



**PALM BAY**

**Student Code of Conduct  
and Handbook  
2022-2023**

**1104 Balboa Ave., Panama City, FL 32401  
850-215-0770**

**[www.palmbayprep.org](http://www.palmbayprep.org)  
[www.palmbayelementary.org](http://www.palmbayelementary.org)**

# TABLE OF CONTENTS

## **Introduction**

Welcome to Palm Bay Schools	3
Palm Bay Schools Vision Statement	4
Palm Bay Schools Mission Statement	4
Palm Bay Schools Mascot & Colors	4

## **Academic Programs and Policies**

Pupil Progression Plan	5
*Electives	6
*Dual Enrollment	6
*Graduation Requirements	6
*State University Admissions	7
*Bright Futures Scholarships	8
Grading and Reporting K-12	8
Grading Scale	9
Report Cards	9
Honor Roll	9
Parent-Teacher Conferences	9
Assessments	10
Homework	10

## **Attendance**

Introduction	10
Family Leave	10
Medical/Dental Appointments	11
Makeup Work	11
*Driver’s License Requirements	11
Minimum Attendance	11
Absences	11
Tardies	12
Closed Campus	12

## **Discipline Policy and Procedures**

Discipline Policy	12
Right of Student Dismissal	13
In School Suspension	13
Out of School Suspension	13
Suspension Notice to Parents	14
Discipline of Students with Disabilities	14
Expulsion	15

## **Uniform Policy**

On-campus Dress Code	16
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## **General School Policies**

Arrival Procedures	16
Dismissal/Pick-up Procedures	16
Bullying	17
Child Abuse	17
Clubs	17
Confiscated Items	18
Contact Information	18
Communication	18
Dances and Social Events	18
Electronic Devices	19
Emergencies	19
Family Rights and Privacy Act	20
Field Trips	20
Food and Drink	21
Grievance Procedure	21
Lost and Found	21
Lunch Program	21
Medication	21
Safety Procedures	21
School Hours	22
Severe Weather	22
Sexual Harassment	22
*Student Driving & Parking	22
Student Gifts	23
Students’ Rights/Public Education Records	23/24
Subject to Search	24
Technology Use Policy	24
Telephone	25
Student Directory Information	25
Visitors	25

## **Welcome to Palm Bay Schools**

**It is our great pleasure to welcome you to an exciting year with Palm Bay Schools! It is our hope that you feel as the faculty and staff do – that this school represents the opportunity of a lifetime for both the students and those of us who work here.**

**We are thrilled to offer a 21<sup>st</sup> century education that focuses on both academic excellence and high levels of social, technological, and professional skills for our students.**

**We look forward to partnering with you, as parents, this year in the education of your child. We are committed to helping your child meet his or her full potential and appreciate your commitment to this endeavor.**

**We have spent great amounts of time and energy planning the best possible environment for your student. We hope the students find our schools an inviting and exciting environment in which to learn.**

**Thank you for entrusting your students to us. We promise our best on their behalf. If we can be of assistance in any way, please let us know.**

**Again, welcome to the beginning of a wonderful year!**

**The Administration, Faculty, and Staff**

## **PALM BAY SCHOOLS VISION**

**To improve the Lives of Our Students**

## **PALM BAY SCHOOLS MISSION**

Provide authentic learning experiences, a collaborative nurturing environment, and build a foundation for student success through the use of technology and social/emotional supports.

The mascot of Palm Bay Schools is the Black Panther.

Teal and white are the official colors of Palm Bay Schools. Black and gray are accent colors.

## **ACADEMIC PROGRAMS AND POLICIES**

### **Palm Bay Pupil Progression Plan (Middle School)**

Students must take Language Arts, Math Science, and Social Studies, plus Physical Education\* each year of middle school. In order to be promoted to high school, students must successfully complete the following:

- 3 Language Arts
- 3 Math
- 3 Science
- 3 Social Studies (including Civics)
- Career Planning
- Civics End of Course Exam

\*Students may be exempt from PE if taking a remedial course or with a parental waiver.

### **Palm Bay Prep Pupil Progression Plan (HIGH SCHOOL)**

#### **9<sup>th</sup> grade**

	<b><u>Credit</u></b>
English I (Honors option)	1
Physical Science (Honors option)	1
World History (Honors option)	1
Mathematics	1
-Algebra I (Honors option)	
-Geometry (Honors option)	
-Algebra IA	
Spanish I or PE	1
Elective ( see below options)	1

\*This course meets the Performing Arts graduation requirement.  
Note: Students must earn 5 credits to be promoted to 10<sup>th</sup> grade.

