

- Medications may be given to the dormitory supervisor for delivery to the Health Care Center.
- Medications may be hand delivered to the Health Care Center by the parent/legal guardian.

No medication may be kept in the possession of any student without authorization from the school pediatrician.

Medications should be accompanied by a written physician's order.

Medications should be in the original container. The bottle should be properly labeled with the student's name, the name of the medication, and correct instructions for administration.

Parents/legal guardians should maintain an adequate supply of medication at home and at school in order to avoid gaps in administration due to the unavailability of medication at home or at school.

Dental Clinic

The Dental Clinic provides routine dental examinations and services to students as available within existing resources. This is not intended to replace home dental care programs which are the responsibility of parents/legal guardians.

It is the responsibility of parents/legal guardians to provide a home dental program for their child. FSDB will provide limited dental services to students which may include:

- Examinations and screenings.
- Consultations.
- Fillings.
- Fluoride treatment.
- Bonding/sealant work.
- Repair of fractured teeth.
- Under pre-approved conditions with parents, primary tooth pulpotomies, extractions and stainless steel crowns may be provided.

FSDB *will not* provide extensive dental care that includes:

- Implants.
- Bridge work.
- Orthodontic care.
- Permanent crowns.
- Permanent root canals or other nerve treatment.
- Other oral surgery treatment.
- Periodontal treatment.

Parent/Guardian Transportation

Students who become ill at school must be picked up by their parents/legal guardians if their illness prevents them from attending classes or staying in the dormitory; students who are ill will not be permitted to ride FSDB transportation with peers. If the student's parents/legal guardians are unable to pick up their ill child for any emergency reason, they must make arrangements for their child's transportation from FSDB to the assigned bus stop. The school's principal must approve this action.

Respite

Students may be sent for a respite period if their actions cause significant disruption to the academic or dormitory environment. As long as the student is not in immediate danger of physical harm, the student warrants a time to cool off as well as attention to determine the seriousness of the situation and a referral for psychological/mental health services.

Students placed in the Health Care Center respite room are under supervision by trained mental health staff members for the duration of the evening and through the night. In the morning, a psychologist assesses the student to determine if the student is ready to return to the school program. If the student is determined not to be ready to return to school, the student's parents/legal guardians will be contacted and may be required to pick up their child and have their child evaluated by an outside mental health service provider for clearance to return to FSDB.

Self-Harm

Student self-harm threats include direct or indirect self-harm talks, threats, gestures or attempts, or threats to injure themselves substantially, imminently, voluntarily and intentionally, or to take one's own life.

Self-harm attempts by students are defined as behaviors that warrant immediate clinical attention. These include students who deliberately carried out an action that involves self-injury or the act of threatening to injure themselves substantially, imminently and voluntarily. Examples include, but are not limited to, cutting a wrist to the point of bleeding, taking an overdose of medication or ingestion (swallowing) of toxic/poisonous substances, etc.

If, at any time, the student's behavior causes or risks the imminent likelihood of harm to self or to others, and an FSDB staff member is made aware of the student's self-harm attempt, a staff member will stay with the student at all times and reach out for assistance.

The student will be transported to the local hospital by rescue personnel for any required medical treatment and/or an inpatient mental health evaluation. The determination whether the student needs medical treatment shall be a decision by rescue or hospital personnel, not FSDB staff members. An FSDB staff member shall remain with the student or may need to follow the rescue vehicle in a school vehicle.

Regardless of whether the student is transported for any required medical treatment and/or inpatient mental health evaluation, the FSDB staff member shall promptly complete a Self-Harm Report and promptly provide a copy of the report to a Question, Persuade and Refer (QPR) specialist. The QPR specialist shall use the QPR process to complete a *Self-Harm Screening Checklist*.

If the self-harm threat/attempt occurs during the academic day, all forms shall be given as soon as possible to an FSDB clinical psychologist, licensed clinical social worker or a licensed mental health counselor.

If the self-harm threat/attempt occurs after the academic day or during the evening, all forms shall be given as soon as possible to an FSDB clinical psychologist or licensed clinical social worker.

If the student is not transported to a local hospital, the FSDB clinician shall: a) complete another *Self-Harm Screening Checklist*; b) administer the University of South Florida's Florida *Youth Suicide Prevention (FLYSP) Initial Contact and Assessment Form*; and c) use the clinician's best professional judgment to determine whether and what further action needs to be taken with the student under applicable state law. Self-harm protocol is that school personnel shall immediately contact the student's parents/legal guardians.

Students who become ill at school must be picked up by their parents/legal guardians if the illness prevents them from attending classes or staying in the dormitory; students will not be permitted to ride FSDB transportation with peers. If the student's parents/guardians are unable to pick up their ill child for any emergency reason, they must make arrangements for their child's transportation from the school to the assigned bus stop. The school's principal must approve this action. Once the student has been cleared to return to school, the student may resume FSDB transportation usage.

About Student Dining and Nutrition

Cafeteria Guidelines

Students are encouraged to be present for every meal in the FSDB cafeteria unless ill or excused; however, high school students may obtain special permission from their boarding program supervisor to eat in town. Certain students involved in independent living programs will not be required to eat all meals in the cafeteria. Students are required to exhibit good manners and be properly dressed and groomed in the dining rooms.

