



Pace Brantley Preparatory School Handbook

Rights, Responsibilities, and Code of Conduct

Student Rights

Students attending PBPS have the right to an appropriate education, which includes:

- Equal educational opportunities without regard to race, national origin, gender, disability, or sexual orientation
- A safe and orderly learning environment
- Access to school guidance services
- Treatment with fairness, kindness and respect
- Protection of personally identifiable information under applicable laws
- Notification of academic failure or potential failure
- The right to express opinions respectfully

Student Responsibilities

By enrolling at PBPS, all students agree to:

- Adhere to all guidelines in the Student Code of Conduct
- Attend all classes daily and be punctual
- Come to class prepared with necessary materials
- Use guidance services for educational and personal improvement
- Treat all people and property with respect
- Report on hazardous or dangerous situations to school authorities
- Immediately report threats of harm or illegal activities to appropriate personnel
- Refrain from bringing inappropriate or contraband items to school
- Complete all assignments, homework, and projects as outlined by teachers
- Conduct themselves in a safe, responsible, cooperative, and honest manner
- Refrain from profane or inflammatory statements
- Maintain appropriate appearance and cleanliness
- Take responsibility for their own work and actions

Family Responsibilities

By enrolling a child at PBPS, all parents/guardians agree to:

- Review the contents of the Handbook with their child
- Ensure regular attendance and communicate absences/tardies appropriately

- Provide necessary resources for completing classwork and homework
- Assist their child in maintaining proper health, hygiene, and appearance
- Communicate circumstances that may affect their child's learning experience
- Ensure their child does not bring inappropriate items to school
- Regularly discuss grades and assignment expectations with their child
- Maintain current contact and emergency information with the school
- Communicate with school personnel (teachers, staff, administration)
- Refrain from contacting students via electronic devices during school hours
- Follow campus traffic rules (5 mph speed limit, no cell phone use while driving, display required hang tags)
- Make timely payment of fees and invoices for services rendered

Teacher Rights

Teachers have the responsibility to maintain well-managed classrooms and educate students effectively, with the right to:

- Maintain a positive learning atmosphere
- Expect students to follow instructions from all school personnel
- Implement disciplinary interventions to modify student behavior, which may include issuing verbal or nonverbal warnings, removing students from class, making referrals to Student Services, and initiating parent contact

Code of Conduct

School policies protect the rights of all students and promote a safe learning environment. Students are accountable for their behavior during school hours, school activities, and while on school grounds. As a private institution, PBPS reserves the right to dismiss any student whose attitude or behavior threatens the well-being of the school community. **Students arrested for felony or misdemeanor offenses while under PBPS jurisdiction are subject to immediate dismissal.**

Expectations of All Students

- Be respectful and truthful
- Treat everyone with fairness, kindness, and respect
- Be punctual, in attendance, and prepared daily

Prohibited Conduct and Violations

School administrators maintain discretionary authority to determine appropriate consequences based on the severity and circumstances of violations.

Zero Tolerance Violations (Automatic Expulsion)

Weapons/Dangerous Objects

- Possession of any weapon, electric weapon, device, or dart-firing gun (operable or inoperable)
- Includes swords, razors, box cutters, metallic knuckles, chemical weapons, or any deadly weapon
- **Note:** Common pocket knives under 4 inches may result in suspension / expulsion recommendation

Controlled Substances

- Possession, use, sale, purchase, or distribution of illegal drugs, controlled substances, or alcohol
- Includes substances represented as drugs or producing similar effects
- Covers synthetic marijuana and drug paraphernalia

Tobacco/Nicotine Products

- Possession, use, distribution, or sale of tobacco, e-cigarettes, vaporizers, or electronic nicotine delivery systems
- **Legal Note:** Unlawful for persons under 18 to possess nicotine products per Florida Statute

Sexual Offenses

- Any willful act committed with the intention of promoting sexual conduct
- Sexual battery, harassment, or misconduct
- Possession of inappropriate sexual materials

Major Violations (Suspension/Possible Expulsion)

Violence and Threats

- **Fighting:** Mutual physical altercation requiring restraint or resulting in injury
- **Assault/Battery:** Intentional physical force against another person
- **Threats/Intimidation:** Verbal or written threats causing reasonable fear of harm
- **Bullying:** Systematic infliction of physical or psychological distress

