

QUICK REFERENCE GUIDE

GENERAL SCHOOL INFORMATION

HOURS: School hours are from 9:05am – 3:24 pm. According to District policy, students will be supervised on campus for 30 minutes in a sponsored activity before or beyond the school day. Students must be in the assigned location during this time. Any student who is on campus after thirty (30) minutes beyond the school day, must then be under the direct supervision of a teacher. Parents are advised that the school will not be responsible for students who are on school premises other than these times. Students who are not authorized to be on the campus under the direct supervision of a teacher are to leave the school campus upon dismissal in the afternoon.

LEAVING SCHOOL IN THE AFTERNOON: All students are to leave school in the afternoon as soon as school is dismissed, except those involved in an after-school sponsored activity (with a teacher present) such as band, NJROTC, athletics or detention. Only students who are riding buses should gather on the bus ramp. Students who are on the bus ramp for the sole purpose of visiting friends will be found in violation of school policies and a discipline referral may result.

VISITOR PASSES: Visitors to campus must receive a visitor's pass from the main office. Parents should not bring food from local vendors (fast food.) Meals should be purchased from one of the serving locations in the cafeteria or brought from home. Visiting teachers during their classes is prohibited. Parent conferences with teachers can be scheduled by calling guidance. Students may not bring visitors to attend classes with them under any circumstances unless approved by administration.

HEALTH CARDS: All Pace High students will receive a Santa Rosa County School Health Card from their first period teacher. The Health Card is very important because of vital information such as emergency telephone numbers and health data. The Health Card is also used to verify the names of persons allowed to check students out of school. Parents should complete these cards and have their signature either witnessed by two adults or notarized. All students should have these cards turned in by the end of the second week of school. It is strongly encouraged that all parents/guardians complete the health tab in FOCUS and keep this information up-to-date. **Updated information on the Health Card is a key part of the School Safety Plan.**

CHANGE OF ADDRESS AND PHONE NUMBER: It is very important for parents to notify the school if there is an address change or change in telephone number. These changes can be made by calling the Guidance Office at 995-3600.

TUTORING: Morning tutoring will be provided daily in all core subjects beginning at 8:45 a.m. A teacher from math, science, English, and social studies will be available each 9 weeks in each department. Students who need help should see either their guidance counselor or their classroom teacher. Room numbers for morning tutoring will be announced each quarter. Students must request a pass from the teacher who they will be reporting to for tutoring.

10-10 RULE: No students will be allowed out of class during the first or last ten (10) minutes of each period unless they have been called out of class (or given a pass) by an administrator, guidance counselor, student services, or in case of an emergency.

Please refer to the Santa Rosa County School District website for up-to-date Covid-19 information: <https://www.santarosa.k12.fl.us/covid19info/covid/>

STUDENT SERVICES GUIDELINES

Philosophy

Pace High School's purpose is to provide quality learning opportunities for all the students it serves in order to move them toward graduation and a productive life. We want students to maximize their potential and become thinkers who use their knowledge to develop wisdom. As a result, all programs, all initiatives, and all curricula reflect our PURPOSE – to act in the best interests of our students. We constantly enlarge our PERSPECTIVE with our purpose in mind, see POSSIBILITIES, and incorporate them into PRACTICE. This is our School Improvement Plan in action.

Classroom management is a necessary factor in students' development in academics, self-control, and self-understanding. Observing all school regulations should have the effect of making the atmosphere at school safe and conducive to maximum educational benefits for all students enrolled. When students find themselves in the Student Services office due to a discipline issue, every effort is made to help each student develop deeper levels of maturity and responsibility by learning to answer two key questions regarding their own actions: (1) What was my mistake? and (2) What do I need to do to make it right? Our commitment to students is that every day is a new opportunity to make good choices, have a positive attitude, and focus on forward momentum that leads to graduation.

In accordance with Chapter 232 of the Florida Statutes, and subject to law and the rules of the Santa Rosa County School Board, the principal and each member of the instructional staff has the authority (and responsibility) to control and discipline students. In addition, the law prescribes for the maintenance of good order in the classroom and other places in which the principal and his staff have responsibility for students.

NOTE: All school discipline at Pace High School reflects policies and procedures in accordance with the Santa Rosa County Code of Student Conduct. For a complete list of Santa Rosa County School Policies, see the SRC Code of Student Conduct. Pace High School reserves the right to change or amend policies as appropriate during the year.

Procedural Definitions

JURISDICTION – The discipline policies relating to student conduct are in force during the time a student is transported to and from school at public expense or waiting to be transported, at all times a student is on school premises or in sight of a school board employee, and at all times a student is attending a school-sponsored activity, whether on the Pace High campus or elsewhere.

DUE PROCESS – Every student is afforded his/her right to due process in all instances that involve disciplinary action.

DISCIPLINARY MEASURES AND MTSS PROCEDURES – Pace High School reserves the right to employ a variety of consequences for students who have not followed the procedures stated in the Student Handbook/Code of Conduct. Consequences not specifically listed will be determined according to the severity and nature of the offense. Pace High School reserves the right to add or delete from the list below. Consequence options may include one or more of the following:

- **Conference-Student/Teacher or Student/Administrator** – A conference is to be conducted by the teacher or administrator with the student at a time prescribed by the teacher or the administrator. Efforts will be made to schedule the conference so as not to conflict with student transportation. If a conference is scheduled at a time which conflicts with the student's transportation the teacher or administrator will give the parent/guardian prior notice of the scheduled conference.
- **Parent Notification and/or Conference** – A parent/guardian will be notified by telephone, planner entry, email, and/or mail about his/her student's behavior. If the offense is deemed serious enough or is of a repetitive nature, a school conference will be arranged involving the student, the teacher, the appropriate administrator, and/or his designee.
- **Before-School Detention** – The placement of a student in a strictly controlled environment for a period of 30 minutes in a classroom setting in which the student is required to engage in schoolwork. During this period of time, the student will not be allowed to interact or communicate, verbally or otherwise, with any other student(s). Cell phones are not allowed in Before-School Detention. Cell phone violation during detention will result in a discipline referral.
- **Before School Work Detail** – The placement of a student in a controlled environment with supervision for 30 minutes in which the student is engaged in an assigned contributory task at school for the full period of time.
- **After School Detention** – The placement of a student in a controlled environment with supervision for 30 minutes.

- **Lunch Detention** - A period of time spent in academic study and isolation from social interaction during his/her lunch period in which the student will also be afforded the opportunity for lunch. The amount of time assigned for lunch detention on any one day shall not exceed the student's normal lunch period.
- **In-School Suspension** – The student is placed in a strictly controlled environment for a specific number of days in a classroom setting, which will include participation in a Restorative Justice character development curriculum, completion of class assignments, and an assigned contributory task for the school. Behavior and work ethic should comply with in-school suspension regulations, and completed class assignments are turned in to teachers for credit. If a student that is been placed in ISS causes a disruption to the ISS environment, that student will then finish their discipline consequence as OSS.
- **Saturday School** – Saturday School begins at 8:00 and ends at 11:00 a.m., and involves both work detail and study hall. Students are responsible for their own transportation.
- **Out-of-School Suspension** – The student is temporarily removed from the regular school program. The student will not be allowed to attend any classes or school activities on the school premises during the suspension period. Additionally, the student may not be on any campus in Santa Rosa County or be present for any school activities on any campus. **Assignments provided to students suspended out-of-school are due upon the student's return to school. Any assignment provided, but not turned in upon the student's return from being suspended out-of-school will result in the student receiving zeroes for the work assigned.**
- **Alternative Placement or Re-assignment** – The removal of the right and obligation of a student to attend a public school for a period not to exceed the remainder of the school year and one additional year. This placement offers students educational opportunities in an alternate setting. However, a student who is alternatively placed may **NOT** participate in **ANY SCHOOL ACTIVITY** or be on **ANY** Santa Rosa County school campus without the specific approval of the principal. Seniors who are alternatively placed or expelled during the second semester of their senior year may not participate in graduation activities at Pace High School.
- **Expulsion** – The removal of the right and obligation of the student to attend a public school or to be offered alternatively educational opportunities for a period not to exceed the remainder of the school year and one additional year.
- **MTSS Behavior Monitoring** - Students with multiple/significant discipline referrals will be referred to the Multi-Tiered System of Supports (MTSS) Team for additional monitoring in accordance with Santa Rosa County Code of Student Conduct, and a behavior contract may be implemented. The parent/guardian may be invited to meet with the team and an administrator to discuss possible solutions and interventions that would be appropriate. Academic, attendance, and behavior information will be reviewed to determine supports most likely to create the best possibility for student success at Pace High, or perhaps at another educational facility if appropriate to catch up on credits.

Disciplinary Offenses: The following outlined discipline procedures are appropriate guidelines and are not inclusive for all possible infractions, nor are they intended to dictate discipline procedures in all situations. Student discipline is structured in a progressive manner in which repeated offenses are addressed with a higher level of consequence. A student who repeatedly refuses or fails to report for assigned discipline will be deemed in Defiance of Authority and will be disciplined as determined appropriate by the dean or administrator handling the situation. An additional consequence day may be added for being late to an assigned consequence activity.

Pace High School reserves the right to amend discipline policies and procedures as considered appropriate by the principal or his designee.

Student Services Staff

Name	Title	Email
Amie Filbert	Assistant Principal	FilbertA@santarosa.k12.fl.us
John Adams	Dean of Students	AdamsJM@santarosa.k12.fl.us
Aaron Munoz	Dean of Students	MunozAm@santarosa.k12.fl.us
Shelia Davis	Attendance Clerk	DavisS@santarosa.k12.fl.us
Reshana Bennett	Secretary	BennettR@santarosa.k12.fl.us
Betty Parkerson	Secretary	ParkersonB@santarosa.k12.fl.us
Marcia Stephens	Front Window-Check-in/out	StephensM@santarosa.k12.fl.us
Kristen Smith	ISS Facilitator	SmithKA@santarosa.k12.fl.us
Student Services Phone	(850) 995-3600 x 1114	FAX (850) 995-3635

HIGHLIGHTS: GENERAL POLICIES & DISCIPLINARY PROCEDURES

This information is provided to assist students in avoiding disciplinary situations that interfere with or disrupt academic focus and personal success at Pace High School.

All consequences will be in accordance with Santa Rosa County Code of Student Conduct and the School Discipline Plan.

ACADEMIC DISHONESTY – (Cheating, Plagiarism, Violation of Test Procedures)

Cheating or any form of Academic dishonesty violates personal integrity as well as the basic philosophy of Pace High School, and it results in disciplinary consequences. **Cheating** includes (1) falsifying records or documents, or any form of tampering with documents, and/or (2) improper access and use of electronic devices and instruments as an aid to send or receive information.

Academic cheating also includes, but is not limited to, (1) **Plagiarism** –failing to note the source of information, thereby claiming another’s work as your own. (2) copying or allowing copying of tests or homework, (3) stealing of and/or receipt of tests, questions and/or other related materials, and (4) preparing in advance to cheat.

Violating Testing Procedures is a failure to follow testing directions, therefore compromising the integrity of the test. This is another form of Academic Dishonesty and will result in disciplinary consequences.