#### **10<sup>th</sup> grade**

English II (Honors and Dual-enrolled options)	1
Biology (Honors and Dual-enrolled options)	1
Mathematics	1
-Geometry (Honors option)	
-Algebra II (Honors option)	
-Dual-enrolled Options	
Spanish or other Elective	1
Elective (see below for options)	1
Elective (see below for options)	1

Note: Students must earn 11 credits to be promoted to 11<sup>th</sup> grade.

### **11<sup>th</sup> grade**

English III (Honors and Dual-enrolled options)	1
Chemistry (Honors and Dual-enrolled options)	1
U.S. History (Honors and Dual-enrolled options)	1
Mathematics	
-Algebra II (Honors option)	
-Pre-Calculus (Honors option)	
-Geometry	
-Dual-enrolled Options	
Physical Education or other Elective	1
Elective (see below for options)	1

Note: Students must earn 17 credits to be promoted to 12<sup>th</sup> grade

### **12<sup>th</sup> grade**

English IV (Honors and Dual-enrolled options) or English 4: FL College Prep	1
American Government (Honors and Dual-enrolled options)	.5
Economics (Honors option)	.5
Mathematics	
-College Readiness Math	1
-Pre-Calculus (Honors option) or Calculus (AP)	
-Algebra II	
-Dual-enrolled Options	
Elective (see below for options)	1
Elective (see below for options)	1
Elective (see below for options)	1

### **ELECTIVES (HIGH SCHOOL)**

Elective offerings may vary year to year and are subject to change based on teacher certification and availability.

\*Students who are required to take Intensive Reading/Math courses will have to substitute Intensive Reading/Math for Spanish in the 9<sup>th</sup> and 10<sup>th</sup> grades.

### **DUAL ENROLLMENT (HIGH SCHOOL)**

Students who qualify may earn college credit (and high school credit) by taking online Dual-enrolled courses from local colleges while simultaneously enrolled at Palm Bay Prep. To participate in Dual-enrollment, students must meet the requirements set forth by the selected college and receive permission from Palm Bay administration. (See school counselor for articulation paperwork)

### **MAXIMUM CREDITS PER YEAR (HIGH SCHOOL)**

A student may earn only ten credits per year without a waiver.

### **GRADUATION REQUIREMENTS (for class of 2015 and thereafter) (HIGH SCHOOL)**

#### **Four-year Standard Graduation Requirements (minimum 24 credits)**

- 4 credits English
- 4 credits math (including Algebra I & Geometry)
- 3 credits social studies (World History, U.S. History, American Government, Economics)

- 3 credits in natural science (two must have lab component)
- 1 credit physical education to include the integration of health
- 1 credit in fine arts
- ½ credit financial literacy
- 8 credits electives
  - \* a minimum GPA of 2.0
  - \* a passing score on FSA ELA and Algebra 1/Geometry EOC

### **Scholar Diploma Designation**

In addition to meeting the 24-credit standard high school diploma requirements, a student must Earn 1 credit in Algebra II;

Earn 1 credit in Statistics or an equally rigorous mathematics course;

Pass the Biology I EOC;

Earn 1 credit in Chemistry or Physics;

Earn 1 credit in a course equally rigorous to Chemistry or Physics;

- Pass the U.S. History EOC;
- Earn 2 credits in the same World Language; and
- Earn at least 1 credit in AP, IB, AICE or a dual enrollment course

### **# Three-year standard ACCEL program (18 credits)**

- 4 credits in English
- 4 credits in math at the Algebra I level or higher
- 3 credits in social studies (World History, American History, American Government, Economics)
- 3 credits in natural science (two must have a lab component)
- 1 credit performing arts
- 3 credits in electives

\* a 2.0 GPA

\* a passing score on FSA ELA and Algebra 1/Geometry EOC

# Students choosing to participate in an 18 credit graduation option must declare their intent by the end of the 10<sup>th</sup> grade year.

See your counselor for more information.