- All students are encouraged to pick up a tray and may not cut into the line.
- Students must leave their table free of trays, food or litter after completing their meal.
- Food shall not be removed from the cafeteria, except authorized "to-go" meals. The only food allowed to leave is non-perishable foods (e.g., unopened cereals and uncut fresh fruit to be consumed at a later time).
- No sale of competitive foods allowed. Students are permitted to bring their own food if desired.
- Students may eat in classrooms when food is requested by teachers/staff members for student activities and events.
- Students are permitted to bring plastic (not glass) drink containers, excluding energy drinks which are not permitted by FSDB standards.
- Any staff member on lunch duty has the authority to enforce these rules.

Wellness Policy

FSDB is committed to providing a school environment that enhances learning and the development of lifelong wellness practices. In an effort to accomplish these goals, FSDB established a Wellness Committee, which includes parents/legal guardians and staff representatives from Food Services, Physical Education, Academics, Boarding Program, Administration, as well as the Board of Trustees. The group meets regularly and discusses goals related to student health and well-being including topics such as state guidelines for nutrition education, physical activity and other school-based activities; eating environments on campus, and food safety and security. Input from other parents/legal guardians regarding the Wellness Policy is welcome. To communicate with the Wellness Committee, send an email to wellness@fsdbk12.org, or contact the director of culinary programs at 904-827-2390.

Chapter 6 • Interscholastic Athletics

About Interscholastic Athletics

Participation in interscholastic athletics at FSDB is a privilege. Each enrolled student who wishes to participate on any FSDB interscholastic team must adhere to the Athletic Code of Conduct and be determined to be eligible according to the bylaws of the [Florida High School Athletic Association \(FHSAA\)](#). If FHSAA policies change, FSDB requirements and processes will be updated accordingly.

Eligibility

Eligibility requirements for “athletic ticket” participation in the FSDB Athletic program are in line with FHSAA bylaws, as follows:

- Cumulative grade point average (GPA) of 2.0 or higher.
- Current sports physical evaluation form (FHSAA EL2) for the current academic year.
- Informed consent and parent/legal guardian release permission forms (FHSAA EL3) for the current academic year.
- Certified copy of birth certificate on file.
- International or immigrant student registration form (FHSAA EL4), if applicable.

The bulleted items above must be submitted to the Athletic Department before a student is permitted to try out for any FSDB Athletic team. Students must also meet eligibility criteria with regard to age, attendance, sportsmanship, etc. Pertinent information, including the student’s cumulative GPA, will be reflected on the student’s “athletic ticket” as explained below.

Academic Standing

Middle School GPA Calculation

For grades 6 through 8, the semester grade point average (GPA) will be calculated at the conclusion of each semester by taking the sum of quality points earned (per FHSAA bylaw 9.4.2) divided by the number of credits attempted during that semester. At the time of calculation, the student must have a GPA of 2.0 or higher to be eligible for participation in interscholastic athletics.

High School GPA Calculation

For grades 9 through 12, the cumulative GPA will be calculated at the end of the first semester, including high school level grades earned while in grades 6 through 8, and the end of the academic year (including summer school or its equivalent, if applicable) by taking the sum of all quality points earned (per FHSAA bylaw 9.4.2) divided by the number of all credits attempted since the student began taking senior high school-level courses and adjusting for forgiveness grades as per FHSAA bylaw 9.4.3.1. All such high school courses attempted at all schools attended by the student, including out-of-state and/or out-of-country schools, must be included in the cumulative GPA calculation. At the time of calculation, the student must have a GPA of 2.0 or higher to be eligible for participation in interscholastic athletics.

Students shall be eligible during the first semester of their 9th grade year provided that it is their first entry into the 9th grade and they were regularly promoted from the 8th grade the immediate preceding year.

Middle School Age Limit

Students may participate in interscholastic athletic competition at the middle school level until the age of 15 years. Students become permanently ineligible for interscholastic athletic competition at the middle school level if they reach the age of 15 prior to September 1.

High School Age Limit

Students who reach age 19 on or after July 1 of the current school year, and who have not exceeded the four-year limit of eligibility, may participate in interscholastic athletics during that school year. Students who reach age 19 prior to September 1 of the current school year, or who have completed their four years of eligibility, are not eligible to participate.

Limit of Eligibility

Students shall be eligible for no more than four consecutive academic years from the date they first enroll in the 9th grade. Four years from the date the student first enrolls in the 9th grade, the student shall become ineligible for further interscholastic athletic competition. A student who is withdrawn from school, does not attend school, repeats any grade, is declared ineligible to participate, or otherwise fails to exercise the opportunity to participate for any reason for any length of time during this four-year period shall not be granted a waiver of this rule. Original school records shall be submitted to the Commissioner in the event of conflicting information as to the date of first enrollment in the 9th grade.

A student whose four consecutive academic years of eligibility expires during the season of a sport in which the student is participating shall be permitted to continue participation in that sport through the conclusion of its season provided the student meets all other eligibility requirements as set forth in these bylaws.

A student may participate as a 6th-grade student one year only, as a 7th-grade student one year only, and as an 8th-grade student one year only.

Participation or non-participation in the 6th, 7th, and/or 8th grades shall not affect a student's eligibility after entering the 9th grade. A student shall have four consecutive years of opportunity for eligibility after the student's first enrollment in the 9th grade.

The eligibility rules of the FHSAA are designed to promote academic achievement and to encourage students to advance with their graduating class. Unless a student exerts every reasonable effort to make up credit not earned, such effort including attendance at summer school or other alternative programs, an undue hardship request seeking a waiver of the limit of eligibility, shall not be granted.

Code of Conduct for Varsity Athletics

Participation in interscholastic athletics at FSDB is a privilege. Each student-athlete who is cleared for participation in an FSDB interscholastic team must maintain a 2.0 cumulative GPA, which is established by the FHSAA. Middle school student-athletes must also maintain a 2.0 GPA for participation in interscholastic sports.