AGGRESSIVE ACTS

- **Against Personal Property** - Any act against personal property that results in defacement, damage, destruction, or loss of such property will result in disciplinary consequences as deemed necessary by the deans or administration. A student who willfully defaces school property (real or personal) is subject to suspension or expulsion/alternative placement from school as well as being liable for the restitution of damages. Restoration of damaged property will be made by professional persons at the fair market value for materials and services. The parent/guardian is held liable in lieu of the student for restitution.
- **Acts Against School Board Property** – Any act against school board property that results in damage, defacement, destruction, or loss of such property will result in disciplinary consequences as deemed necessary. Pace High School will notify parents/ guardians of the consequence, and the parents/guardians will be responsible for financial restitution for damages.
- **Acts Against A Person** – Aggressive acts toward other students are not tolerated. Consequences may include out-of-school suspension, alternative placement, or expulsion. **Aggressive acts directed at a staff member will result in a minimum 3-days out-of-school suspension.** When appropriate, the student will be referred to the Santa Rosa County Sheriff’s Department for arrest and adjudication.

ALCOHOLIC BEVERAGES: DISTRIBUTION/POSSESSION/UNDER THE INFLUENCE – (See the Santa Rosa County Code of Student Conduct.)

Offenses include any liquid that contains alcohol, either manufactured or mixed, or any intoxicating beverage and, the violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of intoxicating alcoholic beverages.

Students at Pace High represent our school during the school day and at all extracurricular activities. The alcohol and drug policy as stated in the Santa Rosa County Code of Student Conduct is in effect at all school events and school-related activities, as well as during the school day at any assigned campus.

ARRIVAL PROCEDURES – Once students arrive on school grounds, they are **NOT** allowed to leave campus without permission from an administrator. Students who leave after arriving at school without checking out through Student Services are considered as skipping.

- Students arriving between 8:30 a.m. and 9:00 a.m. should report to the cafeteria **ONLY** if getting breakfast or possess a pass to report to a teacher or school sponsored event. Bus riders should remain on the bus ramp courtyard until 9:00 a.m., car-riders will report to Independence Hall, and student drivers will remain in their vehicles until 9:00 a.m.
- Students arriving after 9:10 **must sign in with Student Services and are considered Late to School.** Parents/Guardians may contact the school within three days if the late arrival is excused.

ASSAULT/BATTERY– Detailed definitions and consequences for these offenses may be found in the **Santa Rosa**

County Code of Student Conduct. Assault and/or Battery are serious offenses and have consequences ranging from suspension to expulsion, with notification of law enforcement.

ATHLETICS

Pace High Athletic Mission Statement: "Our mission is to provide through the arena of athletic competition, the development of mind,

body, and spirit. We stress a commitment to excellence based upon the principles of sportsmanship, integrity, hard work, and discipline."

Pace High School endorses good sportsmanship and expects our Patriot students to show sportsmanship and support to our Pace Patriot teams as well as visiting teams and their fans at all athletic events.

Every student athlete at Pace High must have completed the required physical form and required FHSAA EL3 forms and be on file in the athletic office before trying out for any athletic team.

All athletes must meet the requirements set forth by the Florida High School Athletics Association (FHSAA) and the state legislature. They must (1) maintain a cumulative GPA of 2.0, (2) conduct themselves as ladies and gentlemen at all times, both in and out of class, (3) follow the rules set forth by each of their teachers and Pace High School, and (4) abide by the regulations set forth by the FHSAA. For more information, contact the Athletic Director, Charlie Warner.

No athlete may participate until he/she has the following on file: a copy of his/her birth certificate filed in the guidance office, a FHSAA/Santa Rosa County Pre-Participation Athletic Screening physical form completed and notarized along with the required EL3 forms on file in the athletic office. All forms may be found on the school website and also in the athletic office. Serious violations of the Student Code of Conduct by athletes, as well as other students taking part in extracurricular activities (tobacco, alcohol, drugs) and any violations of the law witnessed by faculty/coaching staff, school appointed chaperones, or reported to the principal or law enforcement agencies, will be subject to disciplinary consequences. This action may include suspension, probation, or removal from the extracurricular activities in which the student is currently participating.

ATTENDANCE – Pace High School follows the attendance policies set forth in the District Code of Student Conduct. Florida Statute 1003.21 requires students ages six (6) up to 18 to be in regular attendance at school.

Regular attendance is the cornerstone for success at school. When a student must be absent from school, he/she will be responsible for all work and assignments missed during that absence. Students are responsible for making arrangements with the teacher for makeup work. Within 3 days after returning to school, the student will complete and turn in all makeup work unless given an extension by the teacher. In accordance with Florida Statutes 232.01, all students are required to attend school on a regular basis. If a student misses more than 25 minutes of class, he/she is considered to be absent from that class.

Excused Absences – Absences granted for personal illness, illness or death of a member of the immediate family, medical or dental appointments, religious holidays, religious instruction, court date and special emergencies, treatment of autism spectrum disorder by a licensed healthcare practitioner or behavior analyst certified pursuant to s.393.17, F.S., school sponsored activities or pre-arranged absences approved by the Principal or designee. The parent/guardian must notify the school to provide the reason for the absence or respond to the school's inquiry about the reason for the absence within three (3) days of the absence, or it becomes an unexcused absence.

Notification can be made to Pace High School by email, FAX, or handwritten note (in ink) signed by the parent. Each excuse notification should include the following information: date of absence, date of note, student's first and last name, a reason for absence, parent signature, and daytime phone number for parent/guardian. On the day of the absence, a computerized call-out will notify the parent of the absence. If a student has excessive unexcused absences, the student may be required to present written proof (i.e., doctor's/dentist's note, court summons, etc.,) justifying the student's absences in order for those absences to be considered excused.

A. Parental Attendance Responsibility

If your student is absent:

1. Notify Student Services with the reason for the absence in order for the absences to be considered for excusal. Written excuse notes should be signed by the parent/guardian in ink, and include the following information: the reason for the absence, the student's first and last name, the date of the absence, and a daytime phone number for the parent/guardian. Notifications to the Student Services office may be by FAX, email, or hand-delivered note meeting the criteria stated above.

2. If the school receives no appropriate communication from the parent within three (3) days of the

absence, it becomes an unexcused absence.

3. A zero will be recorded for all assignments/tests that were given during unexcused absences.

4. Students who are absent for **3 or more consecutive days may be required to bring a doctor's note** to be excused for those absences.

B. Pre-Arranged Absences - A student who desires to be absent for reasons not given above, may make a prior arrangement request to the school Principal by bringing a written request from his/her parent or guardian.

1. Pre-arranged absence requests **must be made at least five (5) school days prior to the date of the absence**, except in the case of an emergency.

2. Students shall make pre-arrangements for their school work to be done; it will be due the day the student returns to school. Work done in the pre-arranged time allotted will be given full credit.

C. Unexcused Absences: Absences for shopping trips, vacations, pleasure trips, truancy, dismissal from school, missing the bus, oversleeping, excessive illness without doctor's verification, repeated Late Check-ins or Early Check-outs, or other avoidable absences which have not been pre-arranged and approved by the Principal or designee. **Three (3) late to school Check-Ins and/or Check Outs, will equate to the student receiving one (1) unexcused absence for truancy purposes.**

NOTE: "Skip Days" are never sanctioned by Santa Rosa County Schools or the administration of Pace High School. These are unexcused absences.

a. **Learnfare Program:** The school district will report any wage recipient (student) to the Department of Children & Families when he/she reaches **five (5) unexcused absences within 30 calendar days.**

b. **Student Contact Program:** If a parent/guardian does not respond to the initial school contact regarding unexcused absences, schools have the option of utilizing a law enforcement officer to deliver a letter of notice.

D. Notification to School -Failure to properly notify the school or the inability of the school to reach the parent/guardian to establish the reason for the absence within three (3) days shall result in an unexcused absence.

a. The school shall receive notification of the cause of the absence within three (3) days.

b. The school will determine if the absence is to be excused or unexcused.

E. Habitual Truancy Definition -A habitual truant is a student who has 15 unexcused absences within 90 calendar days with or without the knowledge or justifiable consent of the child's parent or legal guardian, who is subject to compulsory school attendance under Florida Statute 1003.21(1)(a) and (2), and who is not exempt under Florida Statute 1003.21(3) or 1003.24 or any other exemptions specified by law or rules of the State Board of Education.

F. Truancy Definition and Procedures - Missing school without permission, for whatever reason, is considered truancy. Truancy is an unexcused absence and is considered a serious offense. Parents will be notified and appropriate discipline will be assigned.

If a student has had at least five (5) unexcused absences* or absences for which the reasons are unknown within 30 calendar days, or ten (10) unexcused absences or absences for which the reasons are unknown within 90 calendar days, the teachers whose classes are being missed shall report to the Assistant Principal of Student Services that the student may be exhibiting a pattern of nonattendance.

(* Three (3) unexcused late to school Check-Ins and/or Check-Outs will equate to the student receiving one (1) unexcused absence.)

1) The Principal or his designee shall, unless there is clear evidence that the absences are not a pattern of nonattendance, refer the case to the school's Multi-Tiered System of Supports (MTSS) to determine if early patterns of truancy are developing.

2) The parent/guardian shall be invited to meet with the Administration to develop a written Truancy Intervention Plan.

3) The parent/guardian shall be informed of the requirements of compulsory attendance laws, Truancy Pick-Up Program and the Department of Motor Vehicle sanctions.

4) If an initial meeting does not resolve the problem, the Multi-Tiered System of Supports (MTSS) shall implement interventions that best address the problem. The interventions may include, but need not be limited to the following:

- a second parent/school conference
- referral to the school Social Work Department
- frequent communication between the teacher and the family
- changes in the learning environment
- mentoring
- student counseling
- tutoring, including peer tutoring
- placement into different classes
- evaluation for alternative education programs

- attendance contracts
- referral to other agencies for family services
- other interventions, including, but not limited to, a truancy petition pursuant to s.984.151, F.S.

The Multi-Tiered System of Supports (MTSS) will be diligent in facilitating intervention services and shall report the student to the Superintendent only when all reasonable efforts to resolve the nonattendance behavior are exhausted.

- If the parent or guardian in charge of the student refuses to participate in the remedial strategies because he or she believes that those strategies are unnecessary or inappropriate, the parent or guardian in charge of the student may appeal to the School Board.
 - If the Board's final determination is that the strategies of the Multi-Tiered System of Supports (MTSS) are appropriate, and the parent or guardian in charge of the student still refuses to participate or cooperate, the Superintendent may seek criminal prosecution for noncompliance with compulsory school attendance.
 - If nonattendance continues after the implementation of intervention strategies, the Principal may request that the Superintendent (or his designee) file a truancy court petition. If a truancy court petition is filed, the parents/guardian of the student will receive a summons to appear in circuit court pursuant to F.S. 984.151, and the parents/guardian may be subject to continued court jurisdiction, fines, probation or jail.
 - If the parent/guardian of a student who has been identified as exhibiting a pattern of nonattendance, enrolls the student in a home education program pursuant to F.S.1002, the Superintendent of Schools shall provide the parent/guardian a copy of F.S.1002.41 and the accountability requirements of this paragraph. The Superintendent of Schools shall also refer the parent/guardian to a home education review committee composed of the district contact for home education programs and at least two (2) home educators selected by the parent/guardian from a district list of all home educators who have conducted a home education program for at least three (3) years and who have indicated a willingness to serve on the committee. The Home Education Review Committee shall review the portfolio of the student, as defined by F.S.1002.41, every 30 days during the district's regular school terms until the committee is satisfied that the home education program is in compliance with F.S.1002.41 (1)(b). The first portfolio review must occur within the first 30 calendar days of the establishment of the program. The provisions of paragraph six (6) below do not apply once the committee determines the home education program is in compliance with F.S.1002.41 (1)(b).
- If the parent/guardian fails to provide a portfolio to the committee, the committee shall notify the Superintendent of Schools. The Superintendent of Schools shall then terminate the home education program and require the parent/guardian to enroll the student in an attendance option provided under F.S.1003.01 (13), (a), (b), (c), or (e), within three (3) days. Upon termination of a home education program pursuant to this paragraph, the parent/ guardian shall not be eligible to reenroll the student in a home education program for 180 calendar days. Failure of a parent or guardian to enroll the student in an attendance option after termination of the home education program pursuant to this paragraph shall constitute noncompliance with the compulsory attendance requirements of F.S.1003.21 and may result in criminal prosecution under F.S.1003.27. Nothing contained herein shall restrict the ability of the Superintendent of Schools, or the ability of his or her designee, to review the portfolio pursuant to F.S.1002.41(1)(b).
 - If a student subject to compulsory school attendance will not comply with attempts to enforce school attendance, the parent, the guardian or the Superintendent or his designee shall refer the situation to the case staffing committee (Child in Need of Services – CINS) and the Superintendent or his designee may file a Truancy Petition pursuant to the procedures in Florida Statute 984.151.

