



# FORMS AND **NOTIFICATIONS**



## **ANNUAL NOTICE ABOUT YOUR RIGHTS CONCERNING STUDENT RECORDS**

Dear Parent and Student:

The Family Educational Rights and Privacy Act (FERPA) (20 USC § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the US Department of Education.

1. You have a right to look at your school records. To look at your records you should give the principal a written request listing the records that you want to see. The principal must allow you to see the records within 30 days from receiving your request.
2. You have a right to request changes in your school records if you believe the records are inaccurate, misleading, or that they violate your privacy rights. If you want to change your records you should tell the principal in writing what you want changed and why you think it ought to be changed. If the principal agrees with you, your records will be changed. If the principal disagrees with you, you may request a hearing. More information regarding this process can be found in Policy 8330, located on the District's website.
3. Your consent is required before others may see your school records; however the law authorizes some people to see your records without your consent. One example is a school official with a legitimate educational interest in the record. A school official includes a person employed by the School Board as an administrator, attorney, supervisor, instructor, or support staff member; adult school volunteer; and a person or company with whom the School Board has contracted to perform a special task (such as an attorney, school resource officer, auditor, medical consultant, or therapist). A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. You have a right to file a complaint with the U.S. Department of Education if you believe the school has violated any of your rights with respect to school records. If you have a complaint, send it in writing to:

Student Privacy Policy Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, D.C. 20202-4605

Some of the information in your school records is not confidential and may be released without your consent. This information is known as "directory information."

If you do not want directory information released, you must tell the principal in writing what types of directory information you do not want released. That written notice to the principal must be received no later than September 1 of each year or within 20 days of receiving this annual notice. You may use the form on page 17 to do this (Part 1).

Military recruiters and institutions of higher education are entitled under federal law to a list of names, addresses, and telephone numbers of high school students unless you object to such release. If you notify your principal in writing at any time that you do not wish your child's name, address, and telephone number released without your written consent, we will honor that request. You may use the form on page 17 to do this (Part 2).

Both parents have a right to see the school records of their child unless there is a certified copy of a court order on file at the school that specifically denies the right to access to school records.

Copies of school records are available for a minimal copying charge. If you have any questions about these rights, please contact your school office.

## **NOTICE OF RIGHT TO NOT PARTICIPATE IN PLEDGE OF ALLEGIANCE.**

The Pledge of Allegiance to the American Flag shall be rendered daily. Those students not wishing to participate should maintain a respectful silence, refraining from any act that would interfere with such observance. See School Board Policy 8810.

# ANNUAL NOTICE OF SCHOOL BOARD POLICY REQUIRED BY THE PROTECTION OF PUPIL RIGHTS AMENDMENT

The Protection of Pupil Rights Amendment (PPRA) requires the Pinellas County School District to notify you concerning the following School Board policy. The policy requires the district to obtain consent or allow you to opt your child out of participating in surveys.

## Policy 2416 Student Survey Administration

The purpose of this policy is to comply with the Federal law for the collection and reporting of certain information by means of student surveys. The information that will be collected relates to student attitudes and behaviors on topics such as school safety, substance use and the prevalence of risky attitudes or behaviors, particularly with respect to alcohol and drug abuse. In addition, these surveys also collect information on general health practices and human sexuality. Such information is collected anonymously, and no personally identifiable information is obtained from or reported on any individual student. The District cooperates with other agencies such as the Florida Department of Health in conducting these surveys.

All student surveys must be approved by the Department of Assessment, Accountability, and Research.

Parents will be notified of upcoming surveys that reveal information concerning one (1) or more of the following items:

- A. political affiliations or beliefs of the student or the student's parent;
- B. mental and psychological problems of the student or the student's family;
- C. sexual behavior or attitudes;
- D. illegal, anti-social, self-incriminating, or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or student's parent;
- H. income (other than that required by law to determined eligibility for participation in a program or before receiving financial assistance under such program).

### *Participation Voluntary*

No student shall be required to participate in such a survey if the student or the student's parent, if the student is less than eighteen (18) years of age, objects to participation.

### *Right to Inspect*

A student or the student's parent, if the student is less than eighteen (18) years of age, has the right to inspect any such survey instrument before the survey is administered or distributed to students if a request is made within a reasonable period of time. Parents also have the right to be advised of arrangements that will be made to protect student privacy.

Student survey instruments and teacher directions for administering the survey will be available at each participating school within a reasonable period of time prior to the survey administration.