Athletic participation may also be affected by a student's behavior. Behavior that is considered to be inappropriate based on the Athletic Code of Conduct and is determined to be in violation of the rules

established by the Athletic Department and each head coach will result in disciplinary action. Disciplinary action may include:

- One-game suspension.
- Multiple game suspensions.
- Expulsion from the team for the remainder of the season.
- Expulsion from the athletic program for the remainder of the year.
- Permanent expulsion from the Athletic program.

Enforceable Standards (Rules)

- Use/possession of alcohol, tobacco and illegal drugs is not permitted and will result in immediate student-athlete removal from the team (drug use/possession, alcohol use/possession, attempted purchase of alcohol, use/possession of drugs or tobacco products, etc.).
- Other major offenses (fighting, being verbally abusive to a staff member, etc.) by student-athletes will be dealt with on an individual basis (one suspension or multiple game suspensions). A second offense will result in dismissal from the team. If dismissed, the student may not participate in a sport the following season.
- Classroom and dormitory issues resulting in student-athlete placement in the Opportunity for Improvement (OFI) Center or In-Dormitory Suspension (IDS) will be handled on an individual basis.
- If a student-athlete quits a team after the first contest of a sport, the student will not be allowed to participate in any sport for one season after quitting said team (i.e., if the student-athlete quits volleyball after the first game, the student will not be allowed to tryout or be on any winter sport team).
- If a student-athlete is dismissed from a team, the student will not be allowed to participate in any sport for one season after being dismissed from said team (i.e., if the student-athlete is removed from the volleyball team, the student will not be allowed to try out or be on any winter sport team).
- Sportsmanship is a key component of all FSDB athletic teams. All student-athletes must conduct themselves appropriately and are required to abide by the FHSAA rules at all times. Unsportsmanlike conduct may result in disciplinary action.
- The FSDB Athletic Code of Conduct applies to behavior that takes place on or off campus. These violations may take place at any time during the student's enrollment at FSDB, including the off season and summer time. The Athletic Code of Conduct is in effect 24 hours a day, seven days a week. When off campus, if behaviors or incidents are proven to violate the FSDB Athletic Code of Conduct, then consequences will follow if brought to the attention of the Athletic Director.

Additional Team Rules

- Student-athletes shall complete all schoolwork and homework on time and maintain a 2.0 or higher cumulative GPA, regardless of grade in school.
- Student-athletes who are placed in detention hall will be dealt with appropriately.

- Student-athletes who have three or more unexcused absences from practice will be dismissed from the team. If dismissed, the student may not participate in a sport the following season.
- Student-athletes shall wear appropriate clothing as determined by the head coach during school time on game day, and while traveling to and from away games.
- Head coaches may enforce additional rules at their discretion.

Athletic Ticket System

The FSDB Athletic Department establishes an “athletic ticket” system in order to ensure compliance with FHSAA policies and Florida statutes related to interscholastic competition. It is the desire of the FSDB Athletic Department to provide opportunities for students to become involved in competitive sports while maintaining an exemplary reputation for compliance with rules and regulations associated with interscholastic sports.

Students must also meet eligibility criteria with regard to age, grade point average, etc. Pertinent information, including the student’s cumulative GPA, will be reflected on the ticket. For specific eligibility information, please refer to the FHSAA Handbook.

The ticket system will be administered as follows:

- The Athletic Department Administrative Assistant collects sports physicals and consent-release forms from students and generates tickets for those student-athletes who meet the established deadline and have met all eligibility criteria.
- Individual tickets are distributed to student-athletes at registration and at select locations on the first day of school. (Students not wishing to try out for a fall sport, should wait and pick up their ticket during the winter sport distribution period.)
- Student-athletes shall present their ticket to their coach on the first day of tryouts. Athletes who do not have a ticket will not be permitted to try out.
- Coaches collect tickets from their student-athletes, circle the appropriate sport for each, initial the tickets, and give these to the Athletic Department Administrative Assistant, who will use the information to generate the sports roster on the FHSAA website. The roster will be composed only of students for whom the coach has turned in tickets. No exceptions!
- Tickets will also be distributed one week prior to tryouts for the winter and spring sports seasons.
- Coaches shall return tickets to the Athletic Department for students who try out for but are not selected for team participation.



Chapter 7 • Boarding Program

About the Boarding Program

The FSDB Boarding Program provides a home-like environment, free of charge for enrolled students. Beginning with the youngest students at age five and continuing to adult students up to age 21, the Boarding Program focuses on teaching life skills essential for successful transition to the adult world of independent living, employment, postsecondary training and community involvement.

General Boarding Program Policies and Procedures

Parent/Legal Guardian Visits

Parents/legal guardians of students are always welcome on campus. They are encouraged to plan their visits so as not to interfere with the dormitory routine. They should also check with the residential instructor on duty before entering the living quarters of their child. Respect for the privacy of other students is appreciated. Parents/legal guardians are encouraged to have their children back in the dormitory by curfew at 9:30 p.m.

Visiting Off Campus

The following is required for all students, regardless of age, wanting to be signed off campus with someone other than their parent/legal guardian:

- A written letter of permission from the student's parent/legal guardian must be received by the director of student life by 8 a.m. on the morning of the visit. The letter must contain:
 - Date the visit is to take place.
 - Name of the student.
 - Name of the person picking up the student, or bus ticket if the student is taking a non-FSDB bus. Students may not be signed out at any time by other students or recent FSDB graduates.
 - Contact telephone numbers for the parent/legal guardian.
- A written letter of invitation from the person who will be picking up the student is required for all Friday or homegoing day visits.

