

# STUDENT HANDBOOK

2023 – 2024



FLORIDA EDITION

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## Our Core Values

Every student, teacher and staff member at IDEA Public Schools uses the core values to guide our actions and decisions:

### WE ACT WITH INTEGRITY

We put the best interests of the IDEA Team & Family—and most importantly our students—at the forefront of all our decisions and actions, taking personal responsibility to model the honest and ethical behavior we want our students and each other to demonstrate every day.



### WE ACHIEVE ACADEMIC EXCELLENCE

We believe ensuring college success for 100% of our students is the best way to help them succeed in life and in seeing obstacles they face as opportunities for learning and growth. Every member of the IDEA Team & Family works together to ensure each student on every campus and in every classroom receives a high-quality education.



### WE DELIVER RESULTS

We set ambitious goals, hold ourselves and each other accountable for achieving results, and believe that our students will succeed to and through college. Our results show what's possible when the adults in the system get it right and represent the collective effort and focus of the entire IDEA Team & Family.





## WE ENSURE EQUITY

We set high expectations and share compassion and empathy for every member of the IDEA Team & Family. We differentiate our support and resources, proactively address racism and discrimination, and advocate alongside our students and staff to empower them with the opportunities to succeed and ensure the respect they deserve.



## WE BUILD TEAM & FAMILY

We foster a sense of belonging and inclusivity by treating every member of the IDEA Team & Family—our students, staff, families, and community—with compassion, respect, and humility. We maximize our individual best efforts through collaboration and support of each other in the focused pursuit of our collective mission.



**WE BRING JOY**

We create a positive, uplifting, and joyful environment for every member of the IDEA Team & Family, every single day. We operate with a sense of optimism, and our traditions celebrate learning, growth, and the accomplishments of our students, staff, and community.

**WE SWEAT THE SMALL STUFF**

We embrace that achieving excellence lies in paying attention to and carrying out the details—the 'small stuff'—that go into effective execution and positive implementation. Every step of the way, the IDEA Team & Family prioritizes actions contributing to our mission of College for All.



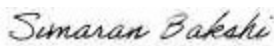
Dear IDEA Florida Students & Families,

Welcome to the 2023-2024 school year! We look forward to working with you to help your child be a successful college-bound student. At IDEA Public Schools (IDEA), we strive to provide a safe learning environment for all children. We have high expectations of ourselves and want to ensure all our students have a fulfilling and successful experience at IDEA. Consequently, we expect students and their families to take an active role by reading and following the Student & Family Handbook requirements.

This handbook provides an overview of our school goals, services, and rules. It is an essential reference book describing what we expect from our students and legal guardians, what you can expect from us, and how we will achieve our educational mission. Please note that “legal guardian” is used to refer to the parent or any other individual who has legally assumed school-related responsibility for a student. The handbook includes general information regarding school policies and procedures, important health and safety information, information about academics and grading, information regarding legal guardian rights, and important notices regarding student information, computer resources, and electronic communication devices.

The handbook also includes the Student Code of Conduct. The Code of Conduct is required by state law and is intended to promote school safety and an atmosphere for learning. Both students and legal guardians must be familiar with the Student Code of Conduct. The Student Code of Conduct is also available in the principal’s office at each school and is posted on IDEA’s website. This handbook is designed to be in harmony with IDEA Florida Board Policy. Please be aware that the handbook and Student Code of Conduct may be amended or revised throughout the year. Changes in policy and procedure will be made available to legal guardians and students online, through newsletters, or through other communications. In case of conflict between Board Policy and any provision of this Handbook, the provision that was most recently adopted by the Board of Directors will be followed.

Finally, you must complete and return the last page of the handbook – “Acknowledgment and Approval of Student Handbook” – to the school office at your campus. Questions about the material in this handbook can be directed to your principal. On behalf of the entire IDEA Public Schools’ staff and community, best wishes for a great 2023-2024 school year!



Simaran Bakshi  
Executive Director  
IDEA Jacksonville



James Hartman  
Executive Director  
IDEA Tampa

## ABOUT IDEA PUBLIC SCHOOLS

### Mission

IDEA Public Schools, operating in Florida through IDEA Florida Inc., prepares students from underserved communities for success in college and citizenship.

### Vision

To serve as the nation's leader in preparing students for success in college and beyond.

### History

From the very beginning, IDEA Public Schools has focused on raising the achievement levels and expectations of students who are underserved so they have an opportunity to attend and succeed in college.

Initially serving only 75 students in fourth and fifth grade in Donna, Texas, the IDEA program, which focused on hard work and commitment to excellence, was immediately successful. This led the Texas Education Agency to grant a charter in the spring of 2000 to the IDEA Academy to help establish the program as an independent, state-sponsored public school. The IDEA Academy has since grown into the IDEA Public Schools system, which operates primary and secondary campuses in multiple locations in Texas including the Rio Grande Valley, El Paso, San Antonio, Austin, Tarrant County, the Permian Basin, as well as sites in Southern Louisiana, Tampa Bay, Jacksonville, and Cincinnati.

### Statement of Nondiscrimination

IDEA Florida Inc. ("IDEA" or "IPS") does not discriminate on the basis of race, religion, color, national origin, sex or gender, disability, or age in providing educational services, activities, and programs, including vocational and career technology programs. IDEA Public Schools complies with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972 ("Title IX"); Title II of the Americans with Disabilities Act of 1990 ("ADA"), as amended, which incorporates and expands upon the requirements of

Section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975, as amended; and any other legally protected classification or status.

As required by Title IX, IDEA Public Schools does not (and is required not to) discriminate on the basis of sex in its educational programs or activities. This non-discrimination requirement applies to admission to and employment with IDEA Public Schools. Inquiries into issues related to Title IX may be referred to IDEA's Title IX Coordinator (identified below), to the Assistant Secretary for Civil Rights of the Department of Education, or both.

Any questions or concerns about IDEA's compliance with these federal programs should be brought to the attention of the following persons designated as being responsible for coordinating compliance with these requirements: The Title IX Coordinator, for concerns regarding discrimination on the basis of sex/gender (including sexual harassment), is Jenessa Smith, Title IX Coordinator, 2115 W. Pike Blvd., Weslaco, Texas 78596, (956) 377-8000, [jenessa.smith@ideapublicschools.org](mailto:jenessa.smith@ideapublicschools.org).

The ADA/Section 504 Coordinator, for concerns regarding discrimination on the basis of disability, is Tricia Lopez, Vice President of Special Programs, 2115 W. Pike Blvd, Weslaco, Texas 78596, (956) 377-8000, [Tricia.lopez@ideapublicschools.org](mailto:Tricia.lopez@ideapublicschools.org).

All other concerns regarding discrimination: Ricardo Guerra, Director of Human Resources Special Projects Human Resources, 2115 W. Pike Blvd., Weslaco, Texas 78596, (956) 377-8000, [ricardo.guerra@ideapublicschools.org](mailto:ricardo.guerra@ideapublicschools.org).

### Homeless Liaison

Homeless children and youth are ensured specific educational rights and protections under the McKinney Vento Homeless Education Assistance Act of 2001. “Children and youth who are homeless,” as defined by this federal law, means and includes children who:

- Are abandoned in hospitals or are awaiting foster care placement.
- Are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations.
- Are living in emergency or transitional shelters.
- Are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative accommodations.
- Are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason.
- Have a primary nighttime residence that is a public or private place not designed as a regular sleeping accommodation for human beings.
- Lack a fixed, regular, and adequate nighttime residence.

Children who are homeless will be provided flexibility regarding certain policies and procedures, including proof of residency requirements; immunization requirements; educational program placement; award of credit; graduation requirements; continuing enrollment in the “school of origin” or enrollment in a new school in the attendance area where the student is currently residing; and other related matters.

You are encouraged to inform IDEA if you or your child are experiencing homelessness. School staff can share resources with you that may be able to assist you and your family.

For more information on services for homeless students, please contact your school’s counselor or social worker. You may also contact Karla Tobias, Student Empowerment Team Project Manager, at (956) 2728710.

### Teacher Qualification and Background Screening

All teachers hired by IDEA undergo a Level II (state and federal) background check and are checked against Florida’s disqualification list ([link to policy](#)). All teachers employed by IDEA must have a college degree and meet all legal requirements related to licensure. All teachers must either have a current educator certificate, be working towards an educator certificate, or receive a waiver from the certification requirement.

### Special Programs

#### **English for Speakers of Other Languages (ESOL) Services**

IDEA offers English for Speakers of Other Languages (ESOL) services for English language learners who have limited English proficiency. The program is designed to assist students with development in language – listening, speaking, reading, and writing. The goal of the program is to provide additional English language assistance to students, enabling them to become academically successful in all classes. The English for Speakers of Other Languages (ESOL) Program provides English language development instruction for English Learners (ELs) in kindergarten through Grade 12. The ESOL program provides language services to students via the inclusion English and Inclusion Core Subjects models. Students are assessed with the WIDA Screener to qualify for placement in the program. If the test results indicate either limited oral or limited academic English ability, the student (with parent approval) is provided additional English language support.

#### **Providing Assistance to Students Who Have Learning Difficulties or Who Need Special Education Services**

If a student is experiencing learning difficulties, the parent may contact the Regional Director of Special Programs to learn about IDEA’s overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for a special education evaluation.

Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other academic or behavior support services that are available to all students, including a process based on Response to Intervention (“RtI”).

Parents are entitled to request an evaluation for Exceptional Student Education services by presenting a written request to the principal. IDEA must, within 30 days of receiving the request, either (1) give the parent an opportunity to give written consent for the evaluation or (2) refuse to provide the evaluation and provide the parent with written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parents of their rights if they disagree with IDEA. Additionally, the parent will receive a copy of the *Rights of Parents of Students with Disabilities*. If consent for evaluation is obtained, IDEA must complete the evaluation and report within 60 days of the date IDEA receives the written consent. IDEA must give a copy of the evaluation report to the parent.

### **Exceptional Student Education Services**

IDEA has the responsibility of identifying, locating, and evaluating individuals with disabilities who are 5 to 21 years of age and who fall within the school's jurisdiction. If you know or suspect that your student has a disability, please contact the Exceptional Student Education department at your child's school for information about available programs, assessments, and services. Parents of new students should advise the school of any previous IEPs or exceptional student services their child received in the past.

Exceptional Student services are specifically designed to meet the unique needs of students with disabilities. Each student who receives exceptional student services has an Individual Education Plan ("IEP"), which is developed by a team that includes but is not limited to a general educator, special educator, a school psychologist, a school administrator, and the child's parent/guardian. The team considers the student's disability and determines appropriate accommodations, supplementary aids, and/or services that are necessary for the student to participate in the general curriculum.

All exceptional student education services are provided in the least restrictive environment, which may be exceptional student education settings, general education settings, or a combination of both. All students receiving exceptional student education services are educated to the maximum extent appropriate with their non-disabled peers as well as participating in all school activities on the same basis as students who are not disabled.

### **Section 504 Services**

IDEA provides a free appropriate public education to each qualified student with a disability, regardless of the nature or severity of the student's disability. A "student with a disability" is one who has a physical or mental impairment that substantially limits one or more of the student's major life activities, has a record of having such impairment, or is regarded as having such impairment. A student with a disability is "qualified" if he or she is between the ages of 3 and 21, inclusive.

An appropriate education is the provision of regular or Exceptional Student Education services and related services that are (1) designed to meet the student's individual educational needs as adequately as the needs of students who do not have disabilities are met; and (2) satisfy federal requirements for educational setting, evaluation and placement, and procedural safeguards.

Qualified students with disabilities will be placed in the regular educational environment unless IDEA demonstrates that education in the regular environment with the use of supplemental aids and services cannot be achieved satisfactorily. Should an alternate educational environment be necessary, IDEA will comply with all legal requirements regarding least restrictive environment and comparable facilities for students with disabilities. In providing or arranging for nonacademic and extracurricular services and activities, IDEA will ensure that a qualified student with a disability participates with students who do not have disabilities to the maximum extent appropriate.

To be eligible for services and protections against discrimination on the basis of disability under Section 504 of the Rehabilitation Act, a student must be determined, as a result of an evaluation, to have a “physical or mental impairment” that substantially limits one or more major life activities. If a student has or is suspected of having a disability, or requires special services, parents or teachers should contact the principal for information concerning available programs, assessments, and services.

## ADMISSIONS AND ENROLLMENT

### General Admissions and Enrollment Information

In accordance with state law, IDEA does not discriminate in its admissions policy on the basis of sex, national origin, ethnicity, religion, disability, academic or artistic or athletic ability.

### **Admissions Application**

Students wanting to attend IDEA must submit an application by the deadline set by IDEA’s administration. Families may apply for either the current school year in session and/or a separate application for the following school year. Applicants placed on our waitlist must re-submit an admissions application each school year within the timeline set by IDEA.

### **Acceptance Procedures**

As a public charter school, enrollment is determined through a random lottery selection process.

If our schools receive more applications than available seats, student names will be placed in a lottery and randomly selected.

As allowed by Florida law, students from persistently low-performing (PLP) public schools and opportunity zones will be given enrollment preference, as well as siblings of currently enrolled students.

Lottery priorities are listed below:

- Siblings of current IDEA students and children of IDEA employees/board members
- Students who attend or are zoned for a [Persistently Low Performing \(PLP\)](#) school or who reside within an [Opportunity Zone](#). Not sure if you live in an Opportunity Zone?, [check your status with your home address](#).

If new applications are received after the lottery date, applicants will be placed on the waiting list on a “first-come, first-serve” order within their priority group.

Students offered enrollment will be sent a registration packet, via email or text, with instructions for completing the registration process. Legal guardians must complete and return the registration packet by the published deadline to secure their child’s enrollment. If an enrollment offer is declined or if you do not complete the registration packet by the established deadline, your child’s seat will be offered to the next potential applicant or student on the waiting list. Families that receive an offer to attend IDEA must accept or decline their offer within 14 days of issuance. After 14 days, the offer will be rescinded, and the space will be assigned to the next family on the waiting list.

IDEA will review the transcript of every student enrolling in an IDEA high school (10th, 11th, and 12th grades) and present to the student and parent a path to graduation adapted to IDEA’s curriculum. Please note that, due to IDEA’s mission to prepare all students to attend and graduate college, many high school courses are offered only as Advanced Placement (“AP”) courses. These AP courses are more rigorous than many standard high school courses.

### **Exceptions to Lottery Process**

Pursuant to federal guidelines, the children of IDEA staff, current IDEA students, and siblings of current IDEA students will receive a priority application in the student lottery process. If IDEA receives more applications than it has available seats within these groups, it will conduct a random lottery and applicants will be placed on a waiting list in the random order in which they were drawn. Offers will be issued based on space availability.

#### Student Information to Verify Enrollment Eligibility

IDEA ensures that appropriate measures are taken to verify, on enrollment, that a student is entitled to enroll. Any student admitted to IDEA must have records such as report card(s) and/or transcript(s) from the previous school attended to verify his or her academic standing. Verification of residency and current immunization records are also required. Every student enrolling in IDEA for the first time must present documentation of immunizations or exemption from such a requirement. Any student without current immunization records on file at the campus will result in the student being excluded from attendance until records are received. Students shall not be enrolled at IDEA Public Schools until immunization records are received.

No later than 30 days after enrolling in IDEA, the parent and public school in which the student was previously enrolled shall furnish records that verify the identity of the student. These records may include the student's birth certificate, or a copy of the student's school records from the most recently attended school. Children will not be denied enrollment because they failed to meet this requirement.

#### **Establishing Identification**

Any of the following documents are acceptable for proof of identification and age: birth certificate; driver's license; passport; school ID card; records, or report card; military ID; hospital birth records; adoption records; church baptismal record; or any other legal document that establishes identity.

#### **Residency Verification**

As part of the registration process, schools must obtain evidence that a person is eligible to attend public schools in the area. To be eligible for continued enrollment in IDEA, each student's parent must show proof of residency at the time of enrollment. Residency may be verified through documentation and other means, including, but not limited to:

- A current lease agreement,
- The most recent tax receipt indicating home ownership,
- A current electric utility bill indication the address and name of the residence occupiers

#### **McKinney-Vento Act**

Students who are experiencing homelessness are to be enrolled immediately. IDEA cannot require students experiencing homelessness to provide proof of residency, immunizations, birth certificates, guardianship documents, or any other sort of required paperwork before enrolling.

All custody or court orders pertaining to the family or student must be turned in when asked, or at the time of enrollment, to the extent that such orders pertain to school matters.

#### Expulsions

If a student commits an expellable offense, as outlined in the IDEA Student Code of Conduct, administrators may recommend expulsion to the Florida school district superintendent. The student may be expelled only after due process has been afforded the student, as otherwise provided by State law. All recommendations for expulsion shall be referred to the Florida school district superintendent and shall be conducted as the district has provided in accordance with State law.



### Transfers

Any student wishing to transfer to another IDEA school must submit a student application for the school to which they wish to transfer. Offers to attend will be issued based on the availability of open seats at the receiving school. For the current school year, offers to transfer will be issued from September 1st until the Friday before the last day of school for each region. In subsequent school years, student transfer applications will follow regular enrollment timelines. Exceptions apply to students with an IEP or specific safety issues.

### Withdrawals from School

#### **Voluntary Withdrawal**

A student under 18 years of age may be withdrawn from school only by a parent. IDEA requests notice from the parent at least three days in advance so that records and documents may be prepared. Parents may obtain a withdrawal form from the main office. The parent shall also provide the name of the new school in which the student will be enrolled and must sign the withdrawal request to document that the student will continue to be enrolled in a school or otherwise meet the requirements of compulsory attendance laws.

A student who is 18 years of age or older, who is married, or who has been declared by a court to be an emancipated minor, may withdraw without parental signature.

Withdrawing students and parents are expected to:

- Have a meeting with a school administrator;
- Return all textbooks and checked-out materials and equipment;
- Complete any make-up work assigned;
- Pay any unpaid balance for student fees, if any; and • Sign a release of student records.

In all cases, withdrawal forms must be appropriately completed and signed before withdrawal is complete.

#### **Involuntary Withdrawal**

A student may be involuntarily withdrawn when a student:

- Has enrolled in another school or education program;
- Is recommended to the local school district superintendent for expulsion;
- Is habitually truant which means that:
  - The child has 15 unexcused absences within 90 calendar days with or without the knowledge or justifiable consent of the child's parent or legal guardian, is subject to compulsory school attendance under Florida Statutes § [1003.21](#)(1) and (2)(a), and is not exempt under Florida Statutes § [1003.21](#)(3), § [1003.24](#), or any other exemptions specified by law or the rules of the State Board of Education.
  - Activities to determine the cause, and to attempt the remediation, of the child's truant behavior under Florida Statutes § [1003.26](#) and [1003.27](#)(3), have been completed.
- Is not marked as present within the first 10 days of school.

## **ATTENDANCE AND TUITION**

### Attendance and Tardiness

Consistent school attendance is an essential component of each student's education. Absence from school will affect a student's ability to succeed in class; for this reason, students and parents should make every effort to avoid unnecessary absences. Additionally, state law mandates compulsory school attendance for children of a certain age.

Nearly all tardiness is avoidable and is excusable only in cases of illness or emergency. If a student arrives late to school, a parent must report to the school office to complete a tardy slip. Warning letters will be given for excessive tardies and absences. Repeated tardiness will result in disciplinary consequences as allowed by the Student Code of Conduct. No student shall be suspended for unexcused tardiness, lateness, absence, or truancy.

### Florida Compulsory Attendance Law

The state compulsory attendance law requires that a child between the ages of 6 and 16, or a student who will be 6 by February 1 of any school year, must attend school and school-required tutorial sessions unless the student is otherwise legally exempted or excused. IDEA staff must investigate and report violations of the state compulsory attendance law. A student absent from school without permission from any class, from required special programs, or from required tutorials will be considered "truant" and subject to disciplinary action.

Students may also be subject to additional penalties such as loss of driving privileges if they are habitually truant. See Florida Statutes §1003.27(b).

### Required Documentation of Absences

A student who has been absent from school, upon his or her return, must provide a written note to the school explaining the reason for the absence. The note must either be signed by a parent, guardian, or the student if the student is over the age of 17 or emancipated. The legal guardian has 10 days to submit written documentation of absences to school. Anything received after the 10 days will not be accepted and absences will remain unexcused.

### Excused Absences

State law allows exemptions to the compulsory attendance requirements for several types of absences if the student makes up all work assigned during the absence. These may include the following activities and events:

- Religious holy days
- Required court appearances.
- Activities related to obtaining United States citizenship.
- Service as an election clerk
- Documented health-care appointments for the student or a child of the student, including absences for recognized services for students diagnosed with autism spectrum disorders. A note from the health-care provider must be submitted upon the student's arrival or return to campus.
- Extended leave related to physical or emotional illness, a hospital stay, recuperation from an accident, or a contagious disease in the family
- A death in the family (not to exceed one week)
- Prior school-approved travel for education
- Natural catastrophe and/or disaster
- For students in the conservatorship (custody) of the state
- Mental health or therapy appointments
- Temporary absence resulting from any cause acceptable to the teacher, Principal, or Superintendent; or
- Court-ordered family visitations or any other court-ordered activity, provided it is not practicable to schedule the student's participation in the activity outside of school hours.

Students may be excused up to two absences in their junior year and two absences in their senior year when visiting an accredited institution of higher education for the purpose of determining their interest in attending that institution. Upon return to school, a student shall provide a written note to the school that explains the absence, along with documentation indicating that the student indeed visited the institution.

Absences of up to two days in a school year will also be considered an exemption for a student serving as an early voting clerk, provided the student notifies his or her teachers and receives approval from the principal prior to the absence.