Parents have the right to inspect, upon request, any instructional material used as part of the educational curriculum of the student or used in a research or experimentation program in which the student is engaged. The parent will have access to the instructional material within a reasonable period of time after the request is received by the building principal.

### *Notification of Parents*

Parents will be notified of this policy annually at the beginning of the school year and within a reasonable period of time if any substantive change is made to this policy. Such notice shall include the specific or approximate dates during the school year when any such survey will be administered.

F.S. 1000.21(5), 1001.32(2), 1001.41, 1001.42, 1001.43, 1002.22

20 U.S.C. 1232g

## **Statement on the Collection, Use or Release of Social Security Numbers of Students and/or Parents\*\*\***

Please Read the Information below.

The School Board of Pinellas County is authorized to collect, use or release social security numbers (SSN) of students and/or parents\*\*\* for the following purposes, which are noted as either required or authorized by law to be collected. The collection of social security numbers is either specifically authorized by law or imperative for the performance of the District's duties and responsibilities as prescribed by law [Fla. Stat. §119.071 (5) (a) 2 & 3].

1. **Student registration and student identification numbers.** [Required to request by Fla. Stat. §1008.386 and Fla. Stat. § 119.071 (5) (a) 6.1008.386 notes as an exception: "However, a student is not required to provide their social security number as a condition for enrollment or graduation."]
2. **Registration in an adult education program** [Required by Fla. Admin. Code 6A-10.0381, if available and/or student identifier, as required by Fla. Stat. § 119.071 (5) (a) 6.]
3. **Tracking of adult students enrolled in a postsecondary program.** [Required by Fla. Admin. Code 6A-1.0955(3) (e), and by Fla. Stat. §119.071 (5) (a) 6J]
4. **Criminal history. Level 1 and level 2 background checks / Identifiers for processing fingerprints by Department of Law Enforcement/ Registration information regarding sexual predators and sexual offenders authorized by Fla. Stat. § 943.04351, if SSN is available.** [Required by Fla. Admin. Code 11 C-6.003 and Fla. Stat. § 119.071 (5) (a) 2 6]
5. **Reports on students required to be submitted to Florida DOE** [Authorized by Fla. Stat. § 119.071 (5) (a) 2& 6]
6. **Tort claims and tort notices of claim against the School Board** [Required by Fla. Stat. § 768.28 (6), and Fla. Stat. § 119.071 (5) (a) 6]
7. **Use of motor vehicle information from the Department of Motor Vehicles for the District to carry out its functions and to verify the accuracy of information submitted by agent or employee to District, including to prevent fraud, in connection with insurance investigations, and to verify a commercial driver's license.** [Authorized by federal law 18 U.S.C. 2721 et seq. and Fla. Stat. §119.071(5) (a) 6]
8. **Information received from DOE to locate missing Florida School Children.** {Required by Fla. Admin. Code 6A-6.083 and Fla. Stat. §119.071 (5) (a) 6]
9. **National School Lunch Act application verification process/Eligibility for Free and Reduced Price Meals and Free Milk in Schools.** [Required of the adult, if the person has a number, by federal law 42 U.S.C. 1751 et seq. and federal regulations 7 C.F.R. 245.2 and .3 and Fla. Stat. § 119.071 (5)(a)6]
10. **Reports from Department of Motor Vehicles of each student whose driver's license is suspended for excessive unexcused absences and reports to Department of non-enrollment or non-attendance upon the part of a student who is required to attend some school.** [Required by Fla. Stat. §322.091 (5) and §1003.27 and Fla. Stat. § 119.071 (5)(a)6]
11. **Written verification from employer for vocational education, student follow up.** [Required by Fla. Admin. Code 6A-10.0341 and Fla. Stat. § 119.071 (5) (a) 6]
12. **Child abuse report to DCF, of student victim and subjects of report.** [Required by Fla. Admin. Code 65C-29.002 and Fla. Stat. § 119.071(5) (a) 6]
13. **Identification of blood donors** [Authorized by 42 U.S.C. 405 (c) (2) (D) (i)]
14. **The disclosure of the social security number is expressly required by federal or state law or a court order.** [Required by Fla. Stat. §119.071(5) (a) 6.]
15. **Collection and/ or disclosure are imperative or necessary for the performance of the District's duties and responsibilities as prescribed by law, including but not limited for password identification to the District's network.** [Authorized by Fla. Stat. §119.071 (5) (a) 6 and required by Fla. Stat. § 119.071 (5) (a) 2]
16. **The individual expressly consents in writing to the disclosure of their social security number.** [Authorized by Fla. Stat. §119.071 (5) (a) 6]
17. **The disclosure of the social security number is made to prevent and combat terrorism to comply with the USA Patriot Act of 2001, Pub. L. No. 107-56, or Presidential Executive Order 13224.** [Required by Fla. Stat. § 119.071 (5) (a) 6]
18. **The disclosure of the social security number is made to a commercial entity for the permissible uses set forth in the federal Driver's Privacy Protection Act of 1994, 18 U.S.C. Sec. 2721 et seq.; the Fair Credit Reporting Act, 15 U.S.C. Sec. 1681 et seq.; or the Financial Services Modernization Act of 1999, 15 U.S.C. Sec. 6801 et seq., provided that the authorized commercial entity complies with the requirements of this paragraph 5 in Fla. Stat. § 119.071.** [Authorized by Fla. Stat. §119.071 (5)(a)6J]
19. **Income for Medicaid eligibility, determine the amount of medical assistance payments, process Medicaid billing, and provide program follow-up** [Required by federal regulation 42 C.F.R. § 435.910, unless student applicant for Medicaid refuses to obtain a social security number, based on well-established religious objections]