Written letters of permission and FAX transmissions are acceptable as written permission. Text and email permission are acceptable if they include a contact number to verify the permission.

- Deaf Department FAX—904-827-2604
- Blind Department/Apartments FAX—904-827-2717

Permission for multiple, open-ended visits will not be accepted. Each visit, on different dates, must have permission specific for the dates the visit will occur.

Students must be signed out from the school office prior to 2:05 PM on any homegoing day. If they are not signed out, they must ride their homegoing bus.



Students may not be signed out at any time by other students or recent FSDB graduates.

Overnight visiting privileges are not permitted between students and staff members without special permission from the FSDB president.

Requests for exceptions to any of these policies must be submitted in writing to the appropriate director of student life and the assistant principal.

The president, principals, and directors of student life reserve the right to deny the permission based on known circumstances and credible information. If permission is granted, FSDB will not accept responsibility for such visits but will see that the arrangements made by parents/legal guardians are carried out.

Off-Campus Guests

All visitors must register with the FSDB Campus Police upon arrival to campus.

- Visitors, other than parents/legal guardians and FSDB staff members, may visit in the dormitory areas between the hours of 3:30 p.m. to 5 p.m. Monday through Thursday after checking in with Campus Police and with permission from the dormitory supervisor on duty.
- Off-campus visitors may visit with students in the lobbies of their dormitories and in other designated areas of the campus with permission from the residential instructor. Visitors are not permitted in sleeping areas.

Sign-Out Register

High school students are to sign the daily sign-out register when leaving the dormitory for any reason other than attending classes, meals or to be in the immediate area of the dormitory.

- Students must give the correct and complete information required on the registers. Failure to do so will result in disciplinary action.
- Students shall not sign other students out of the dormitory at any time.

Off-Campus Privileges

Students may be allowed to walk off campus depending on their current dormitory rules. While off campus, students must remain within the boundaries established by their dormitory supervisor.

- Visually impaired students must have the appropriate mobility pass for the area to be traveled.
- Boarding students are not to ride in cars or other vehicles with persons other than their parents/legal guardians or staff members unless written permission is granted by the director of student life.
- Students may use public transportation or taxis at their own expense with approval from the director of student life. Visually impaired students must have an appropriate mobility pass.
- Students are not permitted to drive staff members' cars.
- Students in violation of the above rules will be disciplined according to the Student Code of Conduct.

Curfews

Off Campus—Throughout the school year, high school students must return to their respective dormitories by 9:30 p.m. or dark, whichever occurs first.

Travel boundaries during standard time:

- South as far as Hope St. and west to Ponce de Leon Blvd. (US 1) but not across US 1.
- North as far as State Rd. 16 on San Marco Ave.

Limited travel routes:

- San Marco Ave.
- East Side of Ponce de Leon Blvd. (US 1)
- Hope St.
- San Carlos St.
- Dismukes St.
- Level 4 students may go to Walgreens on US 1, following the approved route.

Travel routes may be modified based on construction, if any, in the areas listed above.

On Campus—Elementary, middle and high school students and independent living students must return to their dormitory by 9:30 p.m.

- During the time between dark and on-campus curfew times listed above, students must remain in close proximity to their assigned dormitories. Such proximity information shall be put in writing and posted on each dormitory bulletin board.
- Elementary and middle school students may be signed out only by an adult with parent/legal guardian permission.

Return to Dormitory

Parents/legal guardians or any person returning students to campus must report to the respective dormitory no later than 9:30 p.m. and sign in the student.

Students who arrive on campus after 9:30 p.m. must report to FSDB Campus Police to be escorted to their dormitory.

Bedtime

Each dormitory shall establish its own rules for bedtime, but the typical schedule requires bedtime:

- Elementary school—9 p.m.
- Middle and high school—10–11 p.m.

Bicycles and Skateboards

Apartment students, high school seniors and students in the honors dormitory may bring a bicycle to ride on campus. Students may be allowed to ride their bicycles on campus only after attending a bike safety class. Special permission from the director of student life is required to ride bicycles off campus.

- Students are not permitted to loan their bicycles to other students. (Bicycles cannot be stored inside dormitories, nor will FSDB be responsible for lost, stolen or damaged bicycles.)
- A protective helmet must be properly worn when riding a bicycle.
- A protective helmet and equipment must be properly worn when riding a skateboard.
- Students must ride bicycles and skateboards safely and responsibly, with caution around pedestrians and vehicles. Privileges may be revoked for behavior that potentially affects the safety of the rider and others.
- Bicycles and skateboards cannot be transported on FSDB or charter buses. Such articles must be transported by the parents/legal guardians or shipped to and from the school.

Extracurricular Activities for Boarding Students

Students attending extracurricular activities must sign in and out using the dormitory register.

Any student who wants to attend an off-campus, non-school activity, other than church, must receive advance permission from the director of student life.

Anyone making arrangements for students to attend off-campus games or activities must inform the director of student life.

Elementary and middle school students attending off-campus activities must be accompanied by an approved chaperone.

Extracurricular Activities for Day Students

Day students in the middle and high schools are welcome to participate in afternoon activities. They must obey all rules and regulations as written for boarding students when they are on campus or under the jurisdiction of the school. Whenever the situation deems it necessary, parents/legal guardians must accompany the student to events to maintain staffing ratios.

Day students will be “assigned” a dormitory based on grade and class of the student.