G. Truancy Pick-Up: Any child believed to be of compulsory school age of six (6) up to 18 who does not appear to be under adult supervision may be stopped, interviewed and picked-up by law enforcement officers. Suspended students are also subject to pick-up.

- 1) Law enforcement officers will stop, interview, and take into custody any student believed to be of compulsory school age or currently enrolled in school.
- 2) The student will be transported to the school.
- 3) The school and parents will be notified of the pick-up.

- H. **Prolonged or Repeated Absences:** When a student is absent repeatedly or for a prolonged period of time due to an illness or injury, the Principal or designee may require documentation from a physician or health care provider. If the requested documentation is not provided, the absence will be unexcused.

A student who has medically diagnosed physical or mental conditions which confine the student to home or hospital and whose activities are restricted for a period of at least 15 consecutive school days, may be eligible for **homebound/hospital services**. Parents/ guardian should contact the student's school Guidance Office to secure an application for these services.

A student who has been sent home with **head lice and/or nits** should return to school, free of head lice and/or nits within two (2) calendar days; absences from school during the two (2) calendar days will be excused. For each occurrence of head lice and/or nits, absences beyond two (2) calendar days will be unexcused.

- I. **Department of Motor Vehicles Sanctions:** A student who is 14 years of age, but less than 18 years of age, and who has had 15 unexcused absences within a 90 calendar-day period or who has withdrawn, having been coded with a state dropout withdrawal code, may have his/her motor vehicle operator's license suspended (in accordance with F.S.322.091).
- K. **Intent to Terminate School Enrollment:** A student between the ages of 16 and 18 who chooses to terminate his/her education must officially withdraw and complete a "Declaration of Intent to Terminate School Enrollment" form which will acknowledge that this action is likely to reduce the student's earning potential and which must be signed by the parent and student. The school must notify the student's parents of receipt of the student's declaration of intent to terminate school enrollment. The student must participate in an exit interview with the student's guidance counselor or other school personnel for determination of the reasons for the student's decision to terminate school enrollment and to discuss actions and opportunities to continue the student's education in a different environment. The student must complete a survey as a part of the exit interview that will provide data on student reasons for terminating enrollment and actions taken by schools to keep the student enrolled. Such action, unless recognized by the School Board as a hardship condition, will cause the student to lose his/her driving privilege.

Exceptional Student Education Program (ESE):

- a. Transfer of Rights – Under the regulations for FERPA in 34 CFR 99.5(a), parent rights regarding education records are transferred to your child at age 18. If the rights accorded to the parent under IDEA are transferred to your child who reaches the age of majority, consistent with 34 CFR 300.520, the rights regarding educational records are also transferred to your child. (Parent Procedural Safeguards for Parents of students with disabilities, Part B Santa Rosa).

- L. **Absenteeism (High School):** Absenteeism equal to ten (10) or more absences during a semester unit of instruction or five (5) or more absences during a quarter unit of instruction requires the demonstration of mastery of the course for all students:
- 1) Meeting the class requirements of the semester/quarter unit of instruction and earning a teacher-assigned passing grade.
 - 2) Passing a comprehensive semester/quarter examination covering the performance standards of the semester/quarter unit of instruction at the 60 percent level or above. The length, design, and degree of difficulty of such an exam is to be comparable to the semester/quarter exam required of any other student taking the exam for the same course. Due to state guidelines that prohibit the giving of an additional local cumulative exam in courses required to take a State End of Course (EOC) Exam, the attendance rule does not apply to courses that a State EOC is required to earn credit for the course.
 - 3) Any student who scores below 60 percent on the semester/quarter exam will be awarded a course average of 59 or their actual average, whichever is lower. Any parent/guardian requesting a waiver of this policy must submit their request in writing to the school Principal along with a detailed explanation for the request. The intent of this waiver is for situations regarding absences due to medical reasons. The school Principal or his designee will evaluate each request and make a determination as to whether or not the waiver will be granted.
- M. **Make-Up Work:** When a student is absent from school for school-sponsored activities or for an excused absence, the student shall be responsible for making arrangements with teachers for completing all work and assignments missed during the absence. All make-up work assigned shall be completed within three (3) days after the student returns to school unless given an extension of

time by the teacher. Tests announced prior to the absence can be given on the student's first day back to school, or at the discretion of the teacher. Assignments given prior to an absence that were due during the absence should be turned in the first day the student returns to school (see "Excused Absences"). If the teacher finds it necessary to provide an alternate test or assignment for a student who has been absent, the test or assignment shall be comparable in length, design and degree of difficulty of the test or assignment given to the other students in the class for which the student was absent.

Zeros will be given for class work and assignments missed during an unexcused absence and may not be made up for grading purposes unless an exception is made by the Principal or designee.

Accommodations indicated on student IEP/504 Plan must be implemented.

Out-of-School Suspension Assignments (High School):

Assignments provided to students suspended out of school are due upon return to school. Assignments not completed and turned in upon return to school will result in the student receiving zeroes for the work assigned. Assignments not provided before return to school may be made up within 3 days.

N. Tardiness: For periods 2-6, a student is considered tardy if the student is present on campus, but is absent from class when the tardy bell rings. There are no criteria for excused or unexcused tardies for periods 2-6. Arriving to school late for 1st period is defined as "Late to School" (See Section 4.506). All "Late To School" check-ins will be coded as excused or unexcused according to district policy. Repeated and/or excessive incidents of tardiness or unexcused Late to School may potentially result in disciplinary action for the student.

TARDY TO CLASS – For periods 2-6, tardy to class procedures and consequences will be based on teacher's classroom discipline plan, and will ultimately result in an office referral.

Arriving to school late for 1st period is defined as "Late to School" (See Section 4.506). All "Late To School" check-ins will be coded as excused or unexcused according to district policy. Repeated and/or excessive incidents of tardiness or unexcused Late to School may potentially result in disciplinary action for the student.

- **LATE TO SCHOOL CHECK-IN OR EARLY CHECK-OUTS** – Students arriving after the school's designated start time are considered late to school and will receive a "Late to School Check-In" coding. Students checking out of school prior to the end of the school's designated dismissal time will receive an "Early Check-out" coding. "Late to School Check-Ins" and Early Check-outs" will be identified as unexcused or excused. **Three (3) unexcused "Late to School Check-ins and/or Early Checkouts" will equate to the student receiving one (1) unexcused absence.** Section 1003.02, F.S., "authorizes district school boards to establish policies that **allow accumulated unexcused tardies, regardless of when they occur during the school day and early departures from school to be recorded as unexcused absences.**" Students checking in "Late to School" must be present in class a minimum of 25 minutes of the 50-minute instructional period in order to be counted as present for the class.
- **FIRST PERIOD GUIDELINES** - If the student arrives to first period **after 9:10**, the student is **LATE TO SCHOOL**. **The student must check-in late with the office of Student Services and receive a pass to First Period in order to be admitted to class.** If the student misses more than 25 minutes of class, he/she is considered to be absent from that class. Students who are repeatedly late to school will be referred to the MTSS Team for monitoring and intervention, including notification of parents. Students will earn an unexcused absence for every three (3) unexcused Late Check-ins/Early Check-outs. Accumulation of Late to School offenses could result in consequences such as loss of parking privilege.
- **Unexcused Late to School Check in or Early Check out:** Missing the bus, oversleeping, skipping, excessive illness without doctor's verification, Repeated Late Check-ins/Early Check-outs, other avoidable events.
- **Excused Late to School Check-ins or Early Checkouts:** Personal illness, Doctor/Dentist appointment, Special event approved by the administration, other unavoidable events.

O. Leaving School Prior to End of Day: It is required that the parent or designated adult sign the student out unless prior arrangement has been made by the parent/guardian. Repeated and/or excessive incidents of leaving school prior to the end of the day may potentially result in disciplinary action for the student. **Three (3) accumulated unexcused "Late to School Check-Ins" and/or "Early Check-Outs" will equate to the student receiving one (1) unexcused absence.** Students with an IEP/504 Plan indicating a modified/shortened school day will not be marked absent.

BICYCLES – Students who ride bicycles to school should park them only in the bicycle rack provided by the school. Students must provide their own locks to insure proper security. Students riding bicycles to school are

required to wear a safety helmet.

BOOK BAGS AND BACKPACKS – Students are allowed to bring backpacks to school to transport their books to and from class. These backpacks must be free of inappropriate graffiti and/or markings. The Pace High administration reserves the right to search a student and/or his personal property if reasonable suspicion exists that he/she is in possession of property that violates the District Code of Student Conduct.

BOMB THREATS/FALSE REPORT – See Santa Rosa County Code of Student Conduct.

BULLYING/CYBERBULLYING – Bullying is defined as “a form of aggression in which a person(s) willfully subjects another person(s) systematically and chronically to an intentional, unwanted and unprovoked hurtful verbal and/or physical action(s) which result in the victim feeling oppressed, intimidated, or threatened at any school, on school transportation, on school-sponsored, or through the use of data or computer software that is accessed through a computer, computer system, or network of a Santa Rosa County District School.” Types of bullying may include, but not be limited to physical, emotional, verbal, and psychological bullying. Bullying actions may include, but not be limited to teasing, social exclusion, intimidation, threat, stalking, destruction of property, physical violence, theft, humiliation, emotional pain or discomfort, and sexual, religious, or racial harassment. (SB: 2.70, SB: 5.321)

Parents/guardians or students who suspect that repeated acts of bullying are taking place should report the matter to the school Principal or designee. School personnel will investigate all reports of bullying. Dependent on the facts of the individual situation, school consequences can range up to and including recommendation for Discipline Hearing for removal of the student from the regular school program through alternative placement/expulsion as determined by school officials. (See Santa Rosa County Code of Student Conduct)

BUS DISCIPLINE PLAN – All school and district guidelines are in effect on the bus and at the bus stop. Students who violate any of these guidelines are subject to disciplinary action. (See Santa Rosa County Code of Student Conduct)

BUS RAMP - Only students who are riding buses should gather on the bus ramp and bus ramp courtyard before or after school. Students who are on the bus ramp for the sole purpose of visiting friends will be found in violation of school policies and a discipline referral may result.

