Code of Conduct 2017-2018

SECTION I: RIGHTS AND RESPONSIBILITIES

STUDENT RIGHTS

Students attending Pace Brantley School have the right to an appropriate education, which includes the right to equal educational opportunities without regard to race, national origin, gender, disability, or sexual orientation. Students are also vested with other fundamental rights. Among these is the right to:

- be informed of the rules of the Code of Conduct
- a safe and orderly environment in which to learn
- know about and use school guidance services
- be treated with dignity and respect
- reasonable and fair treatment
- be protected by laws prohibiting the release of personally identifiable information, other than directory information, to any unauthorized party without the consent of parents/guardians, or students 18 years of age or older
- be notified of failure or the potential for failure as outlined in the progress-reporting schedule
- express opinions

*Note: Any behavior which substantially interferes with the orderly operation of PBS is prohibited and may be subject to disciplinary actions.

TEACHER RIGHTS

Teachers have the responsibility to maintain order in their classroom, educate Pace Brantley School students to the best of their ability, and the right to expect certain behavioral standards. Among these is the right to:

- maintain a positive atmosphere for learning
- expect students to follow instructions and guidelines of teachers, personnel, volunteers, and chaperones on campus and during off-campus school functions and activities
- take disciplinary measures as a means of helping students change their behavior including: reprimanding, warning, counseling, use of reasonable period detention, removal from class, referral to the Guidance Support Team, and use of parental conferences

ADMINISTRATOR RIGHTS

School administrators maintain the authority to use their discretion in best practices for correcting unacceptable behavior or conduct. Severity and circumstances of a situation may alter consequence and remediation imposed on the student.

> A positive attitude causes a chain reaction of positive thoughts, events and outcomes. It is a catalyst and it sparks extraordinary results. Wade Boggs

FAMILY RESPONSIBILITIES

By enrolling a child in Pace Brantley School, each parent/guardian agrees to comply with the essential parental responsibilities including but not limited to:

- reviewing the contents of the Code of Student Conduct and Policy Guide with their child
- ensuring the daily attendance of their child and promptly report and explain any absences or tardiness from school
- providing their child with the resources needed to complete class work
- assisting their child in being healthy, neat, and clean
- bringing to the attention of the school authorities any problem or condition which affects their child or other children of the school
- ensuring their child does not bring inappropriate (Section III) or contraband (Section IV, Level II) items to school
- discussing report card and work assignments with their child
- ensuring that the school has up-to-date home, work, and emergency telephone numbers
- ensuring that current emergency health care information regarding their child is on file with the school
- communicating with the school (i.e.: talk to child's teacher, return requested forms, etc.)

STUDENT RESPONSIBILITIES

- adhere to the guidelines set forth in the school 's student code of conduct
- attend all classes daily and be punctual
- come to class with all necessary materials and be prepared to learn
- take advantage of learning opportunities
- use guidance services for educational and personal improvement
- treat other people and property with respect
- report hazardous or dangerous situations to an adult in authority
- immediately report threats to do harm to an adult in authority
- immediately report illegal activities to appropriate authorities
- refrain from bringing inappropriate or contraband items to school
- follow the classroom guidelines and to complete all classroom assignments, homework, and projects/reports as outlined by their current classroom teacher
- be cooperative, courteous, honest, reliable, and self-disciplined
- refrain from profane or inflammatory statements
- conduct themselves in a safe and responsible manner
- listen courteously to the opinions and points of view of others
- present a clean and neat appearance

- take responsibility for his/her own work and actions; and share with their parents/guardians grades and progress reports received relative to their progress in each class.

SECTION II: GENERAL CODE OF CONDUCT

CODE OF CONDUCT OVERVIEW FOR PACE BRANTLEY STUDENTS

School policies protect the rights of all students and promote a safe learning environment. Students must be free to learn and teachers must be free to teach. Students are accountable for their behavior during school and school activities, and while on the school grounds at any time. Pace Brantley School, as a private institution, reserves the right dismiss any student whose attitude or behavior threatens the well-being of the community. A student that is arrested for a felony or a misdemeanor while under the jurisdiction of PBS is subject to immediate dismissal.

EXPECTATIONS OF ALL STUDENTS:

- be respectful and obedient at all times
- tell the truth, because it is wrong to tell a lie
- respect their body, and not take drugs
- show strength and courage, by being a leader even when others are choosing not to be
- pledge to treat everyone with fairness, kindness, and respect

STUDENTS MAY NOT:

- poses any weapon or dangerous object
- poses or attempt to distribute illegal and/or controlled substances or intoxicants
- poses contraband including but not limited to: live ammo, dummy rounds, spent ammo, cartridges, and pornographic/obscene material
- fight, threaten, harass, bully, or intimidate anyone
- damage or take property of others
- gamble for money or exchange items for favors
- propagate or display through clothing or items any obscenity, profanity, offensive, or degrading content
- defy school authorities
- leave campus without permission
- cheat or falsify documents
- disrupt class or school activities
- use unauthorized electronic-communication devices
- skip school

Note: Detailed explanations of prohibited actions and behaviors are outlined in Section III.