Property Violations

- **Theft:** Unauthorized taking of property valued under \$300 (minor) or over \$1,000 (major)
- **Vandalism:** Intentional destruction or damage to property
- **Breaking and Entering:** Unlawful entry with intent to damage property or harm persons

Academic Integrity

- **Cheating:** Unauthorized use of another's work or inappropriate use of materials, including AI, during academic assignments or testing
- **Plagiarism:** Using ideas or words of another as one's own without proper attribution
- **Forgery:** Making false written communications or signing another's name

Technology Violations

- Unauthorized access to computer systems or networks
- Bypassing security measures or filtering software
- Cyberbullying, cyberstalking, or online harassment
- **Taking unauthorized photos/videos of students or staff**
- Accessing inappropriate content or social media during school hours

Substance-Related Violations

- **Over-the-Counter Drug / Prescribed Medication on person may result in detention / suspension / expulsion**

Other Major Violations

- **Defiance of Authority:** Willful disrespect or interference with school personnel
- **Harassment:** Conduct placing others in fear or substantially disrupting educational environment
- **Bomb Threats/False Alarms:** Communications threatening explosions or false emergency reports
- **Trespassing:** Unauthorized presence on school grounds

Minor Violations (Warnings/Detention/Short-term Consequences)

Attendance Issues

- **Tardiness:** Late arrival without valid documentation
- **Attendance Violations:** Willful disobedience of attendance requirements

Dress Code and Appearance

- Non-conformity to established uniform requirements
- Inappropriate grooming or appearance standards

Classroom Disruption

- **Minor Disruption:** Conduct interfering with learning environment
- **Inappropriate Conduct:** Behavior disrupting school processes, including public displays of affection

Technology Misuse

- **Cell Phone Violations:** Failure to follow device guidelines during instructional time
 - **Minor Technology Infractions:** Inappropriate but non-harmful technology use
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Attendance Policy

Class Attendance Requirements

- Students must be present for at least 75% of each class period
- Arriving 1-15 minutes late = tardy
- Arriving 15+ minutes late = absent
- Maximum of 9 hours' absence per course, per semester
- Exceeding 9 hours requires make-up time to receive credit

Florida State Attendance Statutes

- Compulsory attendance until age 16
 - **Habitual Truancy:** 15 unexcused absences within 90 calendar days
 - Three tardies or early releases equal one unexcused absence
 - Violation may result in court action and misdemeanor charges for parents/guardians
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Dress Code Policy

Required Uniform Standards

- Royal blue/cobalt or white polo shirts (one PBPS logo shirt required from Lands' End)
- Khaki uniform pants/shorts (MUST follow specifications of uniform bottoms listed on Land's End website)
- Lower schoolgirls may wear khaki skorts (MUST follow specifications of uniform bottoms listed on Land's End website)
- Closed-toe shoes are always required
- All sweatshirts, hoodies, jackets and sweaters must have the PBPS logo and must be purchased from Lands' End

Prohibited Items

- Cargo pants/shorts, joggers/ sweatpants, skinny khakis, leggings, or corduroys
- Sleeveless shirts, tank tops, or revealing clothing
- Flip-flops, sandals, boots, or backless shoes
- Extreme hairstyles, unnatural hair colors, or shaved patterns
- Visible tattoos, facial piercings, or inappropriate jewelry
- Clothing with inappropriate language, symbols, or references

Special Dress Days

- **Spirit Day (Fridays):** Spirit shirts with jeans permitted
- **Free Dress Days:** Monthly special dress code with specific guidelines

Free Dress Guidelines:

What they can wear

- Jeans of any color (no holes or rips allowed)
- Jackets of any color
- Shorts of any color (minimum length still required)
- Shirts with logos (Nike, American Eagle, Oakley, etc.) of all colors
- Sports Jerseys
- Any Pace shirt (Polo or Spirit)
- Tennis shoes/Closed toe shoes/Small Wedges

What not to wear

- See-through shirts
- Sleeveless shirts or tank tops
- Shirts with inappropriate wording or images (Drugs, weapons, etc.)
- Jeans with holes or rips
- Jeans that are skintight
- Dresses
- Yoga pants
- Sweatpants
- Crocks, heels, sandals

Technology Acceptable Use Policy

Authorized Use

Network access is a privilege granted for educational purposes under teacher supervision.