Absences of up to five days will be excused for a student to visit with a parent, stepparent, or legal guardian who has been called to duty for, is on leave from, or immediately returned from certain deployments.

For religious holy days, required court appearances, activities related to obtaining citizenship, and serving as an election clerk, one day of travel to the site and one day of travel from the site shall also be excused by IDEA.

### Unexcused Absences

Any absence not listed above or approved in advance by the principal due to extenuating circumstances will be considered an unexcused absence. Family trips, vacations, or non-school sponsored events will remain as unexcused absences.

When determined that the absences indicate a pattern of nonattendance without documentation, the principal or their designee shall refer the case to the School Based Team. The School Based Team meets with the parent to discuss resolution of the attendance problem. The School Based Team shall implement interventions that best address the problem(s) including but not limited to:

- attendance contracts;
- frequent communication with the teacher and family;
- changes in the learning environment;
- mentoring, counseling, tutoring, including peer tutoring;
- placement into different classes;
- referral to other agencies for Family Services;
- information about alternative methods of education (i.e. virtual, home or district school)

If interventions are in place and working, no referral needs to be completed.

After the interventions have been diligently put in place and implemented within 30 days, and there continues to be undocumented, unexcused attendance concerns, the Attendance Team completes the truancy referral for the principal.

If not done previously, the principal sends notification to the DJJ-CINS/FINS (Department of Juvenile Justice – Children In Need of Services / Families In Need of Services) provider for services.

The DJJ-CINS/FINS provides a Truancy Case Staffing for those students who continue to exhibit truant behavior.

When the requirements for habitual truancy are met, the principal may complete the truancy letter referral packet and send to the parent and district superintendent. The child is withdrawn.

### Leaving Campus During School Hours

A student younger than 18 years old must have prior legal guardian approval, either in writing or in person with identification, before that student may leave the school campus during school hours.

### Tuition

IDEA may not charge tuition to an eligible student.

## **REQUIRED INSTRUCTION AND GRADUATION**

IDEA maintains compliance with all state laws and regulations governing curriculum and graduation requirements.

### Required Curriculum

IDEA provides instruction aligned to the Florida State Standards of the appropriate grade levels in the following required curriculum:

1. A foundation curriculum that includes:
  - a. English language arts and reading;
  - b. Mathematics;
  - c. Science;
  - d. Social studies;
  - e. Spanish and
2. An enrichment curriculum that includes
  - a. Health education;
  - b. Physical education ("PE"), to the extent required;
  - c. Fine Arts; and
  - d. Financial Literacy
  - e. Career Planning

### Grading Scale and GPA

Students earn high school credit for high school courses taken in grades 8 through 12. However, only high school courses taken from 9th grade through 12th grade are calculated into GPA. Core classes (Math, Science, Social Studies, and English), AP, IB, and dual credit classes are on a 5.0 scale compared to a 4.0 scale for other courses.

Grades are recorded on the transcript and GPA is computed in January and May. Courses must be completed in order for a student to earn credit for the course.

If a student transfers out of IDEA at the end of the semester, the College Prep campus will award the student .5 credits for courses taken and passed with a 70% or higher.

If a student transfers into an IDEA campus, only AP, IB, and dual credit courses will be given the additional weight of 1 grade point; all others will follow the 4.0 grade point scale.

Percent Grade	Standard Scale	5.0 Scale		Percent Grade	Standard Scale	5.0 Scale
100	4.0	5.0		84	3.20	4.20
99	3.95	4.95		83	3.15	4.15
98	3.90	4.90		82	3.10	4.10
97	3.85	4.85		81	3.05	4.05
96	3.80	4.80		80	3.00	4.00
95	3.75	4.75		79	2.95	3.95
94	3.70	4.70		78	2.90	3.90
93	3.65	4.65		77	2.85	3.85
92	3.60	4.60		76	2.80	3.80
91	3.55	4.55		75	2.75	3.75
90	3.50	4.50		74	2.70	3.70
89	3.45	4.45		73	2.65	3.65
88	3.40	4.40		72	2.60	3.60
87	3.35	4.35		71	2.55	3.55
86	3.30	4.30		70	2.50	3.50
85	3.25	4.25		69 and below	0.00	0.00

## Academic Rank

Weighted GPA is used to determine class rank. Top 10% classification is communicated to students at the beginning of the Fall semester of senior year in preparation for college and scholarship applications. For seniors, the final class rankings are determined at the end of students' 8<sup>th</sup> semester.

## Valedictorian and Salutatorian

Graduating seniors with the highest and second highest cumulative weighted grade point average carried out two decimal places as determined at the end of the spring semester of senior year will be eligible to serve as the valedictorian and salutatorian respectively.

### Additional Considerations:

- Valedictorian and salutatorian eligibility requires attendance at an IDEA Public Schools high school for all eight semesters of high school from 9<sup>th</sup> – 12<sup>th</sup> grade
- In the event of a tie for valedictorian based on GPA, schools will make the decision based on the raw average
- A student who is in violation of school code of conduct, honor code, or has criminal charges may be deemed ineligible to represent school as the valedictorian or salutatorian.

If the two highest ranked graduating seniors have the exact same weighted GPA, they will both be named co-Valedictorians, and two Highest Ranking Graduate award letters will be issued.

For campus planning purposes, the unofficial Valedictorian and Salutatorian determination can be communicated with appropriate staff members and students after Quarter 15 grades are stored.

### Standardized Testing

#### **Florida Assessment of Student Thinking (FAST)**

In addition to routine tests and other measures of achievement, students will take state-mandated assessments such as FAST, in the following grade levels and subjects:

- Mathematics, three times during the school year in grades K-8;
- English and Language Arts, three times during the school year in grades K-10

Florida's Benchmarks for Excellent Student Thinking (B.E.S.T) and Next Generation Sunshine State Standards (NGSS) End of Course (EOC) assessments are also administered to students enrolled in the following EOC courses:

- Algebra 1, Biology 1, Civics, Geometry, U.S. History

By law, students enrolled in grade 3 must participate in the statewide standardized assessment program and demonstrate proficiency in grade 3 ELA reading in order to be promoted to fourth grade. Students must also pass a civics course in middle school, which counts as 30% of the course grade. Students are required to take and pass the 10<sup>th</sup> grade FAST ELA exam and Algebra 1 EOC exam to graduate. EOC exams in Biology, Civics, Geometry and U.S. History count 30% toward a student's final course grade in those courses. Courses must be passed to earn course credit for promotion and graduation.

The FAST program also includes assessments that address students receiving special education services and for English language learners who meet particular participation requirements set by the State.

#### **ACCESS for ELLs & Alternate ACCESS for ELLs**

The ACCESS for ELLs suite of assessments is used to measure English Language Learners (ELL) proficiency in the English language for EL students in grades K-12. The Alternate ACCESS for ELLs is a paper-based assessment for students in grades 1-12 classified as English Language Learners who have significant cognitive disabilities. It, too, measures their proficiency in the English Language.

#### **FLKRS (Florida Kindergarten Readiness Screener)**

The FLKRS is a required screening instrument administered within the first 30 instructional days of the school year to all public-school Kindergarten students. It assesses the readiness of each student for kindergarten based on certain performance standards.

#### **Advanced Placement (AP)**

AP exams measure how well a student has mastered the content and skills of a specific AP course. Students may take the AP course during the entire school year or in a semester, depending on the course. At IDEA, students take the corresponding AP exam in May, free of charge. If the student scores a 3 or higher on the AP exam, the student may receive college credit for that course, which they may apply towards their college degree, saving money on college tuition and time.

#### **PreACT and ACT**

The PreACT is an exam administered to students in grade 10 to help predict performance on the ACT test the following year. The results from this exam will help educators make instructional decisions for students that will better prepare them for the ACT.

The ACT is an exam used by colleges and universities to make admissions decisions. ACT measures a high school student's readiness for college, and provides colleges with one common data point that can be used for compare all applicants. The ACT is administered district-wide once a year in the Fall on a predetermined date selected by ACT. At IDEA, the ACT will be administered to students in grades 11 and 12.

### **NAEP (National Assessment of Educational Progress)**

Also called the "Nation's Report Card", provide educators, policymakers, elected officials, and parents information on students' academic performance in reading and mathematics in comparison to other students locally and in other states. It serves as a common measure of student achievement across the country. A small sample of students is selected to participate each year.

### Promotion and Retention Requirements

#### **Kindergarten through Grade 5 Promotion**

Students must demonstrate satisfactory or higher-level performance in reading, writing, science, and mathematics to be promoted to the next grade. Exceptions may be made using the School Placement Committee procedures, except for grade 3 (see Grade 3 Mandatory Retention section below). Placement decisions are made at the end of the school year.

#### **Midyear Promotion for a Retained Student**

A student who is retained may be considered for promotion at any time during the year once the student demonstrates the ability to read at grade level. Refer to the General Statements, Grade Level Placement section for additional information.

#### **Grade 3 Mandatory Retention**

Students in grade 3 who do not score at level 2 or above on the statewide ELA assessment must be retained. A student in grade 3 who does not have an FAST ELA score is assessed to determine if the student's reading proficiency meets promotion criteria. (F.S.1008.25(6))

The school will provide the following for each student retained in grade 3:

- a review of the previous year's progress monitoring;
- continuation of progress monitoring during the current school year;
- a student portfolio (the prior year grade 3 portfolio may be continued); and
- all appropriate support and services delineated in the K-12 Comprehensive Reading Plan, and
- a highly effective teacher, as determined by the teacher's performance evaluation. (F.S.1008.25(7)(3))

Exemptions from mandatory retention in grade 3 must align with current state statutes regarding student progression.

Exceptions are limited to the following:

- English language learners with less than two years of instruction in the English for Speakers of Other Languages (ESOL) program;
- students with disabilities who have an IEP that indicates that participation in the statewide assessment program is not appropriate, consistent with the requirements of State Board of Education rule; ○ students who demonstrate an acceptable level of performance on an alternative standardized reading assessment approved by the State Board of Education;
- students with disabilities who participate in the statewide, standardized reading assessment and who have an Individual Education Plan or a Section 504 plan that documents the student has received the intensive remediation in reading for more than two years but still demonstrates a deficiency in reading and who was previously retained in kindergarten through grade 3 (F.S.1008.25(6)(b)(7); ○ students who have received intensive remediation in reading for two or more years but still demonstrate a deficiency in reading and who were previously retained in kindergarten through grade 3 for a total of two years;
- students who demonstrate through a student portfolio, that the student is reading on grade level as evidenced by demonstration of mastery of the content standards in reading equal to at least a level 2 performance on the statewide standardized reading assessment; and ○ students who have already been retained once in grade 3. (F.S.1008.25(6)(b)(6))

## Middle School Promotion:

Promotion and/or retention is determined when final grades are submitted at the end of the regular academic year. (F.S.1008.25) Middle school students must pass language arts, mathematics, science, and social studies to meet annual promotion requirements. Before being promoted to high school, middle school students must meet the following cumulative requirements:

- successful completion of three middle school, or higher level, courses in language arts, mathematics, science, and social studies, to include one civics education course and one career planning course; and
- a personalized academic and career plan. (F.S. 1003.4156)

Students scoring a level 3 or higher on the Algebra 1 EOC exam meet the promotion requirement for the corresponding mathematics course.

If a student does not meet promotion requirements, exceptions may be considered per grade placement procedures.

## High School Promotion:

Promotion from one grade to the next is determined, in part, upon satisfactory performance in English Language Arts, social studies, science and mathematics, along with all credits required for graduation. A student's grade level placement is determined based on the year they entered grade 9, unless they are a foreign student with no obtainable record of credits.

- Promotion from grade 9 to grade 10 occurs when a student has completed one full year and has earned five credits towards graduation.
- Promotion from grade 10 to grade 11 occurs when a student has completed two full years and has earned eleven credits towards graduation.
- Promotion from grade 11 to grade 12 occurs when a student has completed three full years and has earned seventeen credits, including eight required credits in English, mathematics, science, and social studies.
- Students electing to graduate with the 24-credit program in three years or less are promoted to grade 12 on May 1 of their final semester if they are on track to graduate.



IDEA Public Schools Florida adheres to the Pupil Progression Plan adopted by IDEA Public Schools Florida.

## HEALTH

### Health-Related Resources, Policies, and Procedures

#### **Mental and Physical Health Resources**

Parents and students in need of assistance with physical and mental health concerns may contact the following campus and community resources:

- The health aide;
- The Licensed Practical Nurse;
- The school counselor;
- The school social worker;
- The local public health authority;
- The local mental health authority.

#### **Policies and Procedures that Promote Student Physical and Mental Health**

IDEA may adopt board policies that promote student physical and mental health, including policies regarding:

- Food and nutrition management,
- Wellness and health services,
- Physical examinations,
- Health Screenings,
- Immunizations,
- Medical treatment,
- Communicable diseases,
- Crisis intervention,
- Trauma-informed care,
- Student safety,
- Child abuse and neglect,
- Freedom from discrimination, harassment, and retaliation, and
- Freedom from bullying.

If a school's Threat Assessment Team determines that a student poses a threat of violence or physical harm to himself or herself or others or significantly disruptive behaviors, a referral may be made to counseling or behavioral health programs.

If an immediate mental health or substance abuse crisis is suspected, school personnel will engage behavioral health crisis resources to provide emergency intervention and assessment, make recommendations, and refer the student for appropriate services.

A good faith attempt will be made to notify the student's parent or legal guardian; however, nothing will preclude school district personnel from acting immediately to address imminent threat and/or danger.

IDEA has also developed administrative procedures as necessary to implement these policies. Please contact your campus health clinic staff for information on these policies and procedures.

**Notice to Parents Required by Florida Statute 1001.42/ Complaint Process**

Schools shall notify a student's parent or legal guardian via an email in the FOCUS student information system ("Parental Notification") if there is a change in the student's services or monitoring related to the student's mental, emotional, or physical health or well-being and the school's ability to provide a safe and supportive learning environment for the student ("Qualifying Change"). If there is a "Qualifying Change," the School's Principal (or their designee) shall initiate a FOCUS email to the parent/ guardian(s)' email address(es) associated with the contact information in the student's record that states as follows (or substantially similar language):

"Dear Parent/ Guardian(s):

We are notifying you that there has been a change in the services or monitoring related to your child's mental, emotional, or physical health or well-being and the school's ability to provide a safe and supportive learning environment for your child. We have encouraged your child to discuss the change(s) with you. We are available to facilitate discussion of the change(s) with you and your child. For additional information, please contact your school's principal to arrange a time to meet or discuss via telephone."

If there is no email address(es) in the FOCUS system for at least one parent/ guardian or the email Parental Notification sent to the parent/ guardian(s) is returned as undeliverable, the school shall mail the Parental Notification to the parent/ guardian(s)' address(es) associated with the contact information in the student's record.

The school's principal (or their designee) shall be responsible for managing the parental notification process at their school.

The School may withhold the parental notification required above, if a reasonably prudent person would believe that disclosure would result in abuse, abandonment, or neglect, as those terms are defined in s. 39.01. If a parent/ guardian has a concern regarding this notification process or any other appropriate matter set forth under Section 1001.42(8)(c)(1-7), Florida Statutes, the parent/ guardian should contact the school's principal and notify the principal of the concern. The principal then has seven (7) calendar days to resolve the concern. Upon receipt of a concern from a parent/ guardian, the principal shall conduct a review of the concern and attempt to resolve the concern. If the concern is not resolved, then within 30 days of the principal's notification of the concern, the school must provide a written statement to the parent/ guardian(s) setting forth the reasons for not resolving the concerns.

A good faith attempt will be made to notify the student's parent or legal guardian; however, nothing will preclude school district personnel from acting immediately to address imminent threat and/or danger.

IDEA has also developed administrative procedures as necessary to implement these policies. Please contact your campus health clinic staff for information on these policies and procedures.

## Complaint Policy:

This policy is implemented to comply with the requirements of Rule 6A- 6.0791, Florida Administrative Code, and other relevant laws. The Parental Rights in Education Law, codified in Section 1001.42(8) Florida Statutes, requires a charter school policy to address parental complaints at a charter school before a complaint is referred to the school district, and ultimately if not resolved for the appointment of a special magistrate, *Appointment of a Special Magistrate Form* published by the Florida Department of Education and available here: <https://info.fldoe.org/docushare/dsweb/Get/Document-9741/dps-2022-192b.pdf>

This process includes any complaints or disputes related to the following:

- Concerns over procedures for notifying a student's parent if there is a change in the student's services or monitoring related to the student's mental, emotional, or physical health or well-being and the school's ability to provide a safe and supportive learning environment for the student.
- Concerns related to any school policies or procedures that are perceived to discourage or prohibit parental notification of and involvement in critical decisions affecting their student's mental, emotional, or physical health or well-being.
- Concerns over classroom instruction related to sexual orientation or gender identity, which is prohibited in grades K-8. 8, except when
  - required by ss. 1003.42(2)(n)3. and 1003.46. If such instruction ◦ is provided in grades 9 through 12, the instruction must be
    - age-appropriate or developmentally appropriate for students in accordance with state standards.
- Concerns over student support services training developed or provided to school
  - personnel that is believed to be out of compliance with guidelines, standards, and ◦ frameworks established by the Department of Education.
- Concerns over parental notification at the beginning of the school year about
  - healthcare services offered by the School, including the ability to opt out or withhold consent for any such services.
- Concerns over whether the School provided a well-being questionnaire or health
  - screening form to the parent and sought their permission before it was administered to the student in grades K-3.

**Complaint Procedures.** Parents and guardians have the right to notify the Principal in writing of any concerns related to the above areas. The Principal or their designee must provide a response to the parent within seven (7) business days of receiving the complaint. If the dispute cannot be resolved by the Principal or designee within seven (7) days, the parent may present the dispute to the relevant school district, which complaint must be addressed within 30 business days. The district complaint process is available on the relevant school district websites.

The IDEA Contact person for the Florida Department of Education in regard to this policy is Dr. Cametra Edwards, Vice President of Florida Compliance, [cametra.edwards@ideapublicschools.org](mailto:cametra.edwards@ideapublicschools.org), (813)-927-3375.

### Alcohol-Free School Notice

To provide a safe and alcohol-free environment for students and employees, all alcoholic beverages are prohibited on IDEA property at all times and at all school-sanctioned activities occurring on or off school property. Student violators are subject to possible prosecution, as allowed by law, as well as the disciplinary terms of the Student Code of Conduct.

### Tobacco-Free School Notice

Students are prohibited from possessing or using any type of tobacco product, electronic cigarette (e-cigarette), or any form of smokeless tobacco or electronic vapor product while in school buildings, vehicles, or on or near school property, or at school-related or school-sanctioned events off school property. Student violators are subject to possible prosecution, as allowed by law, as well as the disciplinary terms of the Student Code of Conduct.

### Drug-Free School Notice

IDEA believes that student use of illicit drugs is both wrong and harmful. Consequently, IDEA prohibits the use, sale, possession, or distribution of illicit drugs by students on school premises or any school activity, regardless of its location. IDEA also prohibits the use, sale, possession, or distribution of look-alike substances and/or synthetic substances designed to imitate the look and/or effects of illicit drugs. Student violators are subject to possible prosecution, as allowed by law, as well as the disciplinary terms of the Student Code of Conduct.

### Mental Health Promotion and Intervention

IDEA has developed protocols for providing a legal guardian with a recommended intervention for a student with early warning signs and a possible need for early mental health or substance abuse intervention, or who has been identified as at risk of attempting suicide. The campus School Counselor or Social Worker will notify a parent within a reasonable amount of time after learning that a student has early warning signs and possible need for intervention and will also provide additional information on available counseling options.

Teachers and administrators will be trained to recognize and assess for mental health crisis or suicide risk annually. The campus School Counselor or Social Worker will be trained in providing intervention and resources for students and families. The assessment process will determine the level of intervention and next steps for the student, parent, and campus.

IDEA has developed protocols for staff members to notify the School Counselor or Social Worker to identify a student who may need intervention.

The School Counselor or Social Worker at each campus can provide additional information about the school's intervention program, as well as materials on identifying risk factors, accessing resources for treatment, and accommodations available at school.

### Mental Health Support (All Grade Levels)

IDEA has implemented programs to address the following mental health, behavioral health, and substance abuse concerns:

- Mental health promotion and early intervention;
- Building skills to manage emotions, establish and maintain positive relationships, and engage in responsible decision-making;
- Substance abuse prevention and intervention;

- Suicide prevention, intervention, and postvention (interventions after a suicide in a community);
- Grief, trauma, and trauma-informed care;
- Positive behavior interventions and supports;
- Positive youth development; and
- Safe, supportive, and positive school climates.

If a student has been hospitalized or placed in residential treatment for a mental health concern or substance abuse, IDEA has procedures to support the student's return to school. Please contact the School Counselor or Social Worker for additional information.

Teachers and other school employees may discuss a student's behavior or academic progress with the student's parent or another employee; however, they are not permitted to recommend use of psychotropic drugs. A psychotropic drug is a substance used in the diagnosis, treatment, or prevention of a disease or as a component of a medication and that is intended to alter perception, emotion, or behavior. An employee who is a registered nurse, advanced nurse practitioner, a physician, or a certified or credentialed mental health professional can recommend that a student be evaluated by an appropriate medical practitioner, if appropriate.

### Emergency Medical Treatment

If a student has a serious or life-threatening injury or illness, the parent/guardian will be contacted, and emergency medical services (EMS) may be dispatched regardless of parent/guardian consent. The school will make every effort to contact the parent/legal guardian. If the school is unable to contact the parent/legal guardian, every effort will be made to notify other persons listed on the emergency card. IDEA Public Schools and IDEA staff will not be responsible for any cost involved if the student needs emergency medical care. The health services team may share the student's healthcare information in the case of accident, serious illness, or emergency. Parents are asked each year to provide updated emergency contacts and health history. It is the parent/guardian's responsibility to notify the campus of any changes during the year.