\*\*\* Note, this statement states the reasons for collecting, using or releasing the social security numbers only of students and/or parents. Separate statements set forth the reasons for collecting, using or releasing the social security numbers of employees and volunteers.

PINELLAS COUNTY SCHOOLS  
DIRECTORY INFORMATION OPT-OUT LETTER

Dear Parent or Guardian:

**Part 1:** The following information in your child's school records is not confidential and may be released without your consent. This information is known as directory information. **Complete and return this form to your child's principal if you do not want directory information released concerning your child.** Please select the directory information below that you do **not** want released.

**DIRECTORY INFORMATION**

- ☐ Student's name
- ☐ Photograph (e.g., yearbook)
- ☐ Major field of study
- ☐ Grade level
- ☐ Enrollment status
- ☐ Dates of attendance
- ☐ Participation in officially recognized activities and sports
- ☐ Weight and height of members of athletic teams
- ☐ Degrees, honors and awards received
- ☐ The most recent educational agency or institution attended
- ☐ Subsequent educational agency or institution attended
- ☐ Academic work used for publication or display

**Part 2:** High School only: Additionally, military recruiters and institutions of higher education are entitled under federal law to a list of names, addresses, PCS-issued email addresses, and telephone numbers of **high school students** unless you object to such release.

- ☐ I do not want my child's information released to military recruiters
- ☐ I do not want my child's information released to institutions of higher education

**Part 3:** Please complete information below.

Print Child's Name \_\_\_\_\_ Grade \_\_\_\_\_

School \_\_\_\_\_ Birth Date \_\_\_\_\_

Parent Signature/Date \_\_\_\_\_

**PLEASE RETURN TO YOUR CHILD'S PRINCIPAL.**  
**WE WILL PROCESS YOUR REQUEST WITHIN A REASONABLE AMOUNT OF TIME AFTER RECEIVING IT.**  
**REQUEST IS ONLY VALID FOR THE CURRENT SCHOOL YEAR.**

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PINELLAS COUNTY SCHOOLS  
**NETWORK/INTERNET ACCEPTABLE USE AGREEMENT**

Pinellas County Schools use computers to support learning and to enhance instruction. Computer networks in the schools allow students and staff to interact with many computers. The Internet, a network of networks, allows people to interact with hundreds of thousands of networks and computers. Internet access is now available to designated students in Pinellas County Schools. This resource offers vast, diverse, and unique resources to students that will allow them to communicate with people from around the world, visit electronic libraries, perform research on a variety of subjects, and participate in special projects with students from all points on the globe. The goal in providing this service is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication. This technology will benefit all students as they prepare for work in a global marketplace.

The student is expected to follow all guidelines stated below, as well as those given orally by the staff, and to demonstrate ethical behavior that is of the highest order in using the network facilities at the school.

### **1. Acceptable Use**

The purpose of the Internet is to facilitate communications in support of research and education by providing access to unique resources and the opportunity for collaborative work. The use of the student's account must be in support of and consistent with the educational objectives of Pinellas County Schools. Use of other organizations' networks or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. Use for commercial activities is generally not acceptable. Use for product advertisement is also prohibited. It is prohibited to download or install unauthorized applications or alter the basic configuration of the computer. It is also prohibited to execute any unauthorized applications from a third-party device (hard drives, USB drives, etc.).