### **STATE UNIVERSITY ADMISSIONS REQUIREMENTS (HIGH SCHOOL)**

**To qualify to enter one of Florida's public universities, a student must:**

- Meet all traditional requirements for high school graduation with a standard diploma
- Maintain an appropriate grade point average in high school academic core courses
- Achieve minimum admissions test scores (ACT or SAT)

**The 18 high school credits required for State University Systems admission are:**

- 4 English (3 with substantial writing)
- 4 mathematics (Algebra I and above)
- 3 natural science (2 with substantial lab)
- 3 social science

- 2 foreign language (in the same language)
- 2 approved electives (in certain combinations)

Students must meet with their counselor to ensure that courses satisfy SUS admission requirements.

### **BRIGHT FUTURES SCHOLARSHIP PROGRAM (HIGH SCHOOL)**

#### **Florida Academic Scholars/Florida Medallion Scholars must have:**

- 16 credits in college preparatory courses in the following areas:
  - 4 English (3 with substantial writing)
  - 4 mathematics (Algebra I and above)
  - 3 natural science (2 with substantial lab)
  - 3 social science
  - 2 foreign language (in the same language)
- Up to three additional credits from courses in the academic areas listed above and/or AP fine arts courses to raise the GPA
- A 3.5 weighted GPA in the above courses; 100 hours of community service; and a minimum score of 1290 on the SAT or 29 on the ACT to be a Florida Academic Scholar (FAS)
- A 3.0 weighted GPA in the above courses; 75 hours of community service, and a minimum score of 1170 on the SAT or 26 on the ACT to be a Florida Medallion Scholar (FMS)

Note: Florida Academic Scholars qualify for 100% tuition at a state university. Florida Medallion Scholars qualify for 75% tuition at a state university or 100% tuition at a state community college.

### **GRADING AND REPORTING K-12**

#### **GRADES**

Assessment and reporting of students' classroom performance is assigned to the classroom teacher. Grades will be based on factors including, but not limited to:

- Participation in classroom discussions, and oral performance;
- Quality of written work handed in, such as essays, answers to questions and reports;
- Quality of projects completed, such as scientific exhibits, and creative work;
- Physical performance and skills exhibited, such as laboratory and P.E.;
- Performance on tests and examinations

**\*Attendance directly affects a student's grades—instructional time in class is critical to a successful academic career!**



## GRADING SCALE

<b>90-100</b>	<b>A</b>	<b>Indicates superior proficiency and achievement – a grade recommended for college.</b>	<b>4 grade points</b>
<b>80-89</b>	<b>B</b>	<b>Indicates above average proficiency and achievement – a grade recommended for college.</b>	<b>3 grade points</b>
<b>70-79</b>	<b>C</b>	<b>Indicates fair proficiency and achievement – <u>NOT</u> a grade recommended for college.</b>	<b>2 grade points</b>
<b>60-69</b>	<b>D</b>	<b>Indicates minimum proficiency and achievement – credit given.</b>	<b>1 grade point</b>
<b>59 or below</b>	<b>F</b>	<b>Unacceptable work – no credit given.</b>	<b>NO grade point</b>
	<b>I</b>	<b>Incomplete. Must be cleared within 2 weeks; is considered an "F" until the teacher has cleared the incomplete grade.</b>	<b>NO grade points</b>

Note: Students who take honors, Advanced Placement and Dual-enrolled courses can earn weighted grade points for these courses.

## REPORT CARDS

Students will receive report cards 4 times per year at the end of each 9 week grading period. Please check the academic calendar for dates that report cards will be available on parent portal. Parents can check the progress of their student at any time using the Parent Portal.

Students or parents who have a question regarding a report card grade should first attempt to resolve the problem with the teacher concerned. The request for a grade review must be made in writing within two weeks of the report card being issued. If the dispute is not resolved, the teacher and/or student/parent may appeal to the Principal who will make the final decision.

## HONOR ROLL

Students who earn all A's on their semester report card will be recognized as an A Honor Roll student. If a student receives all A's and B's, she/he will be named on the A/B Honor Roll.

## PARENT/TEACHER CONFERENCES

Palm Bay teachers will communicate regularly with parents regarding their child's academic performance and/or behavior. However, should the need arise, teachers will schedule parent-teacher conferences. Parents are also encouraged to schedule a parent-teacher-student conference whenever they wish to discuss academic concerns with their child's teachers. If conferences are desired, parents should call the school to schedule a conference with the teacher or guidance counselor.

## **ASSESSMENTS**

In addition to routine classroom quizzes and tests, high school students are required to take a comprehensive semester exam in each course. No student may take an early or delayed semester exam except for reasons of proven illness or family emergency.