BUS RESPONSIBILITIES – (Section 13-3.25 Florida School Laws) The responsibilities of pupils transported at public expense are as follows:

- 1) Follow the rules and regulations that are posted on every school bus.
- 2) Recognize that the bus driver has the necessary authority for the control of pupils transported to and from school and school functions.
- 3) Students may be video recorded on buses for disciplinary reasons.
- 4) The bus is an extension of our school; students should conduct themselves as they would in a classroom setting.
- 5) Students who need to take a different bus home must provide the **Student Services Office** with a written note signed by a parent. Notes should be presented to the Student Services Office for approval **before** school on the day of the change. Students may not get on a different bus without a signed parent note with Student Services approval.

CAMPUS HOURS/LIMITS OF LIABILITY– Pace High School is open each day for students beginning at **9:00 a.m. (8:30 if getting breakfast or has permission to be with member of the instructional staff)** and is closed to students at **3:45 p.m.** Students staying after school must be in the presence of a member of the instructional staff. Supervision of students authorized to participate in or attend school-sponsored activities on school premises shall begin thirty (30) minutes before the actual beginning of the activity and continue thirty (30) minutes after the actual ending of the activity. **All** students not involved in extracurricular activities are expected to leave campus shortly after the 3:24 p.m. bell. Students awaiting buses will wait only in the designated area. **Parents picking up students should use the designated parent pick-up area located on the east end of campus.**

CELLULAR PHONES, and WIRELESS COMMUNICATION DEVICES - ELECTRONIC DEVICES/MOBILE DEVICES POSSESSION (including but not limited to any electronic communication device) - A student may bring a mobile device to school. Mobile devices should be kept secure to prevent theft and may be used according to these guidelines: (Statute 1001.41, 1001.42, F.S., SRCSB Policy 5.37*)

- A. Listening Devices (including but not limited to earbuds, headphones, etc.)**
Due to safety concerns, if a student chooses to use a cell phone or other device during appropriate **NON-INSTRUCTIONAL** times, such as between classes, before/after school, or **at any time on campus during the school day or at a school activity**, and he/she wants to use earbuds/headphones/etc., **only one ear may be involved or covered by headphones/earbuds/etc.** The other

ear must be kept uncovered at all times so that the student can hear voices and situations in their surroundings.

Failure to follow this safety guideline could result in consequences.

B. Mobile Devices

- Students who bring a mobile device to school, do so at their own risk.
- The mobile device shall be in silent mode during school hours so noises from the device will not disrupt the instructional environment.
- Students may use their mobile device at any time during NON-INSTRUCTIONAL time unless instructed specifically not to do so by a member of the school staff. During INSTRUCTIONAL time (class time, which is bell to bell), a student may ONLY use their mobile device if permission is given by the teacher in charge so the student may participate in an activity that is part of the day's lesson. If it is deemed, by a school official, that the device is being used in an inappropriate manner, the device can be confiscated, turned into the office, and kept until a parent/guardian picks it up.
- Parents who need to reach their child (or vice versa) should communicate via the front office if an emergency arises.
- A student may use a mobile device on a school bus as directed by the official in charge (bus driver, teacher, coach).
- **Failure to follow instructions from the school official in charge may result in a discipline referral. Continued use of a mobile device after being instructed by a school official not to do so may result in disciplinary action.**
- Use of a mobile device in a criminal act on school property or in attendance at a school function may result in criminal penalties as well as disciplinary action.
- Students who may occasionally need to charge their mobile device during school should bring their own **personal battery charger**. Using a wall plug in a classroom is not acceptable.

C. Unauthorized Use Of Media/Mobile Devices – Unauthorized photography, audio, or video taping of activities/behaviors/events occurring on School Board property that violates Santa Rosa County School Board Policy during the school day or at school sponsored activities. This includes possessing and/or maintaining the unauthorized images or audio on a device, sending the unauthorized images electronically or posting the images/video to any web/internet site (s). Any student found to have committed these incidents shall be punished in accordance with the policies and procedures of the **Santa Rosa County Code of Student Conduct**.

D. Electronic Devices – Radios, Ipods, Mp3s, Electronic Games, Laser Pointers, Earbuds/Air Pods, Etc. – These items may not be used during instructional time unless they are part of an instructional activity. They can be disruptive to the learning climate; therefore, students must follow school staff directions in regard to these devices. Violation of this policy could result in these items being confiscated and consequences assigned. These items may be held until the parent or guardian comes by the school for repossession.

CHAINS – Due to the possible hazards that can occur, chains should not be brought to school. Chains will be confiscated and held, and repeated instances of possession of these instruments will result in disciplinary action.

CHANGE OF INFORMATION – Accuracy of contact information is critical in order to communicate during emergencies and to relay pertinent and important information to students and families. Should a student's or family's contact information (phone numbers-cellular or home, address, or email) change during the school year, please contact the Guidance department with the new information.

CHEATING – See **ACADEMIC DISHONESTY**

CHECKING IN/OUT – Students arriving after a school's designated start time (9:15 a.m.) are considered "Late to School," not tardy, and will receive a "Late to School" coding. (See Section 4.506). Students checking out of school prior to the end of the designated dismissal time will receive an "Early Check-Out" coding. "Late to School Check-ins" and/or "Early Check-outs" will be identified as unexcused or excused. **Three (3) unexcused "Late to School Check-ins" and/or "Early Check-outs" will equate to the student receiving one (1) unexcused absence.** Section 1003.02, F. S., "authorizes district school boards to establish policies that allow accumulated unexcused tardies, regardless of when they occur during the school day and early departures from school to be recorded as unexcused absences."

Students arriving late to school after 9:10 A.M. **must sign in at the Office of Student Services.** Any student checking in after any type of an appointment, such as a doctor, dentist, or court appearance, should present documentation from the designated appointment verifying date and time. **Unexcused** Late to School Check-ins/Early Check-outs include, but are not limited to missing the bus, oversleeping, skipping, excessive illness without doctor's verification, repeated Late Check-ins or Early Check-outs, and other avoidable events. (See unexcused absence reasons.) **Excused** Late to School Check-ins or Early Check-outs include personal illness, doctor/dentist appointment, court appearances, special events approved by the administration, and other unavoidable events.

CHECKING OUT/PERMISSION TO LEAVE CAMPUS PROCEDURES – With their parents' permission, students will be allowed to check out through the **Student Services Office.** **Students who wish to check out should have their parents send a note with them to be dropped off at the Student Services office before school. Students will receive a check-out slip giving the time of their check-out. This slip is to be shown to their teacher before they return to the Student Services office to officially sign out. This pass also serves as their parking lot pass as they leave the school.** In case of an emergency, the office staff will contact the appropriate parent/guardian.

- Students are **NOT** to check out for the purpose of missing assemblies, pep rallies, exam days, or other scheduled functions unless such checkouts are determined to be an emergency. Students should not check out on exam day or state required testing. Likewise, students may **NOT** check out in order to run errands, eat off campus, etc.
- Students who leave campus without checking out in the **Student Services** office will receive a disciplinary referral.
- An approved adult's signature is required on the check-out form located in the **Student Services** office (See **HEALTH CARD**). Students will not be permitted to leave school with people whose identity has not been satisfactorily established or whose authority to take the student away from school has not been authenticated by appropriate school records.
- When a student checks in/out for a doctor's appointment, any time missed from class will be treated as unexcused unless a doctor's note is provided as verification. (See **ATTENDANCE**).
- It is strongly encouraged that students not check out after 3:00 PM.

CLOSED CAMPUS – Pace High operates under a closed campus policy as outlined by School Board Policy. Students are not to leave campus for any reason (lunch included) without first getting permission from Student Services and a parent/guardian. Students who violate this policy will receive consequences.

CODE OF STUDENT CONDUCT– This Santa Rosa County legal document serves to inform students of the grounds and procedures to be followed in disciplinary actions. It also contains an explanation of students' rights and responsibilities. The discipline procedures at Pace High School are based upon this legal document.

All students enrolled at Pace High must abide by both school and district rules while attending school, any school function at PHS or at any other location, including transport to and from the function. The Student Planner includes a general list of basic school rules. The Student Planner guidelines and the District Code of Student Conduct may be found on the school website. All students will be expected to take and pass a test on the district and school policies at the beginning of school or when they enroll in school. A review of these guidelines will be conducted and a second test administered at the beginning of second semester.

DANCES – Dances at Pace High School are held for the students currently enrolled at Pace High. Proper school identification (ID) will be required. Students and guests must check in with chaperones to gain entrance to a dance. The school retains the right to refuse admission to or remove an individual from a dance for misbehavior or inappropriate actions on or off the dance floor, for previous misconduct at dances, or for suspension. Students who leave the building during a dance may not return.

- **If a current Pace High student who is eligible to attend a dance wishes to bring a guest from outside the school, the Pace High student must complete a Guest Request Form and turn it in to Student Services for review and possible approval. Approval is not automatic, and students will be notified whether their guest is approved to attend.**
- **Students and guests should not secure outfits for the dance until they have been notified that the Guest Request Form has been approved by school officials, reviewed by law enforcement, and permission granted. Guests eligible for consideration must be seeking to attend with a currently enrolled Pace High student, and should be 20 years of age or younger. Middle school students are NOT permitted to attend dances. At the discretion of the administration, dances may be limited to Pace High School students only. Students may receive consequences at school for inappropriate conduct at dances.**
- **Currently enrolled Pace High students may pick up Guest Request Forms in the Student Services office prior to each dance. Only one pre-approved guest per student is permitted.**

DEFIANCE OF AUTHORITY – Defiance of authority is defined as “the refusal to carry out lawful or reasonable instructions of authorized school personnel or failure to comply with state law, School Board Policy, local school rule, behavior contracts, or classroom rules.” Direct defiance of authority of a school staff member can result in up to 3 days of out-of-school suspension.

DESTROYING, DEFACING SCHOOL/PERSONAL PROPERTY – Any student who destroys, damages, or defaces school or personal property, will face disciplinary action which will include restitution for damages. In all incidents, charges may be filed with the Santa Rosa County Sheriff’s Department.

DISRESPECTFUL BEHAVIOR – Behaving in a disrespectful manner towards staff, an adult in authority, or peers is inappropriate and is subject to disciplinary consequences.

DISRUPTIONS

- **CLASSROOM** - Conduct or behavior that is rude or disruptive to the orderly process or climate of the classroom will be dealt with immediately by a dean, an administrator, and possibly the school resource officer as appropriate.
- **NON-CLASSROOM** – Non-classroom disruptions include, but are not limited to, disruptions at activities such as pep rallies, lunchtime activities, assemblies, class changes, parking lot activities, athletic events and extracurricular activities. Rude or disruptive behavior during the school day will be dealt with immediately. Consequences could include expulsion or alternative placement, and possible law enforcement consequences.
- **AT SCHOOL SPONSORED ACTIVITIES** – School-sponsored activities include, but are not limited to, activities such as field trips, athletic events, conventions, academic competitions, homecoming activities, and dances. Conduct or behavior that is disruptive to the orderly process or climate of the school environment will receive consequences. Options include removal from the activity or organization, suspension from extra-curricular activities, student/teacher conference, parent notification, detention, suspension, expulsion, alternative placement, or notification of school resource officer.

DRESS CODE – All students must have their school-issued photo ID in their possession at all times while on campus or at school-sponsored activities.

Pace High School administration reserves the right to define and interpret dress code policies. All class and organization T-shirt designs must be approved by the administration before purchase.

A student whose personal attire or grooming does not meet administrative requirement for acceptable dress, or whose attire could be hazardous to him/herself will be required to make necessary alterations before going to class. The student may wear clothes provided by Student Services or replacement clothes brought to school from home. If such alterations cannot be made the student may be placed in ISD for remainder of the school day. Repeated violations will result in disciplinary action from detention to suspension.