SECTION III: POLICIES GOVERNING STUDENT BEHAVIOR

DRESS CODE POLICY

Students shall not dress or groom themselves in a manner that causes a disruption of the orderly operation of the school. Furthermore, it is expected that students will adhere to the following:

- closed-toed shoes such as tennis shoes or flats shall be worn at all times. Tongs, cleats, bedroom slippers, flip-flops, crocks, sandals, wedges, boots or backless shoes are not acceptable on campus at any time. Socks must be worn at all times
- walking shorts and skirts/skorts that are fingertip length is appropriate
- No oversize polo shirts
- No sagging, or bagging, no oversize uniform pants
- male students are not permitted to wear studs or earrings
- male students shall maintain a standard haircut including facial hair. Hair should not impede vision and not cause a disruption of the educational process or constitutes a health or safety hazard
- students may wear white or royal blue polo shirts tucked w/Khaki or Navy Pants/Shorts. No skinny jeans, No skinny khaki, No cords, allowed
- No hats or head coverings will be worn in buildings or classrooms. Only ball caps will be permitted on campus during outdoor activities
- Spirit Day will be on Friday of each week. Only Spirit shirts with jeans are allowed unless notification of change due to event or fundraiser
- belts are required for all garments with belt loops. Belts must be solid color: brown, black, or tan
- No trench coats will be allowed
- all jackets, hoodies, and sweatshirts should be royal blue, white, gray, or pink.
- garments that are distracting or inappropriate are prohibited, including but not limited to those with see-through materials, skintight items, pajamas, trench coats bandanas, rips/tears, printed profanity, or language/symbols/styles that promote the use of alcohol, drugs, tobacco products, gang-related or other illegal activities.
- The following items are prohibited: halter tops, tube tops, backless dresses/tops, spaghetti straps, tank tops, yoga pants and sweatpants.

ATTENDANCE POLICY

The faculty and staff of PBS know that regular school attendance provides students with the opportunities necessary to meet course goals and objectives. Therefore, it is in the best interest of the student's success that PBS has adopted the following attendance policy.

Class attendance is defined as the student being present and in class for at least seventy-five (75) percent of an assigned class period of instruction. That means that if a student arrives to class one (1) to fifteen (15) minutes later than the published time class begins, he or she is marked tardy. If a student arrives later than fifteen (15) minutes after the published time class begins, he or she is marked absent. Each student is allowed to miss 9 hours per course, per semester. In the result a student misses more than 9 hours per course, per semester, that student will be required to make up that time.

*Students who miss 3 consecutive days will be required to have a doctor's note to return to school.

Excused absences or tardies include:

- illness or injury of the student
- illness or injury of the student's immediate family necessitating the student's absence – immediate family includes, but is not limited to parent, brother, sister, grandparent, aunt, uncle, legal guardian or person in loco parentis, or member of the household
- death of a member of the student's immediate family
- doctor or dental appointments which cannot be scheduled outside of school hours
- recognized religious holidays
- judicial actions – subpoena/summons: Juvenile Detention Center
- natural disaster
- traffic accident that directly/indirectly involved the student
- extraordinary circumstances or situations, including medical with Director's permission
- pre-arranged absences of educational value or school related functions and with the Head of School or Principal of Lower School's prior approval (must be at least five days in advance to be excused unless there are extenuating circumstances)

Absences of educational value and school related functions will include:

- academic activities directly related to the instructional outcomes of one or more classes in which the student is enrolled
- participation in regularly scheduled school-sponsored athletic events
- a summons to the Head of School, Principal or Guidance Support Team's office
- other school activities approved by the Head of School which may include: class meetings, pep rallies, senior graduation activities, AP testing, etc.

ALL OTHER ABSENCES or TARDIES ARE CONSIDERED UNEXCUSED.

Students with excused absences are responsible for making arrangements with the teacher to make up work and assignments missed while absent. Please understand all missed work is due based on number of days missed plus one day after their return to school with the following exceptions:

- tests or exams assigned prior to absence will be taken on the day student returns to school
- work assigned prior to absence and due while absent, will be due on the day student returns to school
- long-term assignments must be turned in on the day the student returns to school, e.g. book reports, research papers, etc.
- long-term assignments submitted after first day student returns to school will result in a grade reduction

Elementary, middle, and high school teachers shall maintain records of attendance by class period of instruction. Whenever a student is absent or tardy without the permission of the person in charge of the school, the parent/guardian of the student will, within the grading period after the absence or tardy, report and explain in writing the cause of such absence or tardy to appropriate school personnel.

UNEXCUSED ABSENCES

Elementary and Middle School: Students with unexcused absences are responsible for making arrangements with the teacher to make up all work and assignments based on number of days missed plus one day after their

return to school. Arrangements to make up work are to be made with the teacher and are the responsibility of the student.

High School: Daily school assignments missed because of an unexcused absence may not be made up for full credit.

Note: A student who exceeds 9 absences per course in a 9 week term and receives an incomplete (I) as a grade, will have the opportunity to make-up instructional time. Upon completion of make-up instructional time, the student shall recover the earned grade for that grading period in that particular class. A student, who is not able to utilize Wednesdays or Saturdays to make up instructional time due to religious reasons, will be granted the ability to complete make-up time at another time.

STATE OF FLORIDA ATTENDENCE STATUTES – Florida Statute XLVIII: Chapter 1003

- parents/guardians are responsible for the attendance of their children within the compulsory school age (16 years of age) unless the child files a formal declaration of intent to terminate school enrollment with the School at age 16. The declaration must acknowledge that terminating school enrollment is likely to reduce the student's earning potential and must be signed by the student and the student's parent/guardian. Parents/guardians who refuse or fail to have a child in school commit a misdemeanor, punishable as provided by law.
- a habitual truant is defined by law as a student who has 15 unexcused absences within 90 calendar days, with or without the knowledge or consent of the parent or legal guardian. Accumulated tardies and early departures shall be considered unexcused absences. Three unexcused tardies or early releases will equal one unexcused absence for the purpose of defining a habitual truant.
- students 16 years of age and older, shall have all rights accorded to their records, unless they are dependent on their parents as defined in the Internal Revenue Code. Students, 16 years of age and older, in K-12 educational programs are required to be in compliance with attendance and discipline policies of Pace Brantley School.
- students and families violating the state truancy law may face court action

BULLYING AND OTHER FORMS OF AGGRESSION

Bullying is defined as willfully and repeatedly exercising power or control over another by systematically and chronically inflicting physical hurt or psychological distress on one or more students.
Aggressive behavior is defined as inappropriate conduct, whether a single isolated incident or repeated incidents that are serious enough to negatively impact a student's educational physical, or emotional well-being. It includes, but is not limited to, behaviors such as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name-calling, teasing, taunting, making threats, and hazing.
Relational aggression is behavior that is intended to harm someone by damaging or manipulating his or her relationships with others. Relational aggression can include physical, verbal (malicious gossip, putdowns, insults, spreading rumors, lies, telling secrets, name calling and threats to withdraw friendships), or covert (body language, eye rolling, social exclusion, ignoring) aggression.
Cyberstalking means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to the person and serving no legitimate purpose.
Cyberbullying is the use of information and communication technologies such as e-mail, cell phone, pager, text messages, instant messages (IM), personal web sites, and online personal pooling web sites, whether on or off school campus, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended

to threaten or harm others, or which causes emotional distress to an individual to substantially disrupt or interfere with the operation of a school or an individual student's ability to receive an education..