### Immunizations

The State of Florida requires that every child in the state be immunized against vaccine preventable diseases caused by infectious agents in accordance with an established immunization schedule. Form DH 680, Florida Certification of Immunization, must be used to document receipt of immunizations for entry and attendance in Florida schools. IDEA shall ensure compliance with immunization laws and regulations and complies with laws and regulations regarding reportable diseases.

### **Temporary Medical Exemption**

A student may be enrolled with a temporary medical exemption if the student has an immunization record that indicates an immunization series is in progress. A child who has received as many immunizations as are medically indicated by a physician and is in the process of completing necessary immunizations, may attend kindergarten through grade 12 only if he/she presents a Temporary Medical Exemption (DH 680 Form, Part B). A Temporary Medical Exemption (Part B) is invalid without an expiration date. The expiration date is the date when the child is past due for their next immunization. The child must return to a physician or clinic before the expiration date to receive the immunizations needed. Once the expiration date has passed, the DH 680 Form, Part B is no longer valid, and the child must be excluded from school until the additional dose is administered. To remain enrolled, the student must complete the required subsequent doses in each vaccine series on schedule and as rapidly as is medically feasible and provide acceptable evidence of vaccination to the school. IDEA shall monitor the immunization status of temporary medical exemptions every 30 days to ensure continued compliance in completing the required doses of vaccination.

### **Temporary Exemption (Provisional)**

An authorized school official issues temporary exemptions for a period not to exceed 30 days from the child's first day of school. Authorized school officials are determined by the local school board and may include the principal, school nurse, or other designated entity. These temporary exemptions are issued for the following situations:

- Students transferring interstate: A child who transfers into a Florida school from another state.
- Students transferring intrastate: A child who transfers into a new county to attend class.
- A homeless child;
- Juvenile justice;
- Active-duty military children with the armed forces of the United States. To claim exclusion for armed forces, the student must prove that he or she is serving on active duty with the armed forces of the United States.

### Exclusions from Immunization Requirements

Exclusions from immunization requirements are allowable on an individual basis for medical reasons and reasons of conscience (including a religious belief).

### Permanent Medical Exemption

A child who cannot receive one or more vaccines due to medical reasons, should be issued a Permanent Medical Exemption, provided the physician states in writing or in Florida SHOTS the medical basis based upon valid clinical reasoning or evidence, demonstrating the need for a permanent exemption. In addition, the following information on DH 680 Form, Part C, must be completed for the form to be acceptable. The physician must list the vaccine(s) that are contraindicated and provide valid, medical reasons in writing for each vaccine that is not administered on Part C.

### Religious Exemption

A request for a religious exemption from immunization requirements must be presented to the school on the Department of Health's Religious Exemption From Immunization form (DH 681 Form). The DH 681 Form is issued only by county health departments and only for a child who is not immunized because of his/her family's religious tenets or practices. If a parent requests such an exemption, then the county health department staff must use the current DH 681 Form available electronically in the Florida SHOTS, which the parent affirms a religious conflict exists. This form must be issued upon request. No other information should be solicited from the parent or guardian.

If the parent is seeking an exemption for more than one student in the family, a separate notice must be provided for each student. Students who have not received the required he for reasons of conscience, including religious beliefs, may be excluded from school in times of emergency or epidemic declared by the commissioner of public health.

### Food Allergy Information

The parent of each student enrolled in IDEA wanting a special diet can complete the form provided by IDEA that discloses (1) whether the child has a food allergy or a severe food allergy that should be disclosed to IDEA to enable it to take any necessary precautions regarding the child's safety and (2) specifies the food(s) to which the child is allergic and the nature of the allergic reaction.

For purposes of this requirement, the term "severe food allergy" means a dangerous or life-threatening reaction of the human body to a food-borne allergen introduced by inhalation, ingestion, or skin contact that requires immediate medical attention.

IDEA may also require information from a child's physician if the child has food allergies.

To access a food allergy form, please visit: <https://ideapublicschools.org/health-services/>

Food allergy information forms will be maintained in the child's student records and shall remain confidential. Information provided on food allergy information forms may be disclosed to teachers, school counselors, school social workers, school nurses, and other appropriate school personnel only to the extent consistent with Board policy and as permissible under the Family Educational Rights and Privacy Act of 1974 ("FERPA").

### Communicable Diseases

IDEA adheres to guidelines set forth by the Florida Department of Health and the Centers for Disease Control and Prevention (CDC). Most illnesses do not require exclusion, however, if any of the following criteria are met, the child should be excluded regardless of the type of illness.

- The child has a fever equal to or greater than 100.4°F.
- The child is vomiting repetitively (more than two times in 24 hours and is not from a known condition).
- The child has diarrhea (more than two loose stools above normal for that child).

Parents of students with a communicable or contagious disease should notify the Principal or designee so that other students who might have been exposed to the disease can be alerted. IDEA Health Services staff will contact the local health authorities who will advise on next steps.

Any student excluded from school attendance for reasons of communicable disease may be readmitted:

- With a written clearance from an attending physician, advanced practice nurse, or physician assistant attesting that the child does not currently have signs or symptoms of a communicable disease or to the disease's non-infectiousness in a school setting.

Students who have not received the required immunizations for reasons of conscience, including religious beliefs, may be excluded from school in times of governmental declared emergency or epidemic.

### **Head Lice**

Head lice (which are not an illness or disease) are common among children and may spread easily through contact during play or when students share items such as headphones, brushes, combs hats, or other items that come in contact with hair. If a child is identified as having head lice or nits, he or she shall not be excluded from school. All students identified with live lice will be sent home at the end of the school day after contacting parent/guardian by phone. They will not be excluded from school. Parents/Guardians will be advised to treat their child for head lice. Educational materials about treatment and prevention will be given and explained to the parent/guardian. Parents are responsible to provide the appropriate treatment to eliminate head lice and nits. When a student is identified as having head lice or nits, notification will be provided to the student's class.

### Administration of Medication

Medication should be administered at home whenever possible. If necessary, medication can be administered at school under the following circumstances:

- All Action/Care Plans must be submitted with a Medication Consent form. Medication consent forms must be completed and signed by a physician, parent, or legal guardian. No verbal or telephone consent will be taken.
- New permission forms must be re-submitted each school year and are necessary for any medication order changes.
- Over-the-counter medication (OTC) forms must be filled out and signed by parent/guardian annually. No OTC medication(s) will be administered without written consent.

- Prescription medication must be in the original container with the pharmacy (U.S.A. only) label. The container must have a proper label with the patient's name, the medicine's name, and the dosage.
- Medication will be kept in a secure place in the health clinic during school hours. No medication shall be held in classrooms or backpacks at any time. Any medications brought in by students or found in a student's possession will be taken to the health clinic and remain in the clinic until a parent signs the consent form or picks up the medication.
- The medication and the signed permission forms must be brought to the school by the parent or guardian and delivered to the campus clinic health aide. Students are not to be sent to campus with medications.
- It is the parent or guardian's responsibility to deliver the medication to the school health clinic and have the medication picked up at the end of the year. Medication not picked up by the end of the year will be discarded.
- When the medication is almost completed, please promptly send the refill to school.
- If your child is taken off medication and will no longer receive it at school, or if the prescription otherwise changes, please provide a dated, written note with updated prescription information of such changes as soon as possible. If medication is not picked up from the school office within ten (10) days, it will be appropriately disposed of.
- Medication that is expired or has a listed discard date will not be administered to students past indicated date.
- The first dose of any new medication shall not be administered at school due to the possibility of an allergic reaction.

### **Authorized Employees for Medication Administration**

Per Florida Statue 1006.062, employees authorized by IDEA to administer prescription medication include: registered nurses, specifically trained school personnel, and anyone designated by the principal. The school principal designates school personnel to function as the health aide or Licensed Practical Nurse to assist students in the administration of prescribed medications and prescribed medical procedures. The school board shall provide training, by a registered nurse, a licensed practical nurse, or an APRN to the school personnel designated by the school principal to assist students in the administration of prescribed medication. Such training may be provided in collaboration with districts, through contract with an education consortium, or by any other arrangement allowed by law.

### **Provision of Medical Services by School Personnel**

F.S 1006.062. Nonmedical district school board personnel shall not be allowed to perform invasive medical services that require special medical knowledge, nursing judgment, and nursing assessment, including, but not limited to:

- Sterile catheterization.
- Nasogastric tube feeding.
- Cleaning and maintaining a tracheostomy and deep suctioning of a tracheostomy.

Nonmedical assistive personnel shall be allowed to perform health-related services upon successful completion of child-specific training by a registered nurse, APRN, physician, or physician assistant. All procedures shall be monitored periodically by a nurse, APRN, physician assistant, or physician, including, but not limited to:

- Intermittent clean catheterization.



- Gastrostomy tube feeding.
- Monitoring blood glucose.
- Administering emergency injectable medication

### **Self-Administration of Prescription Medicine**

A student may be permitted to self-administer medication only for potentially life-threatening illnesses such as diabetes, allergies, asthma, and cystic fibrosis. Guidelines for this process are based on F.S. 1002.20(3) (h)-(k). The health aide of each campus shall ensure that a student that meets the above requirements may possess and self-administer prescription medication if the student has physician's orders and parent permission. The medication must have been prescribed for the student and be in an original container with a prescription label. If a student experiences a severe allergic reaction, the health aide or supervising adult is authorized to administer the appropriate anaphylaxis drug. A student may self-administer the drug if he/she meets the requirements below.

Before a student may be allowed to self-administer asthma, anaphylaxis, diabetes, or cystic fibrosis medication, the parent must provide:

- signed, written parent authorization for the student to self-administer the prescription medicine while on school property or at a school-related activity; and
- a written statement signed by the child's physician or provider that states the diagnosis and that the student is capable of self-administering the prescription medication;
- the name and purpose of the medicine;
- the prescribed dosage of the medicine;
- the time(s) at which or circumstances under which the medicine may be administered; and
- the period for which the medicine is prescribed.

Written authorizations to self-administer should be updated annually unless otherwise indicated by the student's physician.

### **Psychotropic Medication**

An employee may not:

- Recommend that a student use a psychotropic drug;
- Suggest any particular diagnosis; or
- Preclude a student from attending class or participating in a school related activity if the parent refuses to consent to the administration of a psychotropic drug to a student or to a psychiatric evaluation or examination of the student.

This does not prevent an employee from:

- Making an appropriate referral under the Individuals with Disabilities in Education Act;
- Recommending that a child be evaluated by an appropriate medical practitioner if the employee is a registered nurse, advanced nurse practitioner, physician, or certified/credentialed mental health professional;
- Discussing any aspect of a student's behavior or academic progress with the student's parent/guardian or another IDEA employee.

### **Telemedicine Services**

IDEA Public Schools has partnered with a telemedicine provider to bring additional health care services to IDEA campuses. All students are eligible to participate in the services. Cost of services vary on health insurance status, and all billing is managed through the third party provider. The school is not responsible for any cost families may incur by participating. For campuses utilizing telehealth services, parents can choose to register their child for telehealth services at any time. The health aide and/or Licensed Practical Nurse will determine if the student's need warrants a telehealth appointment and will contact the student's parent before requesting a telehealth appointment. Parents can choose to virtually join the telehealth appointment. Health aides and/or Licensed Practical Nurses will follow delegated orders from the telehealth provider.

### Dyslexia and Related Disorders

From time to time, students may be tested and, where appropriate, treated for dyslexia and related disorders in accordance with programs, rules and standards approved by the state. The program approved by the state must include at least one screening for each student in kindergarten through third grade. Parents will be notified should IDEA determine a need to identify or assess their student for dyslexia and related disorders.

*Additionally, pursuant to F.S. §1003.57, IDEA will not wait until an evaluation has been conducted to provide appropriate, evidence-based interventions for a student whose parent submits documentation from a professional, licensed under chapter 490, which demonstrates that the student has been diagnosed with dyslexia. Such interventions must be initiated by IDEA upon receipt of documentation and based on the student's specific areas of difficulty as identified by the licensed professional.*

### Health Screenings

The purpose of health screenings is to aid in the detection of school-age children who have or are at risk for developing health disorders. Students in certain grade levels identified by state regulations shall be screened for vision, hearing, spinal and growth and development conditions annually. A student may be screened using photo screening to detect vision disorders. For students who do not pass the health screenings, parents will be provided with a written referral.

Exemption: A parent/guardian who declines participation in the health screenings provided by IDEA for reasons of religious tenets, practices, or reasons of consciousness must submit in writing a request for exemption to the Principal or designee.

### Toileting & Extra Clothing

Toilet training is a process that varies from age to age and ability to ability. Children are typically toilet trained between the ages of 2 and 3 years old. Therefore, most children entering IDEA's kindergarten program are able to toilet themselves with minimal supervision, including proper wiping. Parents can provide a change of clothing in case of an accident. The clothing will be kept in the child's backpack until needed. If a child soils his/herself during the school day, staff will call the child's parent/guardian to inform them of the incident. If the child has no change of clothes, staff will ask the parent/guardian to bring a change of clothes to the school.

### Healthy Kids Here

IDEA Public Schools is committed to the optimal academic and personal development of every student. IDEA believes that for students to have the opportunity to achieve success we need to create positive, safe, health - promoting learning environments throughout the school year. The District Wellness Policy outlines IDEA's approach to advance student health, reduce childhood obesity, and promote the general wellness of students by implementing measurable goals to promote sound nutrition and health through nutrition education, physical activity, and other school-based activities. Specifically, this Policy establishes guidelines to ensure that:

- IDEA students have access to healthy foods throughout the school day;
- Students receive quality nutrition education that helps them develop lifelong healthy eating behaviors;

- Students have opportunities to be physically active before, during, and after school;
- IDEA schools engage in nutrition and physical activity promotion and other activities that promote student, family, and staff wellness; and
- IDEA staff are encouraged and supported to practice healthy nutrition and physical activity behaviors in and out of school.

The Wellness Policy applies to all students, staff, and schools in IDEA's charter school network and can be found at: [https://ideapublicschools.org/wp-content/uploads/2022/01/IIC.-June-2021-District-Wellness-Policy-FL\\_final.pdf](https://ideapublicschools.org/wp-content/uploads/2022/01/IIC.-June-2021-District-Wellness-Policy-FL_final.pdf)

### Pest Control

IDEA periodically applies pesticides to school buildings and grounds to control unwanted pests, such as insects and rodents. We will post notices of those treatment dates as required by law and will schedule treatment times when students or employees are least likely to be in the building or on the grounds. While IDEA strives to use the safest and most effective methods to manage pests, including a variety of nonchemical control measures, periodic indoor and outdoor pesticide use is sometimes necessary to maintain adequate pest control and ensure a safe, pest-free environment.

All pesticides used are registered for their intended use and are applied only by certified pesticide applicators. IDEA will provide appropriate notice of treatments, and signs will remain until it is safe to enter the area.

### Asbestos Management Plan

On October 22, 1986, Congress promulgated the Asbestos Hazard Emergency Response Act (AHERA), Public Law 99-519 (40 CFR 763 Subpart E), which requires schools to annually notify parents, legal guardians, students, school staff, employees, and workers of the availability of the schools' Asbestos Management Plan. We here at IDEA Public Schools willfully comply with the AHERA requirement because of our commitment to the well-being of our students and staff. The Asbestos Management Plan is available for review during normal hours of school operations at the Administration Office. If you have any questions, please contact IDEA's Asbestos Designated Person, William Cline at [william.cline@ideapublicschools.org](mailto:william.cline@ideapublicschools.org).

## **STUDENT SAFETY**

### Student Code of Conduct

The principal shall ensure that the student code of conduct is distributed to each student at the beginning of the year. Transfer students shall receive a student code of conduct upon enrollment.

Students with disabilities: any change in placement and/or any disciplinary action regarding a student with a disability, who needs or is believed to need special education and related services under the Individuals with Disabilities and Education Act, shall be in compliance with applicable federal and state laws and regulations.

### Mandatory Reporting Policy for Abuse and Neglect

Section 1: Background: IDEA Florida understands our greatest responsibility is to ensure the physical and mental well-being of our students. This requires that staff comply with the mandated identification and reporting of cases of child abuse or neglect in accordance with law.

#### Section 2: Reporting Suspected Cases

- A. Any person, including teachers, administrators, support personnel, volunteers and other personnel, who knows, or has reasonable cause to suspect that a child or a student has been abused, abandoned, or neglected by a parent, legal custodian, caregiver, or other person responsible for the child's welfare shall report such knowledge or suspicion to the Department of Children and Families in a manner prescribed by law. A person who is required to report known or suspected child abuse, abandonment, or neglect and who

knowingly and willfully fails to do so, or who knowingly and willfully prevents another person from doing so is guilty of a misdemeanor of the first degree.

B. The proper procedure for reporting known or suspected cases of child abuse, abandonment, and neglect is:

1. School personnel or volunteer report immediately by telephone to the Department of Children and Families central abuse hotline, using the single Statewide toll-free telephone number: 1- 800-96ABUSE (1-800-962-2873). School personnel reporting such cases are required to provide their names to the hotline staff. The names of reporters shall be entered into the record of the report but shall be held confidential as provided by law.
2. As soon as practicable after making the report, the school staff member shall inform the principal or supervisor of the knowledge or suspicions that led to the reports and advise the principal or supervisor that a report has been made. 3. A notice regarding this reporting requirement shall be posted in a prominent place in each school.

C. School personnel and volunteers are advised that reporting their knowledge or suspicions of suspected abuse to a principal, or supervisor, or other school or IDEA personnel does not comply with the mandatory reporting requirements of the law. The principal, supervisor, volunteer and other school or District personnel who are informed of suspected abuse, abandonment, and neglect likewise have an obligation to report to the central abuse hotline as required by law.

D. No employee nor volunteer shall be subject to reprisal or discharge because of his/her actions in reporting abuse or neglect pursuant to the requirements of F.S. 39.203.

E. No Board employee nor volunteer may agree, as a condition of receiving information about child abuse, neglect, or abandonment from a victim, a perpetrator, witness, or other person, that the Board employee will not report this information as required by law and this Board policy. F. If the person accused of the abuse or neglect is an employee of the Board and acting in their official capacity:

1. The principal will report or cause to be reported suspected cases of child abuse, neglect, or abandonment to the appropriate law enforcement agency that come to the attention of school teachers, other school officials, personnel or volunteer. This notification must be made immediately.
2. The appropriate law enforcement agency is the agency which has law enforcement jurisdiction throughout the municipality (municipal law enforcement) or the unincorporated area (sheriff's department) where that alleged abuse occurred. The law enforcement agency having jurisdiction will issue to the reporter an incident report number to document that reporting notification. Include that incident report number, as well as the date and time of notification, as a reference for schoolbased documentation.
3. Immediately after notifying law enforcement, report the case by telephone to the Department of Children and Families central abuse hotline, using the single Statewide toll-free telephone number 1-800-96-ABUSE (1-800-962-2873). School personnel reporting such cases are required to provide their names to the hotline staff. The names of reporters shall be entered into the record of the report but shall be held confidential as provided by law.

G. Failure to report as required by law is a second degree misdemeanor and can be punishable up to 60 days in jail, up to a \$500 fine, & up to six months supervised probation. Additional penalties may also result.

### Section 3: Referral to Law Enforcement

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

### Freedom from Discrimination, Harassment, and Retaliation

#### **Statement of Nondiscrimination**

IDEA prohibits discrimination, including harassment, against any student on the basis of race, color, religion, gender, national origin, disability, age, or any other basis prohibited by law. IDEA also prohibits dating violence, as defined by this Handbook. Retaliation against anyone involved in the complaint process is a violation of IDEA policy.

#### **Discrimination and Harassment (Prohibited Conduct)**

For purposes of IDEA policy, the term “Prohibited Conduct” means discrimination or harassment against a student involving conduct directed at a student on the basis of race, color, religion, gender or sex, national origin, disability, age, or any other basis prohibited by law and that adversely affects the student, and/or that is so severe, persistent, or pervasive that the conduct:

- Affects a student’s ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
- Has the purpose or effect of substantially or unreasonably interfering with the student’s academic performance; or
- Otherwise adversely affects the student’s educational opportunities.

Examples of Prohibited Conduct may include offensive or derogatory language directed at another person’s religious beliefs or practices, accent, skin color, or need for accommodation; threatening or intimidating conduct; offensive jokes; name calling, slurs, or rumors; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property.

IDEA also considers gender-based harassment to be Prohibited Conduct. Gender-based harassment includes harassment based on a student’s gender, expression by the student of stereotypical characteristics associated with the student’s gender, or the student’s failure to conform to stereotypical behavior related to gender. Examples of gender-based harassment directed against a student, regardless of the student’s or the harasser’s actual or perceived sexual orientation or gender identity, may include, but not be limited to, offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; threatening or intimidating conduct; or other kinds of aggressive conduct such as theft or damage to property.

“Prohibited Conduct” may also include dating violence, which occurs when one partner in a dating relationship, either past or current, intentionally uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control the other partner. Examples of dating violence against a student may include physical or sexual assaults, name-calling, put-downs, threats to hurt the student or the student’s family members or members of the student’s household, destroying property belonging to the student, threats to commit suicide or homicide if the student ends the relationship, attempts to isolate the student from friends and family, stalking, or encouraging others to engage in these behaviors.

#### **Retaliation**

Retaliation against a person who makes a good faith report of Prohibited Conduct is prohibited. Retaliation against a person who is participating in an investigation of reported Prohibited Conduct is also prohibited. A person who makes a false claim, offers false statements, or refuses to cooperate with an IDEA investigation, however, may be subject to appropriate discipline.

Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.