FSDB strongly believes that day students should be offered the opportunity to participate in various athletic and recreational activities available to boarding students. At the same time, the school is faced with challenges due to the need to maintain appropriate student-to-staff supervision ratios. In those cases where ratio is a concern, parents/legal guardians must accompany and supervise their child. However, FSDB is committed to making these activities available to local middle and high school students within the guidelines listed below:

- The recreation director will provide monthly recreation schedules for each department. Assistant principals will give the recreation schedule along with a recreation participation checklist for day students to take home (high school students will pick these up at their academic office).

This checklist must be completed and signed by the parent/legal guardian and returned to the department's director of student life by the given deadline, indicating which of the activities their child will be attending.

- If there is a ratio concern, parents/legal guardians will be required to accompany their child to the activity. (Friends or other family members are not permitted to bring or supervise the student during these activities.) Note: There might be times when the dormitories would still be within ratio with the addition of day students. If so, the boarding program supervisor has the option not to require parents/legal guardians to stay with the student.
- Day students may visit their friends in the dormitory. Visits must be approved by the boarding program supervisor and limited to two hours unless a special activity is planned. The visiting student must follow the dormitory rules.
- Visitors to the dormitory must leave by 8 p.m. unless a special activity has been planned beyond that time.
- Parents/legal guardians may bring other FSDB students with the consent of their parents/legal guardians. Parents/legal guardians bringing these other students will be required to supervise them, if the boarding area is out of ratio.
- Parents/legal guardians and students will be requested to leave campus if the student's presence creates an unacceptable situation (i.e., student behavior warrants such action in the judgment of FSDB staff members).

Special events requiring transportation will be made available to day students pending availability of tickets and space. If ratios are exceeded, parents/legal guardians will be required to accompany their child during the event. Parents/legal guardians and other family members are not permitted to ride on school transportation.

Day students must leave campus at the end of the school day, unless prior arrangements have been made.

Day students transported by their parents/legal guardians should not arrive prior to 7:30 a.m. Day students transported by FSDB will go to their designated waiting area.

Day students attending athletic practice should be picked up at the end of the session unless other arrangements have been made. Students attending athletic events must be under the supervision of their parents/legal guardians.

Day students attending religious education classes with parent/legal guardian permission are under the supervision of religious education personnel. Transportation for religious education activities is the responsibility of parents/legal guardians and religious education personnel.

Day students may drive motor vehicles or ride in cars to FSDB with written permission from their parents/legal guardians and approval of the school principal. Cars must be parked at the Moore Hall parking lot or the apartment parking lot reserved for day and boarding students. Pleasure riding on campus is prohibited. Boarding students are not permitted to ride on/in motor vehicles with day students.

Day students must adhere to the FSDB policy of no tobacco products used on campus.

Day students will be served by the Health Care Center according to established procedures.

Dating/Social

Students may take dates from within FSDB to parties or dances on campus.

Students are allowed to date within their age range and department level.

If groups of four or more students want to date off campus during daylight hours, they must get permission from their boarding program supervisor.

Off-campus guests (friends) may come to campus for social events (dances, parties, etc.). The boarding program supervisor or principal must give prior approval.

Smoking/Tobacco Regulations

Use of tobacco by staff members and visitors, in any form is restricted to specific, designated areas.

Students, regardless of age, are not permitted to possess tobacco or nicotine-based products while on the FSDB campus. Violations of this policy will be handled in accordance with the Student Code of Conduct and statutory mandates, which are subject to change.

School rules forbid students to smoke, vape or chew products containing tobacco or nicotine by noting the following:

- No FSDB student, regardless of age, may possess or smoke, vape or chew tobacco or nicotine-based products while on the FSDB campus. This offense is reportable to the Florida Department of Education as part of the School Environmental Safety Incident Reporting (SESIR) requirements.
- Florida Statutes Chapter 569.11 states that it is unlawful for any person under age to knowingly possess any tobacco product. Any person under 18 years of age who violates the provisions of this subsection commits a non-criminal violation as provided in Florida Statute 775.08(3) and is punishable in accordance with the statute.
- It is unlawful to sell, deliver, barter, furnish or give directly or indirectly, to any person who is under 18 years of age, any cigarette or other tobacco product or cigarette wrapper. As used in this section, the word "cigarette" includes a clove cigarette or tobacco substitute, Florida Statute Chapter 859.

Motor Vehicles and Parking

Boarding students and day students must obtain annual approval to have their vehicles on campus.

Parents/legal guardians or adult students must complete and sign the *Student Driver Registration Form*.

All students must submit the completed form to the principal for approval. If a student driver reaches 15 or more unexcused absences in a 90 day period, their attendance will be reported to the Florida Department of Highway Safety and Motor Vehicles (FLHSMV) and their license shall be suspended. Once permission approval is granted, the following rules will apply:

- Only students with operator driver's licenses will be permitted to have motor vehicles on campus.
- If a student is chronically late, permission may be revoked.
- The motor vehicles of boarding students will be treated as transportation to and from school on weekends, holidays or special homegoings per director of student life approval. Regardless of age, students are not permitted to drive except to and from school. The motor vehicles of day students will be used only for transportation to and from school and special school activities.

Under special circumstances, certain students may be permitted to drive their motor vehicles to and from off-campus classes with prior written permission from the principal and with written parent/legal guardian consent.