Bullying should be reported directly to a teacher, Guidance Team Member, Principal or Head of School immediately.

HARASSMENT –The purpose of this policy is to inform and educate students of their responsibilities, rights, and complaint/grievance procedures with regards to harassment. Any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct that (1) places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property, (2) has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or (3) has the effect of substantially disrupting the orderly operation of a school including any course of conduct directed at a specific person that causes substantial emotional distress in such a person and serves no legitimate purpose. The term "harassment" includes verbal or physical conduct that denigrates or shows hostility or aversion toward an individual. "Harassment" includes, but is not limited to: racial slurs, (including but not limited to, "nigger") jokes, epithets, negative stereotyping, threats, intimidation, hostile acts, denigrating or hostile written or graphic material in student's possession or constructive possession (e.g. book bag, locker, etc.), worn, posted or circulated in the workplace or schools. The term also includes sexual harassment, which is defined as unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal, non-verbal or physical conduct of a sexual nature when such conduct has the purpose or effect of unreasonably interfering with a student's educational performance.

Note: Students who report any of the above listed activities/information to the appropriate authorities may have their names held in confidence and Pace Brantley agrees not to release the student's name to any other student.
Speak-Out Hotline 1-800-423-8477: The "Speak-Out" program provides a monitored 24-hour hotline that allows students, parents, or community members to call anonymously and report concerns regarding drugs, weapons, violence, abuse, suicide, or other problems. It has contributed to the district's ability to be proactive in responding to various situations before they escalate to the crisis level.

CELL PHONES

Students bringing cellphones shall keep them turned off or silent while the instructional day is taking place. Parents, family and friends shall all refrain from texting and/or calling during school hours. Only electronic devices approved by school officials will be permitted. Any other electronic devices will be considered a violation and will be prohibited. Electronic communications include but are not limited to video/audio recordings, photographs, and/or text messages. **It is strictly prohibited to record, possess, display, distribute, and/or transmit pictures, text messages, video, and/or audio recordings while on school grounds. The school will not be held responsible for lost or stolen cell phones and/or any electronic devices. No student may have in his or her possession any wireless communication device or any other item that records, stores, or transmits data during any standardized testing.** Violation of this provision may result in the loss of the student's privilege to possess a cell phone on campus in addition to any other prescribed disciplinary intervention. If a cell phone/electronic device is visible, being handled, or otherwise used in any manner during a test or exam, it will be considered cheating and the student will receive a zero for that test or exam.
Note: *Use of a wireless communications device includes the possibility of the imposition of disciplinary action by the school or criminal penalties if the device is used in a criminal act.*

PARKING/VEHICLE RULES

The parking of a student's vehicle on campus is a privilege that is granted by Pace Brantley School. Students who repeatedly violate campus-parking rules may have their privilege revoked and/or are subject to disciplinary consequences. School authorities have the right to inspect any parked vehicles on campus to ensure the health, safety, and welfare of all students and staff.

Note: Privileges & Responsibilities: Parents are encouraged to review Florida law pertaining to the operation of motor vehicles by their children. High school students with operator's licenses may not be legally allowed to drive their vehicle home after a late ball game. It is the student and parent's responsibility to know the law.

- a student will not be permitted to drive any vehicle to school until filing with the Student Services Team the written consent of the student's parent/guardian and a written agreement to comply with all rules of Pace Brantley School. Students parking vehicles on campus without authorization are subject to disciplinary consequences
- the student shall park a car driven to school in the area designated for student parking
- each student who parks a vehicle on a school campus is presumed to know what is contained in the vehicle and will be held accountable for any weapons, drugs, contraband, etc. which may be found in the vehicle
- No student shall loiter in or around the parking area or areas
- students shall not occupy cars during class hours, between classes, or before or after school except as they arrive and leave for the school day and travel to and from approved programs at other locations
- students must follow all Florida Department of Motor Vehicle (DMV) traffic laws and regulations while on school property
- Drivers who arrive after 8:30 AM will be considered late. Each student driver is allowed to be late only 5 times in a quarter. If a student exceeds 5 late arrivals, they're driving privilege will be revoked for the remainder of the semester.

TECHNOLOGY – STUDENT ACCEPTABLE TELECOMMUNICATIONS/ELECTRONIC COMMUNICATIONS USE POLICY AND AGREEMENT

Pace Brantley School (PBS), provides computers and network capabilities to students for the purpose of enhancing academic success through technological resources. Students may be granted access to the school's electronic communication system that may include access to the Internet. A student's activities while using this system must be in support of education and research and be consistent with the educational objectives and the direction of the teacher.

This access is a privilege, not a right, and inappropriate use will result in the cancellation of this privilege by IT (Information Technology) and/or disciplinary action by school officials. Students are responsible for demonstrating expected behavior on school computer networks. PBS may suspend or revoke a student's access to the schools system upon violation of policy and/or procedures. PBS provides filtering software in an attempt to restrict access to inappropriate materials on the Internet. However, users must recognize that filtering cannot block access to everything that might not be of educational value. REMINDER: network storage areas will be treated like school lockers. School and IT authorities have the right to review and monitor all information stored on the network.