(Dress Code) General Guidelines: Minimum length of skirts, dresses, and shorts – No more than 5 inches (circumference around leg) above the knee. If pants with holes are worn, there must be **no holes more than 5 inches above the knee**. Students are not to wear pants or shorts that show their underwear regardless of shirt length. Any student who is required to wear a GPS (ankle monitor) must keep it covered at all times.

Students are Prohibited from Wearing:

- Any garment/item or tattoo with obscene or offensive language, pictures or graphics, or any drug, tobacco, or alcoholic beverage advertisement on any garment or item
- Any color, clothing, insignia, emblem, jewelry or other object in such a manner as to indicate membership or association with any secret organization or gang.
- Caps, hats, hoods, bandanas/scarves, or other head coverings (excludes head coverings worn for religious reasons)
- Tank tops, halter-tops, muscle shirts, spaghetti strap blouses or dresses. Shoulders must be covered. No sleeveless shirts for boys.

- No athletic shorts unless they are no more than 5 inches (circumference around leg) above the knee.
- Visible undergarments, such as boxer shorts, female underwear, nightwear, lounge wear or pajamas. Undergarments must be covered at all times. This includes the expectation that pants cover the hips when sitting so that the undergarments are not exposed.
- Clothing that reveals undergarments, or blouses or shirts that are low cut or see-through. Necklines of garments must cover the view of cleavage while sitting, standing, or while one is moving.
- Any form fitting clothing that is extremely tight in how it fits an individual may be deemed inappropriate. Students may not wear form fitting clothing, tank tops, halter tops, muscle shirts, undershirt, sports bras or boxer briefs, or other underwear as outer garments. **(Leggings, spandex, and yoga pants are deemed inappropriate unless lower body is completely covered by an appropriate shirt or skirt.)**
- Accessories that may be potentially dangerous and may include, but are not limited to, spiked arm bands or wrist bands, spiked necklaces, heavy chains, or other sharp objects.
- Sunglasses inside the building without prior approval of the administration.
- Blankets or trench coats.

Since fashion and styles change rapidly, the school administration reserves the right to determine whether a student's dress satisfies the school's policy.

Students Must Wear:

- Proper undergarments covered by proper dress.
- Shirts, T-shirts, and blouses that are of appropriate size and length to cover the waistband while sitting or standing.
- Tops that cover the shoulders. The garment's shoulder straps must be at least the width of the first 3 fingers of the wearer.
- Shirts in which the necklines cover the view of cleavage while sitting, standing, or while one is moving.
- Pants that are properly fastened so that the waistband is not below the top of the hip bone (no sagging).
- Shoes at all times (no bedroom slippers)

Students who violate the dress code will be subject to consequences according to the District Code of Conduct and the School Discipline Plan. Repeated dress code offenses may result in a discipline referral for defiance.

DRUGS: DISTRIBUTION, PURPORTED – The distribution of any controlled substance (F.S. 893) or unlawful substance (including “spice” and other synthetic substances); distribution of an inhalant or any substance represented as drugs (such as designer drugs, caffeine pills, herbs, foods) on school property or within one thousand (1000) feet of school property or at a school-sponsored activity on property other than school property. A student who distributes “drugs” is defined as a student who possesses, gives to or leaves drugs for another student. It also applies to the student who takes, receives, passes to/from or picks up the “drugs.” These students who engage in the behavior as described in this section shall be subject to the disciplinary penalties for distribution of “drugs.”

- Notification of appropriate law enforcement, and parent/guardian.
- Out-of-school suspension for 10 days.
- Recommendation for discipline hearing regarding the removal of the student from the regular school program for a period up to one (1) calendar year through alternative placement/expulsion.

*A student has committed a drug offense if they are found to be in possession of a substance purported to be a controlled substance.

This offense can occur on the campus, at any school-related event (even at another location), on the bus or at the bus stop, or within 1000 feet of the school. These procedures are in accordance with in the policies and procedures of the **Santa Rosa County Code of Student Conduct.**

DRUGS: POSSESSION/UNDER THE INFLUENCE – Possession or Under the Influence of an Illegal, or Unlawful

Substance, Prescription Drug without a Prescription or Substance Not Used in Accordance with Manufacturer's Instructions. See the SRC Code of Student Conduct for additional information.

- Notification of the appropriate law enforcement agency with a recommendation for restorative justice if allowed.
- Out of school suspension for ten (10) days.
- On a student's first possession violation or when determined to be under the influence of an illegal substance, the school Principal may offer the student an opportunity to participate in a substance abuse diversion education program in lieu of alternative placement. The school Principal shall meet with the parent and student to discuss this opportunity. If the parent and/or guardian agree that their student will complete this program, the student will serve the ten (10) days suspension and be enrolled in the program. The Grade Level Director must be provided proof that the student successfully completed the program within the allocated period of time. Refusal to participate in the diversion program or failure to successfully complete the diversion program will result in the student's appearance before the district Disciplinary Hearing committee regarding the possible removal of the student from the regular school program for up to one (1) calendar year through alternative placement.
- For any subsequent violation, out of school suspension of the student for a period of ten (10) days and recommendation for a Disciplinary Hearing regarding the removal of the student from the regular school program for a period of no less than one (1) calendar year through alternative placement or expulsion.
- If the student is charged with a Felony due to drug possession, the school administrator can request the student be indefinitely suspended from school or have his or her suspension continue until the determination of guilt or innocence or until the charges are dismissed if, in the opinion of the school administrator, the student's attendance would adversely impact the school. Such suspension shall not affect the delivery of educational services to the student, and the student shall be immediately enrolled in an alternative educational program. (See District Code of Conduct – Felony or Felony Acts)

DRUG PARAPHERNALIA – Drug paraphernalia is defined as any apparatus or material that may be used in the cultivation, use, manufacture, or distribution of drugs. See **Santa Rosa County Code of Student Conduct for more details.**

DUAL ENROLLMENT STUDENTS – Off campus DE students are reminded they are still responsible to know and abide by all of the policies and rules of Pace High School and the Santa Rosa County School District. This includes, but is not limited to the following items:

- Dress code - students are expected to be in dress code when on the PHS campus.
- Perfect attendance - DE students striving for perfect attendance must get each of their professors to fill out an attendance verification form - it is the student's responsibility to get this done and turn the forms in to Student Services.
- Grades - DE students who want their numeric grade to be their actual grade earned in the DE class, and not the standard grade submitted by college, will need to get the form filled out by their professor and then bring it to the Guidance department before the end of each semester. Any grade not turned in at the end of the reporting semester will not be changed.

The attendance and grade forms are located on the Pace High's website and in Guidance.

ENERGY DRINKS – Some energy/stimulant drinks are prohibited on school property because they contain alcohol or have age limit restrictions on the purchase indicating they are not intended for consumption by anyone under the required age. Possession, consumption, and distribution of prohibited energy drinks will result in disciplinary action.

EXAM POLICY/INFORMATION - ATTENDANCE AND EXAMS

When a student is absent ten (10) or more days during a semester, that student will be required to show mastery of the performance standards not only by meeting the class requirements and earning a teacher-assigned grade, but also by passing a comprehensive examination covering all performance standards of the course. Courses with a state-required EOC will give a graded test or activity, but will not be required to give an additional comprehensive assessment as a school final exam in the spring. (See **ATTENDANCE** in the **Pace High School Planner/Handbook** or the **Santa Rosa County Code of Student Conduct**.)

EXCESSIVE REFERRALS – Any student who accumulates a total of 8 or more referrals of any nature during the course of a school year will be considered in extreme defiance of PHS rules and may be referred to the District Discipline Committee for Persistent Misconduct or alternative placement. Out-of-school suspension may be appropriate for up to ten (10) days. (See **DISCIPLINE MEASURES** for MTSS intervention and monitoring

information.)

FAILURE TO COMPLETE DISCIPLINARY INTERVENTION – Students who fail to serve any intervention may have days added or may be moved to the next level of intervention. Repetitive instances of failing to serve will be treated as Defiance of Authority.

FAILURE TO NOTIFY – A student who has knowledge of and fails to report to a person in authority the plans or actions of another person that might result or has resulted in harm to a person or damage to property could face disciplinary action. A student may report this information to an administrator, staff member, the **Santa Rosa Speakout** button on the school website, a School Resource Officer at the school; or the student may report it through **Santa Rosa Crimestoppers at 437-STOP (850-437-7867)**.

FALSE INFORMATION – Providing false information to a school official or about a school official can result in consequences as described in the SRC Code of Student Conduct.

- **FALSE ACCUSATION OF A STAFF MEMBER** – *Any false accusation which jeopardizes the professional reputation, employment, or certification of any member of the school staff.*
 1. Disciplinary action, up to and including a recommendation for a Disciplinary Hearing regarding the removal of the student from the regular school program through alternative placement or expulsion as determined by school officials.
 2. Notification of parents/guardians of the disciplinary action.
- **FALSE OFFICIAL STATEMENTS** – Whoever knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his or her official duty shall be guilty of a misdemeanor of the second degree. (Florida State Statute 775.082 and Statute 775.083.) This includes forgery.
- **Refusing to identify or falsely identifying one's self.**
 1. Discipline student in accordance with the school's discipline plan.
 2. Notification of parents/guardians of discipline.

FELONY OR FELONY ACTS – Any student found to be in violation of criminal code involving a felony or felony act will be addressed in accordance with the policies and procedures of the **Santa Rosa County Code of Student Conduct** and referred to the MTSS Team for progress monitoring as appropriate.

FIGHTING – Disciplinary consequences for fighting, in addition to notification of the parent and the school resource officer, will be out of school suspension for 3 to 5 days for the first offense; up to 10 days for the second offense; additional suspension and/or recommendation for alternative placement/expulsion for subsequent offenses.

- Instigating or video recording a fight will be subject to consequences in accordance with the school discipline plan.

FIRE ALARM SYSTEMS – Any willful and/or malicious activation of a school fire alarm system is punishable by law as a misdemeanor of the first degree. Consequences will include notification of school resource officer and out-of-school suspension for a period of 10 days.

FIREWORKS/SMOKE-STINK BOMBS/FIRECRACKERS- Students found in possession of or using fireworks including, but not limited to, smoke-stink bombs and firecrackers will result in suspension from school in accordance with the policies and procedures of the **Santa Rosa County Code of Student Conduct**. This also applies to students found with lighters or matches.

FLOWERS AND BALLOONS – No flowers or balloons will be accepted for delivery by Pace High School to students.

FOOD AND DRINKS – During scheduled lunches, all students are to be in the cafeteria or on the cafeteria deck. Students may not eat lunch in teacher's classrooms or be in other unauthorized areas, including but not limited to the Pavilion, the stadium, or the parking lot.

- 1) Students may elect to buy a hot lunch or bring a sack lunch from home.
- 2) Food or drinks from any fast food chain are not to be brought onto the school campus for delivery to students.
- 3) Students are prohibited from leaving school for the purpose of eating lunch off campus.
- 4) Food is allowed only in the cafeteria and on the deck area.
- 5) Students electing not to eat lunch are to remain in the lunchroom or on the deck. If appropriate, students may visit the media center during their lunch.
- 6) **Students must clean up where they eat.**
- 7) Glass containers/coolers are not permitted on the campus without prior administrative approval.
- 8) Food orders for delivery to students at school are prohibited.
- 9) No food or drink will be allowed in classrooms, unless approved by the individual teacher for specific circumstances.