#### **Reporting Prohibited Conduct**

Any student who believes that he or she has experienced Prohibited Conduct or retaliation or believes that another student has experienced Prohibited Conduct or retaliation should immediately report the alleged acts to a teacher, counselor, the Principal, or other school employee. The report may also be made by the student's parent. Alternatively, a report may be made directly to the appropriate Compliance Coordinator identified in this Handbook.

Upon receiving a report of potential Prohibited Conduct, IDEA will determine whether the allegations, if proven, would constitute prohibited discrimination, harassment, dating violence, or retaliation. If not, IDEA will determine if the allegations, if proven, would constitute bullying. If the alleged prohibited conduct, if proven, would constitute prohibited conduct and would also be considered bullying, an investigation of bullying will also be conducted.

**\*\*NOTE\*\*** IDEA's process concerning formal complaints of sexual harassment is outlined in "Freedom from Sexual Harassment" below.

### **Investigation**

To the extent possible, IDEA will respect the privacy of the student; however, limited disclosures may be necessary to conduct a thorough investigation and to comply with law. Allegations of Prohibited Conduct will be promptly investigated. The investigation may be conducted by the Compliance Coordinator or designee, or by a third party designated by IDEA, such as an attorney. When appropriate, the Principal or the student's teacher(s) will be involved in or informed of the investigation.

If a law enforcement or other regulatory agency notifies IDEA that it is investigating the matter and requests that the school delay its investigation, IDEA will resume the investigation at the conclusion of the agency's investigation.

During the course of an investigation and when appropriate, IDEA will take interim action to address the alleged Prohibited Conduct.

If the school's investigation indicates that Prohibited Conduct occurred, appropriate disciplinary action and, in some cases, corrective action, will be taken to address the conduct. IDEA may take disciplinary and corrective action even if the conduct that is the subject of the complaint was not unlawful.

All involved parties will be notified of the outcome of the investigation within the parameters and limits allowed under the Family Educational Rights and Privacy Act ("FERPA").

### **Appeal**

A student or parent who is dissatisfied with the outcome of the investigation may appeal through the school's student and parent complaint process, beginning at Level Two.

### **Freedom from Sexual Harassment**

IDEA prohibits discrimination on the basis of sex, including sexual harassment, by an employee, volunteer, or another student.

Sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

- A school employee conditioning the provision of aid, benefit, or service on an individual's participation in unwelcome sexual conduct;
- Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to IDEA's educational programs or activities;
  - Sexual assault, dating violence, domestic violence, or stalking (as those offenses are defined in the Clery Act, 20 U.S.C. § 1092(f), and the Violence Against Women Act, 34 U.S.C. § 12291(a)).

Examples of sexual harassment may include, but are not limited to, touching private body parts or coercing physical contact that is sexual in nature; sexual advances; jokes or conversations of a sexual nature; sexually motivated physical, verbal, or nonverbal conduct; or other sexually motivated conduct, communications, or contact.

Romantic or inappropriate social relationships between students and school employees are prohibited. Any sexual relationship between a student and a school employee is always prohibited, even if consensual.

### **General Definitions**

A “complainant” means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

A “respondent” means an individual who is reported to be the perpetrator of conduct that could constitute sexual harassment.

A “formal complaint” means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that IDEA investigate the allegation of sexual harassment.

“Supportive measures” means non-disciplinary, non-punitive individualized services offered appropriate and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to IDEA’s educational program or activity without unreasonably burdening either party, including measures designed to protect the safety of all parties or IDEA’s educational environment, or deter sexual harassment. Examples of supportive measures include, but are not limited to, counseling, extensions of deadlines or other course-related adjustments, modifications of class schedules, mutual restrictions on contact between the parties, and other similar measures.

### **Reporting Sexual Harassment**

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by email, using the contact information listed for the Title IX Coordinator in the “Statement of Nondiscrimination” section of this handbook, or by any other means that results in the Title IX Coordinator receiving the person’s verbal or written report. Such a report may be made at any time, including during non-business hours, by using the telephone number or email address, or by mail to the office address, listed for the Title IX Coordinator.

IDEA’s response to a report of sexual harassment must treat complainants and respondents equitably by offering supportive measures and by following a grievance process before the imposition of any disciplinary sanctions or other actions that are not supportive measures against a respondent.

After a report of sexual harassment has been made, the Title IX Coordinator must promptly contact the complainant to discuss the availability of supportive measures, consider the complainant’s wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.

### **Notice of Allegations**

Upon receipt of a formal complaint, IDEA must provide the following written notice to the parties who are known:

- Notice of IDEA’s grievance process, including any informal resolution process.



- Notice of the allegations of sexual harassment, including, to the extent known, the identity of the parties, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident.
- Notice that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made known at the conclusion of the grievance process.
- Notice that the parties may have an advisor of their choice, who may be, but is not required to be, an attorney.
- Notice that the parties may inspect, and review evidence related to the complaint.
- Notice that IDEA prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

If, during an investigation, IDEA decides to investigate allegations about the complaint or respondent that are not included in the initial notice of the complaint, IDEA must provide notice of the additional allegations to the parties whose identities are known.

## Grievance Process

At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the education program or activity of IDEA.

The following guidelines apply when IDEA receives a formal complaint of sexual harassment. This process is designed to incorporate due process, principles, treat all parties fairly, and to assist IDEA reach reliable responsibility determinations.

- IDEA will require an objective evaluation of all relevant evidence – including both inculpatory and exculpatory evidence – and credibility determinations may not be based on a person's status as a complainant, respondent, or witness.
- Any individual designated by IDEA as a Title IX Coordinator, investigator, decision-maker, or to facilitate an informal resolution process must not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or responsible. IDEA will ensure that Title IX Coordinators, investigators, decision-makers, and anyone who facilitates an informal resolution process receive appropriate training related to the requirements of Title IX and IDEA's sexual harassment policy.
- IDEA recognizes a presumption that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the complaint process.
- IDEA shall attempt to complete an investigation of reported sexual harassment within 60 calendar days of receiving a complaint. However, the investigation process may be delayed or extended for a limited time for good cause with written notice to the complainant and the respondent of the delay or extension. Good cause may include considerations such as absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.
- Students found to have engaged in sexual harassment are subject to disciplinary action as outlined in the Student Code of Conduct.
- IDEA shall employ the preponderance of the evidence to determine responsibility when reviewing formal complaints.
- IDEA may not require, allow, rely upon, or otherwise use questions of evidence that constitute, or seek disclosure, of information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

## Consolidating Formal Complaints

IDEA may consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances.



## Dismissal of Formal Complaints

IDEA must investigate the allegations in a formal complaint.

IDEA must dismiss a formal complaint if the conduct alleged in the formal complaint:

- Would not constitute sexual harassment, even if proved; • Did not occur in IDEA's education program or activity; or
- Did not occur against a person in the United States.
  - IDEA may dismiss a formal complaint or any allegations therein if, at any time during the investigation:
- A complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein;
- The respondent is no longer enrolled or employed by IDEA; or
- Specific circumstances prevent IDEA from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

Upon a dismissal, IDEA must promptly send simultaneous written notice to the parties of the dismissal and the reason(s) for the dismissal. Dismissal of a formal complaint does not preclude IDEA from taking appropriate action under the Student Code of Conduct or any other school policy that may apply to the alleged conduct.

## Investigating Formal Complaints

The following guidelines apply during the investigation of a formal complaint and throughout the grievance process.

- IDEA will ensure the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rests on IDEA and not on the parties.
- IDEA cannot access, consider, disclose, or otherwise use a party's records that are made or
  - maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless IDEA receives that party's voluntary, written consent to do so.
- IDEA will provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence.
- IDEA will not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence.
- IDEA will provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisory of their choice, and not limit the choice or presence of an advisor for either the complainant or respondent in any meeting or grievance proceeding. IDEA may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties.
- IDEA will provide to a party whose participation is invited or expected written notice of the date, time, location, participants, and purpose of all investigative interviews or other meetings with sufficient time for the party to prepare to participate.
- IDEA will provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence upon which the recipient does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation.

- Prior to completing an investigative report, IDEA must send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties must have at least 10 calendar days to submit a written response, which the investigator will consider prior to completing the investigative report.
- IDEA must create an investigative report that fairly summarizes relevant evidence and, at least 10 calendar days prior to a determination regarding responsibility, send to each party and the party's advisor, if any, the investigative report in an electronic format or a hard copy, for review and written response.
- After sending the investigative report to the parties and before reaching a determination of responsibility, the decision-maker(s) must afford each party the opportunity to submit written relevant questions that a party wants asked of any witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. The decision-maker(s) must explain to the party proposing the questions any decision to exclude a question as not relevant.

## Determination Regarding Responsibility

The decision-maker(s) making a determination regarding responsibility cannot be the same person(s) as the Title IX Coordinator or the investigator(s). The decision-maker(s) must review the investigation report and make a written determination, based on the preponderance of the evidence standard, regarding responsibility. The written determination must include:

- Identification of the allegations potentially constituting sexual harassment;
- A description of the procedural steps taken from receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, or methods used to gather other evidence;
- Findings of fact supporting the determination;
- Conclusions regarding application of IDEA's Code of Conduct to the facts;
- A statement of, and rationale for, the result as to each allegation, including a determination regarding
  - responsibility, any disciplinary sanctions imposed on the respondent, and whether remedies designed to restore or preserve equal access to IDEA's education program or activities will be provided to the complainant; and
- IDEA's procedures and permissible bases for the complainant and respondent to appeal.

IDEA must provide the written determination to the parties simultaneously. The determination becomes final either on the date IDEA provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

The Title IX Coordinator is responsible for effective implementation of any remedies.

## Appeals

IDEA will offer both parties an appeal from a determination regarding responsibility, and from IDEA's dismissal of a formal complaint or any allegations therein, on the following bases:

- Procedural irregularity that affected the outcome of the matter;
- New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and

- The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

As to appeals, IDEA will ensure that the decision-maker(s) for the appeal is not the same person as the decision-maker(s) that reached the determination regarding responsibility or dismissal, or the investigator(s), or the Title IX Coordinator. IDEA will provide both parties a reasonable equal opportunity to submit a written statement in support of, or challenging, the outcome.

The decision-maker(s) for the appeal will issue a written decision, based on the preponderance of the evidence standard, describing the result of the appeal and the rationale for the result, and provide the written decision simultaneously to both parties.

A party who is dissatisfied with the appeal decision may file an appeal through the student and parent complaint process, beginning at Level Two.

### **Emergency Removals**

IDEA is able to remove a respondent from IDEA's education program on an emergency basis, provided that IDEA undertakes an individualized safety and risk analysis, determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal, and provides the respondent with notice and an opportunity to challenge the decision immediately following the removal. IDEA's ability to do so may not be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504, or the Americans with Disabilities Act.

### **Informal Resolution**

At any time prior to reaching a determination regarding responsibility, IDEA may facilitate an informal resolution process, such as mediation, which does not involve a full investigation and adjudication. However, IDEA may not require as a condition of enrollment or continuing enrollment, or employment or continued employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal complaints. Additionally, IDEA may not require the parties to participate in an informal process and may not offer an informal resolution process unless a formal complaint is filed.

Prior to facilitating an informal resolution process, IDEA must:

- Provide to the parties a written notice disclosing the allegations and the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations. The notice must also inform that, at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint, as well as of any consequence resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.
- Obtain the parties' voluntary, written consent to the informal resolution process.

IDEA may not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

### **Retaliation Prohibited**

Neither IDEA nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, or because the individual has made a report

or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation or proceeding under this policy.

Examples of retaliation may include, but are not limited to, intimidation, threats, coercion, or discrimination.

Complaints alleging retaliation may be filed according to the grievance procedure described above.

### **Confidentiality**

IDEA must keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by FERPA or as required by law, or for purposes related to the conduct of any investigation, hearing, or judicial proceeding arising under the Title IX regulations.

### **Non-Sexual Harassment Sex Discrimination**

The formal complaint investigation and resolution process outlined above in “Freedom from Sexual Harassment” applies only to formal complaints alleging sexual harassment as defined by Title IX, but not to complaints alleging sex discrimination that do not constitute sexual harassment. Complaints of non-sexual harassment sex discrimination may be filed with the Title IX Coordinator and will be handled under the process described in the “Freedom from Discrimination, Harassment, and Retaliation” section of this Handbook.

### **Freedom from Hazing and Bullying**

IDEA Florida has adopted an anti-bullying and hazing policy found [here](#).

### **Interrogations and Searches**

In the interest of promoting student safety and attempting to ensure that IDEA is safe and drug free, school officials may from time-to-time conduct searches. Such searches are conducted without a warrant and as permitted by law.

Administrators, teachers and other professional personnel may question a student regarding the student’s own conduct or the conduct of other students. In the context of school discipline, students have no claim to the right not to incriminate themselves.

Students shall be free from unreasonable searches and seizures by school officials. School officials may search a student’s outer clothing, pockets, or property by establishing reasonable cause or securing the student’s voluntary consent.

A search is reasonable if (1) the school official has reasonable grounds for suspecting that the search will uncover evidence of a rule violation or a criminal violation and (2) the scope of the search is reasonably related to the circumstances justifying the search, such as the extent of the search, the objectives of the search, the age and sex of the student, and the nature of the infraction.

### **Desk and Locker Searches**

Students should have no expectation of privacy in the contents of their lockers, desks or other school property. Lockers and desks assigned to students remain at all times under the control and jurisdiction of IDEA. IDEA will make periodic inspections of lockers and desks at any time, with or without notice or student consent. School officials will remove any item that violates school policy or that may potentially be dangerous.

Students have full responsibility for the security of their lockers and desks and shall be held responsible for any prohibited items found therein. A student's parent shall be notified if any prohibited articles or materials are found in a student's locker or desk, or on the student's person.

### **Vehicles on Campus**

Vehicles parked on school property and property under school control are under the jurisdiction of IDEA and may be searched at any time if reasonable suspicion exists to believe that the search will result in evidence that school rules or other laws have been violated. If a vehicle subject to search is locked, the student shall be asked to unlock the vehicle and consent to a search of the vehicle. If the student refuses to permit the vehicle to be searched, IDEA may contact the student's parents and/or law enforcement officials. A student may be held responsible for and in possession of prohibited items found in his or her vehicle parked on school property or at a school-related event.

### School Visitors

All visitors to IDEA must sign in at the school campus administrative office. A sign at the entrance to the campus will direct visitors to the appropriate location.

All visitors must present a form of identification or at a minimum their name and date of birth. IDEA personnel process each visitor through a database system which checks for sex offender status. All approved visitors will be issued a badge that is to be worn at all times while visiting the school campus. Upon their departure they must sign out at the central administrative office and return the visitor's badge.

Visitors who do not submit a form of identification or their name and date of birth for the purpose of checking sex offender status shall not be allowed on school grounds. A legal guardian of a student enrolled at IDEA who does not provide identification or name and date of birth shall follow the same policy.

The principal or their designee may refuse a visitor or terminate a visit in circumstances where the visit's duration or visit frequency interferes with the delivery of instruction or in any other way disrupts the educational environment.

### Registered Sex Offenders

Registered sex offenders are generally prohibited from entering school grounds.

Exception: A legal guardian who is required to register as a sex offender may enter school grounds for the following limited purposes:

- To attend a conference at the school with school personnel to discuss the academic and/or social progress of the parent/guardian's child;
- To attend an IEP meeting or other conference where evaluation or placement decisions may be made respecting the student's exceptional student education (ESE) services;
- When the Principal has requested their presence for any other reason concerning their child; or
- To transport the child to school or pick up the child from school.

Requirements for the Exception to Apply:

- The legal guardian must notify the Principal of the purpose of the visit and when the visit will occur, including date and time, before the legal guardian enters the school grounds.
- The Principal shall notify the administrative offices of the parent/guardian's intent to visit.
- The parent/guardian must check in at the campus administrative office upon arrival and departure from the school.
- The parent/guardian must remain under the direct supervision of staff at all times.

Even under the limited circumstances set out above, the parent/guardian will not be permitted to enter or be present on school property if:

- The individual's parental rights have been terminated;
- The individuals' presence at school is prohibited by court order or conditions of probation; or
- The Superintendent or campus administrator determines that the individual poses a threat to student safety or is likely to cause a disturbance to the educational environment.

In those cases, communications regarding the student will be conducted by alternate means such as telephone, mail, or electronic communications. Where the administration determines that a meeting is necessary, it will identify an appropriate meeting place where students are not present.

#### Weapon and Concealed Handgun Prohibition

IDEA prohibits the use or possession of any firearm, knife, club, or other weapon while on the premises of the school or any school grounds or building in which a school activity is being conducted.

## MISCELLANEOUS PROVISIONS RELATING TO STUDENTS

#### Religious Expression

IDEA prohibits discrimination, harassment, or retaliation on the basis of religion. Students have the right to silently pray or meditate at IDEA, so long as it does not disrupt the instructional day or other activities of the school. IDEA shall not require, encourage, or coerce any student to engage in or to refrain from prayer or meditation during any school activity.

#### Pledge of Allegiance

Each school day, students will recite the Pledge of Allegiance to the United States flag. Parents may submit a written request to the principal or designee to excuse their student from reciting a pledge. State law requires a moment of silence. Each student may choose to reflect, pray, meditate, or engage in any other silent activity during that minute so long as the silent activity does not interfere with or distract others.

#### School Calendar

IDEA operates according to the school calendar adopted annually by the Board of Directors. Holidays may be used as school make-up days for learning days lost due to bad weather or other closure. The dates will be communicated in advance and updated on the online version of the calendar. The latest changes to the calendar will be available on the IDEA-website at <https://ideapublicschools.org/parents/academic-calendars/>.

#### School Day

Students should be in their classrooms ready for instruction at the designated time to begin the school day. Any student not in class by the designated start time will be marked tardy. Any student not in class during roll call will be marked absent.

Students must leave campus immediately after school dismisses in the afternoon, unless they are involved in an activity under the supervision of a teacher or sponsor. If a student is involved in an after-school activity, he or she must remain in the area where their activity is scheduled to take place. The student may not go to another area of the school without permission by the teacher or sponsor overseeing the activity.

During the school day, students may not loiter or stand in the halls between classes. Students must have a pass to be outside the classroom during class time. Failure to obtain a pass will result in disciplinary action.

### Textbooks and Curriculum Materials

Textbooks and additional curriculum materials are provided free of charge for each subject or class, except for dual credit courses. Materials must be used by the students as directed by the teacher and treated with care. A student who is issued damaged materials should report the damage to the teacher.

Students must return all textbooks and supplemental materials to the teacher at the end of the school year or when the student withdraws from school. Any student failing to return issued materials in an acceptable condition loses the right to free textbooks and educational materials until the student and/or parent pay for the damages. However, a student will be provided textbooks and educational materials for use during the school day. IDEA may reduce or waive the payment requirement if the student is from a low-income family.

### Transcripts

IDEA maintains an academic achievement record (transcript) for each student enrolled. Transcripts list complete personal student data, give complete scholastic grades, and report student activities, honors, and scores on standardized achievement tests. Students, alumni, and legal guardians are entitled to request an unaltered replica of an official high school transcript from the College Prep campus. For college and scholarship application purposes, the College Counselor will work with the student to submit the high school transcript directly to the required office and/or electronic form.

### Extracurricular Activities, Clubs, and Organizations

Participation in school-related activities is an excellent way for a student to develop talents, receive individual recognition, and build strong friendships with other students. Participation, however, is a privilege and not a right. Eligibility for participation in many school-related activities is governed by state law and rules of the Florida High School Athletic Association ("FHSAA"), a statewide association overseeing interscholastic competition. Additional information regarding extracurricular activities, clubs, and organizations may be obtained from the principal.

Participation in these activities may result in events that occur off-campus. When IDEA arranges transportation for these events, students are required to use the transportation provided by IDEA to and from the event. Exceptions may only be made with approval from the activity's coach or sponsor.

Please note: Sponsors of student clubs and performing groups such as the band, choir, and drill and athletic teams may establish standards of behavior – including consequences for misbehavior – this may result in additional consequences for those students. If a violation of organization rules is also a violation of school rules, the consequences specified by the Student Code of Conduct or by local policy will apply in addition to any consequences specified by the organization.

### Fees

Materials that are part of the basic educational program are provided with state and local funds at no charge to a student. Students are expected to provide their own consumable items, such as pencils, paper, pens, erasers, notebooks, calculators, headsets, etc. Students may be required to pay certain fees or deposits, including:

- A fee for materials for a class project that the student will keep, if the fee does not exceed the cost of materials;
- Membership dues in voluntary student clubs or organizations and admission fees to
- extracurricular activities;
- A security deposit for the return of materials, supplies, or equipment;
- A fee for personal physical education and athletic equipment and apparel, although a student may provide the student's own equipment or apparel if it meets reasonable requirements and standards relating to health and safety;
- A fee for voluntarily purchased items, such as student publications, class rings, pictures, yearbooks, graduation announcements, etc.;



- A fee for voluntary student health and accident benefit plan;
- A reasonable fee, not to exceed the actual annual maintenance cost, for the use of musical instruments and uniforms owned or rented by the school;
- A fee for items of personal apparel used in extracurricular activities that become the property of the student;
- A parking fee;
- A fee for replacement of a student identification card;
- If offered, a fee for a driver training course, not to exceed the actual cost per student in the program for the current school year;
- A fee for an optional course offered for credit that requires the use of facilities not available on campus or the employment of an educator who is not part of the school's regular staff;
- A fee for summer school courses that are offered tuition-free during the regular school year;
- A reasonable fee, not to exceed \$50, for costs associated with an educational program offered outside of regular school hours through which a student who was absent from class receives instruction voluntarily for the purpose of making up the missed instruction and meeting the level of attendance required for class credit, so long as the fee would not create a financial hardship or discourage the student from attending the program;
- A fee for lost, damaged, or overdue library book; or
- A fee specifically permitted by any other statute.
- A fee for lost, damaged or vandalized technology equipment.
- An optional electronic insurance fee.