Using the network to access, or to attempt to access, the accounts of others, or to penetrate, or attempt to penetrate, security measures of the PBS, or another entity's computer software or hardware, electronic communications system, or telecommunications/electronic communications system, whether or not the intrusion results in the corruption or loss of data, is prohibited.

Using the services for any activity which adversely affects the ability of other people or systems to use PBS's network or the Internet is prohibited. This includes denial of service attacks against another network host or individual user. Interference with or disruption of other network users, network services or network equipment is prohibited. Using any unauthorized computer or network device on the school district's wired or wireless network is prohibited. Using or attempting to use another's (teacher, administrator, staff or another student) login credentials, network resources or the Internet is prohibited.
Using electronic resources, including, but not limited to, network access, Internet access, digital cameras, personal digital assistants (Windows mobile devices, IPod touch's, Palm's, etc.), personal communication devices (cell phones, pagers, messaging devices, telephones, digital recorders), Mp3 players, iPods, USB flash drives, e-mail, computers and laptops, are prohibited, unless student has permission from the classroom teacher or administrator where the electronic resource will be used.

The following are examples of unacceptable use of telecommunications/electronic communications and **students must not or must not attempt to:**

- use or share another individual's username and password
- leave computer unattended while logged on
- read, create, send and/or receive personal email
- access, download, store, send, or display text, images, movies, or sounds that contain pornography, obscenity, or language that offends or degrades others
- use personal social network sites including, but not limited to, facebook, instagram, twitter, snap chat, chat rooms, etc.
- video stream not related to educational purposes or curriculum set by the school or district
- download music or videos not authorized by the school
- install services or electronic file sharing mechanisms
- access, modify, harm, or destroy another user's data
- attempt to send or send anonymous messages of any kind or pretend to be someone else while sending a message
- cyber bullying on or off campus e.g.: threatening, harassing, embarrassing, terrifying, insulting, stalking, or attacking others which includes but is not limited to online threats and insults intended to embarrass, harass, or terrify others via electronic resources
- post personal information about self or others, sharing confidential information about students or employees
- agree to meet with anyone online
- intentionally waste limited resources
- bypass PBS filtering by use of anonymous proxies or unauthorized proxies and services
- download and/or install games, software, tools or other unauthorized downloadable material
- connect to any unauthorized wireless access point or Internet service provider

PROCEDURES FOR DEALING WITH INFRACTIONS OF PACE BRANTLEY SCHOOL

Teachers & Staff will use infraction form for Verbal Warnings and Infractions.

Infraction Policy for Teachers

- teacher fills out infraction form
- the teacher describes the infraction in writing with the date
- infraction form sent to Student Services

- student signs infraction form
- infraction notice sent home for parent signature
- Parent Notification: Student returns infraction notice with parent signature to teacher

Infraction Policy for Student Services

- assign point value for infraction
- add up previous points accumulated by student and follow infractions chart for required action
- ensure parent / guardian has signed infraction form
- Parent Notification: Student Services will contact parent/guardian
- parent/student conference scheduled based on infractions chart

INFRACTIONS POINT SYSTEM SCALE

- zero is base of point system
- each point earned will accumulate towards ten (10)
- any illegal activity may warrant police involvement.
- Student Services/Administration has the authority to set level and consequences for any specific violation.
- any student with outstanding detention time or suspension time is considered to be out of compliance
- a maximum of two (2) infractions per day will be added to the students total points
- at the end of each semester all points reset to zero

POINTS ACCUMULATED	CONSEQUENCES
1-3 points	• Warning/Verbal Correction
4 points	• Snack and Lunch Detention • Phone Call to Parent
5 points	• 1 day In-School Suspension • Parent Conference • Loss of privileges, such as: sports practice or extracurricular/club session
6 points	• 1 Week Detention (Snack and Lunch) • Phone Call to Parent • Loss of privileges, such as: sports practice or extracurricular/club session
7-9 points	• 1-3 days In-School Suspension/Out of School Suspension • Parent Conference • Loss of privileges for 1 week, such as: sports practice or extracurricular/club session
10 points	Out of School Suspension

INFRACTIONS	POINT VALUE
Assault on peer, staff, school employee or volunteer	10
Bullying of any type	5-10
Cell phone violation	1-4
Cheating/Plagiarism	1-5
Chronic Tardiness (to class)	1
Detention – missing snack or lunch	1
Disrespectful behavior	1-5
Disruptive behavior	1-5
Dress code violation	1
False fire alarm/911 call	10
Fighting	10
Inappropriate use of technology, including audio or video recording of students/staff, social media usage, websites, texting, and taking/sending photos of students	1-7
Harassment: including but not limited to racial, religious, sexual	4-10
Physical aggression	5-10
Possession of a controlled substance including drug paraphernalia	10
Possession of a weapon	10
Profanity	1-3
Public display of affection	1-4
Skipping a class/hour(s)	1-3
Smoking	10
Theft	5-10
Threat/Intimidation	4-8
Willful damage to school property	2-10
Weapons	10

- This code may later be amended to include any other infractions not specified.
- All inappropriate infractions or actions not covered in this code can be dealt with by school Administration/Student Services Team assessing from one (1) to ten (10) points depending on the severity of the offense.

Attendance Rules Violation – willful disobedience of school attendance rules **–** The law requires mandatory school attendance until the age of 16. If a student arrives at school and then leaves campus without school permission, the student is unexcused and truant and the school must take disciplinary action.

Cheating – willful or deliberate unauthorized use of the work of another person for academic purposes, or inappropriate use of notes or other material in the completion of an academic assignment or test. A student who is found to have cheated on a school assignment will not receive credit for that assignment and will be disciplined in accordance with this Code of Student Conduct. When grade reduction is determined to be the appropriate disciplinary measure, the student's parent(s) or legal guardian shall be notified.

Disrespect of Minor Nature – conduct or behavior that lacks regard, civility, politeness and/or courteous consideration for a person or group of persons – This may include, but is not limited to, teasing, name calling, gossiping, spreading or starting rumors, and purposely embarrassing or humiliating another person.

