

Administrative Referral – Face Covering

- All students are expected to wear a face covering
- Face coverings are required beginning with the first day of school
- Careful tracking of students who are not in compliance with the requirement to wear a face covering will be documented and enforced
- If it is found to be **willful** then it will be considered as a discipline issue
 - The Code of Student Conduct will be enforced
 - Noncompliance is reviewed on a case by case basis
- Consistency is a must with implementation for the health and safety of students and staff on campus

- **Processing Teacher Generated ‘Face Covering’ Referrals**
 - Portal alert notifications and additional ‘Face Covering’ alert notifications have been added when teachers and transportation supervisors submit ‘Face Covering’ referrals
 - The ‘Face Covering’ check box will be populated
 - FOCUS will track the number of ‘Face Covering’ referrals a student receives
 - FOCUS will auto-populate mandatory actions and additional actions
 - Dress code violation, abusive behavior, insubordination
 - Warning, behavior agreement, ISS/OSS on 2nd+ referral, etc.
- **Creating a New Administrative Referral for a ‘Face Covering’**
 - Check the ‘Face Covering’ check box
 - FOCUS will track the number of ‘Face Covering’ referrals a student receives
 - FOCUS will auto-populate mandatory actions and additional actions (see below)

The screenshot shows the 'Add Referral' form in the FOCUS system. At the top, there is a navigation bar with 'Add Referral' and a star icon. Below that is a menu bar with options like 'Setup', 'Students', 'Users', 'Scheduling', 'Grades', 'Assessment', 'Attendance', 'Discipline', 'Forms', 'Billing', 'Eligibility', 'Florida Reports', 'SSS', and 'Reports'. The main form area contains several fields: 'Student' (with a dropdown), 'Reporter' (with a dropdown), 'Incident Date' (08/20/2020), 'Submission Date' (08/20/2020), 'Reviewed By Admin' (checkbox), 'Closed' (checkbox), 'Minor Infraction - No administrative action needed' (checkbox), and 'Teacher Code' (dropdown). A red box highlights the 'Face Covering' checkbox, which is currently unchecked, with a red arrow pointing to it from the left. Below these fields is a dropdown for 'School Where Incident Occurred (if different from Referral School)'.

- **1st offense/Referral**
 - dress code violation (DV), abusive behavior (AZ) and insubordination (ID)
 - action – parent conference (PC)/call (PP) and warning (WR)
- **2nd offense/Referral**
 - dress code violation (DV), abusive behavior (AZ) and insubordination (ID)
 - action – parent conference (PC)/call (PP), warning (WR), behavior agreement (CB), and ISS (IS) or OSS (OS) are mandatory fields
- **3rd offense/Referral**
 - dress code violation (DV), abusive behavior (AZ), insubordination (ID), and violation of agreement (VC)
 - action – parent conference (PC)/call (PP), ISS (IS) or OSS (OS) are mandatory, and admin hearing (AH)

Face Covering report – in progress – **will be available in Reports > District Reports > Discipline**

- School level report will include number of students with face covering referrals, total number per student, discipline consequences, parent communication