IDEA may waive any fee or deposit if the student and parent are unable to pay. A request for such a waiver must be made in writing to the Principal or designee and include evidence of inability to pay. Details for the fee waiver are available in the Principal's office.

### Displaying a Student's Artwork, Projects, Photos, and Other Original Work

Teachers may display student work in classrooms or elsewhere on campus as recognition of student achievement. However, IDEA will seek parental consent before displaying student artwork, special projects, photographs taken by students, and other original works on the IDEA website, on any campus or classroom website, in printed materials, by video, or by any other method of mass communication. IDEA will also seek consent before displaying or publishing an original video or voice recording in this manner.

### Distribution of Materials or Documents

#### **School Materials**

Publications prepared by and for IDEA may be posted or distributed with prior approval by the Principal and/or teacher. Such items may include school posters, brochures, murals, etc.

#### **Non-School Materials**

Students must obtain prior express permission of the Principal or designee before distributing, posting, selling, or circulating written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials on campus.

Non-school literature shall not be distributed by students on IDEA property if:

- The materials are obscene, vulgar, or otherwise inappropriate for the age and maturity of the audience.
- The materials endorse actions endangering the health or safety of students.



- The materials promote illegal use of drugs, alcohol, or other controlled substances.
- The distribution of such materials would violate the intellectual property rights, privacy rights, or other rights of another person.
- The materials contain defamatory statements about public figures or others.
- The materials advocate imminent lawless or disruptive action and are likely to incite or produce such action.
- The materials are hate literature or similar publications that scurrilously attack ethnic, religious, or racial groups or contain content aimed at creating hostility and violence, and the materials would materially and substantially interfere with school activities or the rights of others.
- There is reasonable cause to believe that distribution of the non-school literature would result in material and substantial interference with school activities or the rights of others.

Any student who posts material without prior approval will be subject to disciplinary action in accordance with the Student Code of Conduct. Materials displayed without approval will be removed.

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials over which IDEA does not exercise control shall not be sold, circulated, or distributed by persons or groups not associated with IDEA or a school support group on school premises unless the person or group obtains specific prior approval from the Superintendent or designee. To be considered, any non-school material must include the name of the sponsoring organization or individual.

### [Electronic Devices and Technology Resources](#)

#### **Possession and Use of Personal Telecommunication Devices and Other Electronic Devices**

IDEA permits students to possess personal cell phones for safety purposes; however, these devices must remain turned off during the instructional day, including during all testing, unless the device is used for approved instructional purposes.

A student must also have permission from the Principal to possess other personal telecommunication devices (such as a pager, notebook computer, laptop, tablet, or other portable computing device) at school.

Students may also be permitted to possess other electronic devices (for example, MP3 players, iPods, video or audio recorders, DVD players, or similar electronic devices). Such devices must be turned off between the hours of 7:45 a.m. and 3:45 p.m. Such devices may not be visible in the pocket of a jacket or pants; items must be completely put away and out of sight.

If a student possesses a personal telecommunication device or other electronic device without permission, school staff will collect the item and turn it in to the Principal's office. The Principal will determine whether to return items to students at the end of the day or contact a parent to pick up the item.

The use of mobile telephones or any other device capable of capturing images is strictly prohibited in restroom areas or other sensitive areas while at school or at a school-related or school-sponsored event.

If a student uses a telecommunication device or other electronic device without authorization during the school day, the device will be confiscated. If the student and parent have executed a waiver permitting the student to possess an electronic communication device at school, IDEA officials may power on and search the device if there is reasonable cause to believe that the device has been used in the transmission or reception of communications prohibited by law, policy, or regulation. Any disciplinary action will be in accordance with the Student Code of Conduct. These guidelines apply even if the item in use is not the property of the student found in violation of the policy.

A confiscated device may be picked up from the Principal's office. Confiscated telecommunication devices that are not retrieved by the student or parent will be disposed of after the notice required by law.

IDEA will not be responsible for damage to or loss or theft of personal devices, including confiscated items.

### **Use of Campus Technology Resources**

School-owned technology resources for instructional purposes may be issued to individual students. Use of these technological resources, which include IDEA's network systems and use of school equipment, is restricted to approved purposes only. All students must adhere to IDEA standards set forth in the Student Acceptable Use policy included in this handbook and Student Technology Device Use Agreement, linked below. Students and parents will be asked to sign an Acceptable Use Agreement Acknowledgment Form regarding use of these school technology resources. Violations of the user agreement may result in withdrawal of privileges and other disciplinary action.

- [Technology Device User Agreement English](#)
- [Technology Device User Agreement Spanish](#)

### **Unacceptable and Inappropriate Use of Technology Resources**

Students are prohibited from possessing, sending, forwarding, posting, accessing, or displaying electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal. This prohibition also applies to conduct off school property, whether the equipment used to send such messages is IDEA-owned or personally owned, if it results in a substantial disruption to the educational environment.

Any person taking, disseminating, transferring, possessing, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content, commonly referred to as "sexting," will be disciplined according to the Student Code of Conduct, may be required to complete an educational program related to the dangers of this type of behavior, and, in certain circumstances, may be reported to law enforcement.

In addition, any student who engages in conduct that results in a breach of IDEA's computer security will be disciplined in accordance with the Student Code of Conduct, and, in some cases, the consequence may rise to the level of recommended expulsion.

The following website provides information and resources related to student technology and internet safety for students and their families:

- Student Technology at IDEA: <https://ideapublicschools.org/learningtech/>

### **Change of Address or Telephone Number**

Legal guardians are responsible for notifying IDEA when a student's address or telephone number changes. A legal guardian may submit changes to student's address or telephone number by providing their valid ID and proof of new residency to their campus.

### **Uniform Requirements**

As authorized by state law and the IDEA charter, Students are required to wear uniforms to school. IDEA's uniform policy is designed to prevent disruption, minimize safety hazards, and provide a consistent and professional dress standard across all IDEA schools.

Legal guardians must provide their student(s) with the required uniform. Uniforms may be available free of charge for families experiencing financial difficulty. A request for school assistance for purchasing uniforms must be

made in writing to the principal or designee and include an explanation of financial hardship. Further details are available in the principal's office.

Students who do not follow IDEA's guidelines for personal attire and appearance may be subject to discipline under the Student Code of Conduct.

Newly enrolled students may be provided with a grace period of up to two weeks to obtain appropriate IDEA uniforms.

### IDEA Student Dress Code

Uniforms help our students to focus on academics, prevent disruption, avoid safety hazards, and provide a socially safe, secure, and stable school climate. The appearance of all students reflects the high standards and culture of our school.

#### Monday, Tuesday, Wednesday, and Thursday Uniform

- Khaki, black or navy bottoms (skirts, skorts, capris, shorts, or pants). Joggers or pants with elastic at the cuffs are not permitted. Skirts and shorts must be knee length. Shorts and pants may not be rolled up.
- IDEA logo polo shirt in designated grade-level color and purchased at a store on the uniform guide ([Link](#)). Uniform shirts must be tucked in, and sleeves may not be rolled up.
- The only sweaters, jackets, and sweatshirts that may be worn inside the classroom must be the official sweaters, jackets, and sweatshirts sold by one of the vendors listed in the uniform guide. All other sweaters, jackets, and sweatshirts may only be worn outside of the school building during cold weather and stored in their backpacks in class.
- During cool/cold weather, students may wear a long-sleeved black or white shirt under their IDEA logo polo shirt. Undershirts and polo shirts must be tucked in. Any undershirts worn must be black or white.
- Black belts must always be worn. Belts are not required for Kinder.
- Footwear: black athletic shoes, must be closed toe.

#### Friday Uniform

- Blue jean denim bottom (skirts, skorts, capris, shorts, or pants) with a spirit shirt (IDEA) or college shirt (the name of the college or university must be explicit) may be worn. Blue jean denim bottoms in colors other than blue and/or with holes or tears are not allowed.
- Students may wear their IDEA polo shirt with blue jean denim bottoms. Students may also wear a spirit shirt with their khakis, black or navy bottoms.
- If a student chooses not to wear a spirit or college shirt, they must wear their IDEA logo polo shirt.
- College sweatshirts are allowed, but hoods may not be worn on the head.
- Black belts must always be worn. Belts are not required for Kinder.
- Footwear: Black athletic shoes, must be closed toe.

#### Head Coverings

- Head coverings that honor religions and/or culture and hats or head coverings necessitated by a medical issue are permitted.
- All types of hand gloves and headgear (beanies, earmuffs, etc.) may be worn outside of school buildings during cold weather and stored in their backpacks in class.

### Child Nutrition Program

The Child Nutrition Program (CNP) at IDEA Public Schools has qualified to participate in the Community Eligibility Provision (CEP) in the State of Florida. This reduces burdens for both families and school administrators and helps ensure that students continue to receive nutritious meals. Through the CEP, we are able to provide free breakfast and lunch to all children, at qualified schools, and eliminates the collection of free and reduced meal (FARM)

applications. This approach reduces burdens for both families and school administrators and helps ensure that students receive nutritious meals.

### Transportation

IDEA makes school bus transportation available to students eligible for bus transportation. This service is provided at no cost to students. Bus routes and any subsequent changes are posted on the school website. For more information regarding transportation, visit our school website at <https://ideapublicschools.org/parents/transportation/> or contact Campus Transportation Manager.

Riding a school vehicle is a privilege. School vehicle drivers have the authority to maintain discipline and require seating charts. When riding a school vehicle, students are held to behavioral standards established in this Handbook and the Student Code of Conduct. Students must:

- Follow the driver's directions at all times;
- Enter and leave the vehicle in an orderly manner;
- Keep feet, backpacks, instrument cases, and other objects out of the aisle and rear exit door;
- Not eat or drink while on the bus;
- Not deface the vehicle or its equipment;
- Not put head, hands, arms, legs, or an object out of any window; and
- Wait for the driver's signal in order to leave or cross in front of the vehicle.

Only designated students are allowed to ride in the vehicle. Students may not ride the vehicle to a different location nor have friends ride the vehicle to participate in after-school activities.

IDEA requires parents to have kinder and elementary age up to third grade be escorted to and met at the bus stop after school by a responsible person. Parents/guardians, please remember to get out of your vehicles to meet your children at the designated bus stop locations. This will allow our drivers to confirm that you or the responsible party is receiving your children.

If a special needs student is receiving bus transportation as a result of an Individual Education Plan ("IEP"), the Committee will have the discretion in determining appropriate disciplinary consequences related to inappropriate behavior in a school vehicle.

## STUDENT CODE OF CONDUCT

### Purpose of the Student Code of Conduct

To function properly, education must provide an equal learning opportunity for all students by recognizing, valuing, and addressing the individual needs of every student. In addition to the regular curriculum, principles and practices of good citizenship must also be taught and modeled by school staff. To foster an orderly and distraction-free environment, IDEA has established this Student Code of Conduct in accordance with state law and the IDEA open-enrollment charter. The Student Code of Conduct has been adopted by the Board of Directors and provides information to parents and students regarding expectations for behavior, consequences of misconduct, and procedures for administering discipline.

The Student Code of Conduct will be posted at each IDEA campus and/or will be available for review at each principal's office. Parents will be notified of any violation that may result in a student being suspended or expelled from IDEA. Students and staff must be familiar with the standards set forth in the Student Code of Conduct, as well as campus and classroom rules.

The Student Code of Conduct does not define all types and aspects of student behavior, as IDEA may impose campus or classroom rules in addition to those found in the Student Code of Conduct. These rules may be posted in classrooms or given to the student and may or may not constitute violations of the Student Code of Conduct.

When students participate in student activities, they will also be expected to follow the guidelines and constitutions that further specify the organization's expectations, student behavior, and consequences.

### Authority and Jurisdiction

IPS has disciplinary authority over a student:

1. During the regular school day and/or while the student is going to and from school on IDEA transportation;
2. During open lunch periods in which a student is allowed to leave campus;
3. While the student is in attendance at any school-related event or activity, regardless of time or location;
4. For any school-related misconduct, regardless of time or location;
5. For any expulsion offense committed while on IDEA property or while attending a school-sponsored or school-related activity of IDEA or of any other school in Florida;
6. For any expulsion offense committed away from IDEA property and not at a school-sponsored or school-related event, if the misconduct creates a substantial disruption to the educational environment;
7. While the student is in transit to or from school or to or from school or school-related activities or events;
8. When retaliation against a student, school employee or volunteer occurs or is threatened, regardless of time or location;
9. When the student commits any felony, regardless of time or location;
10. While a student is participating in any remote / virtual classroom or other period of online instruction provided by IDEA;
11. While the student is in attendance at any school-related event or activity, regardless of time or location; and 12. When criminal mischief is committed on or off IDEA property or at a school-related event.

### **Reporting Crimes**

In addition to disciplinary consequences, misdemeanor and felony offenses committed on campus or while attending school-sponsored or school-related activities will be reported to an appropriate law enforcement agency.

### Standards for Student Conduct

Each student is expected to:

- Adhere to the requirements of the Student Code of Conduct.
- Attend all classes, regularly and on time.
- Behave in a responsible manner, always exercising self-discipline.
- Cooperate with and assist IDEA staff in maintaining safety, order, and discipline.
- Demonstrate courtesy, even when others do not.
- Meet IDEA's standards of dress.
- Obey all campus and classroom rules.
- Prepare for each class; take appropriate materials and assignments to class.
- Respect the property of others, including IDEA property and facilities.
- Respect the rights and privileges of students, teachers, and other IDEA staff and volunteers.

### Discipline Management Techniques

Disciplinary techniques are designed to improve conduct and to encourage students to adhere to their responsibilities as members of the school community. Disciplinary action will draw on the professional judgment of teachers and administrators and on a range of discipline management techniques. Discipline will be correlated to the seriousness of the offense, the student's age and grade level, the frequency of misbehavior, the student's attitude, the effect of the misconduct on the school environment, and statutory requirements.

Because of these factors, discipline for a particular offense, unless otherwise specified by law, may bring into consideration varying techniques and responses.

## Techniques

The following discipline management techniques may be used—alone or in combination—for behavior prohibited by the Student Code of Conduct or by campus or classroom rules:

- Assignment of school duties such as cleaning or picking up litter (this technique may be applied if the offense is related to school property damage).
- Behavioral contracts.
- Cooling-off time or “time-out.”
- Counseling by teachers, counselors, or administrative personnel.
- Rewards for positive behavior.
- Demerits.
- Detention.
- Expulsion. An IDEA principal can, and in some cases, must, recommend to the local school district superintendent that a student be expelled.
- Grade reductions for cheating, plagiarism, and as otherwise permitted by policy.
- In-school suspension, as specified in the suspension section of the Code of Conduct.
- Out-of-school suspension, as specified in the suspension section of the Code of Conduct.
- Parent-teacher conferences.
- Referral to an outside agency or legal authority for criminal prosecution in addition to disciplinary measures imposed by IDEA.
- School-assessed and school-administered probation (final warning contracts).
- Seating changes within the classroom.
- Sending the student to the office or other assigned area.
- Techniques or penalties identified in individual student organizations’ extracurricular standards of behavior.
- Temporary confiscation of items that disrupt the educational process.
- Verbal correction, oral or written.
- Withdrawal of privileges, such as participation in extracurricular activities, field trips, eligibility for seeking and holding honorary offices, or membership in school-sponsored clubs and organizations.
- Withdrawal or restriction of bus privileges (this technique may be applied if the offense is bus or school transportation related).
- Other strategies and consequences as determined by school officials, including, but not limited to, requests that parents “shadow” their children at school for a specified period of time.

## Discipline Matrix

The Discipline Matrix detailed in this section has been included within the Student Code of Conduct to develop consistent practices and provide specific grounds for disciplinary action.

### BEHAVIORS AND RANGE OF CORRECTIVE STRATEGIES- LEVEL I

BEHAVIORS	RANGE OF CORRECTIVE STRATEGIES
Level I Behaviors are acts that disrupt the ordinary operation of the classroom, school function, extracurricular activities, or approved transportation.	The principal or designee must implement all Required Actions and <u>may</u> select one or more of the Optional Strategies from PLAN I.

<p style="text-align: center;"><b>LEVEL I-</b></p> <p style="text-align: center;"><b>Disruptive Behaviors</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Confrontation with another student</li> <li><input type="checkbox"/> Cutting class</li> <li><input type="checkbox"/> Disruptive behavior (including behavior on the school bus and at the school bus stop)</li> <li><input type="checkbox"/> Failure to comply with class and/or school rules</li> <li><input type="checkbox"/> Inappropriate public display of affection</li> <li><input type="checkbox"/> Misrepresentation</li> <li><input type="checkbox"/> Possession of items or materials that are inappropriate for an educational setting (<i>See Special Notes #1</i>)</li> <li><input type="checkbox"/> Repeated use of profane or crude language (general, not directed at someone)</li> <li><input type="checkbox"/> Unauthorized location</li> <li><input type="checkbox"/> Unauthorized use of wireless communication devices</li> <li><input type="checkbox"/> Violation of dress code</li> </ul>	<p style="text-align: center;"><b>PLAN I Required</b></p> <p><b>Actions:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Parent/Guardian contact (<i>See Special Notes #2</i>)</li> <li><input type="checkbox"/> Student conference (<i>See Special Notes #3</i>)</li> </ul> <p><b>Optional Strategies:</b></p> <p><i>When behaviors are repeated/ habitual: (<i>See Special Notes #4</i>)</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Student/parent/guardian/staff conference</li> <li><input type="checkbox"/> Reprimand</li> <li><input type="checkbox"/> Student contract</li> <li><input type="checkbox"/> Behavior Plan</li> <li><input type="checkbox"/> Practical FBA</li> </ul> <p><b>Campus-Based Support Options:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Peer Mediation</li> <li><input type="checkbox"/> Participation in a counseling session related to the infraction</li> </ul> <p><b>Restorative/Corrective Action Options:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Confiscation of wireless communication devices</li> <li><input type="checkbox"/> Replacement or payment of any damaged property (if appropriate)</li> <li><input type="checkbox"/> Recommendations from MTSS:RTi strategies</li> </ul> <p><b>Exclusionary Options:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Revocation of the right to participate in social and/or extracurricular activities</li> <li><input type="checkbox"/> Loss of bus privileges up to 10 days</li> <li><input type="checkbox"/> Detention or other Board-approved in-school programs</li> </ul>
<b>SPECIAL NOTES</b>	
<ol style="list-style-type: none"> <li>Administrators must contact the local police department for any sexual offense. If the victim of a crime requests a police report, the school administrator must report the incident to the VP of Schools. Incident related elements must be included in the description of the incident leading to the disciplinary action. (see glossary for definitions of the incident-related elements).</li> <li>A good faith attempt must be made immediately to contact the parent/guardian by telephone. Record in the Focus Student Contact Log.</li> <li>Students must be given the opportunity to be heard about the incident.</li> <li>'Repeated behavior' is defined as a specific set of behaviors that occur more than twice during a nine-week grading period. Staff are required to begin the MTSS:RTi process for these incidents and document in the Focus SSS module.</li> </ol>	
Refer to the Glossary for an explanation of unfamiliar words used in the Code of Student Conduct	

**BEHAVIORS AND RANGE OF CORRECTIVE STRATEGIES- LEVEL II**

BEHAVIORS	RANGE OF CORRECTIVE STRATEGIES
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<p>Level II Behaviors are more serious than Level I behaviors because they significantly interfere with learning and/or the well-being of others.</p>	<p>The principal or designee must implement all Required Actions and <u>may</u> select one or more of the Optional Strategies from PLAN II. The use of appropriate prior plan strategies may be used <u>in conjunction with</u> this Plan.</p>
<p style="text-align: center;"><b>LEVEL II- Seriously Disruptive Behaviors</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Cheating</li> <li><input type="checkbox"/> Confrontation with a staff member</li> <li><input type="checkbox"/> Defiance of school personnel</li> <li><input type="checkbox"/> Distribution of items or material that are inappropriate for an educational setting (<i>See Special Notes #1</i>)</li> <li><input type="checkbox"/> Failure to comply with previously prescribed corrective strategies</li> <li><input type="checkbox"/> False accusation</li> <li><input type="checkbox"/> Fighting (minor)</li> <li><input type="checkbox"/> Forgery (written misrepresentation)</li> <li><input type="checkbox"/> Harassment (non-protected categories)</li> <li><input type="checkbox"/> Instigative behavior</li> <li><input type="checkbox"/> Joining clubs or groups NOT approved by IDEA Public Schools.</li> <li><input type="checkbox"/> Leaving school grounds without permission <input type="checkbox"/> Libel</li> </ul>	<p style="text-align: center;"><b>PLAN II</b></p> <p>Required Actions:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Parent/Guardian contact (<i>See Special Notes #2</i>)</li> <li><input type="checkbox"/> Student conference (<i>See Special Notes #3</i>)</li> <li><input type="checkbox"/> Corrective Strategy from PLAN I</li> </ul> <p>Campus-Based Support Options:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> School-based program that focuses on modifying the student's inappropriate behavior and promotes positive behavior (including MTSS:RTi strategies)</li> <li><input type="checkbox"/> Referral for Tier 3 mental health support</li> </ul> <p>Exclusionary Options:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Detention or other Board-approved inschool programs</li> </ul>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Petty theft (under \$750.00)</li> <li><input type="checkbox"/> Possession of and/or use of tobacco products or smoking/vaping devices</li> <li><input type="checkbox"/> Prohibited sales on school grounds (other than controlled substances)</li> <li><input type="checkbox"/> Slander</li> <li><input type="checkbox"/> Use of profane or provocative language directed at someone</li> <li><input type="checkbox"/> Vandalism (minor)</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Assignment to service project (school or community based) [1-10 days with regional approval for serious or habitual infractions] (<i>See Special Notes #2, 3 &amp; 5</i>)</li> </ul> <p>Off Campus Options:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Refer to outside agency/provider</li> </ul>
<b>SPECIAL NOTES</b>	
<ol style="list-style-type: none"> <li>Administrators must contact the local police department for any sexual offense. If the victim of a crime requests a police report, the school administrator must report the incident to the VP of Schools. Incident related elements must be included in the description of the incident leading to the disciplinary action. (see glossary for definitions of the incident-related elements).</li> <li>A good faith attempt must be made immediately to contact the parent/guardian by telephone. Record in the Focus Student Contact Log.</li> <li>Students must be given the opportunity to be heard about the incident.</li> <li>'Repeated behavior' is defined as a specific set of behaviors that occur more than twice during a nine-week grading period. Staff are required to begin the MTSS:RTi process for these incidents and document in the Focus SSS module.</li> <li>For any assignment away from the student's regular course schedule, written notice must be sent to the parent/guardian withing 24 hours. If parents are unavailable, please send the notification via US Mail.</li> </ol>	
<p>Refer to the Glossary for an explanation of unfamiliar words used in the Code of Student Conduct</p>	