Dress Code Violation – non-conformity to the established dress code

Inappropriate Conduct or Behavior – conduct or behavior that interferes with or disrupts the orderly process of the school environment, a school function, transportation, or extracurricular/co-curricular activity – This includes, but is not limited to a public display of affection, minor classroom disruption, bringing unauthorized electronic equipment, animals, or other materials to school.

Plagiarism – the use of ideas or words of another as one's own; work presented as new and original, an idea or product derived from an existing source. A student who is found to have plagiarized on a school assignment will not receive credit for that assignment and will be disciplined in accordance with the Code of Student Conduct. When grade reduction is determined to be the appropriate disciplinary measure, the student's parent/guardian shall be notified.

Tardiness – late arrival to school or class without valid documentation from parent/guardian or authorized school personnel –Repeated tardiness may be considered habitual truancy

Vehicle Violation – failure to adhere to the school vehicle guidelines.

Abusive, Profane, Obscene Language/Materials – use of either oral or written language, electronic messages, gestures, objects, pornography, or pictures which are disrespectful or socially unacceptable and which tend to disrupt the school environment, a school function, or an extracurricular/co-curricular activity.

Careless or Malicious Action – action that results in the injury of person(s) or damage to property.

Cell Phones and/or any Electronic Communications Devices – failure to adhere to the school cell phone guidelines

Contraband Materials – include, but are not limited to ammunition, laser instruments, electronics (not including calculators), and beverage mixers intended to be consumed with alcohol –The possession, use, sale and/or distribution of contraband materials on school grounds, school-sponsored events, and/or on school transportation is prohibited. The school will not be held responsible for lost or stolen contraband materials.

Defiance of Authority, Willful Disrespect, or Interference with School Authority – non-verbal refusal to comply with school rules or directions from school authority, refusal to identify one's self, giving false information or disrespect of school authority on or off campus.

Disrespect – conduct or behavior which demeans, degrades, antagonizes, humiliates, or embarrasses a person or group of persons. This includes, but is not limited to, hurtful acts, words or other behavior committed by one or more students against another.

Forgery – The making of a false or misleading written communication to a school staff member with either the intent to deceive the staff member or under circumstances which would be reasonably calculated to deceive the staff member. Signing or allowing others to sign your parent's name to a school paper.

Medication Policy Violation – refer to Section III: Medication/Health Procedures

Physical Altercations – physical conflicts between two or more persons that do not require physical restraint or cause injury, at Head of School and Principal's discretion, without regard to who was the original aggressor.

Sexting – A student who sends, creates or possesses a nude image of a minor on school board property.

Technology Violation – using technology in a manner that is inappropriate, but is not harmful or destructive (see Section III, Technology).

Theft of a Minor Nature – unauthorized taking, carrying, riding away, or concealing the property of another person without threat, violence, or bodily harm.– *Items under this heading would have a replacement value of less than $300.00.*

Unauthorized Assembly, Publications, Petitions, Electronic Messages – demonstrations and/or petitions by students, or possession and/or distribution of unauthorized publications, including misuse of electronic messages which interfere with the orderly process of the school environment, a school function, or extracurricular activity

Vandalism of a Minor Nature – intentional destruction, damage, or defacement of public or private property, real or personal, without consent of the owner or the person having custody or control of it – *Damage must be valued at less than $1,000,* including time and labor to be considered under this heading.

Breaking & Entering/Burglary – unlawful entry with force, or unauthorized presence in a building or other structure or conveyance with evidence of the intent to damage or remove property or harm a person(s).

Bullying – Systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees that is severe or pervasive enough to create an intimidating, hostile, or offensive environment; or unreasonably interfere with the individual's school performance or participation.

Dangerous Instruments – possession, distribution of materials, paraphernalia, or items that are dangerous. Possession of a dangerous instrument may be considered under this heading if there has been no threatening or intimidating display of the dangerous instrument. Dangerous instruments shall include, but not be limited to, clubs, blow guns, chains, pipes (any length, metal or otherwise), ice picks or other pointed instruments, Chinese stars, pepper spray, mace, laser instruments, common pocketknives, BB guns, pellet guns, paintball guns, air soft guns, slingshots, imitation weapons or firearms made of plastic, metal, wood or any other material which may be used in a harmful manner. Students shall be prohibited from carrying or concealing items considered to be dangerous instruments while on school grounds, buses, in school buildings, at school sponsored events, and vehicles parked on school grounds or adjacent thereto for school related activities. A pocketknife shall be defined as a folding knife with a blade less than four (4") inches. If a student unintentionally brings a pocketknife to school or to a bus stop, the student should immediately turn it over to school officials upon boarding the bus or arrival on school grounds. The Head of School or Principal of Lower School will decide what action is to be taken**.** A student may be suspended for 10 days and be recommended for expulsion from school for possession of a dangerous instrument.

***Note*: Dangerous Instruments used in a threatening or intimidating manner may be considered a Level IV infraction. A threat to use a dangerous instrument on school grounds, on school sponsored transportation, or at any school sponsored activity is prohibited. [I: 27 (SESIR)]**

Disruption on Campus – Major – any act that substantially disrupts the orderly conduct of a school function, the orderly learning environment, or poses a threat to the health, safety, and/or welfare of students, staff, or others.

Drug Use/Possession – Excluding Alcohol – using, possessing or being under the influence of any controlled drug, illegal, or narcotic substance or any substances represented to contain, mimic or that looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, stimulant, depressant, intoxicant, or controlled substance of any kind, or any substance when used for hallucinogenic purposes. – Substance includes, but is not limited to, any substance that contains or is represented to contain chemicals, any substance that produces the same effect as or is represented to produce the same effect as a controlled substance, or any analogue of a controlled substance including, but not limited to, K-2, also known as "spice" or "legal weed."

Drugs/Over-the-Counter – use, possession, or distribution of over-the-counter or mood-altering substances, or any substances represented as drugs or drug paraphernalia – Repeated incidents will be handled as a Level IV Infraction. Students on medication must abide by established School policies.