FUND RAISING – Any class, club, group, or organization must have prior administrative approval for fund raising projects. Monies raised during any fundraiser or activity **must be turned in directly to the appropriate sponsor, not to Student Services.**

GANG ACTIVITY – Gang activity of any sort is forbidden at all Santa Rosa County schools. The use of gang associated symbols, writing, clothing, colors, verbalizations, etc., will be dealt with by notification of parent/guardian and appropriate law enforcement. The student will also be subject to out-of-school suspension up to recommendation for alternative placement or expulsion as appropriate.

GUITARS/MUSICAL INSTRUMENTS – All musical instruments should be stored in a classroom during the school day.

GRADING SYSTEM

- 1) **Students are graded and issued a report card each quarter period. The grading system is as follows:**
A=90-100 B=80-89 C=70-79 D=60-69 F=0-59
- 2) Grades will be determined on the basis of evaluation methods, which may include a combination of acceptable means of evaluating student performance. Each particular method of evaluation must represent a certain percentage or weight of the total grade awarded. Transfer grades from other schools using letter grades will be translated to the following
numeric A=95 B=85 C=75 D=65 F=59
- 3) A required comprehensive semester exam will be given at the end of each semester.
- 4) Grades will be determined at the conclusion of each nine-week grading period by averaging all daily and test grades. At the end of each semester (two nine weeks grading periods), a comprehensive exam will be given to all students in each class. (See EXAM POLICY) In determining the semester grade for each course, each nine weeks' grading period grade will count 40% and the semester exam will count 20%. EOC courses will follow the state guidelines for using EOC scores in calculating final grades.
- 5) Students and parents may use the Student Portal accessed through Classlink on the school web page to monitor grades and attendance in each class. Directions are found on the school website.

GYM LOCKERS – Students are responsible for the security of their personal belongings. Students are to **provide their own lock.** All personal belongings are to be locked in the student's locker during physical education classes and athletic practices. PHS will not be responsible for missing items. **Students who are not enrolled in a PE class my not use gym lockers or be in the locker room at any time.**

HALLWAY REGULATIONS – To avoid being tardy to class, students should refrain from standing, sitting, or socializing in the hallways before school and between classes. Students are welcome to visit in the cafeteria, on the outside deck, or in Independence Hall.

All students must have a signed planner to be in the hallway during class time. Student aides, and other students such as yearbook, ITV, and others, must have their organizational badge with them if they leave class for an assignment.

Classes are not to be released before the bell rings to end the class period. No passes will be issued to the

vending machines.

As a general guideline to reduce traffic in the hallways and maximize learning, students should take advantage of the daily opportunity to stay in each class for the full 50 –minute instructional period.

HARASSMENT – It is the policy of the Santa Rosa County School Board that each student be allowed to receive equal educational opportunities in an environment free from any form of harassment including bullying, teasing, mocking, ridicule, etc. Such acts will not be tolerated, and will be dealt with according to the severity of the harassment including discipline measures from detention to out-of-school suspension, or even alternative placement/expulsion.

HARASSMENT: SEXUAL, MALICIOUS – It is the policy of Santa Rosa County Schools that each student be allowed to receive equal education opportunities in an environment free from any form of sexual or malicious harassment as provided by state and federal statutes. Students found to be in violation of this policy may receive up to 10-days out of school suspension, a recommendation for a Discipline Hearing, alternative placement/expulsion, and may also be subject to criminal penalties.

HEAD LICE – See attendance

HEALTH CARDS – Health cards (Form 63-06-01) are a vital part of the operation of Santa Rosa County Schools. These cards are given to students during the first week of school to take home, to have filled out and signed by parent/guardian, and to return the card to school the next day. The card must be filled out completely. Failure to turn in the health card could result in disciplinary action.

Health cards must include a parent’s signature validated by one of the following requirements: (1) the parent signature must be notarized, **OR** (2) have two witnesses’ signatures. This card will be used as a primary tool for determining students who are potentially eligible for Section 504 services under the Rehabilitation Act of 1973. **In the case of an emergency, this card is used to determine who can legally check a student out of school with permission of the parent.** Any physical or mental impairment that substantially limits a major life activity, as well as any disease or condition affecting a student, should be included in one of the “be aware” areas. **It is also encouraged for parents/guardians to complete the health tab in FOCUS and keep student information up to date.**

I.D. BADGES – Identification (I.D.) badges will be distributed to every Pace High Student. Students will be required to have this I.D. in their possession while they are at school or a school related event. A replacement ID can be purchased for \$5.

Students who fail to have their I.D. badge in their possession will first receive a warning; the offense will be seen as a discipline issue if the problem persists. **Pace High reserves the right to require students to wear ID badges as deemed necessary for safety reasons.**

INTIMIDATION – Any action by a student that would create reasonable fear will subject that student to disciplinary action as deemed necessary by the school.

LAB/CLASSROOM FEES – Pace High School may assess fees for a particular class/club in conjunction with the Santa Rosa County School Board policy. These fees assist us in offering programs that would otherwise be unavailable. In no instance are these supplies required or is collection of fees mandatory according to the Santa Rosa County School Board policy 10.21.

LATE TO SCHOOL CHECK-IN OR EARLY CHECK-OUTS – Students arriving after the school’s designated start time are considered late to school and will receive a “Late to School Check-In” coding. Students checking out of school prior to the end of the school’s designated dismissal time will receive an “Early Check-out” coding. “Late to School Check-Ins” and Early Check-outs” will be identified as unexcused or excused. **Three (3) unexcused “Late to School Check-ins and/or Early Checkouts” will equate to the student receiving one (1) unexcused absence.** Section 1003.02, F.S., “authorizes district school boards to establish policies that **allow accumulated unexcused tardies, regardless of when they occur during the school day and early departures from school to be recorded as unexcused absences.**”

- **GUIDELINES - If the student arrives to school after 9:10, the student is LATE TO SCHOOL. The student must check-in late with the office of Student Services and receive a pass to class in order to be admitted.** If the student misses more than 25 minutes of class, he/she is considered to be absent from that class. Students who are repeatedly late to school will be referred to the MTSS Team for

monitoring and intervention, including notification of parents. Students will earn an unexcused absence for every three (3) unexcused Late Check-ins/Early Check-outs. Accumulation of Late to School offenses could result in consequences such as loss of parking privilege. Student discipline referrals will begin at the 4th unexcused late to school, and each subsequent unexcused late to school, in a nine-week grading period.

- **Unexcused Late to School Check in or Early Check out:** Missing the bus, oversleeping, skipping, excessive illness without doctor's verification, Repeated Late Check-ins/Early Check-outs, other avoidable events.
 - **Excused Late to School Check-ins or Early Checkouts:** Personal illness, Doctor/Dentist appointment, Court appearances, Special event approved by the administration, other unavoidable events.
- **Leaving School Prior to End of Day:** It is required that the parent or designated adult sign the student out unless prior arrangement has been made by the parent/guardian. Repeated and/or excessive incidents of leaving school prior to the end of the day may potentially result in disciplinary action for the student. **Three (3) accumulated unexcused "Late to School Check-Ins" and/or "Early Check-Outs" will equate to the student receiving one (1) unexcused absence.** Students with an IEP/504 Plan indicating a modified/shortened school day will not be marked absent.
 - **It is strongly encouraged that students do not check out after 3:00 PM.**

LEAVING CAMPUS – Once a student arrives for the school day, he/she is to remain on campus. Leaving campus without checking out through the **Student Services** Office will result in disciplinary consequences and could prompt a search of the student and possessions. (**See CHECKING IN/OUT, and ATTENDANCE**)

LIGHTERS OR MATCHES – Lighters or matches are not to be brought to school. Violation of this policy will result in confiscation of the item(s) and appropriate disciplinary consequences.

LOCKLIN VOCATIONAL TECHNICAL CENTER – Locklin Technical Center is open to qualified third year high school students who are planning a career in various vocational programs. A bus is provided for students traveling to and from the Technical Center. **Pace High School students are allowed to drive to Locklin Vocational Technical Center, as long as Locklin's guidelines are met. See your counselor for further details.**

For students to maximize the benefit of both campuses, Pace High and Locklin will coordinate so students may attend special assemblies and pep rallies at PHS. Adjusted schedules detailing the timeline and transportation information for these days will be provided.

MEDIA CENTER

Hours – The library/media center is open each school day from 9:00 a.m. until 3:30 p.m. for study, reading, and checking out materials.

1. Circulation – All materials must be checked out at the circulation desk. Books may be checked out for a period of two weeks. Students may check out books in their names only. **Students must have their school ID's and their planners to check out books.**
2. Fines –The cost of repair or replacement will be charged for damaged or lost books. Students who have overdue books may not check out books until the books are returned.
3. Passes – During regular school hours, students who come to the library individually must have their Agenda/Planner signed by their teacher. Planners will be signed by the media specialist when students leave the media center to return to class. Students will sign in using the computer when they come during classes and/or lunch.
4. NO FOOD OR DRINK IS ALLOWED IN THE MEDIA CENTER.
5. All school and district rules apply in the media center.

COMPUTER USAGE REMINDERS:

Do's

- 1) You may use Microsoft Programs such as Word, Publisher, Excel, Access, or PowerPoint. **We do not have Microsoft Works!**
- 2) You may access the Internet if you are **researching for a class assignment**. You may use programs that appear on the desktop for FSA practice, ACT practice, or class research.
- 3) You may save your work on a storage device or even bring in a storage device in with information

- on it. We recommend that you work in Office 365 and save your work on your One Drive.
- 4) You may print out school-related data or information for \$.25 cents per page

Don'ts

1. You may **not** change setting, icons, or programs on the desktop or in the control panel.
2. You may **not** bypass the filter placed on the computers or the proxy settings.
3. You may **not** surf the net at your leisure or play games.
4. You may **not** check your grades during class.
5. You may **not** download any programs.

Please remember that the media center is for educational purposes. Ask the media specialist for assistance when in doubt. We are here to serve as your classroom teachers when you visit with us.

MEDICATION POLICY – Santa Rosa County School Board Policy states that “Any and all medications, either prescription or non-prescription, to be administered to a student on school premises or at school function (including field trips) **must be brought to the school by parent/guardian/authorized adult representative for retention and administering.** No student will be allowed to have medication, prescription, or non-prescription, with an exception of Epicene, EPIPEN, or asthma inhaler, in his/her possession at school, or on school transportation, or at school functions. Epipens or asthma inhalers will be permitted to be carried with parental permission and physician’s signature on the *DISPERSION OF MEDICATION FORM*. The parent/guardian of a diabetic student should contact the school to update the Student Health Care Plan for Insulin Dependent Diabetes Form.”

Procedures for dispensation of medication will follow the guidelines and regulations of the **Santa Rosa County Code of Student Conduct**. Any student who has a need to take any and all medication at school is required to get a *DISPERSION OF MEDICATION FORM* from the Health Office prior to any medication being administered on the campus of this school. Failure to comply with this regulation will result in disciplinary action. The policies and procedures found in the Code of Student Conduct will serve as a basis for disciplinary action.

Failure to follow the medication policy as listed in the District Code of Conduct may result in suspension, alternative placement, or expulsion.