## BEHAVIORS AND RANGE OF CORRECTIVE STRATEGIES- LEVEL III

BEHAVIORS	RANGE OF CORRECTIVE STRATEGIES
Level III Behaviors are more serious than Level II behaviors because they endanger health and safety, damage property, and/or cause serious disruptions to the learning environment.	The principal or designee must implement all Required Actions and <u>may</u> select one or more of the Optional Strategies from PLAN III. The use of appropriate prior plan strategies may be used <u>in conjunction with</u> this Plan.
<p>LEVEL III-</p> <p>Offensive/Harmful Behaviors</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Assault/Threat against a non-staff member</li> <li><input type="checkbox"/> Breaking and Entering/Burglary</li> <li><input type="checkbox"/> Bullying (repeated harassment) (<i>See Special Notes #1, 6 &amp; 7</i>)</li> <li><input type="checkbox"/> Disruption on campus/Disorderly conduct <input type="checkbox"/> Fighting (serious)</li> </ul>	<p>PLAN III</p> <p>Required Actions:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Parent/Guardian contact (<i>See Special Notes #2</i>)</li> <li><input type="checkbox"/> Student conference (<i>See Special Notes #3</i>)</li> <li><input type="checkbox"/> Corrective Strategies from PLAN I &amp; PLAN II</li> </ul>
<ul style="list-style-type: none"> <li><input type="checkbox"/> False or Improper Activation of the fire alarm system or fire extinguisher</li> <li><input type="checkbox"/> Gambling</li> <li><input type="checkbox"/> Harassment (Civil Rights violation) (<i>See Special Notes #7, 8</i>)</li> <li><input type="checkbox"/> Hazing (misdemeanor)</li> <li><input type="checkbox"/> Possession of simulated weapons (<i>See Special Notes #10</i>)</li> <li><input type="checkbox"/> Possession or use of alcohol, unauthorized over-the-counter medications, drug paraphernalia, controlled substances and/or anything that alters mood or is used for mood altering</li> <li><input type="checkbox"/> Sexting</li> <li><input type="checkbox"/> Sexual harassment (<i>See Special Notes #6,7,&amp; 8</i>) <input type="checkbox"/> Technology &amp; Computer related offense</li> <li><input type="checkbox"/> Threat/Intimidation (<i>See Special Notes #10</i>)</li> <li><input type="checkbox"/> Trespassing</li> <li><input type="checkbox"/> Vandalism (major)</li> </ul>	<p>Exclusionary Options:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Permanent removal from class and reassignment to different class (MTSS: RTi committee decision required)</li> <li><input type="checkbox"/> Suspension [in or out of school] (1-10 days with regional approval for serious or habitual infractions) (<i>See Special Notes #8, 9</i>)</li> <li><input type="checkbox"/> Recommendation for expulsion (regional approval for serious or habitual infractions)</li> </ul>
SPECIAL NOTES	
<ol style="list-style-type: none"> <li>Administrators must contact the local police department for any sexual offense. If the victim of a crime requests a police report, the school administrator must report the incident to the VP of Schools. Incident related elements must be included in the description of the incident leading to the disciplinary action. (see glossary for definitions of the incident-related elements).</li> <li>A good faith attempt must be made immediately to contact the parent/guardian by telephone. Record in the Focus Student Contact Log.</li> <li>Students must be given the opportunity to be heard about the incident.</li> <li>'Repeated behavior' is defined as a specific set of behaviors that occur more than twice during a nine-week grading period. Staff are required to begin the MTSS:RTi process for these incidents and document in the Focus SSS module.</li> <li>For any assignment away from the student's regular course schedule, written notice must be sent to the parent/guardian withing 24 hours. If parents are unavailable, please send the notification via US Mail.</li> <li>Allegations of Bullying and Harassment that are not able to be substantiated after investigation must be reported in SESIR as Unsubstantiated Bullying and Unsubstantiated Harassment. Bullying infractions do not require a SPAR unless the incident is Hazing related.</li> </ol>	

7. Harassment Civil Rights and Sexual Harassment do not require a SPAR, but must be reported to the Department of Children & Families.
8. Corrective action for Sexual Harassment may be issued only in accordance with the Title IX policy.
9. Suspension of students from school programs is a last resort, to be utilized only in the most extenuating circumstances as determined by the principal AFTER other learning-centered corrective strategies have been employed AND regional notification.
10. If a student brings a firearm or weapon to school and/or makes a threat or false report, the school MUST refer the student to receive 'mental health services' identified by the school pursuant to 1012.584(4). The possession of firearms or other weapons on school property may result in criminal penalties in addition to expulsion.

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## BEHAVIORS AND RANGE OF CORRECTIVE STRATEGIES- LEVEL IV

BEHAVIORS	RANGE OF CORRECTIVE STRATEGIES
Level IV Behaviors are more serious acts of unacceptable behavior than Level III. They seriously endanger the health and well-being of other and/or damage property.	The principal or designee must implement all Required Actions and <u>may</u> select one or more of the Optional Strategies from PLAN IV. The use of appropriate prior plan strategies may be used <u>in conjunction with</u> this Plan.

LEVEL IV- Dangerous or Violent Behaviors	PLAN IV
<input type="checkbox"/> Battery (Physical Attack) against a non-staff member <input type="checkbox"/> Grand Theft (over \$750.00) <input type="checkbox"/> Hate Crime <input type="checkbox"/> Hazing (Felony) <input type="checkbox"/> Intent to sell and/or distribute alcohol, unauthorized over-the-counter medications, drug paraphernalia, controlled substances and/or anything that alters mood or is used for mood altering <input type="checkbox"/> Motor vehicle theft <input type="checkbox"/> Other major crimes/incidents <input type="checkbox"/> Robbery <input type="checkbox"/> Sale and/or distribution of alcohol, unauthorized over-the-counter medications, drug paraphernalia, controlled substances and/or anything that alters mood or is used for mood altering <input type="checkbox"/> Sex Offenses (other) (including possession and/or distribution of obscene or lewd materials) <input type="checkbox"/> Sexting (level 2) <input type="checkbox"/> Technology and computer-related offense (level 2)	<p>Required Actions:</p> <input type="checkbox"/> Parent/Guardian contact ( <i>See Special Notes #2</i> ) <input type="checkbox"/> Student conference ( <i>See Special Notes #3</i> ) <input type="checkbox"/> Corrective Strategies from PLAN I- PLAN III
	<p>Exclusionary Options:</p> <input type="checkbox"/> Permanent removal from class and reassignment to different class (MTSS: RTi committee decision required) <input type="checkbox"/> Suspension [in or out of school] (1-10 days with regional approval for serious or habitual infractions) ( <i>See Special Notes #5,9</i> ) <input type="checkbox"/> Recommendation for third party intervention (e.g., Department of Juvenile Justice) <input type="checkbox"/> Recommendation for expulsion

### SPECIAL NOTES

1. Administrators must contact the local police department for any sexual offense. If the victim of a crime requests a police report, the school administrator must report the incident to the VP of Schools. Incident related elements must be included in the description of the incident leading to the disciplinary action. (see glossary for definitions of the incident-related elements).
2. A good faith attempt must be made immediately to contact the parent/guardian by telephone. Record in the Focus Student Contact Log.
3. Students must be given the opportunity to be heard about the incident.
4. 'Repeated behavior' is defined as a specific set of behaviors that occur more than twice during a nine-week grading period. Staff are required to begin the MTSS:RTi process for these incidents and document in the Focus SSS module.

5. For any assignment away from the student's regular course schedule, written notice must be sent to the parent/guardian withing 24 hours. If parents are unavailable, please send the notification via US Mail.
6. Allegations of Bullying and Harassment that are not able to be substantiated after investigation must be reported in SESIR as Unsubstantiated Bullying and Unsubstantiated Harassment. Bullying infractions do not require a SPAR unless the incident is Hazing related.
7. Harassment Civil Rights and Sexual Harassment do not require a SPAR, but must be reported to the Department of Children & Families.
8. Corrective action for Sexual Harassment may be issued only in accordance with the Title IX policy.
9. Suspension of students from school programs is a last resort, to be utilized only in the most extenuating circumstances as determined by the principal AFTER other learning-centered corrective strategies have been employed AND regional notification.
10. If a student brings a firearm or weapon to school and/or makes a threat or false report, the school MUST refer the student to receive 'mental health services' identified by the school pursuant to 1012.584(4). The possession of firearms or other weapons on school property may result in criminal penalties in addition to expulsion.

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## BEHAVIORS AND RANGE OF CORRECTIVE STRATEGIES- LEVEL V

BEHAVIORS	RANGE OF CORRECTIVE STRATEGIES
Level V Behaviors are the most serious acts of misconduct and violent actions that threaten life.	The principal or designee must implement all Required Actions and <u>must</u> select one or more of the Optional Strategies from PLAN V. The use of appropriate prior plan strategies may be used <u>in conjunction with</u> this Plan.
<p style="text-align: center;">LEVEL V-</p> <p>Most Serious, Dangerous or Violent Behaviors</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Aggravated assault</li> <li><input type="checkbox"/> Aggravated battery against a non-staff member</li> <li><input type="checkbox"/> Armed robbery</li> <li><input type="checkbox"/> Arson</li> <li><input type="checkbox"/> Assault/Threat against IPS employees or persons conducting official business (<i>See Special Notes #10, 11</i>)</li> <li><input type="checkbox"/> Battery (Physical Attack) or Aggravated battery against IPS employees or persons conducting official business</li> <li><input type="checkbox"/> Homicide</li> <li><input type="checkbox"/> Kidnapping/Abduction</li> <li><input type="checkbox"/> Making a false report/threat against the school (<i>See Special Notes #10, 11</i>)</li> <li><input type="checkbox"/> Other major crimes/incidents</li> <li><input type="checkbox"/> Possession, Use, Sale and/or distribution of firearms, explosives, destructive devices and other weapons (<i>See Special Notes #10, 11</i>)</li> <li><input type="checkbox"/> Sexting (level 3)</li> <li><input type="checkbox"/> Sexual battery</li> <li><input type="checkbox"/> Technology and computer-related offense (level 3)</li> </ul>	<p style="text-align: center;">PLA N V</p> <p>Required Actions:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Parent/Guardian contact (<i>See Special Notes #2</i>)</li> <li><input type="checkbox"/> Student conference (<i>See Special Notes #3</i>)</li> <li><input type="checkbox"/> Corrective Strategies from PLAN I- PLAN IV</li> </ul> <p>Exclusionary Options:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Suspension [in or out of school] (1-10 days with regional approval for serious or habitual infractions) (<i>See Special Notes #7</i>)</li> <li><input type="checkbox"/> Recommendation for third party intervention (e.g., Department of Juvenile Justice)</li> <li><input type="checkbox"/> Recommendation for expulsion</li> </ul>
SPECIAL NOTES	

1. Administrators must contact the local police department for any sexual offense. If the victim of a crime requests a police report, the school administrator must report the incident to the VP of Schools. Incident related elements must be included in the description of the incident leading to the disciplinary action. (see glossary for definitions of the incident-related elements).
2. A good faith attempt must be made immediately to contact the parent/guardian by telephone. Record in Focus Student Contact Log.
3. Students must be given the opportunity to be heard about the incident.
4. 'Repeated behavior' is defined as a specific set of behaviors that occur more than twice during a nine-week grading period. Staff are required to begin the MTSS:RTI process for these incidents and document in the Focus SSS module.
5. For any assignment away from the student's regular course schedule, written notice must be sent to the parent/guardian within 24 hours. If parents are unavailable, please send the notification via US Mail.
6. Allegations of Bullying and Harassment that are not able to be substantiated after investigation must be reported in SESIR as Unsubstantiated Bullying and Unsubstantiated Harassment. Bullying infractions do not require a SPAR unless the incident is Hazing related.
7. Harassment Civil Rights and Sexual Harassment do not require a SPAR, but must be reported to the Department of Children & Families.
8. Corrective action for Sexual Harassment may be issued only in accordance with the Title IX policy.
9. Suspension of students from school programs is a last resort, to be utilized only in the most extenuating circumstances as determined by the principal AFTER other learning-centered corrective strategies have been employed AND regional notification.
10. If a student brings a firearm or weapon to school and/or makes a threat or false report, the school MUST refer the student to receive 'mental health services' identified by the school pursuant to 1012.584(4). The possession of firearms or other weapons on school property may result in criminal penalties in addition to expulsion.
11. These incidents will automatically warrant a recommendation for expulsion to the local school district.

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GLOSSARY		
1.	Administrators	<p>Adults in school with executive authority to manage the day-to-day business. They include the principal, and the assistant principals, among others.</p> <p>Example: School <i>administrators</i> are responsible for making schools run smoothly.</p>
2.	Alcohol/Alcohol Use: Level III Behavior	<p>Mind-altering or mood-altering beverages, including but not limited to beer, wine, wine coolers, vodka coolers, liquors, etc.</p> <p>Possession, use, sale, purchase or distribution of alcohol means that a person is caught in the act of using, admits using or is discovered to have used in the course of an investigation.</p> <p>Possession, use, sale, or distribution of alcohol will result in corrective actions at school and may lead to address and criminal penalties.</p> <p>Example: Drinking <i>alcohol</i> at the basketball game is prohibited on school property.</p>

3.	Alcohol-related incident	<p>An incident is alcohol-related if there is evidence that those involved in the incident were caught drinking at the incident or had been drinking, based on testing or investigation of a Law Enforcement Officer at the scene, or if they admit to drinking or if the incident is somehow related to possession, use or sale of alcohol.</p> <p>Example: The SSO found students drinking wine (<i>alcohol</i>) in a bathroom.</p>
4.	Alternative Educational Setting (AES)	<p>A corrective response to behavior where the student is temporarily removed from his or her regular program of instruction and assigned to another educational setting, either within the students' regularly assigned school or to another assigned school, under the supervision of district school personnel, with specific classwork assignments to complete. Assignment to an AES is made by a principal with approval from the VP of Schools for a period not to exceed ten (10) days.</p> <p>Example: Severe Behavioral infractions at school might result in assignment to an Alternative Educational Setting.</p>
5.	Arson: Level V Behavior	<p>To intentionally damage or cause to be damaged, by fire, or explosion, any dwelling, structure, or conveyance, whether occupied or not, or its contents.</p> <p>Example: The girl was arrested for arson and expelled because she intentionally started a fire in the restroom.</p>

6.	Assault/Threat: Level III Behavior	<p>An intentional, unlawful threat by word or act to do violence to another, coupled with the apparent ability to do so, and doing some act, which creates a well-founded fear in the other person that such violence is imminent.</p> <p>Example: The students assaulted another girl by sending her notes saying that they would beat her up right after class.</p>
7.	Aggravated Assault: Level V Behavior	<p>As assault with the use of a weapon or with the intent to commit another felony.</p> <p>Example: The boy used a knife to threaten his rival for a girl's attention committed aggravated assault.</p>
8.	Battery (Physical Attack): Level IV Behavior	<p>(Physical Attack/Harm) An actual and intentional striking of another person against his or her will, or the intentional causing of bodily harm to an individual.</p> <p>Under Florida law, battery that causes great bodily harm, permanent disfigurement or permanent disability is called "felony battery." Under the law, battery, felony battery, and aggravated battery are distinguishable.</p> <p>Example: The student battered the teacher by pushing her against the wall.</p> <p>Assault and/or battery committed against a staff member require a mandatory recommendation for expulsion.</p> <p>Administrators distinguish battery from fighting by reporting an incident as battery only when force or violence is carried out against a person who is not fighting back or is merely attempting to shield his or her body from attack.</p>
9.	Aggravated Battery: Level V Behavior	<p>A battery where the attacker intentionally or knowingly causes great bodily harm, permanent disfigurement, or permanent disability to another, use of a deadly weapon or where the attacker knows or should have known the victim was pregnant.</p> <p>Example: When a group of kids jump on one student and knock them unconscious, they committed aggravated battery.</p>

10.	Behavior	<p>The way people act or read or the way they conduct themselves.</p> <p>Example: There is certain behavior that is acceptable in school.</p>
11.	<p>Bullying:</p> <p>Level III Behavior</p>	<p>Repeatedly using hostile, intimidating, domineering or threatening behavior with the intent or purpose of physically or mentally hurting another individual. Bullying occurs within an interpersonal relationship characterized by an imbalance of power (physical or psychological). Unwanted and repeating written, verbal, or physical behavior including any threatening, insulting, or dehumanizing acts, by an adult or student that are severe or pervasive enough to create an intimidating, hostile or offensive educational environment.</p> <p>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 offense environment; or unreasonably interferes with the individual's school performance or participation. Bullying includes instances of cyberbullying.</p> <p>Example: When the girl repeatedly made fun of another student for being poor, the girl was guilty of <i>bullying</i>.</p>
12.	Bullying-related incident	<p>An incident is bullying-related if the incident includes 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 interferes with the individual's school performance or participation.</p> <p>Example: when a student bumps into another student every day to force them to drop their books during transition, that's a <i>bullying-related incident</i>.</p>
13.	<p>Burglary/Breaking and Entering:</p> <p>Level III Behavior</p>	<p>Unlawful entry into or remaining in a dwelling, structure, or conveyance with the intent to commit a crime therein.</p> <p>Example: The students committed <i>burglary</i> when they crawled through the window to steal a camera.</p>

14.	Cheating: Level II Behavior	Using unauthorized answers or sources to receive credit of schoolwork. Plagiarism is a form of cheating when you present another person's words or ideas as your own without giving the originator credit.  Example: The teacher accused the student of cheating when she found the answers to the test written on her desk.
15.	Complaint:	A verbal or written disagreement or concern about something that is alleged to be unfair.  Example: The student voiced a complaint to her assistant principal about the amount of homework her teacher assigned daily.
16.	Complaint Procedure:	A series of steps taken to try to resolve a complaint.  Example: The parent-teacher conference was held as required by the complaint procedure process.
17.	Confrontation: Level I Behavior (student) Level II Behavior (staff member)	An argument or squabble.  Example: The student went up to the custodian and caused a confrontation by yelling at him when the custodian asked him to not walk on the wet floor.
18.	Controlled Substances (drugs):  Level III Behavior	Mind-altering or mood-altering drugs, including but not limited to marijuana, cocaine, heroin, various pill, etc. Possession, use, sale or distribution of controlled substances will results in correct strategies at school and may lead to arret and criminal penalties.
19.	Corporal Punishment:	The use of physical punishment by a parent or student on a student. The use of corporal punishment is prohibited in IDEA Public Schools. This prohibition extends to parents/guardians on school grounds.  Example: Slapping or spanking a student is corporal punishment and not allowed in school.



20.	Corrective Strategies/ Disciplinary Actions	<p>Methods or steps used to help students learn how to follow school rules and to protect the safety of everyone at the school.</p> <p>Example: The teacher used corrective strategies to improve his school behavior.</p>
21.	Counselor	<p>A school employee who is uniquely trained to help students overcome obstacles that may form barriers to learning.</p> <p>Example: Trust counselors are trained to talk with students about their problems.</p>

22.	Cutting Class: Level I Behavior	<p>Not going to class when you are supposed to be in class.</p> <p>Example: The girls who tried to sign in to school after first period were caught and assigned detention for cutting class.</p>
23.	Cyberbullying:  Level III Behavior	<p>Cyberbullying means bullying through the use of technology or any electronic communication, which includes, but is not limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photoelectronic system, or photo optical system, including, but not limited to, electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a web page or web blog in which the creator assumes the identity of another person, or the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying. Cyberbullying also includes a distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.</p> <p>Example: Cyberbullying has been discussed as a possible cause of student suicides in several schools across the country.</p>
24.	Defiance: Level II Behavior	<p>Refusing to follow the directions of authority figures within the school, such as administrators, teachers, office workers, custodians, volunteer parents or guardians, cafeteria workers, and others.</p> <p>Example: He received detention for defying the cafeteria manager by refusing to pick up his trash when asked.</p>

25.	Destructive Device:	<p>Any bomb, grenade, mine, rocket, missile, pipe bomb, or similar device containing an explosive, incendiary, or poison gas and includes any frangible container filled with an explosive, incendiary, explosive gas, or expanding gas, which is designed or so constructed as to explode by such filler and can cause bodily harm or property damage; any combination of parts either designed or intended for use in converting any device into a destructive device and from which a destructive device may be readily assembled; any device declared a destructive device by the Bureau of Alcohol, Tobacco and Firearms; any type of weapon which will, is designed to, or may readily be converted to expel a projectile by the action of any explosive and by which has a barrel with a bore of 1/2 inch or more in diameter; And ammunition for such destructive devices but not including shotgun shells or any other ammunition designed for use in a firearm other than a destructive device.</p> <p>Example: Students shall be recommended for expulsion for bringing to school destructive devices that can hurt others.</p>
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## Corporal Punishment

IDEA will NOT administer corporal punishment upon a student for misconduct.