False Fire Alarm/911 Calls – activation of a fire alarm or other emergency services without reasonable cause, which in the discretion of the Head of the School or Principal of Lower School was the result of a reckless or malicious act.

Fighting – two or more persons mutually participating in use of force or physical violence that requires physical restraint or results in injury requiring first aid or medical attention is considered fighting – Mutual participation is considered without regard to the original aggressor.

Harassment – Any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct that (1) places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property, (2) has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or (3) has the effect of substantially disrupting the orderly operation of a school including any course of conduct directed at a specific person that causes substantial emotional distress in such a person and serves no legitimate purpose any willful and/or harassment for any other reason.

Other Major – any serious, harmful incident resulting in the need for law enforcement intervention not previously classified. Other major includes, but is not limited to, producing or knowingly using counterfeit money, participating in gambling activities, possessing child pornography, or possessing drug paraphernalia.

Retaliation - Retaliation is knowingly engaging in conduct that causes bodily injury to another student or damages the tangible property of another student, or threatens/attempts to do so, with the intent to get revenge against the other student.

Sexual Offenses – any willful and/or deliberate act committed with the intention of promoting sexual favors, or any lewd or lascivious act – Any unsolicited sexual proposal, consensual sex or physical conduct of a sexual nature, offensive touching of another person, any act of indecent exposure, obscenities such as phone calls or other communication are included under this heading, as well as, the unlawful manufacturing, publishing,

selling, buying, or possessing materials including, but not limited to, literature, photographs, or media from electronic devices.

Technology Violations – inappropriate use, distribution of illegal or improper material, modification, or intentional destruction of hardware, software, or data – (see Section III: Technology – Student Acceptable Telecommunications/Electronic Communications Use Policy and Agreement).

Theft/Larceny – act of taking, carrying, leading, riding away or concealing the property of another person without threat, violence, or bodily harm – *Items under this heading would have a replacement value of $300.00 or more.*

Threat/Intimidation/ – a threat to cause physical harm to another person with or without the use of a weapon that includes all of the following elements: (1) intent – an intention that the threat is heard or seen by the person who is the object of the threat; (2) fear – a reasonable fear or apprehension by the person who is the object of the threat that the threat could be carried out; and (3) capability – the ability of the offender to actually carry out the threat directly or by a weapon or other instrument that can easily be obtained. To place another person in fear of bodily harm through verbal threats without displaying a weapon or subjecting the person to actual physical attack – Threatening any school employee shall be considered a Level IV infraction. Threats and implied threats, verbal or written, even if within an academic assignment or stated in humor, will be taken as an actual threat.

Tobacco – the possession, use, distribution, or sale of tobacco/nicotine products on school grounds, school-sponsored events, and/or on school transportation by any student under the age of 18. A law enforcement official may issue a citation to any person found smoking tobacco on school grounds. Such non-criminal violations are punishable by a fine of not more than $100 for the first violation and not more than $500 for each subsequent violation.

Trespassing – to enter or remain on school grounds/campus, school transportation, or at a school-sponsored event/off campus without authorization or invitation and with no lawful purpose for entry.

Vandalism – intentional destruction, damage, or defacement of public or private/personal property, without consent of the owner or the person having custody or control of it – *Damage must be valued at $1,000 or more* including time and labor to be considered under this heading.

Alcohol – Possession, sale, purchase, distribution, or use of alcoholic beverages. Use will be reported only when the person is caught in the act of using or is discovered to have used in the course of an investigation. It is a violation of laws or ordinances prohibiting the distribution, manufacture, sale, purchase, transportation or use of any intoxicating alcoholic beverages – Students in violation are subject to the substance abuse program (see Section IV, Substance Abuse Program). The student or substance may be subject to testing.

- **Arson** – (intentionally setting a fire to school property) to damage or cause to be damaged, by fire or explosion, any dwelling, structure, or conveyance, whether occupied or not, or its contents

- **Assault or Battery on Employee** – committing an assault or aggravated assault or a battery or aggravated battery upon an employee of Pace Brantley School, when the person committing the offense knows or has reason to know the identity or position or employment of the victim – An assault is an intentional, unlawful threat by word or act to do violence to the person of another, coupled with an

apparent ability to do so, and doing some act which creates a well-founded fear in such other person that such violence is imminent. In such cases, the offense shall be reclassified to the next higher level.

- **Battery** – physical use of force or violence by an individual against any other individual when the force or violence is carried out against a person who is not fighting back .

- **Bomb Threats/Explosives** – any communication which has the effect of threatening an explosion to do malicious, destructive, or physical harm to school property or bodily harm to the person(s) in or on that property or attending a school function or extracurricular activity – This includes but is not limited to threat by telephone, telecommunications/electronic communications, spoken word, or written word. Also prohibited are preparing, possessing, using, or igniting destructive or explosive devices on school property or at a school function or extracurricular activity. Destructive device means 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 such filler and is capable of causing bodily harm or property damage. An explosive is any chemical compound or mixture that has the property of yielding readily to combustion or oxidation upon application of heat, flame, or shock, including but not limited to dynamite, nitroglycerin, trinitrotoluene, or ammonium nitrate when combined with other ingredients to form an explosive mixture, blasting caps, detonators, and fireworks.

- **Homicide: Murder/Manslaughter** – The unjustified killing of one human being by another. Manslaughter is the killing of a human being by the act, procurement, or culpable negligence of another, without lawful justification.

- **Kidnapping/Abduction** – forcibly, or by threat, confining, abducting, or imprisoning another person against his/her will and without lawful authority.

- **Robbery** – taking or attempted taking of anything of value that is owned by another person or organization, under the confrontational circumstances of force, or threat of force or violence, and/or by putting the victim in fear.