Prohibited Activities

Students must not attempt to:

- Access others' accounts or penetrate security systems
- Use unauthorized devices on school networks
- Share login credentials or passwords
- Access, download, or distribute inappropriate content
- Engage in cyberbullying or online harassment
- Use social media platforms during school hours
- Install unauthorized software or games
- Connect to unauthorized wireless networks

iPad Student Responsibilities

- Maintain device in protective case and bring fully charged daily
- Use only for educational purposes as directed
- Protect passwords and security settings
- Register replacement devices with school administration
- Manage storage capacity appropriately

Cell Phone Policy

- Devices must remain off or silent during the instructional day
- Elementary students prohibited from wearing smartwatches
- Parents must contact front office, not student devices directly
- Violation during testing constitutes cheating (automatic zero)
- School is not responsible for lost, stolen, or damaged personal devices

Disciplinary Procedures

Progressive Discipline

1. **Verbal/Nonverbal Warning**
2. **Class Removal**
3. **Student Services Referral**
4. **Parent Communication**
5. **Suspension (1-10 days)**
6. **Expulsion Recommendation**

Search and Seizure Authority

Administration may conduct warrantless searches of student possessions, lockers, vehicles, or storage areas when reasonable suspicion exists that prohibited items may be present.

Health Services and Medication Policies

When Students Should Remain Home

- Fever of 100°F or higher (must be fever-free 24 hours before return)
- Vomiting or diarrhea (24 hours symptom-free required)
- Contagious conditions (conjunctivitis, strep throat, lice, ringworm)
- Any condition preventing comfortable participation in school activities

Medication Administration

ALL medication and over-the-counter medication MUST be checked in with the School Nurse and required forms completed. No medication of any kind may be carried by students.

Prescription Medications:

- Must be delivered by parent/guardian to the School Nurse in original container with current prescription label
- Requires completed Prescription Medication Consent Form
- Maximum 4-week supply permitted on campus
- First dose cannot be administered at school
- Special procedures for inhalers and EpiPens

Non-Prescription Medications:

- Must be delivered by parent/guardian to the School Nurse in original sealed container
- Requires parental written consent on approved form
- 72-hour maximum without physician's standing order

Transportation and Campus Safety

Student Driving Privileges

High school students may drive to campus with:

- Written parental consent and compliance agreement
- Maintenance of 80% minimum GPA
- Satisfactory behavioral standing
- **Note:** Students responsible for all vehicle contents; school reserves search rights

Arrival/Dismissal Procedures

- **Campus speed limit: 5 mph**
 - Required PBPS decal/hang tag visible
 - No cell phone use while driving on campus
 - Designated drop-off/pickup areas must be used
 - Front office dismissal unavailable after 2:30 PM (1:30 PM Wednesdays)
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Extracurricular Eligibility Requirements

Academic Standards

- Minimum 2.0 cumulative GPA required for participation
- First semester ninth-grade students automatically eligible
- Ineligible students may regain eligibility through academic performance contracts
- All high school credit courses included in GPA calculation

Behavioral Standards

- Good behavioral standing required for all activities
 - Students with academic or behavioral concerns excluded from special events, field trips, and privileges
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Bullying and Harassment Policies

Definitions

- **Bullying:** Systematic infliction of physical or psychological distress
- **Cyberbullying:** Electronic harassment causing substantial emotional distress
- **Harassment:** Conduct placing others in reasonable fear or substantially disrupting education
- **Relational Aggression:** Behavior intended to harm relationships through manipulation

Reporting Procedures

Students must immediately report bullying, harassment, or aggressive behavior to teachers, counselors, or Student Services personnel.

Legal Compliance and Authority

This Code of Conduct complies with Florida State Statutes Title XLVIII K-20 Education Code, Chapters 1000-1013. PBPS reserves the right to amend policies and may involve law enforcement for illegal activities. Students and families acknowledge that violation of state truancy laws may result in court action and legal consequences.

Parent/Guardian and Student Signature Required: Acknowledgment forms must be completed through FACTS enrollment system, indicating understanding and agreement to comply with all Handbook provisions.