- Boarding students are encouraged to return to the campus no later than 9:30 p.m. on the return day of a student homegoing or return to school at 8 a.m. Day students are to depart the campus immediately after school or their special school activities.
- All student vehicles must be parked in the designated lots at Moore Hall and the Apartments. Student vehicles parked in other areas on campus will be towed at the owner's expense. Students who are caught parking improperly will have their vehicle privileges revoked and they may or may not be renewed.
- Boarding students must turn in their keys to the dormitory program supervisor. Vehicle keys will be reissued to the student before the student leaves the campus for the weekend or a holiday.
- Only students who have written permission on file at FSDB from their parents/legal guardians and permission from the parents/legal guardians of the student driver are permitted to ride in vehicles. This permission must state the specific date of travel. Email or phone permissions will not be accepted.
- FSDB is not responsible for any damage to a student's vehicle while it is on campus.
- Permission to have a vehicle on campus is good for one academic year only. This permission must be requested each year, if so desired. Boarding students' permission is granted by the director of student life, and day students are granted permission by the principal.
- Students need to inform the director of student life by Wednesday of any given week of the academic year if they plan to drive their vehicle or ride the school bus home. The director must have this information available to assist and coordinate efforts with the Transportation Department.
- Students driving on campus in a reckless and disorderly manner and/or violate FSDB motor vehicle rules, may have their motor vehicle privileges revoked. Once revoked, they may or may not be renewed.

Personal Property

Children too young to assume responsibility for personal items such as cell phones, cameras, watches, electronic games, tablets, jewelry, etc. should not bring those items to FSDB. While the school will make every effort to help students take care of personal items, the school cannot assume any responsibility for damaged, lost or stolen items. Personal valuables must be stowed in the student's locker and secured with a combination lock while the student is away from the area.

- All personal items, including clothing, must be clearly marked with the owner's name. Students shall not loan, sell or give away their personal items.
- Personal items for the purpose of decorating individual rooms must be fire retardant. A letter of verification should accompany the item.
- Use of personal hearing aids/cochlear implants by children in the elementary schools should be supervised by residential instructors during after-school hours. FSDB is not responsible for loss or damage of hearing aids/cochlear implants.

- The classrooms in the Deaf Elementary School are furnished with sound field systems. Middle and high school students who are deaf/hard of hearing are encouraged to bring and use their own hearing aids/cochlear implants, as appropriate.
- Glasses and cases must be marked with the student's name.
- Students' personal televisions and gaming devices are permitted only under special circumstances and must be approved by the director of student life. Use of video cameras are not permitted in the dormitories, except with special permission from the dormitory program supervisor.

School Property

Lost or damaged FSDB property, including school-owned equipment and loaner hearing aids, may be required to be paid for from the Student Bank account of the student and/or the student's parents/legal guardians.

Packages

No C.O.D. (cash on delivery) packages will be accepted for students. Students should never order things to be sent to FSDB such as magazines, records or other items unless approved by the director of student life. All packages sent to students should be addressed properly. The address should include the student's name, the dormitory name, and the school's address.

Student Bank

All students have a Student Bank account at FSDB (primarily for spending money). Parents/legal guardians are responsible for underwriting student costs for the following:

- Spending money.
- Medical and dental bills for health-related services, hospitalization and all prescribed medications.
- Transportation to and from FSDB except for travel related to school holidays, weekends, and the opening and closing of school. Such transportation includes taxi service to and from the downtown bus station as well as transportation home for student illness or disciplinary reasons.
- Damage to school property.
- Exam fees, instructional materials and supplies.
- Class and club dues, yearbook and expenses for graduation when applicable.

The student's name and information regarding the purpose of money sent must be included with the check or money order made payable to FSDB. **Important Note:** Do not send cash. Funds should be sent to: Florida School for the Deaf and the Blind, Attention: Student Bank, 207 San Marco Avenue, St. Augustine, FL 32084-2799. The school is not responsible for any money sent directly to students for their immediate use. Parents/legal guardians should notify the Student Bank if they wish to limit the amount of their child's weekly allowance.

FSDB recommends that students not lend money to any student or staff member. Students should not borrow money from other students or staff members. Once a week, students may withdraw spending money from their accounts.

Students are not permitted to carry or have in their possession more spending money than is recommended for their weekly allowance. The only exception to this would be additional money needed for special activities.

Spending money for elementary and middle school students may only be obtained from a student's Student Bank account, if the check for withdrawal of such monies is countersigned by the director of student life, boarding program supervisor or activity coordinators.

Academic staff may also submit a request directly to the Student Bank on a student's behalf, for money in a Student Bank account, which is restricted for class expenses and emergencies. These are also authorized by the assistant principal.

Student Bank hours for all departments: 3:30 pm–4:15 p.m.

It is the responsibility of FSDB to advise the proper authorities of any person who willfully and wrongly uses funds paid by a governmental agency for the support of a child. Such funds are to be used for a proper home, food, clothing and the necessities of life, which if not provided, may result in undue hardship for the child.

All students in grades K-8 must withdraw funds from their Student Bank account through their boarding program supervisor.

All students in grades 9-12, in the Deaf and the Blind Departments may deposit or withdraw funds directly from the Student Bank with permission from appropriate staff members.

Religious Services

FSDB does not provide religious education and is not responsible for the students during religious activities. Students must have written permission from parents/legal guardians to attend off-campus services/classes and off-campus activities.

- Students with written permission from their parents/legal guardians may attend church activities in town as indicated on their religious information slips. Transportation to and from the activity must be arranged by the parent/legal guardian or the religious organization.
- Students must sign-out and sign-in on the dormitory register when attending religious activities off campus.
- Students may not go anywhere else when they have signed out to go to religious activities.
- Consistent with participation in other extracurricular activities, students with severe disciplinary problems or emotional turmoil may not attend a specific activity.
- Parents/legal guardians or adult students are allowed to attend only one religious organization. Changes to this selection can only be made during the first two weeks of a semester.