- **Sexual Battery** – any sexual act or attempt directed against another person, forcibly and/or against the person's will including persons incapable of giving consent because of age or because of temporary or permanent mental incapacity – The category includes rape, touching of private parts of another person (either through human contact or using an object), child molestation, and sodomy. This level warrants calling law enforcement.

- **Sexual Harassment** – unwanted verbal or physical behavior with sexual connotations by an adult or student that is severe or pervasive enough to create an intimidating, hostile or offensive educational environment, cause discomfort or humiliation or unreasonably interfere with the individual's school performance or participation An incident when one person demands a sexual favor from another under the threat of physical harm or adverse consequence. Any slur, innuendo, or other verbal or physical conduct reflecting on an individual's gender which has the purpose of creating an intimidating, hostile, or offensive educational environment; has the purpose or effect of unreasonable interference with an individual's work or school performance or participation; or otherwise affects an individual's educational opportunities is prohibited. By statute, criminal penalties may also be imposed. Included in this definition is an incident when one person demands a sexual favor from another under the threat of physical harm or adverse consequence.

- **Threats Relating to Discharge of Destructive Device** – threatening to throw, project, place, or discharge any destructive device with intent to do damage to any property of any person.

- **Threat/Intimidation/Harassment/Retaliation toward Employees/Volunteers** – any threat by a student through word or act, to do violence to a school employee/volunteer on or off campus, or damage to property of a school employee/volunteer, coupled with an apparent ability to do so, and creating a well-founded fear in the school employee or volunteer that violence is imminent – By statute, criminal penalties may also be imposed. Retaliation is knowingly engaging in conduct that causes bodily injury to a school employee/volunteer or damages the tangible property of a school employee/volunteer, or threatens/attempts to do so, with the intent to get revenge against the school employee/volunteer.

- **Threatening Use of Dangerous Instruments** – the threat and use of, or the control of any dangerous instrument (as defined in Level III), paraphernalia, or object (other than a firearm or weapon) which could be used to inflict harm on another person or used to intimidate any person and is not being used for the purpose for which it was normally intended.

- **Weapon, Electric Weapon or Device, Dart-firing gun** – the possession, use, or control of any sword, sword cane, weapon, electric weapon or device, or dart-firing gun, whether- operable, inoperable, loaded or unloaded), razor blade, box cutter is prohibited – Weapon means any metallic knuckles, slingshot, billie clubs, tear gas gun, chemical weapon or device, or other deadly weapon except a common pocketknife, plastic knife, or blunt-bladed table knife. Electric Weapon or device means any device which, through the application or use of electrical current, is designed, redesigned, used, or intended to be used for offensive or defensive purposes, the destruction of life, or the infliction of injury. Dart-firing stun gun means any device having one or more darts that are capable of delivering an electrical current. Bringing a weapon, electric weapon or device, or dart-firing gun to school, any school functions or onto any school sponsored transportation is prohibited. Pace Brantley School, will not tolerate weapons of any nature being taken on school property or at any school sponsored activity, whether on or off the school campus, in any manner at any time, and considers this notice as fair warning to all concerned of the serious consequences for violations of this policy. By statute, criminal prosecution may also result. [I: 27 (SESIR)]

SECTION IV: POLICIES GOVERNING HEALTH PROCEDURES

MEDICATION/HEALTH PROCEDURES

Prescription Medication

- All prescription medications with current date must be presented in the original container to the principal/designee. Parent/guardian shall bring medication to school and sign a Prescription Medication Consent Form (MIS 61D001).
- Directions/instructions on using the prescription shall be provided by the physician or pharmacist.
- The prescription medication shall be delivered to the office with the following information provided:
    - Name and purpose of medication.
    - Time medication to be administered must coincide with doctor's order on the prescription.
    - Approximate duration of medication.

- Reactions that might occur from the medication.
  Administration of Prescription Medication Consent Form (MIS 61D001) must be completed and signed by parent/guardian.
- Medication must be counted by the parents/guardians and person receiving the medication and documented on the Medication Administration Form.
- All medication must be in the original container with a current date not to exceed 90 days and the label shall not be modified in any manner.
- The first dose of medication shall not be administered at school due to the possibility of allergic reaction.
- No more than a four (4) week supply should be delivered to the school at one time.
- All medication must be secured with lock and key.
- A student that needs to carry an inhaler must have a doctor's statement and parent/guardian written consent on the Prescription Consent Form. Inhalers that are carried by the student must have a prescription label with the student's name on the inhaler itself.
- A student, who must carry an EpiPen on their person at school, will be required to have a Medical Procedure Form (MIS 61D018) completed and signed by physician and parent/guardian. The form must include a statement from the doctor and parent/guardian that the child must carry it on their person. A student who needs an EpiPen at school, but does not need to carry it, must have the Medical Procedure Form (MIS 61D018) completed and signed by the physician and parent/guardian. In both cases staff member(s) will be trained to assist and/or administer the EpiPen.
- Parents must notify the School Health Coordinator at the student's school about special health concerns or medication needs before field trips and other off-campus events including athletics. This notification should be at least one week in advance for most medication or health concerns; however, the notification should be at least three weeks in advance for injectable medications or blood sugar monitoring.

Non-Prescription Medication

- All non-prescription medication shall be delivered by parent/guardian.
- Non-prescription medication may be administered for 72 hours (three consecutive days) only with parental written consent on the Seminole County Schools Non-Prescription Form (MIS 61D003). After the 72 hour (three consecutive days) time frame, a standing order must be secured from the child's physician. The non-prescription medication shall be delivered to the office with the following information provided:
  - Name and purpose of medication.
  - Time and condition under which the medication is to be given.
  - Specific instructions on the administration of the medication.
  - Non-prescription medications are to be received in a new unopened container with 30 or less pills or no more than one month supply.
  - The consent form (MIS 61D003) must be completed and signed by parent/guardian.
  - The first dose of any medication shall not be administered during school hours due to the possibility of allergic reaction.
  - All medication must be in original container and stored under lock and key. .
- Parents must notify the School Health Coordinator at the student's school about special health concerns or medication needs before field trips and other off-campus events including athletics. This notification should be at least one week in advance for most medication or health concerns; however, the notification should be at least three weeks in advance for injectable medications or blood sugar monitoring.