MOTOR VEHICLES – Florida law requires anyone operating a motor vehicle on the public highways to be at least 16 years of age and possess a valid driver’s license. In order to drive and park a vehicle on the school campus, the student must possess a valid driver’s license, must have proof of car insurance, and must have the vehicle registered in the **Student Services Office**. Parking decals will be sold until all spaces are filled and the capacity for the parking lot is full. Seniors, juniors, and then sophomores, in this order, will have an opportunity to purchase parking decals. Student parking will be on a first come, first serve basis.

1) Registration of Vehicle or Motor Bike

- a. Have a vehicle registration form on file in the Student Services Office.
- b. Have a parent consent form for leaving campus during regular school hours on file for students involved in DCT/OJT and Dual Enrollment.
- c. Pay a registration fee of \$20.00 per vehicle. The cost of a replacement decal is \$5.00.
- d. Parking decals are to be displayed on the top left side of the rear window.
- e. A limited number of Reserved Parking Spaces are available from the Athletic Director. Contact Mr. Warner for additional details.

2) Student Parking

- a. Vehicles are to be parked in the morning and not moved or visited until the student is dismissed from school. If an emergency arises and a student needs to go to his/her vehicle during school hours, the student must get permission from the Student Services office and put on an orange vest as verification that the student has permission to be in the parking lot. Otherwise the student will be subject to disciplinary action.
- b. Students are not to park in areas designated for faculty and staff.
- c. Students are to depart from their vehicles immediately after parking.
- d. Students are to park motorbikes only in designated parking areas.
- e. DCT, Dual Enrollment, and Early College Entry students must have a copy of their current schedules.
- f. **Students are not to back into parking spaces.**

3) Visitor Parking

During school hours (9:00 a.m. until 3:45 p.m.), visitors are to use the parking lot located on the east end of the campus (student drop off area). The bus ramp at the front of the school must be left clear for buses.

4) Operation of Vehicle - Any student who operates a motor vehicle in excess of the established speed limits or in a dangerous, reckless, or unsafe manner-which includes, but not limited to spinning out

and squealing tires-may be suspended from driving on the campus of Pace High School. Law enforcement agencies will be called in if deemed necessary. Drivers must do the following:

- a. Obey all parking lot direction markings and park only in clearly marked parking spaces. Students should not park in **Faculty Only** parking areas. Students may park in the reserved parking area for students if they have purchased a Reserve Parking spot.
- b. Obey a 5-MPH speed limit in the parking lot and any other campus area.
- c. Obey a 15-MPH speed limit on Stadium Road.
- d. Operate the vehicle in a safe and responsible manner to avoid endangering the driver's life or the lives of other students and/or property. Seat belts must be worn.
- e. Follow closely all traffic signs, pavement markings, and/or deputy/school official in regard to traffic routing.
- f. Avoid playing loud music in the parking lots.
- g. Park only in student-designated parking spaces.

5) **Handicapped Parking**

Parking areas are provided for people with disabilities who have vehicles with state sanctioned decals. These areas are located at the front of the school and at the various athletic fields.

6) **Student Drop Off Areas**

Students are to be dropped off and picked up in the designated student drop off area (extreme eastern end of the campus).

7) **Parking/Driving Violations**

- a. On the first offense, the student will be fined \$20.00.
- b. On the second offense, the student will be fined \$20.00 and his/her driving privileges will be revoked for four (4) weeks.
- c. On the third offense, the student will be fined \$20.00 and his/her driving privileges will be revoked for the remainder of the school year.
- d. Students who drive to school without having their vehicle properly registered will be subject to disciplinary action. This includes losing future driving privileges.
- e. Students who continue to drive to school without a parking decal or park in an unauthorized area are subject to being towed.

NOTE: Pace High School reserves the right to revoke driving/parking privileges to any student.

OFF-CAMPUS ACTIONS WHICH DISRUPT THE SCHOOL ENVIRONMENT – Normally off campus actions of students are not the basis of disciplinary actions by the school or school district. However, when those actions are of such a nature and extent that they reasonably can or do cause a disruption of the educational environment at the school, they may be subject to disciplinary action. An example might be a student's use of an off-campus computer to post libelous, slanderous, demeaning, or profane remarks pertaining to school personnel. It is not the purpose of this section to suppress the student's rights to free speech, but rather to protect the school environment from actions that have a direct and detrimental effect on the educational process taking place at the school. Any disciplinary action by the school district shall in no way limit the rights of the individual teacher or other school personnel to report the false allegation of committing a crime to the appropriate law enforcement authority, and/or pursue a civil action for libel, slander, or defamation.

OFF LIMITS AREAS – Pace High students are to be in areas supervised by teachers at all times while on campus. If there is no teacher present, then there should be no students present. Being in an unauthorized area will result in a discipline referral.

- **Before School** – Students who must arrive very early for school are to go to the cafeteria to wait for school to begin. Students are routinely admitted to the school building at **8:40 a.m.** Students should be in the cafeteria, on the deck, or in Independence Hall to wait for the beginning of the school day.
- **During School** – During the school day, students are **not** allowed in hallways during class time without their Student Handbook.
- **During scheduled lunches**, all students are to be in the cafeteria or on the cafeteria deck. Students may **not** eat in teacher's classrooms or be in other unauthorized areas, **including but not limited to the Pavilion, the stadium, or the parking lot.**
- **Parking Areas** - No students are allowed to be in the parking areas during the school day without permission from the **Student Services Office**. Students are not allowed to sit in parked vehicles before or during school.

PARENT/TEACHER CONFERENCES – The **Guidance Office** should be contacted in order to schedule Parent/Teacher conferences concerning academic issues.

PARKING LOTS – **No** student is allowed in the parking lot areas during the school day without permission and an

orange vest from **Student Services**. Students who drive to school are required to leave their cars and enter the school building as soon as they arrive. At the end of the school day students are required to leave campus immediately. Congregating in the parking lots is not allowed. Drivers are responsible for all items in their vehicles.

PDA (PUBLIC DISPLAY OF AFFECTION)/KISSING – PDA (public display of affection) is to be avoided. Failure to do so will result in parents/guardians being notified. Other disciplinary measures may be taken as deemed necessary by the dean or an administrator.

PETS – **No** pets are allowed on the school grounds at any time.

PLAGIARISM – See **ACADEMIC DISHONESTY**

PLANNER/STUDENT HANDBOOK – Student planners are used for assignments and hall passes, among other things. All students will be issued a planner free of charge at the beginning of school or upon enrollment. Students are expected to have their planners in their possession every period of every school day. See Student Services for replacement planner information. **Using another student's planner is strictly prohibited and is considered a discipline offense.** If a student is out of class, the only acceptable hall pass is their personal planner with the teacher's signature. Students may not borrow planners from other students.

PRIVACY ACT – In accordance with the Family Rights and Privacy Act of 1974 and Florida Statute 228.093, you are notified that educational records, including files, documents, and any other materials directly related to each child are kept and maintained on each child. Parents and students over the age of eighteen have the right to review, inspect, and challenge the individual student's record. **Directory information on students may be released, unless the parent makes a request in writing for the school not to do so;** such information includes the student's name, address, date of birth, dates of attendance, participation in officially recognized sports and activities, weights and heights of athletic team members, awards received, names of parents and the name of the current school attended. The written request not to publish any or all of the above information must be on file at the student's school by the first week of school. When a student transfers from one school to another, the educational records of that student are automatically forwarded to the new school upon request from the school.

PROFANE, OBSCENE, ABUSIVE LANGUAGE OR GESTURES, OBJECTS, VIDEOS OR PICTURES– *The use of profane, obscene, abusive language or gestures, or the possession of objects, videos or pictures which are disrespectful, offensive or socially unacceptable and which can or tend to disrupt the school environment, a school function, or extracurricular/co-curricular activities. This includes the taking and/or sending, sharing of inappropriate or offensive images, including pornographic material or texts using electronic devices as well as being in the possession of inappropriate images or texts. Engaging in the use of electronic devices in this manner may result in law enforcement being notified.*

1. Discipline student in accordance with the school's discipline plan. Depending on the degree of the offense in the use/possession of the electronic device, a student may receive an out-of-school suspension period of up to ten (10) days and recommendation for a Disciplinary Hearing regarding the removal of the student from the regular school program for a period up to one (1) calendar year through alternative placement or expulsion. The device may be confiscated or possession prohibited on campus for a period of time.
2. Notification of appropriate law enforcement agency as appropriate.
3. Notification of parents/guardians of discipline.

Any profanity or offensive language/gestures directed at a staff member will result in out-of-school suspension.

PUBLIC NOTICES AND POSTERS – Any poster or notice to be placed in the school or in the community must be approved by an administrator and stamped in Student Services before being posted. Posters must be taken down the day after the event.

RESTROOMS – Students who leave class to go to the restroom must have a signed hall pass in their handbook from their teacher. They are to go to the restroom nearest their classroom. Only one person may be in a stall at a time. Failure to follow this policy may result in disciplinary consequences.

SAFETY - Pace High School is committed to maintaining a safe, secure campus. All district safety and security policies are followed:

- All visitors to campus must present a photo ID to gain entry to the building. Students and staff are required to have their school photo IDs with them at all times during the day at school or at any school activity.
- In accordance with district safety policies, fire, lockdown, and shelter in place drills are conducted throughout the year.
- Should an emergency arise, all emergency preparedness guidelines will be activated in conjunction with local officials and district leadership. A key component of implementation of this plan is up to date information on a student health card and the health tab in FOCUS.
- According to District policy, Pace High utilizes four standard responses for handling students and staff in any emergency situation – evacuation, shelter in place, secure campus, or lockdown.
 - **Evacuation** plans begin with a fire drill procedure and include at least two routes for moving students very quickly away from the campus.
 - **Shelter in place** is moving people away from windows and is meant to increase physical barriers between people and outside, it is used for tornadoes or chemical releases.
 - **Secure facility** is keeping all personnel in the building with the option of limited movement or full movement, but no entry or exit is allowed.
 - **A lockdown** of the school building may be used during any emergency where there is a need to keep students in place. Schools are required to participate in a series of drills during the school year to practice the procedures. If an emergency were to occur on a school campus, parents are asked to tune into local media stations (television and radio) and monitor school-based communication (social media and texting) for additional information rather than reporting to the school campus.

SEARCHES - The principal, or any member of the administrative staff, instructional staff, or the School Resource Officer (with probable cause) shall be authorized to temporarily detain and question a student when circumstances indicate that such a student has committed, is committing, or is about to commit a violation of law or a regulation of the school board. If at any time reasonable suspicion exists that the student is unlawfully concealing any stolen or illegal property, and alcoholic beverage or liquor, illegal drugs, or any weapon as provided in these regulations or any other item in violation of this code, a school official or resource officer (with probable cause) may temporarily detain and search the student, school property assigned to the student, a student's personal property located on school grounds, including a vehicle on campus, or any property in the student's possession. In the absence of probable cause, school officials may temporarily detain and search a student if reasonable suspicion exists. Items confiscated through a search will be returned to the parent/guardian or disposed of in the most immediate manner possible if they are not part of evidence turned over to law enforcement.

- **SEARCH OF MOTOR VEHICLE** – Students, faculty, staff, and anyone who parks on the campus of Pace High School shall be subject to search as deemed appropriate by school officials. As a condition of being permitted to park a vehicle on campus, students understand and agree that the vehicle which is driven onto campus is subject to search at any time by school officials or their designees, at their discretion. This search may be conducted because of reasonable suspicion by school officials or without reasonable suspicion. Anything found in the vehicle shall be deemed to be in the driver's possession, and it is the student's responsibility to see that no items prohibited by the Code of Student Conduct are located in the vehicle, whether or not the items belong to the driver or to others. Appropriate law enforcement officials may participate at the request of the school administration.