Chapter 8 • Transportation Program

Transportation Program (Day and Weekend Operations)—1-800-992-8747

Transportation Dispatch Office (Daily Yellow Bus Operations)—904-827-2822 (Morning) / 904-827-2434 (Afternoon)

Transportation Student Home on Weekend (SHOW) Program—904-827-2992

Transportation Supervisors—904-827-2445 / 904-827-2431

Transportation Director—904-827-2433

About the Transportation Program

All enrolled students are provided bus transportation, regardless of status.

FSDB school buses provide transportation service each school day for students residing in St. Johns, Flagler, Clay, Duval and Putnam counties. Contact the FSDB Transportation Department for this service—904-827-2434.

Bus Stop Information

- Bus stops are established for each area in which students reside and are as conveniently located as possible. Door-to-door bus stop service is not provided. Bus stops are assigned based on the student's legal address in Skyward.
- Bus routes are subject to time and/or bus changes as students move in and out of an area. Parents/legal guardians will be notified of all bus changes and will be provided a copy of the academic calendar, as they occur.
- Students must only board/depart the bus at their assigned stops. Students will be transported to the bus stop nearest their legal residence and must ride only in their assigned buses and get off/on at their assigned bus stop.
- Students and parents/legal guardians should be at their assigned stop at least 10 minutes before the scheduled arrival and departure time; the scheduled stop time is the time the bus must leave the stop. Buses cannot wait or return to stops if a student is late. Buses can stop only at assigned route locations. If parents/legal guardians are not at the stop to pick up their student, the student will be returned to FSDB and parents/legal guardians will be required to come to campus to collect their child.
- Parents/legal guardians are responsible for accompanying children under 18 years of age until the bus arrives at the stop and the student boards the bus. Staff may request identification from parents/legal guardians if they are unknown to them.
- If students miss the bus at their assigned stop, it is their parent/legal guardian's responsibility to bring their child to FSDB. For the safety of all students, we cannot allow students to board/exit the bus at a bus stop that is different from their assigned bus stop.

- Students are to follow the instructions of the bus driver and bus chaperone at bus stops and while being transported.
- Only FSDB students and staff are permitted to board the bus; parents/legal guardians are not permitted on the bus.

Standards of Conduct for Transported Students

- Students must follow the directions of the chaperone and driver for student safety.
- Students must be absolutely quiet while the bus is approaching and proceeding across any railroad crossing.
- Students shall not use or possess drugs, alcohol or weapons on the bus. Should this occur, legal charges may be filed against the student as well as appropriate administrative action. Possession of tobacco/vaping products by underage students is prohibited.
- Per the Student Use of Personal Electronic Devices policy, these devices are to be used only by the student with given permissions and are not to be loaned to anyone else. Students are prohibited from taking pictures of, or audio/video record people while on the bus. FSDB is not liable for any device stolen or broken while on campus or on the bus. Students must not use offensive signs, language or gestures.
- Students must not use offensive signs, language or gestures.
- Students shall not fight, push, bite, kick, pinch, pull hair, spit, throw objects, or create any disturbance that adversely affects the safety or well-being of others.
- Students will not be permitted to open windows or luggage bays on buses at any time.
- Students shall not throw any items out the windows or doors of a school/charter bus. THIS OFFENSE IS A FELONY UNDER STATE LAW. (Motor Vehicles Chapter 316.2044 Removal of Injurious Substances and Chapter 316.9045 Obstruction of Public Streets, Highways and Roads F.S.).
- Both the parents/legal guardians and the student will be held responsible for all vandalism inflicted by the student to the bus. Restitution for damages will be required and legal action may be initiated.
- Students may not use emergency exits except in an emergency.
- Students transported by school/charter buses are subject to the Code of Student Conduct as stated in Chapter 4.
- FSDB buses are extensions of classrooms and dormitories; therefore, students are expected to maintain safe, positive behavior while being transported. The appropriate school principal, director of student life, or their designees administer any disciplinary action involving student incidents on buses.

Safe Stop Parents

It is the responsibility of all parents/legal guardians to meet their child's bus at the time of scheduled arrival. Failure to do so results in delay and hardship for parents/legal guardians waiting on the remainder of the route. It is the policy of FSDB that students may be placed with the local authorities if parents/legal guardians fail to meet the bus or contact the school regarding an emergency that will delay their arrival.

In an emergency situation, FSDB will arrange for Safe Stop Parents (parents/legal guardians of currently enrolled FSDB students) who will temporarily stand by with the student and do the following:

- Stay at the bus stop until the bus leaves or until all students are picked up by parents/legal guardians or placed with local authorities.
- Require identification prior to releasing a student to parents/legal guardians or another adult.

Other Transportation Information

Students will be transported to the stop closest to their legal residence. If parents/legal guardians do not reside at the same location due to legal separation, divorce, etc., the student will be transported to the stop closest to the custodial parent/legal guardian. Any request for exception must be directed in writing to the executive director of transportation, with proper documentation of court orders. Also, a list of dates must be furnished if the child must comply with joint custody arrangements. The custody/visitation schedule must be signed by both parents/legal guardians and provided to the school registrar. Any changes to this schedule must be made with at least two weeks' advance notice.

If the student's parents/legal guardians do not reside at the same location and are not legally married, separated, divorced, etc., the student will only be transported to one location. The student's parents/legal guardians must provide the bus stop information at the beginning of the academic year. A visitation schedule does not apply unless it is accompanied by a court order.

Students who are 18 years of age or older and have not been declared incompetent (where parents/legal guardians have guardianship) are legal adults, and therefore would have a single primary legal residence — just as other adults do, including their parents/legal guardians. FSDB will pick up and drop off the adult student to the bus stop serving the primary residence when there is no question of legal custody.