Note: Violation of the Medication/Medical Procedures Policy will result in a Level II infraction.

Required Health Care Plans

Health Care Plans are developed under order of a licensed physician. If your child has a medical condition diagnosed by a licensed physician that may require a formal Health Care Plan, please contact your primary care doctor. Parent(s) must provide current medical documentation annually. Parents must notify the School Nurse at the student's school about special health concerns or medication needs before field trips and other off-campus events including athletics. This notification should be at least one week in advance for most medication or health concerns; however, the notification should be at least three weeks in advance for injectable medications or blood sugar monitoring.

Pediculosis (Head Lice)

- Pediculosis (head lice) has become common in school. It is highly transmittable, and all age groups are susceptible. Parents/guardians are responsible for checking their son/daughter's head for lice and their eggs (nits), even if the most common symptom of itching is not present. If lice or nits are found, it is important to treat the student and carefully monitor other family members.
- Students cannot be sent to school if any nits or lice are present in the student's hair. Upon a student's return to school, he/she shall be checked by the School Nurse.
- Pace Brantley School has a "no-nit" policy which means students may not attend school if nits remain in the hair after treatment. Any student that is identified as having head lice will be sent home with instructions for treating the child and the home. The student should be treated; nits removed and return to school the following day. When a student has been sent home due to head lice, the parent/guardian must bring the student to school for recheck before returning to class. If the student is free of lice and nits, the student will be given a pass to return to class. We do not wish to exclude any student from class; however, head lice can cause secondary health problems and must not be allowed to become an epidemic in our schools. Parents/guardians need to instruct their students not to share brushes, combs, hats or other personal items with others to avoid infestation. Instructions for treatment for head lice can be obtained from the Seminole County Health Department and your son/daughter's school.

SECTION V: POLICIES GOVERNING EXTRACURRICULAR ACTIVITIES

ACADEMIC ELIGIBILITY REQUIREMENTS FOR PARTICIPATION IN EXTRACURRICULAR ACTIVITIES

For eligibility purposes, a grading period is defined as one semester. A semester is defined as one half of a school year (approximately 18 school weeks or 90 school days). This definition is applicable to all schools regardless of the type of scheduling format (e.g.block, traditional, etc.) utilized. A student must have a cumulative high school grade point average of 2.0 or above on a 4.0 unweighted scale, or its equivalent, in all courses taken that are required by Florida Statute, at the conclusion of each semester to be eligible during the following semester for extracurricular activities:

- A student shall be eligible during the first semester of his/her ninth-grade year provided that it is the student's first entry into the ninth grade and he/she was regularly promoted from the eighth grade the immediate preceding year.

- A student who is ineligible during the second semester of his/her ninth-grade year or during the first semester of his/her 10th grade year because the student's cumulative high school grade point average was below a 2.0 at the conclusion of the previous semester and continues to be below a 2.0 at the conclusion of the semester of ineligibility may regain his/her eligibility for the following semester provided:
    - the student signs an academic performance contract with his/her school at the beginning of the semester in which he/she is ineligible that states, at a minimum, that the student will attend summer school, or its graded equivalent, – AND
    - earns a grade point average of 2.0 or above on a 4.0 unweighted scale, or its equivalent, in all courses taken during the semester of ineligibility.
- Once a student enters the 11th grade, and thereafter, he/she must have a cumulative high school grade point average of 2.0 or above on a 4.0 unweighted scale, or its equivalent, in all courses taken that are required by Florida Statute, at the conclusion of each semester to be eligible during the following semester.
- All courses taken for high school credit by a student, including those taken prior to his/her ninth-grade year, shall be included in the computation of the student's cumulative high school grade point average.
- Pace Brantley School is a member of the Private School Athletic Association and shall be governed by the bylaws of that organization. Pace Brantley School shall also follow the requirements for all extracurricular activities as prescribed by Florida law. For further details, refer to the Florida Statute. [§1003.43(1) and 1006.15, Florida Statutes]

Note: Signature Page follows, please sign and return to Pace Brantley School.

Notations from Florida State Statutes Title XLVIII K-20 Education Code Chapters 1000-1013

SIGNATURE PAGE

Pace Brantley School in fulfilling its purpose and mission must have the cooperation of each of its students. As responsible citizens, each student must abide by all local, state and federal laws.

In addition Pace Brantley School students must abide by the school's policies and regulations prescribed in the Student Code of Conduct. Any student found guilty through due process of breaking the law or of infractions of the Student Code of Conduct may have disciplinary consequences, which may include expulsion from school.

I have reviewed and understand the Student Code of Conduct and Policy for Illegal Drugs, Alcohol and Weapons for my attendance at Pace Brantley School.

_____ _____
Student Signature Date

I have read and reviewed the Student Code of Conduct and Policy for Illegal Drugs, Alcohol and Weapons for my child's attendance at Pace Brantley School.

_____ _____
Parent/Guardian Signature Date

Parent/Guardian Copy

SIGNATURE PAGE

Pace Brantley School in fulfilling its purpose and mission must have the cooperation of reach of its students. As responsible citizens, each student must abide by all local, state and federal laws.

In addition Pace Brantley School students must abide by the school's policies and regulations prescribed in the Student Code of Conduct. Any student found guilty through due process of breaking the law or of infractions of the Student Code of Conduct may have disciplinary consequences, which may include expulsion from school.

The listings of violations found in the Student Code of Conduct should not be considered to be all-inclusive, and are subject to change by the Administration of Pace Brantley School or the Pace Brantley School Board of Trustees.

_____ _____

Student Signature Date

I have read and reviewed the Student Code of Conduct and Policy for Illegal Drugs, Alcohol and Weapons for my child's attendance at Pace Brantley School.

_____ _____

Parent/Guardian Signature Date

School's Copy