## Conferences, Hearings, and Appeals

All students are entitled to conferences, hearings, and/or appeals of disciplinary matters as provided by applicable state and federal law, and IDEA policy.

## **Process for Suspensions**

In addition to the above list of Code of Conduct violations, the principal has authority to suspend a student for a period of up to ten school days for any of the following additional reasons:

- The need to further investigate an incident,
- A recommendation to expel the student, or
- An emergency constituting endangerment to health or safety.

## **Prerequisites to Suspension**

Prior to suspending a student, the principal or designee must attempt to hold an informal conference with the student to:

- Notify the student of the accusations against him/her,
- Allow the student to relate his or her version of the incident, and
- Determine whether the student's conduct warrants suspension.

## **Notification to Parents/Guardians**

If the principal or designee determines the student's conduct warrants suspension during the school day, the principal or designee will make reasonable effort to notify the student's parent(s) that the student has been suspended before the student is sent home. The principal or designee will notify a suspended student's parent(s) of the period of suspension, the grounds for the suspension, and the time and place for an opportunity to confer with the principal.

### **Credit During Suspension**

A student shall receive credit for work missed during the period of suspension if the student makes up work missed during the period of suspension within the same number of school days the student was absent on suspension.

### **Process for Expulsion (extended suspension) & Notice**

When the principal or designee determines that a student's conduct warrants expulsion, the Principal will provide the School District Superintendent and parents with a recommendation for expulsion as required by Florida law. The School District will provide notice of further proceedings to the parents.

### **Emergency Placement**

If the principal or designee reasonably believes a student's behavior is so unruly, disruptive, or abusive that it seriously interferes with a teacher's ability to communicate effectively with students in a class, with the ability of a student's classmates to learn, or with the operation of IPS or a school-sponsored activity, the principal or designee may order immediate removal of the student. The principal or designee may impose immediate suspension if he or she reasonably believes such action is necessary to protect persons or property from eminent harm. At the time of such an emergency removal, the student will be given verbal notice of the reason for the action and appropriate hearings will be scheduled within a reasonable time after the emergency removal.

Notwithstanding any provision of law prohibiting the disclosure of the identity of a minor, whenever any student who is attending a public school is adjudicated guilty of or delinquent for, or is found to have committed, regardless of whether adjudication is withheld, or pleads guilty or nolo contendere to, a felony violation of:

- Chapter 782, relating to homicide;
- Chapter 784, relating to assault, battery, and culpable negligence;
- Chapter 787, relating to kidnapping, false imprisonment, luring or enticing a child, and custody offenses;
- Chapter 794, relating to sexual battery;
- Chapter 800, relating to lewdness and indecent exposure;
- Chapter 827, relating to abuse of children;
- Section 812.13, relating to robbery;
- Section 812.131, relating to robbery by sudden snatching;
- Section 812.133, relating to carjacking; or
- Section 812.135, relating to home-invasion robbery,

and, before or at the time of such adjudication, withholding of adjudication, or plea, the offender was attending school attended by the victim or a sibling of the victim of the offense, the Department of Juvenile Justice shall notify the appropriate district school board of the adjudication or plea, the requirements in this paragraph, and whether the offender is prohibited from attending that school or riding on a school bus whenever the victim or a sibling of the victim is attending the same school or riding on the same school bus, except as provided pursuant to a written disposition order under s. 985.455(2). Upon receipt of such notice, the district school board shall take appropriate action to effectuate the provisions in paragraph (b).

### **Mandatory Expulsion- zero tolerance offenses**

Florida law requires expulsion of students for the following offenses:

Zero-tolerance policies must require students found to have committed one of the following offenses to be expelled, with or without continuing educational services, from the student's regular school for a period of not less than 1 full year, and to be referred to the criminal justice or juvenile justice system.

(a) Bringing a firearm or weapon, as defined in chapter 790, to school, to any school function, or onto any school-sponsored transportation or possessing a firearm at school.

b) Making a threat or false report, as defined by ss. 790.162 and 790.163, respectively, involving school or school personnel's property, school transportation, or a school-sponsored activity.

Notwithstanding any other provision of law, each charter school shall recommend expulsion, and each district school board shall adopt rules providing that any student found to have committed any offense in s. 784.081(1), (2), or (3) shall be expelled or placed in an alternative school setting or other program, as appropriate. Upon being charged with the offense, the student shall be removed from the classroom immediately and placed in an alternative school setting pending disposition.

784.081 provides Assault or battery on specified officials or employees; reclassification of offenses.

(1) For purposes of this section, the term "sports official" means any person who serves as a referee, an umpire, or a linesman, and any person who serves in a similar capacity as a sports official who may be known by another title, which sports official is duly registered by or is a member of a local, state, regional, or national organization that is engaged in part in providing education and training to sports officials.

(2) Whenever a person is charged with committing an assault or aggravated assault or a battery or aggravated battery upon any elected official or employee of: a school district; a private school; the Florida School for the Deaf and the Blind; a university lab school; a state university or any other entity of the state system of public education, as defined in s. 1000.04; a sports official; an employee or protective investigator of the Department of Children and Family Services; an employee of a lead community-based provider and its direct service contract providers; or an employee of the Department of Health or its direct service contract providers, when the person committing the offense knows or has reason to know the identity or position or employment of the victim, the offense for which the person is charged shall be reclassified as follows:

(a) In the case of aggravated battery, from a felony of the second degree to a felony of the first degree.

(b) In the case of aggravated assault, from a felony of the third degree to a felony of the second degree.

(c) In the case of battery, from a misdemeanor of the first degree to a felony of the third degree.

(d) In the case of assault, from a misdemeanor of the second degree to a misdemeanor of the first degree.

(3) An assault, aggravated assault, battery, or aggravated battery upon a sports official shall be reclassified pursuant to subsection (2) only if such offense is committed upon the sports official when he or she is actively participating as a sports official in an athletic contest or immediately following such athletic contest.

### **Mandatory Reporting of "Threats of Terrorism" or "Threats of Violence"**

The principal or designee shall thoroughly investigate any and all threats of terrorism or threats of violence that have been reported, with such investigation including an interview with the person reporting the threat, the person allegedly making the threat, and all witnesses. If the investigation supports that a threat is credible and imminent, it shall be immediately reported to the appropriate local law enforcement agency.

If a student brings a firearm or weapon and/or makes a threat or false report, the school must refer the student to "mental health services" pursuant to 1012.584(4).

### Placement of Students with Disabilities

All disciplinary actions regarding students with disabilities (504 or special education under IDEA) shall be conducted in accordance with applicable federal and state laws.

### **Suspension/Expulsion Requirement**

A student with a disability shall not be removed from his or her current placement for disciplinary reasons for more than ten days without IEP Committee action to determine appropriate services in the interim and otherwise in accordance with applicable federal and state law. If an exceptional student education due process appeal is filed, the student with a disability shall remain in the then current education setting in place at the time such appeal is noticed to IDEA, unless IDEA and the student's parents agree otherwise.

### Gun-Free Schools Act

In accordance with the Gun-Free Schools Act, IDEA shall recommend for expulsion to the local district, any student who is determined to have brought a firearm, as defined by federal law, to school. The District may modify the term of expulsion for a student or assess another comparable penalty that results in the student's expulsion from the regular school program on a case-by-case basis and in accordance with legal requirements.

For the purposes of this section, "firearm" means:

- Any weapon – including a starter gun – which will, or is designed to, or which may readily be converted to expel a projectile by the action of an explosive from the frame or receiver of any such weapon;
- Any firearm muffler or firearm silencer;
- Any destructive device. "Destructive device" means any explosive, incendiary or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than 1/4 ounce, mine, or device similar to any of the preceding described devices. It also means any type of weapon – other than a shotgun shell or a shotgun that is generally recognized as particularly suitable for sporting purposes – by whatever name known which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than 1/2 inch in diameter; and any combination of parts either designed or intended for use in converting any device into a destructive device as described, and from which a destructive device may be readily assembled.

## INFORMATION FOR PARENTS AND IMPORTANT NOTICES

### Accommodations for Children of Military Families

Children of military families will be provided flexibility regarding certain school requirements, including:

- Immunization requirements;
- Grade level, course, or educational program placement;
- Eligibility requirements for participating in extracurricular activities; and
- Graduation requirements.

In addition, absences related to a student visiting with his or her parent, including a stepparent or legal guardian, who has been called to active duty for, is on leave from, or is returning from a deployment of at least four months will be excused by IDEA. IDEA will permit no more than five excused absences per year for this purpose. For the absence to be excused, the absence must occur no earlier than the 60th day before deployment or no later than the 30th day after the parent's return from deployment.

### Student or Legal Guardian Complaints and Concerns

IDEA values the opinions of its students and parents, and the public it serves. Parents and students have the right to express their views through appropriate informal and formal processes. The purpose of this grievance policy is to resolve conflicts in an efficient, expeditious, and just manner.

The Board of Directors encourages legal guardians to discuss their concerns and complaints through informal meetings with the principal. Concerns and complaints should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.

Neither the Board of Directors nor any IDEA employee shall unlawfully retaliate against a legal guardian or student for voicing a concern or complaint.

The Superintendent or designee shall ensure that IDEA's complaint and grievance procedures are provided to all parents and students. The complaint procedure will provide for any complaint or grievance to ultimately be considered or heard by the Regional Superintendent.

For purposes of this policy, "days" shall mean calendar days and announcement of a decision in the student's or parent's presence shall constitute communication of the decision.

### **Informal Conferences**

A legal guardian or student may request an informal conference with the principal, teacher, or other campus administrator within seven school days of the time the parent or student knew or should have known of the event(s) giving rise to the complaint.

If the legal guardian or student is not satisfied with the results of the informal conference, he or she may submit a written grievance form to the principal. Grievance forms may be obtained from the principal's office.

### **Formal Grievance Process**

The formal grievance process provides all persons with an opportunity to be heard up to the Board of Directors if they are dissatisfied with an administrative response. Once all administrative procedures are exhausted, a person can bring concerns or complaints to the Regional Superintendent, as outlined below.

A grievance must specify the harm alleged by the parent and/or student, and the remedy sought. A parent or student should not submit separate or serial grievances regarding the same event or action. Multiple grievances may be consolidated at the school's discretion. All time limits shall be strictly complied with; however, if an administrator determines that additional time is needed to complete a thorough investigation of the complaint and/or to issue a response, the administrator shall inform the parent or student in writing of the need to extend the response time and provide a specific date by which the response will be issued.

#### **Level One – Principal Review**

A legal guardian or student shall submit a written Grievance Form, same as the form referenced above, to the principal or designee within the later of (1) seven days from the time the event(s) causing the complaint were or should have been known, or (2) within five days following an informal conference with the principal. IDEA reserves the right to require the grievant to begin the grievance process at Level Two.

The principal or designee will meet with the complaining legal guardian or student within seven days of receipt of the complaint. Following the conference, the principal or designee shall have seven days to respond in writing.

Note: A complaint against the Superintendent shall begin at Level Three.

#### **Level Two – Superintendent Review**

If the student or legal guardian is not satisfied with the Level One decision, or if no decision is provided, the student or parent may appeal the Level One decision to the Regional Superintendent or designee by filing written notice on a form provided by the school. The request must be filed within seven days of the Level One decision or the response deadline if no decision is made. The appeal must include a signed statement of the complaint, any evidence supporting the complaint, and a copy of the written complaint to the principal and a copy of the Level One Decision, if issued. The appeal shall not include any new issues or complaints unrelated to the original complaint. The Superintendent or designee will hold a conference within seven days of receiving the appeal and issue a written decision within seven days following the conference.

## Additional Complaint Procedures

This legal guardian and student complaint process does not apply to all complaints:

- Complaints alleging Prohibited Conduct (discrimination, harassment, retaliation, and similar matters) shall be submitted as described in “Freedom from Discrimination, Harassment, and Retaliation” in this Handbook.
- Formal complaints alleging sexual harassment shall be submitted as described in “Freedom from Sexual Harassment” in this Handbook.
- Complaints concerning bullying or retaliation related to bullying shall be submitted as described in “Freedom from Bullying” in this Handbook.
- Complaints concerning the identification, evaluation, or educational placement of a student with a disability within the scope of Section 504 shall be submitted as described in “Student or Parent Complaints and Concerns” above, except that the deadline for filing an initial Level One grievance shall be 30 calendar days and the procedural safeguards handbook.
- Complaints concerning the identification, evaluation, educational placement, or discipline of a student with a disability within the scope of the Individuals with Disabilities Education Act shall be submitted in accordance with applicable Board policy and the procedural safeguards provided to parents of all students referred to special education.
  - Complaints regarding the Free and Reduced-Price Meal Program. In accordance with federal law and U.S. Department of Agriculture policy, the school is prohibited from discriminating on the basis of race, color, religious creed, sex, political beliefs, age, disability, national origin, or limited English proficiency. (Not all bases apply to all programs.) Reprisal is prohibited based on prior civil rights activity. If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, which is available online at the following website: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter by mail to U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 202509410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov). Individuals who are deaf, hard of hearing, or have speech disabilities may contact USDA through the Federal Relay Service at (800) 8778339, or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.
- Complaints regarding notice to parents shall be handled as provided in that section.

## Notice of Rights Under the Protection of Pupil Rights Amendment (PPRA)

The Protection of Pupil Rights Amendment (“PPRA”) requires that students may not be required to participate in certain surveys, analyses, or evaluations – funded in whole or in part by the U.S. Department of Education – that concern:

Critical appraisals of individuals with whom the student has a close family relationship.

- Illegal, antisocial, self-incriminating or demeaning behavior.
- Income, except when the information is required by law and will be used to determine the student’s eligibility to participate in a special program or to receive financial assistance under such a program.
- Mental or psychological problems of the student or the student’s family.



- Political affiliations or beliefs of the student or the student's parent(s).
- Relationships privileged under law, such as relationships with lawyers, physicians and ministers.
- Religious practices, affiliations, or beliefs of the student or parents; or • Sexual behavior or attitudes.

Parents may inspect the survey or other instrument and any corresponding instructional materials used in connection with such a survey, analysis, or evaluation.

The PPRA also gives parents the right to receive notice of and deny permission for their student's participation in:

- Any survey concerning the private information listed above, regardless of funding;
- School activities involving the collection, disclosure, or use of personal information gathered from their student for the purpose of marketing or selling that information;
- A non-emergency, invasive physical examination, or screening required as a condition of attendance, administered and scheduled by the school in advance and not necessary to protect the immediate health and safety of the student (exceptions are hearing, vision, or scoliosis screenings, or any physical exam of screening permitted or required under state law.)

## Notice of Parent and Student Rights (Annual FERPA Confidentiality Notice)

The Family Educational Rights and Privacy Act ("FERPA") affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's educational records. These rights are:

1. The right to inspect and review the student's education record within 45 days after the day IDEA receives a request for access. Parents or eligible students who wish to inspect their child's or their education records should submit to the Principal a written request that identifies the records they wish to inspect. The Principal or designee will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask IDEA to amend their child's or their education record should write the Principal, clearly identify the part of the record they want changed, and specify why it should be changed. If IDEA decides not to amend the record as requested by the parent or eligible student, IDEA will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to provide written consent before IDEA discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A "school official" is:
  - A person employed by IDEA as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel);
  - A person serving on the Board of Directors;
  - A volunteer, contractor, or consultant who, while not employed by IDEA, performs an institutional service or function for which IDEA would otherwise use its own employees and who is under the direct control of IDEA with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist;
  - A parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or
  - A parent, student, or other volunteer assisting another school official in performing his or her tasks.

A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, IDEA discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by IDEA to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:  
Student Privacy Policy Office  
U.S. Department of Education  
400 Maryland Avenue,  
SW Washington, DC 20202

### Directory Information Notice

FERPA, a federal law, requires that IDEA, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, IDEA may disclose appropriately designated "directory information" without written consent, unless you have advised IDEA to the contrary in accordance with IDEA's procedures.

IDEA has designated three forms of directory information: (1) disclosure for school-related purposes; (2) disclosure to military or college recruiters; and (3) limited disclosure to law enforcement authorities.

### Directory Information for School-Related Purposes

IDEA has designated the following categories of information as directory information for the purpose of disclosure for school-related purposes:

- Student name;
- Date and place of birth;
- Major field of study;
- Degrees, honors, and awards received;
- Dates of attendance;
- Grade level;
- Most recent educational institution attended;
- Participation in officially recognized activities and sports;
- Photographs (including video images) and
- Weight and height of members of athletic teams.

School-related purposes are those events/activities that IDEA conducts and/or sponsors to support the school's educational mission. Examples include, but are not limited to:

- Extracurricular programs or events (e.g., playbills or programs for events such as school plays, concerts, athletic events, graduation ceremony, etc.).
- Publications (e.g., printing student names and pictures in newsletters and yearbook, etc.), including sharing directory information with companies who have a contractual relationship with IDEA, such as companies that manufacture class rings or publish yearbooks.
- Honor roll and other student recognition lists.
- Sharing directory information with companies who have a contractual relationship with IDEA and who perform services on IDEA's behalf.

- Marketing materials of IDEA (e.g., using directory information for print media, website or social media accounts operated by IDEA, videos, newspaper articles, etc.).

### **Directory Information Supplied to Military and College Recruiters (Secondary Students Only)**

Two federal laws require IDEA to provide military recruiters or an institution of higher education, upon request, with access to the name, address, and telephone listing of each secondary student served by IDEA, unless parents have advised IDEA that they do not want their student's information disclosed without their prior written consent.

### **Directory Information Supplied to Law Enforcement Officials and Authorities**

IDEA has designated the following categories of information as directory information for purposes of responding to requests for general student information made by law enforcement officials and authorities:

- Student's name, address, and telephone number.

### **Guidelines for Release of Directory Information**

IDEA shall not release directory information except for the purposes indicated above, namely, disclosure relating to school-related purposes; for the purpose of disclosure to military recruiters and institutions of higher education for secondary students; and for the purposes of disclosure upon request by law enforcement officials and authorities.

A PARENT OR ELIGIBLE STUDENT MAY OPT OUT OF THE RELEASE OF DIRECTORY INFORMATION FOR ANY OR ALL OF THESE DESIGNATED PURPOSES BY SUBMITTING A WRITTEN OBJECTION TO THE SCHOOL OFFICE WITHIN 15 DAYS AFTER RECEIVING THIS "NOTICE OF PARENT AND STUDENT RIGHTS (ANNUAL FERPA CONFIDENTIALITY NOTICE)."

### **Disclosure of Personally Identifiable Information (PII) without Consent**

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

IDEA may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student:

- To other school officials, including teachers, within the educational agency or institution IDEA has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom IDEA has outsourced institutional services or functions, provided that the conditions listed in the FERPA regulations are met.
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of the FERPA regulations.
- To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the Florida Department of Education. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their

authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf, if applicable requirements are met.

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to the FERPA regulations.
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction, if applicable requirements are met.
- To accrediting organizations to carry out their accrediting functions.
- To parents of an eligible student if the student is a dependent for IRS tax purposes.
- To comply with a judicial order or lawfully issued subpoena if applicable requirements are met.
- To appropriate officials in connection with a health or safety emergency, subject to the FERPA regulations.
- Information IDEA has designated as "directory information" if applicable requirements under the FERPA regulations are met.
- To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student's case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student in foster care placement.
- To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions.

## Student Acceptable Use Policy

The purpose of this document is to set forth the policies governing the use of all IDEA technology resources by students while on or near school property, in school vehicles, and at school-sponsored activities on- or off-campus, as well as the use of all IDEA technology resources via off-campus remote access.

IDEA reserves the right to modify the terms and conditions of this policy at any time.

### Introduction

IDEA is pleased to offer students access to school computers, communications systems,<sup>1</sup> the Internet and a wide array of other technology resources to promote educational excellence and enhance the classroom experience. Technology can expand a student's access to educational materials, develop important workforce skills, and improve college readiness. IDEA recognizes, however, that access to technology must be given with clear guidelines, expectations, and supervision to protect students. This policy is designed to make parents, teachers, and administrators partners to teach students how to be responsible users of technology.

IDEA will educate all students about appropriate online behavior, including interacting with others when using electronic mail, while on social networking websites and/or chat rooms, and cyberbullying awareness and response.

IDEA will hold ALL students responsible for their use of technology, whether IDEA-provided or personal, and make clear that they are expected to act in an appropriate manner in accordance with campus expectations, IDEA policy

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<sup>1</sup> "Communication Systems" include educational-related communications between and among IDEA and students by email, web sites, cell phones, pagers, text messaging, instant messaging, blogging, podcasting, listservs, and/or other emerging technologies.

and procedures, and legal requirements. This applies to the use of all IDEA technology resources by students while on or near school property, in school vehicles, and at school-sponsored activities on or off campus, as well as the use of all IDEA technology resources via off-campus remote access.

### Using the Internet and Communications Systems

IDEA provides technology resources to students for the express purposes of conducting research, completing assignments, and communicating to the faculty and staff. Just as students must demonstrate proper behavior in a classroom or school hallway, they must also behave appropriately when using any technology resources provided by IDEA, including devices and internet. Access to IDEA's technology is a privilege, not a right. Students must comply with all IDEA standards set forth in this policy at all times in order to maintain the privilege of using its technology resources.