Students must meet minimum score requirements on the 10<sup>th</sup> grade Florida Assessment in ELA and pass the Algebra 1/Geometry EOC test to earn a diploma.

Tenth grade students have the opportunity to take the PSAT, a “practice” test for the SAT and the College Placement Test, which is required to participate in dual-enrolled classes.

## **HOMEWORK**

Our belief is that good study habits and consistent completion of homework are necessary for success in college. Homework is up to the individual teachers to assign as needed. Home work may include reading for pleasure/information, practice work, and work that does not require a lot of parental assistance for completion.

## **ATTENDANCE**

### **INTRODUCTION**

Parents are asked to partner with Palm Bay Schools by making sure that students are in attendance at school as much as possible. There is a very clear and direct correlation between student achievement and student attendance.

**A student who has excessive excused and/or unexcused absences will be placed on an Attendance Contract and may be dismissed from the school and will be required to return to his/her home zoned school. (Excused absences require a note/notification from the student’s parent/guardian for up to 3 days.)**

### **FAMILY LEAVE**

If students plan to miss school due to a family vacation, the parent or guardian must provide a **request two weeks in advance**, in writing, to the Principal requesting **Family Leave**.

**Non-emergency Family Leave will not be granted during exam weeks.** Parents must demonstrate that the leave cannot be taken during school breaks. Students must make up their work either before they leave or within **5 days** of their return to receive credit. If your child is performing poorly in a class, the administration strongly suggests you **NOT** take leave. The Principal has the authority **NOT** to approve leave requests. Denial of family leave will be considered an unexcused absence. No family leave may last more than five days, and the total family leave days each year may not exceed five days.

### **MEDICAL/DENTAL APPOINTMENTS**

Appointments should be made outside of school time whenever possible. Tardiness and absence impede scholastic progress. When such appointments are impossible to obtain outside of school time, an excused absence is granted for medical and dental appointments **only** when official verification is received from the doctor or dentist and submitted by a parent in writing.

## **MAKE UP WORK - ABSENCES**

Students are expected to make up all work, including tests and exams missed during absences. The student must contact the teacher on the first day back in school to make arrangements to make up the work **within two (2) school days**. The teacher and/or the Principal may grant additional time for making up work if warranted by the individual situation.

## **DRIVER'S LICENSE/ATTENDANCE REQUIREMENTS (HIGH SCHOOL)**

Students who are habitually absent may lose their driver's license privileges.

The Florida Legislature requires schools to report to the Department of Highway Safety and Motor Vehicles the names, dates of birth, sex, and social security number of minors who accumulate **fifteen (15)** unexcused absences in a period of **ninety (90)** calendar days, thus making the student ineligible for driving privileges. The legislation further provides that those minors who fail to satisfy attendance requirements shall be ineligible for driving privileges. If the minor does not have a license, he or she shall not be issued one upon application. Students aged fourteen until their eighteenth birthday cannot get or keep their driver's privilege or license unless they are in school, have successfully completed school, earned their GED certificate, or have a hardship waiver. A student who has had their license suspended due to unexcused absences can apply for reinstatement once they have attended school for 30 consecutive days without an unexcused absence and have completed the necessary paperwork available in the office. Reinstatement is delayed a day for each unexcused absence during that 30 day period.

## **ABSENCES**

If a student is going to be absent, please call the school office before 8:00 a.m. **DOCUMENTATION FOR EXCUSED ABSENCES MORE THAN 3 DAYS MUST BE FILED WITH THE MAIN OFFICE WITHIN THREE (3) DAYS OF THE ABSENCE OR THE ABSENCE IS UNEXCUSED.** Identified reasons will be evaluated based on the policy below regarding excused or unexcused absences. The final decision for approval will rest with the school principal. Failure by the school to successfully notify the parents will NOT negate the attendance policy.

Acceptable excuses for students' absences are illness (physician's note required after 3 days), a death in the family, a dental or doctor's appointment (statement from doctor's office required), court appearance, a school-sponsored event or activity that has been previously approved or religious holiday. Students may be released from school to participate in a religious observance upon written request of his/her parent or legal guardian.

Unexcused absences are those absences that are not justified according to the rules of this policy by the parent or legal guardian. In addition, truancy, out of school suspension, expulsion and/or skipping are considered unexcused absences.