NOTE: In compliance with **federal case law**, all student vehicles are subject to search by the Administration or their designees at any time while the vehicle is on the Pace High School campus. All vehicles belonging to visitors are subject to the rules and regulations of Pace High School and appropriate law enforcement agencies.

- **SEARCH OF LOCKER** – A student's locker or other storage area assigned to a student is the property of the school and is subject to search with reasonable suspicion for prohibited or illegally possessed substances or objects. (State Law 232.256)
- **SEARCH OF STUDENT/PERSONAL PROPERTY** –The Pace High School Administration reserves the right to search a student and/or his personal property if reasonable suspicion exists that he/she is in possession of property that violates the Code of Student Conduct and the Pace High School Handbook.

- **SEARCH OF BOOK BAGS/BACKPACKS/OTHER PERSONAL POSSESSIONS** – Students are allowed to bring backpacks to school to transport their books to and from class. These backpacks must be free of inappropriate graffiti and/or markings. The Pace High administration reserves the right to search a student and/or his personal property if reasonable suspicion exists that he/she is in possession of property that violates the District Code of Student Conduct.

SECRET SOCIETIES AND PROHIBITED GROUPS IN PUBLIC SCHOOLS –

In the state of Florida it is unlawful for any person, group, or organization to:

- 1) Organize or establish a fraternity, sorority, gang, or other secret society whose membership shall be comprised in whole or part of pupils enrolled in any public school, or
- 2) Go on any school campus for the purpose of soliciting any pupils to join such organization. Any student found to be involved with any secret society, known or unknown, shall be recommended for expulsion/alternative placement. (F.S. 232.39 and 232.40)

SEXUAL BATTERY/SEXUAL MISCONDUCT/SEXUAL OFFENSE -

Sexual Battery

The attempted or actual forcible penetration.

1. Notification of the appropriate law enforcement agency.
2. Out-of-school suspension for a period of ten (10) days and immediate referral for a Disciplinary Hearing with the recommendation for expulsion for the remainder of the present school year and one (1) additional year.
3. Notification of parents/guardians of out-of-school suspension and recommendation for a Disciplinary Hearing in accordance with procedures for out-of-school suspension and expulsion.

Sexual Misconduct

Minor misconduct of a sexual nature that does not constitute an offense as serious as sexual battery, sexual harassment, or sexual offense as defined in this document.

1. Out-of-school suspension for one (1) to ten (10) days as determined by school officials.
- 2 Notification of parent/guardian of out-of-school suspension in accordance with procedures for out-of-school suspension.

Sexual Offense

“Sexual contact without force or thrust of force when both parties are capable of giving consent. It may also include but not be limited to exposing an individual to lewd, sexual behavior or action, or sharing pornographic material.”

1. Notification of appropriate law enforcement agency.
2. Discipline action of out-of-school suspension and up to and including a recommendation for a Disciplinary Hearing regarding the removal of the student from the regular school program through alternative placement or expulsion as determined by the school officials.
3. Notification of the parent/guardian in accordance with appropriate procedures.

SKATEBOARDS – Skateboards may not be ridden while on campus. Students who use skateboards as transportation to campus **MAY NOT** carry the skateboard throughout the day. Students must arrange with one of their teachers to store the board for the school day.

SKIPPING – Skipping is simply being unaccounted for in your assigned location. Leaving campus at lunch and failure to attend pep rallies or other special events are all forms of skipping. Missing a class for any amount of time without the teacher’s permission is considered skipping and disciplinary consequences will be assigned, and an unexcused absence.

STUDENT USE OF THE STUDENT SERVICES OFFICE TELEPHONE-The telephone in Student Services is accessible to students before school, after school, during lunch, and between classes. No calls are to be made during class time. Permission to use the phone may be granted ONLY by a member of the office staff. **NO MESSAGES WILL BE TAKEN FOR STUDENTS IN CLASS. IF AN EMERGENCY OCCURS, THE STUDENT SERVICES OFFICE OR HEALTH OFFICE WILL NOTIFY THE STUDENT.**

TARDY POLICIES AND PROCEDURES – See ATTENDANCE: Tardiness or LATE TO SCHOOL

TECHNOLOGY USE – Computers are important in the education of students, and computers provided by the school are for instructional use only. Students are given guidelines that they must follow. Students are not permitted to place items on the school’s computer network without permission. Technology guidelines can be found in the Code of Student Conduct. Individual teachers may also give additional guidelines. Each student and parent/guardian must sign an **Internet Acceptable Use Policy** Permission Form in order to use technology at Pace High School. Failure to follow these rules will result in a discipline consequence. Discipline consequences may include the loss of privilege for computer use at PHS, depending on the severity of the violation. (See district rules for computer use.) **Students are never allowed to use a teacher’s computer or password for any reason.** Violations may result in out of school suspension.

Students found using technology to receive, manipulate, or transfer inappropriate information may lose the privilege and/or responsibility of use of such technology and shall be subject to discipline, up to and including out-of-school suspension. Students should refer to the Internet Acceptable Use Policy and the Santa Rosa County Code of Student Conduct for additional information.

Student use of technology platforms on and off campus (Teams, class apps, etc.) as part of instructional use and assignments by teachers are strictly for educational purposes, not social interactions. Appropriate language, content, and interactions are required. Any infractions will result in disciplinary action.

TEXTBOOKS – The State of Florida furnishes the students with textbooks without charge; however, students are expected to care for the books. The students must pay for any damage occurring to the books while they are in student’s care. This includes the Agenda Planner. Any book which is lost or damaged beyond further use must be paid for in full. Damage, other than total damage, will call for a fine in accordance with the damage done. Pace High School will supply a textbook to each student. From time to time these textbooks will be located in the classroom and available to each student upon request. Any student who has not paid fees or charges related to the loss or damage of a textbook may be prevented from participating in extracurricular activities.

THEFT/POSSESSION OF STOLEN PROPERTY – Theft and/or possession of stolen property is defined as depriving another person of the rightful use of his/her property and will result in out-of-school suspension, as well as a referral to appropriate law enforcement. This includes any act that deprives a student of his/her possessions such as a backpack or other personal item. Any student found to have committed these incidents shall be punished in accordance with the policies and procedures of the **Santa Rosa County Code of Student Conduct.**

THREAT – A threat is a communication of intent to harm someone that may be spoken, written, gestured, or expressed in some other form, such as via text messaging, email, or other digital means. An expression of intent to harm someone is considered a threat regardless of whether it is communicated to the intended target(s) and regardless of whether the intended target is aware of the threat. Threats may be implied by behavior that an observer would reasonably regard as threatening, planning, or preparing to commit a violent act and can be direct or indirect, toward an individual, group, or the school itself. When deemed appropriate, the school-based Threat Assessment Team will follow the district’s board approved threat assessment process as outlined in the Comprehensive State Threat Assessment Guidelines (CSTAG). Through this process, if a threat is deemed to be “*Very Serious Substantive*,” a Mental Health Assessment would be conducted by a School Psychologist and the student may be referred for alternative placement as recommended by the district’s Mental Health Support Committee. Students making serious substantive threats will be referred to school and/or community-based counseling.

TOBACCO AND/OR NICOTINE PRODUCTS/FACSIMILE/SMOKELESS TOBACCO: POSSESSION/SMOKING – The school will follow the policies as listed in the Santa Rosa County District Schools Student Code of Conduct.

Any student smoking, using smokeless tobacco, using electronic cigarettes or any vaporization instrument, in possession of tobacco and/or nicotine products, distributing or selling vape pods or vape instruments, distributing or selling tobacco and/or nicotine products on school property, school buses, in attendance at a school-sponsored activity, or within 1000 feet of school property will be subject to disciplinary action by the school. This may include, but not be limited to, suspension from school, notification of law enforcement as appropriate, the completion of an anti-tobacco course, a civil fine, and suspension of driving privileges for repeat offenders or for those who fail to meet the sanctions imposed by the first offense.

TRESPASSING – Students found trespassing, including during suspension, are subject to out-of-school suspension in accordance with the policies and procedures of the **Santa Rosa County Code of Student Conduct**. Appropriate law enforcement will be contacted.

TRUANCY – *A pattern of non-attendance as established by 5 unexcused absences in 30 calendar days or 10 unexcused absences in 90 calendar days.*

1. Discipline student in accordance with school discipline plan.
2. Student may not be suspended out-of-school for truancy.
3. Notification of parents/guardians of discipline.
4. Provide MTSS interventions.

UNCONTROLLABLE STUDENTS – Students who are deemed by the administration to be uncontrollable will be suspended out-of-school immediately for a period of time not to exceed 10 school days. Other appropriate action may be taken to ensure the safety of staff and students.

VALUABLES / PERSONAL PROPERTY AND POSSESSIONS – Students are solely responsible for any personal property brought onto school grounds, on school-sponsored transportation, or to a school-sponsored activity. Pace High School is **NOT** responsible for any lost, damaged, or stolen personal property brought to school, including but not limited to sunglasses, skateboards, sporting equipment, cell phones, laptop computers, tablets, headphones/earbuds, and other electronic devices. Students should not bring large amounts of money to school.

VERBAL ABUSE – Verbal abuse of others is a form of harassment and will not be tolerated. Disciplinary action will be based on the offense and may include out-of-school suspension. (Refer to Harassment Policy in the Santa Rosa District Schools Code of Student Conduct.)

VIOLATION OF TEST/ASSIGNMENT PROCEDURES (SEE ACADEMIC DISHONESTY)

VISITORS – Pace High School follows Santa Rosa County Policy regarding visitors to campus. All visitors to Pace High School must have a valid drivers' license, check in through the security system at the front door of the school, sign-in at Student Services, and receive a visitor's pass. After clearance, they will be directed or escorted to their destination. Upon completion of their declared business, all visitors are to sign out through Student Services, turn in their visitor's pass, and leave the campus immediately. Visitors will not be given permission to attend classes or go to areas of the school that have not been identified as their destination. Visitor parking is located on the far eastern end of school.

WEAPONS - The school will follow the policies as listed in the Santa Rosa County District Schools Student Code of Conduct.

- **WEAPONS: FIREARM** – Any student possessing any firearm (loaded or unloaded, operable or inoperable, replica or facsimile and as defined by the Santa Rosa County Code of Student Conduct) will be suspended for a period of 10 days and will be recommended for expulsion/ alternative placement for a least one calendar year in accordance with the Code of Student Conduct. Appropriate law enforcement authorities will be notified.

Weapons (Other): Possession and/or Use

Any instrument or object that could be deliberately used to inflict harm, or intimidate any person including, but not limited to, knives (except common pocket knives, plastic knife, or blunt-bladed table knife), razor blades, any dirk, metallic knuckles, slingshot, Billie, tear gas gun, chemical weapon or device, electric weapons or devices including stun guns, destructive devices or other deadly weapons, or any other object being used as a weapon; possession of a weapon at a school-sponsored event, on school property, on a school bus, or at a school bus stop is punishable as a third degree felony.

- 1. Notification of appropriate law enforcement agency

WEAPONS (Firearms): USE and/or Display – *The use and/or displaying of any firearm (loaded or unloaded, operable or inoperable, replica or facsimile) including, but not limited to, a pistol, rifle, shot gun, zip gun, BB gun, starter gun, explosive propellant, or destructive device. (See SRC Code of Student Conduct for additional information regarding Firearms/Replicas/Facsimiles, Possession of weapons, and other weapon information.*