### **2. Privileges**

The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The districtwide network system administrator is the supervisor of distributive and user support systems. In addition, the principal will appoint a staff member to act as the school's network system administrator. Students may not allow others to use their account name or their password. Violation of this rule could jeopardize access to the Internet and students who violate this rule will immediately lose all network and computer access. The school's network system administrators will deem what is inappropriate use and their decision is final. Also, the school's network system administrators may close or restrict an account at any time as required. The administration and staff of the district or the school may also request the districtwide network system administrator or the school's network system administrator to deny, revoke, or suspend specific user access.

### **3. Network Etiquette**

Students are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to the following:

- a. Do not reveal personal address, phone numbers, or other personal information of yourself or classmates.
- b. Be polite. Do not get abusive in messages to others.
- c. Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language.
- d. Do not engage in activities that are prohibited under state or federal law.
- e. Do not assume that electronic mail is private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- f. Do not use the network in such a way that would disrupt the use of the network by other users.
- g. All communications and information accessible via the network should be assumed to be private property.

### **4. Services**

- a. Pinellas County Schools will not be responsible for any charges related to fee for service access to on-line resources services incurred by account holders without prior written approval being received from the district.
- b. Pinellas County Schools makes no warranties of any kind, either expressed or implied, for the service it is providing. Pinellas County Schools will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or errors or omissions including any and all viruses. Use of any information obtained via the Internet is at the student's own risk. Pinellas County Schools specifically denies any responsibility for the accuracy or quality of information obtained through its services.



## 5. Security

Security on any computer system is a high priority, especially when the system involves many users. If the student can identify a security problem, the student must notify the school's network system administrator or the Pinellas County Schools districtwide network system administrator and should not demonstrate the problem to other users. Attempts to logon to the Internet as a network system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet.

## 6. Vandalism

Vandalism will result in cancellation of Internet privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet, or any of the above listed agencies or other networks that are connected to Pinellas County Schools. This includes, but is not limited to the uploading or creation of computer viruses.

## STUDENT

I understand and will abide by the Network and Internet Use Agreement. I further understand that any violation of the regulations stated is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked and school disciplinary and appropriate legal action may be taken.

Student Name \_\_\_\_\_ School \_\_\_\_\_  
(please print)

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

## PARENT OR GUARDIAN

As the parent or guardian of this student, I have read the Network and Internet Use Agreement. I understand that my child's access is designed for educational purposes. I recognize it is impossible for Pinellas County Schools to restrict access to all controversial or offensive materials and I will not hold them responsible for materials acquired on the network. Further, I accept full responsibility for the supervision, if any, when my child's use is not in a school setting. I have read and understand the information in this agreement and hereby give my permission for my child to use the Internet pursuant to the terms of this agreement.

Parent or Guardian's Name (please print) \_\_\_\_\_

Parent or Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_



PINELLAS COUNTY SCHOOLS  
School And Classroom Library Material Student Access Form

To the parents of: \_\_\_\_\_

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

The purpose of this form is for families to communicate their preference regarding a student's access to school and classroom library materials.

To view current school and classroom library materials that students have access to, please visit Library Media Materials Search.

**Please select one of the following:**

\_\_\_\_\_ I allow my student access to school and classroom library materials.

\_\_\_\_\_ I wish to limit my student's access to school and classroom library materials. ***For this option, please contact your student's school. Limitations will not be put in place until they have been communicated directly to the school.***

For additional information about our district school and classroom library selection process, please see Library Media Materials Selection Guidelines.

For additional information about our objection process, please see Policy 2510 – Instructional Materials, Including Textbooks.

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PINELLAS COUNTY SCHOOLS  
**CONSENT FOR SCHOOL-BASED HEALTHCARE SERVICES**

Per State statute, parental consent is required for the following healthcare services listed below. If you agree to allow your student to receive all or any of these services below if/when they are needed, please check the appropriate boxes in each section. Please complete one form for each student.

Emergency services will be provided to all students according to the standards found in the Florida Emergency Guidelines for Schools <https://www.floridahealth.gov/programs-and-services/childrens-health/school-health/reports-information.html>.

As required by law, a new consent form is needed every school year.