Students and their parents are advised that any information stored on and/or sent through IDEA's technology resources is the property of IDEA. Accordingly, in connection with ensuring student safety, IDEA network administrators and/or other appropriate personnel will engage in periodic reviews and searches of stored files and communications stored on IDEA technology resources to maintain system integrity and ensure that students are complying with this policy and using technology in a responsible and appropriate manner. Such reviews will include students' use of IDEA-approved educational websites or software to ensure that they are using it in an appropriate manner consistent with IDEA's expectations for such use. Students do not have a reasonable expectation of privacy over any information stored on IDEA technology.

IDEA may allow students to bring personal technology devices (i.e., tablets, e-readers, smartphones) for use during the school day for authorized curricular purposes. Students that use personal technology devices will be required to comply with all aspects of the Student Acceptable Use Policy and/or Student Code of Conduct in the use of such devices at school. A student's personal technology device may be subject to search by campus administrators in connection with determining if a student has committed a violation of this policy and/or the Student Code of Conduct.

Although IDEA strives to ensure that any Internet access avoids any inappropriate material, students and their families should be aware that some material accessible on the Internet may contain information that is inaccurate, profane, sexually oriented, defamatory and potentially offensive to some. IDEA does not condone any student accessing, or attempting to access, such material, and it remains deeply committed to safe Internet use. IDEA takes steps to minimize students' opportunities to do so, including the implementation of technology prevention measures, such as extensive content-filtering software, to restrict access to inappropriate content that is illegal, obscene, or harmful to minors. This software is not fail-safe, however, and while at school IDEA strives to ensure that students' Internet use is supervised, it is possible that the software may miss some content, or students may find a way around the software to access inappropriate material. For this reason, this policy is strictly enforced, and students who misuse any IDEA technology outside its intended purpose will be in violation of this policy and may face disciplinary action.

### Proper and Acceptable Use of All Technology Resources

IDEA requires students to use all technology resources, including any websites or software used in the classroom, in a manner consistent with the following rules. IDEA will hold students responsible for any intentional misuse of its technology resources, or any other failure to comply with the rules in this policy. When using IDEA technology systems outside the school, parents should strive to ensure that students do so in compliance with the rules set forth in this policy, as IDEA is unable to supervise students' technology use at home. IDEA's content-filtering software will not work in a student's home, so parents are encouraged to place content-filtering software on their home computers or take any other steps necessary to monitor students' Internet usage at home.

Students who unintentionally access inappropriate material in connection with their use of any IDEA technology, including websites and software used in the classroom, shall immediately stop accessing the material and report it to a supervising adult. IDEA shall take immediate steps to ensure such material is blocked from further view at school by its content-filtering software.

All IDEA technology resources, including but not limited to IDEA computers, communications systems and the Internet, including any websites or software used in the classroom, must be used in support of education and academic research and in accordance with the rules set forth in this policy.

Activities that are permitted and encouraged include the following:

- School work and assignments;
- Original creation and presentation of academic work;
- Research on topics being discussed in classes at school;
- Research for opportunities outside of school related to community service, employment, or further education;
- Reporting inappropriate content or harassing conduct to an adult.

Activities that are barred and subject to potential disciplinary action and loss of privileges, whether on an IDEA- provided or personal electronic device, include the following:

- Using IDEA or personal technology during the administration of state standardized testing, End of Course, and or final examinations unless expressly allowed to do so by a teacher;
- Using technology for plagiarism or otherwise representing the work of others as the student's own;
- Presenting any copyrighted, registered, or trademarked work as that of the student;
- Using obscene or profane language on any IDEA technology resource, to include posting such language on any website or software used by IDEA;
- Engaging in abusive, harassing, insulting, ostracizing, intimidating, or any other online conduct which could be considered bullying and/or damaging to another's reputation while using any IDEA technology resource, to include the use of any website or software used by IDEA;
- Using any IDEA technology resource to take, disseminate, transfer, or share obscene, sexually oriented, lewd, or otherwise illegal images or other content;
- Searching, viewing, communicating, publishing, downloading, storing, or retrieving any inappropriate or offensive material, including but not limited to obscene, profane, vulgar, or pornographic materials, or any material that is not related to the permitted activities set forth above;
- Using a website or software program implemented by IDEA in a manner outside the scope of the use specified by the classroom teacher, coach, or administrator;
- Engaging in any conduct that damages or modifies, or is intended to damage or modify, any IDEA equipment, network, stored computer file, or software, to include any conduct that results in a person's time to take any corrective action;
- Intentional or neglectful transmission or direct placement of computer viruses or other unauthorized programs onto IDEA equipment, networks, stored computer files, or software;
- Attempting unauthorized access, or "hacking," of IDEA computers or networks, or any attempts to bypass Internet content-filtering software used by IDEA;
- Using USB, bootable CDs, or other devices to alter the function of any IDEA technology equipment, network or software;
- Sharing online any personal information of another student or staff member, including name, home address, or phone number;
- Using any IDEA technology for games, role-playing multi-user environments, gambling, junk mail, chain mail, jokes, or fundraising activities without prior approval by a classroom teacher or administrator;
- Participating in online chat rooms or using instant and/or text messaging without prior approval by a classroom teacher, coach, or administrator;
- Using any IDEA technology resources for any commercial and/or for-profit purpose, to include personal financial gain or fraud;
- Refusing to submit to a search of a personal electronic device in accordance with the Student Acceptable Use policy and Student Code of Conduct;

- Using any IDEA technology resource to engage in any activity that violates any IDEA Board Policy, the Student Code of Conduct, campus rule, local, state, and/or federal law.

Students shall immediately report any violations of this policy to a classroom teacher or administrator. If any student or parent has any question about whether any activity may be a violation of this policy, they should ask a classroom teacher or the principal.

## Inappropriate Use of Technology Resources

Activities that are barred and subject to potential disciplinary action and loss of privileges, whether on an IDEA- provided or personal electronic device, include the following:

- Attempting unauthorized access, or “hacking,” of IDEA computers or networks, or any attempts to bypass Internet content-filtering software used by IDEA.
- Causing congestion on the network or interfering with the work of others, e.g., chain letters, jokes, or pictures to lists or individuals.
- Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the student is not an intended recipient or logging into a server or account that the student is not expressly authorized to access. For purposes of the section, “disruption” includes, but is not limited to, network sniffing, pinged floods, packet spoofing, denial of service, forged routing information for malicious purpose, and any other form of network monitoring designed to intercept data not intended for the student’s host.
- Engaging in abusive, harassing, insulting, ostracizing, intimidating, or any other online conduct which could be considered bullying and/or damaging to another’s reputation while using any IDEA technology resource, to include the use of any website or software used by IDEA.
- Engaging in any conduct potentially constituting “cyberbullying,” which means bullying done through the use of any electronic communication device, including the use of a cellular or other type of telephone, a computer, a camera, electronic mail, instant messaging, text messaging, a social media application, an Internet website, or any other Internet-based communication tool. Examples of cyberbullying include, but are not limited to:
  - Creating a social networking site or web page that masquerades as another person’s personal site and using it to embarrass the other person.
  - Making it appear that a person is posting malicious comments about friend to isolate the person from his or her friends.
  - Posting a person’s personally identifiable information on a site to put the person at greater risk of contact by predators or strangers.
  - Posting abusive comments on someone’s social networking site.
  - Recording and distributing media with the intent to manipulate or embarrass others.
  - Sending abusive comments while playing interactive games.
  - Sending abusive text messages to cell phones, computers, or Internet-connected game consoles.
  - Sending, posting, or sharing negative, harmful, false, or mean content about someone else. ○ Sending, posting, or sharing statements encouraging another person to commit self-harm.
- Engaging in any conduct that damages or modifies, or is intended to damage or modify, any IDEA equipment, network, stored computer file, or software, to include any conduct that results in a person’s time to take any corrective action.
- Engaging in sexual harassment or using language of a sexual or otherwise objectionable nature (e.g., racist, terroristic, abusive, threatening, demeaning, slanderous) in public or private messages.
- Exporting software, technical information, encryption software or technology in violation of international or regional export control logs.
- Intentional or neglectful transmission or direct placement of computer viruses or other unauthorized programs onto IDEA equipment, networks, stored computer files, or software.

Port scanning or security scanning.



- Interfering with or denying service to any other user and/or the host service (for example, denial of service attack).
- Participating in online chat rooms or using instant and/or text messaging without prior approval by a classroom teacher, coach, or administrator.
- Presenting any copyrighted, registered, or trademarked work as that of the student.
- Refusing to submit to a search of a personal electronic device in accordance with the Student Acceptable Use policy and Student Code of Conduct.
- Revealing an account password to others or allowing use of an account(s) by others. This includes family and other household members when work is being done at home.
- Searching, viewing, communicating, publishing, downloading, storing, or retrieving any inappropriate or offensive material, including but not limited to obscene, profane, vulgar, or pornographic materials, or any material that is not related to the permitted activities set forth above.
- Sharing online any personal information of another student or staff member, including name, home address, or phone number.
- Taking, disseminating, transferring, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content, commonly referred to as “sexting.”
- Tampering with, removing components from, or otherwise deliberately interfering with the operation of IDEA’s computers, networks, printers, user files, or other associate peripherals.
- Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books, or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which IDEA or the end user does not have an active license.
- Using a website or software program implemented by IDEA in a manner outside the scope of the use specified by the classroom teacher, coach, or administrator.
- Using any IDEA technology for games, role-playing multi-user environments, gambling, junk mail, chain mail, jokes, or fundraising activities without prior approval by a classroom teacher or administrator.
- Using any IDEA technology resource to engage in any activity that violates any IDEA Board Policy, the Student Code of Conduct, campus rule, local, state, and/or federal law.
- Using any IDEA technology resource to take, disseminate, transfer, or share obscene, sexually oriented, lewd, or otherwise illegal images or other content.
- Using any IDEA technology resources for any commercial and/or for-profit purpose, to include personal financial gain or fraud.
- Using IDEA or personal technology during the administration of state standardized testing, End of Course, and or final examinations unless expressly allowed to do so by a teacher.
- Using obscene or profane language on any IDEA technology resource, to include posting such language on any website or software used by IDEA.
- Using technology for plagiarism or otherwise representing the work of others as the student’s own.
- Using USB, bootable CDs, or other devices to alter the function of any IDEA technology equipment, network or software.
- Vandalizing, tampering, or accessing without permission the equipment, programs, files, software, system performance, or other technology belonging to Life School or someone other than the student.
- Violating the rights of any person or company protected by copyright, trade secret, patent or other intellectual property or similar laws or regulations, including, but not limited to, any downloading, installation, or distribution of “pirated” or other software products.

Students shall immediately report any violations of this policy to a classroom teacher or administrator. If any student or parent has any question about whether any activity may be a violation of this policy, they should ask a classroom teacher or the Principal.

## Personal Electronic Devices

Personal wireless and mobile devices may be provided filtered access to the Internet as well as access to any web-based student applications (e.g., Discovery Education Streaming, Moodle) that would normally be accessible to



students from home. IDEA is not responsible for the loss or theft of any personal electronic devices, or for damage, or unauthorized access to the device nor the data that resides therein. Students and parents assume any and all risks associated with bringing a personal electronic device to a campus or school-related event. In addition:

- All students with personal electronic devices being used for instructional or other school business must use IDEA's wireless network, which is filtered according to federal guidelines for Internet access in public schools.
- If a student uses a personal electronic device in an inappropriate manner, he or she will lose their privilege of bringing a personal device to school. Additional consequences may be imposed based on the Policy and the Student Code of Conduct, as well as any campus-based consequences for violating the usage rules for personal electronic devices.
- Personal electronic communications such as e-mail, instant messaging, chat, blogs, etc., are prohibited at school unless the teacher and/or administrator has approved the use of an application for educational purposes.
- Personal electronic devices are never to be plugged into the wired network (i.e., computers, wall jacks, other school equipment, etc.).
- School officials may power on and search a student's device if there is a reasonable cause to believe that the device has been used in the transmission or reception of communications prohibited by law, policy, or regulation and if a student and parent have signed a form authorizing the student to possess the device at school.
- Sound on personal wireless and mobile devices must be turned off when it is being used as part of a class.
- Student selection of appropriate, tasteful screensavers and wallpaper is expected.
- Teachers will establish standards for personal electronic devices used in their respective classrooms; however, it is IDEA's policy that students are not allowed to access the Internet unless supervised by a teacher or staff member.
- The student must take full responsibility for configuring and maintaining their personal electronic devices. IDEA will not provide technical support for these devices.
- When personal electronic devices are not in the student's possession, the student must secure them.
- IDEA will not store, nor will it accept responsibility for storing, any student's personal electronic device on school grounds. Personal electronic devices must go home with students daily.

## Privacy and Security

Students are expected to use IDEA technology resources responsibly and in a safe and secure manner, regardless of whether such technology is accessed using an IDEA-issued or personal electronic device. Students shall not share their individual logins, passwords, or access to IDEA technology with others without the prior approval of a classroom teacher or administrator. Students shall sign off or log off all IDEA equipment, software, or Internet sites once they are done with their session in order to protect the integrity of their logins, passwords, or access.

## Limitations of Liability

IDEA makes no warranties of any kind, whether express or implied, for the technology resources it provides to students through IDEA-provided and/or a student's personal electronic device. IDEA is not responsible for any damages that a student may sustain, including those arising from non-delivery of information, erroneous delivery of information, service interruptions, unauthorized use by a student, loss of data, and any potential exposure to inappropriate material from the Internet. Use of any information obtained through the Internet is at the student's own risk, as IDEA makes no representations, and denies responsibility for, the accuracy or quality of the information. In exchange for being allowed to use IDEA technology resources, students and their parents hereby release IDEA, its directors, employees, and representatives from any and all claims for damages that arise from the intentional or neglectful misuse of IDEA's technology resources by the student.

## Consequences for Violations of the Policy

Violation of IDEA's policies and procedures concerning acceptable use of technology resources will result in the same disciplinary actions that would result from similar violations in other areas of school policy, including the Student Code of Conduct. Any or all of the following consequences may be enforced if a student violates the terms of this policy:

- Any disciplinary consequence, including suspension or expulsion, as allowed under the Student Code of Conduct and deemed appropriate by IDEA.
- Denial, revocation, or suspension of a user's access to IDEA's technology resources, with or without cause or notice.
- Referral to law enforcement authorities.
- Termination of a system user account.

Violations of law may also result in referral to law enforcement authorities, as well as disciplinary action by IDEA. IDEA will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the school's computer systems and networks.

## REQUIRED FORMS

*Remainder of Page Intentionally Left Blank*

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Notice of Parent and Student Rights (Annual FERPA Confidentiality Notice) The Family Educational Rights and Privacy Act ("FERPA") affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's educational records. These rights are:

1. The right to inspect and review the student's education record within 45 days after the day IDEA receives a request for access. Parents or eligible students who wish to inspect their child's or their education records should submit to the Principal a written request that identifies the records they wish to inspect. The Principal or designee will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask IDEA to amend their child's or their education record should write the Principal, clearly identify the part of the record they want changed, and specify why it should be changed. If IDEA decides not to amend the record as requested by the parent or eligible student, IDEA will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to provide written consent before IDEA discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A "school official" is:
  - A person employed by IDEA as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel);
  - A person serving on the Board of Directors;
  - A volunteer, contractor, or consultant who, while not employed by IDEA, performs an institutional service or function for which IDEA would otherwise use its own employees and who is under the direct control of IDEA with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist;
  - A parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee;
  - or
  - A parent, student, or other volunteer assisting another school official in performing his or her tasks.
  - A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, IDEA discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by IDEA to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Student Privacy Policy Office

U.S.  
Department  
of  
Education  
400  
Maryland  
Avenue, SW  
Washington  
DC 20202

### Directory Information Out Form

“Directory Information” means information contained in an educational record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. The law permits IDEA Public Schools to designate certain personal information as “directory information,” which may be released to anyone who follows the procedures for requesting it as proscribed in school policy.

To prohibit IDEA Public Schools from releasing your student’s directory information, you must circle **NO** adjacent to the appropriate statement(s) below, sign the form, and return it to your student’s school. Completion of this form is optional. However, if you do not circle **NO** or return this form, directory information about your student may be released in accordance with School policy.

If you have more than one student enrolled, you must complete a separate for each student.

PLEASE CIRCLE YES OR NO

For all students:

PRINT Student’s Full Legal Name

Student’s Date of Birth

YES	NO	I give permission for my student’s directory information to be used for school- related purposes.
YES	NO	I give permission for my student to be videoed, photographed, or interviewed at school by local media or IDEA Public Schools personnel for use in educational purposes.
YES	NO	I give permission for my student’s artwork, projects, photographs, etc. to be used or displayed in any IDEA Public Schools communication devices. Examples include media coverage, printed materials, marketing, and websites.

For secondary students only:

YES	NO	I give permission to release my student’s directory information to institutions of higher education.
YES	NO	I give permission to release my student’s directory information to military recruiters.

\_\_\_\_\_  
 PRINT Parent/Guardian Full Legal Name  
 or Eligible Student Full Legal Name

\_\_\_\_\_  
 Parent/Guardian Signature  
 or Eligible Student Signature

Date:\_\_\_\_\_

### Use of Student Work in School Publications

Occasionally, IDEA Public Schools wishes to display or publish a student's name and photo along with student artwork, photos taken by the student, or other original work on the school's website, a website affiliated or sponsored by the school (such as a classroom website), on social media accounts operated by IDEA Public Schools, and in school publications. IDEA Public Schools agrees to use these student projects in this manner.

Parents agree to this by their signature on the acknowledgement page.

## Electronic Communication Device Commitment Form

Electronic communications at school and at school-related functions are subject to regulation by IDEA Public Schools.

This Electronic Communication Device Commitment Form grants authority and permission to IDEA Public

Schools to regulate electronic communication devices when these devices are brought to and/or used while on school property or when attending school related functions and events. Such communication devices include but are not limited to cellular phones, pagers, PDAs, and pocket computers. These regulations are made necessary in light of the unique opportunities these devices create for violations of law, school policies and to perpetrate conduct disruptive of an educational environment essential to the school's educational program. These concerns are exacerbated by electronic security protections and the personal size of these devices, which are often carried concealed in pockets and purses.

Therefore, all students who would possess or use such devices on school property or at school-related activities are required to sign this form together with their parent, guardian or other adult person having the authority of a parent for school purposes, by their signature on the acknowledgement page herein agrees to the following:

- The possession and use of cellular phones, pagers, PDAs and other electronic communication devices by a student on school property or at school-related events is prohibited unless otherwise approved by principal.
- If a student possesses such devices on school property or while attending school-related events, IDEA Public Schools is authorized and has my full consent to confiscate, power on or off, manipulate and do all things necessary to search my device and recover or intercept communications (including but not limited to text messaging) when reasonable suspicion exists that such device has been used to transmit or receive communications in violation of law, the Student Code of Conduct, school policy or regulation.
- I further understand, agree and consent that an electronic communication device used or possessed in violation of law, the Student Code of Conduct, school policy or regulation is subject to confiscation and that IDEA Public Schools is not liable for any loss of or damage to confiscated devices.

### Photo/Videotape Release Form

Throughout the school year, there may be times when IDEA Public Schools staff, the media, or other organizations (with the approval of the Principal), may take photographs of students, audiotape and/or videotape students, or interview students for school-related stories in a way that would individually identify a specific student. Those photographs, audio recordings, and/or videotaped images or interviews may appear in school publications; in school video productions; on the school website; in school advertisements, fundraising, and/or recruitment materials; in the news media; or in other nonprofit, education-related organizations' publications.

Through your signature on the acknowledgement page herein, unless otherwise indicated in writing to the principal, you hereby give permission for IDEA Public Schools to use your child's voice and/or likeness in its publications for the purposes mentioned above. You authorize the use and reproduction by IDEA Public Schools of any and all photographs and/or audio or video recordings taken of your child, without compensation to your child or to you. All photographs and recordings shall be the sole property of IDEA Public Schools. You waive any right to inspect or approve the finished photographs, audio or video recordings, and/or reproduced materials that may be used in conjunction with them. You understand and agree that IDEA Public Schools may use your child's voice and/or likeness in subsequent school years unless you revoke this authorization by notifying the Principal in writing. You further grant unto IDEA Public Schools permission to permit your child to be photographed, audio/videotaped, or interviewed by the news media or other approved organizations for school-related stories or articles. You release IDEA Public Schools and those acting pursuant to its authority from liability for any violation of any personal or proprietary right you may have in connection with the purposes mentioned above.



## IDEA PUBLIC SCHOOLS

### Acknowledgement and Approval of Student and Family Handbook and Student Code of Conduct

My signature below acknowledges that IDEA Public Schools has made its Student and Family Handbook and Student Code of Conduct available to me; that I have been given notice of the rules, responsibilities and consequences outlined in the Student Code of Conduct; that I have been informed that when I or my child is enrolled in IDEA Public Schools, all information herein is applicable to me, my child, and all school staff; and that I have expressed intent to review this Handbook and the Student Code of Conduct contained within and to abide thereby.

My signature attests that I have also read the Technology and Internet Acceptable Use Policy (p. 68-74), the Electronic Communication Device Commitment Form, and the Student Code of Conduct and agree to abide by them. I further consent to the Photo/Videotape Release herein unless stated elsewhere in writing to the principal.

*The School also makes the handbook available on its website and in hard copy upon request.*

Printed Name of Student: \_\_\_\_\_

Grade: \_\_\_\_\_

Printed Name of Parent: \_\_\_\_\_

Signature of Parent: \_\_\_\_\_

Homeroom Teacher: \_\_\_\_\_

Date: \_\_\_\_\_