Students may not change bus stops to visit relatives who live in a different geographic area or stay with friends from school for the weekend.

Day Student Transportation Program

Main Telephone Number for Day Buses—904-827-2434

- Parents/legal guardians are responsible for meeting students under 18 years of age at designated bus stops, at the scheduled pick-up time in the afternoons. Students who are not met at bus stops will be returned to the FSDB campus, and the appropriate school principal and social worker will be notified. It is the parent/legal guardian's responsibility to pick up the student from school in this situation.
- Students will be released at bus stops only to parents/legal guardians or designated persons authorized on the *Student Release Form* in writing by parents/legal guardians. All students who do not have permission to be unaccompanied from the bus stop to home, are to be met at the door of the bus.
- Students are required to remain in their seats and use seat belts on buses or other school vehicles.
- Pre-kindergarten students weighing 40 pounds or less will be transported in approved car seats on FSDB school buses.
- Students with soiled pants will not be transported on FSDB school buses or vans.

- Day students absent from day buses for 10 consecutive school days will be removed from the student day route. Notification to resume service must be made to the transportation supervisor; 24 hours' notice is required.
- Food, drinks and chewing gum are not permitted in FSDB day school buses.

SHOW Transportation Program

Main Telephone Number for Weekend Bus Routes—1-800-992-8747 or 904-827-2922

- Only students in the Boarding Program will be transported by the Student Home on Weekend (SHOW) buses. Any request for exception must be directed in writing to the transportation director.
- Parents/legal guardians who make arrangements to pick up their child from school on Friday, must arrive by 1:45 p.m. Students not picked up by 2 p.m. will be put on their regular scheduled bus. Buses will depart by 2:30 pm.
- All students will be picked-up for the return trip to arrive at FSDB by 6 p.m.

Luggage

The luggage guidelines below apply to both daily (yellow) and weekend (SHOW) bus operations:

- Students are allowed no more than two pieces of luggage. These bags are to be provided by the parents/legal guardians and are to be used for transporting personal clothing and laundry (these must weigh less than 40 pounds). Important Note: FSDB is not responsible for damaged luggage.
- Luggage bags should be tagged on the outside with the student's name, dormitory name, bus number and destination. (Note: In order to facilitate the identification of a student's luggage, it would be advisable to write the student's name on the clothing tags, should the luggage tag fall off.) Please use the student's last name and first name initial.
- A small book bag, portable stereo or backpack may be transported with the luggage. All loose objects must be stored with the luggage and may not be carried on the bus.
- Bicycles, skateboards, large stereos, televisions, musical instruments (unless they are in a hard case designed to transport the instrument), trunks or large objects that are over the dimensions of two feet by two feet (2' x 2' x 2') are not permitted on the bus. Such articles must be transported by the parents/legal guardians or shipped to and from FSDB. Items must be packed carefully. FSDB will not be responsible for any broken or damaged contents.
- Students are not allowed to bring reptiles, insects or animals (dead or alive) on the bus.
- No luggage or other items including medication will be transported on the bus unless the student owning the luggage or other items is riding the bus.

Food on Buses—SHOW Transportation Program Only

- The Food Services Department will arrange for food for students on homegoing trips who arrive at their bus stop after 6 p.m.
- Students are allowed to bring food and/or drinks onto their bus for consumption. Drinks permitted are those with resealable tops.

- Aluminum can or glass beverage containers are not permitted. Students not obeying these regulations may have their privileges revoked.
- Snacks will be supplied on the return trip to school.
- All buses carry water for emergency use.
- For safety reasons, students will not be allowed to leave the bus to purchase food.
- Chewing gum is not permitted on buses.

Supervision of Students

- Chaperones will supervise students during weekend trips and while boarding/departing the bus.
- Students must follow the directions of the chaperone and driver for student safety at all times.
- Chaperones will not accept money or valuables to hold for students.
- Students are responsible for removing all items from the bus with the exception of items placed in the luggage bays.



Appendix

Below is a summary of modifications, if any, to the FSDB Parent-Student Handbook 2021-22 after July 2021..





Florida School for the Deaf & the Blind

Do More. Be More. Achieve More.

Acknowledgment Form

Students, parents/legal guardians, teachers, specialists, administrators and staff members all have important roles at FSDB. It is essential that we all abide by the same principles, when working as a team, to ensure positive relationships and attainment of our common goals. Like laws, rules apply to everyone, and they work when everyone knows and understands what these rules are.

The **FSDB Parent-Student Handbook 2021-22** lists the rules for students enrolled at FSDB. The rules apply to all activities occurring on school grounds, on other sites used for school activities, and on any vehicles authorized to transport students.

Parents/legal guardians have the responsibility to provide FSDB with the most up-to-date emergency contact names and telephone numbers. They also have the responsibility to notify the school of anything that may affect their child’s ability to learn, to attend school regularly, or to take part in school activities.

Signed forms are part of every student’s record. Your signatures below indicate that you have received the FSDB Parent-Student Handbook 2021-22, and that you understand it is your responsibility to review the handbook and understand the parent-student rights and responsibilities in it.

This form must be signed by both the student and a parent/legal guardian and returned to your child’s assistant principal no more than two weeks after receipt of the handbook.

Student Name (print)

Student Name (signature)

Date

Parent/Legal Guardian Name (print)

Parent/Legal Guardian Name (signature)

Date

Record Series: GS1-186 Directives/Policies/Procedures, Rev. 07/2021



Florida School for the Deaf and the Blind

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