Student Name: \_\_\_\_\_ Grade Level: \_\_\_\_\_

Healthcare Services: Please check the appropriate box below to indicate your consent for school-based healthcare services.

- ☐ I consent to ALL school-based healthcare services as listed below.
- ☐ I consent to ONLY the services I check below:

**Illness Assessment**

- ☐ Nursing assessment: ear/throat check, heart and lung assessment, blood pressure monitoring
- ☐ Head lice check
- ☐ Scabies check

**Health Screenings** (Parent/guardian will be provided a copy of all results)

- ☐ Vision screening (for grades KG, 1, 3, 6 and as requested by teacher).
- ☐ Hearing screening (for grades KG, 1, 3, 6 and as requested by teacher).
- ☐ Height/Weight/BMI screening (for grades 1, 3, and 6).
- ☐ Scoliosis screening (for grade 6 only).

Parent/Guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian print name: \_\_\_\_\_ Phone: \_\_\_\_\_

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## **NOTIFICATION OF AVAILABILITY OF THE SCHOOL PUBLIC ACCOUNTABILITY REPORT 2023-2024**

*The annual school report for 2023-2024, including the average amount of money expended per student in each school, is available at your child's school and the on district website at the following link, <http://pcsb.org/Page/2949>. Please contact your school to obtain a copy or visit the website if you would like to review the report.*

## **FLORIDA STATUTE ALLOWING BLOOD DONATION BY 17 YEAR OLD STUDENT**

Following is the Florida law which allows minors, 17 years old, to donate blood without parental consent. Parents who object must notify the school in writing.

***Florida Statute 743.06. Removal of disabilities of minors; donation of blood without parental consent. –***

Any minor who has reached the age of 17 years may give consent to the donation, without compensation therefor, of her or his blood and to the penetration of tissue which is necessary to accomplish such donation. Such consent shall not be subject to disaffirmance because of minority, unless the parent or parents of such minor specifically object, in writing, to the donation or penetration of the skin.

## **NOTIFICATION OF RESPONSIBILITY PARENTS OR GUARDIANS FOR STUDENTS WHO ARE TRANSPORTED AT PUBLIC EXPENSE**

Pursuant to Florida State Board of Education Rule, the District is hereby notifying parents and guardians that they are responsible to:

1. Ensure the safe travel of their students during the portions of each trip to and from school and home when the students are not under the custody and control of the District, including during each trip to and from home and the assigned bus stop when the District provides bus transportation;
2. Ensure that students ride only in their assigned school buses and get off only at assigned bus stops, except when the District has approved alternative buses or arrangements;
3. Ensure students are aware of and follow the District's adopted Code of Student Conduct while the students are at school bus stops and to provide necessary supervision during times when the bus is not present; and
4. Ensure that, when the physical disability of the student renders the student unable to get on and off the bus without assistance, the parent or guardian provides the necessary assistance to help the student get on and off at the bus stop, as required by District policy or the student's individual educational plan.

PARENT AND STUDENT ACKNOWLEDGEMENT

This CODE has been written so students and family members know what behavior is expected and prohibited at school or at school activities. It is helpful if parents are aware of school rules so they can help support them from home. Failure to return this acknowledgement will not relieve a student or the parent(s) from the responsibility for knowledge of the contents of the Code of Student Conduct.

I have read:

- Summary of Changes
- The Annual Notice About Your Rights Concerning Student Records Including Releasing Information to Military Recruiters and Institutes of Higher Education (page 14) Directory Information Opt-Out form (page 17)
- The Annual Notice of School Board Policy Required by The Protection of Pupil Rights Amendment (page 15)
- The Notification of Availability of the School Public Accountability Report (2023-2024)
- Florida Statute Allowing Blood Donation by 17 Year Olds
- Social Security Notification
- Pledge of Allegiance Notice
- Extracurricular Activities Notification
- Consent for Healthcare Services Form

I have reviewed the 2024-2025 Code of Student Conduct.

Additionally, it is acceptable to display my child’s good work.

Parent/Guardian’s Signature

Date

Student’s Signature

Date

(PRINT) Student’s Name and Grade

PLEASE DETACH AND HAVE YOUR CHILD RETURN THIS PAGE TO SCHOOL AFTER SIGNING THE ACKNOWLEDGEMENT  
– or –  
YOU MAY SIGN AND SUBMIT THIS FORM ELECTRONICALLY

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