If a student needs to leave school before the end of the school day, the parent or guardian must come to the school office and sign him/her out. A school employee will send for the student. Students will not be dismissed from the classroom, only the front office.

Skipping class is defined by one or more of the following criteria:

1. Failure to check out when leaving school before the end of the official school day.
2. Absent from class without parents or legal guardians knowledge and/or permission.
3. Absent from class without teacher knowledge and/or permission.

**\*Students may not be checked out after 2:45 p.m.—instructional time is critical for our students to be successful!**

**TARDIES**

Students are expected to be in their classrooms at **8:00**. After **8:00**, the student will be considered tardy. If the student arrives late to school, the parent **MUST** bring the student INTO the office and sign them in. The student will then be given a tardy slip and he/she can go to class.

If the student drives him/herself to school, they will need to check themselves in and parents will be notified of this tardy when this becomes a concern.

Middle and high school students are expected to be aware of the time and maintain responsibility for making sure they get to class on time. At the secondary level, if a student receives 5 tardies in one class the student will receive a discipline referral. **Excessively tardy students may be subject to dismissal. Please be responsible – please be on time.**

**CLOSED CAMPUS**

**All Palm Bay Schools are closed campuses (for lunch as well).** After arriving at school, students must not leave campus at any time without checking out in the Main Office with their parent or guardian's permission. Students who leave campus without explicit permission are skipping and will be subject to disciplinary action.

**DISCIPLINE POLICIES AND PROCEDURES**

While it is our desire to provide a fun and exciting environment for our students to grow and learn, it is imperative that students behave in an appropriate manner. Therefore, any violation of the policies and procedures established by Palm Bay Schools will result in disciplinary action. Our desire is that any required disciplinary action will result in improved behavior and learning on the part of the student. Parents will always be informed of any concerns related to a student's behavior.

Each teacher will establish appropriate procedures for discipline in his/her classroom.

- The school promotes a zero tolerance policy for crime, substance abuse, and victimization.
  - Disciplinary policies include statements regarding anti-harassment, anti-bullying, and anti-violence policies and due process rights in accordance with state and federal laws.
  - Disciplinary policies include procedures regarding student interviews by law enforcement and the Department of Children and Families.
1. **Students are expected to respect the authority of teachers and all staff.** All teachers have authority over all students, not just those assigned to their class. Additionally, students are expected to work during class time and follow teacher direction.
  2. Malicious destruction of school property results in the replacement, repair or payment for damages by either the student or his/her parents. The placement of stickers or writing on school property is forbidden. Computer equipment is considered school property.
  3. Items such as water pistols, matches, skateboards, toys, weapons of any sort, etc. are not permitted at school.
  4. No notebooks, magazines, lunchboxes, etc. will be permitted that carry pictures or slogans referring to the drug culture or alcohol. No profane, abusive or inappropriate language is to be used.

The Bay District School Board passed a Code of Student Conduct Matrix that lists violations and disciplinary actions that must be taken to deal with misconduct. The Code of Student Conduct Matrix will be available electronically on the Palm Bay Schools website. Palm Bay Schools will comply with the school district's Code of Conduct, but retains the right to elevate standards and expectations for behavior. (Please see "Right of Student Dismissal")

### **RIGHT OF STUDENT DISMISSAL**

FS 228.056 10(a) 7 identifies the charter school's authority to develop and implement admission procedures and dismissal procedures. The charter contract between Bay District Schools and Palm Bay Schools affords the charter school the right of dismissal. Families and students who fail to meet the Palm Bay Schools established policies for continued enrollment include the following:

- Wearing the school-approved uniform as designated by time, location, and manner as per Palm Bay Schools policy.
- Attendance requirements as per FS 1001.41 requiring a minimum of **160** days of attendance and/or excessive tardies.
- Behavior as per Palm Bay Schools policy.

***Violations in the areas of attendance, behavior and/or uniform dress code will be documented and a conference will be held with parents and student. Parents will be notified in writing of the final declaration of dismissal.***

### **IN SCHOOL SUSPENSION**

Students who have excessive tardies or who have committed minor infractions will be assigned to In School Suspension (ISS). ISS is held during the school day. Failure to attend an assigned ISS day will result in additional days of ISS being assigned or may result in Out of School Suspension (OSS).

Students in ISS are expected to complete all teacher assigned classwork.

### **OUT OF SCHOOL SUSPENSION**

Students may be suspended from school for offenses that include but are not limited to the following:

1. Fighting or other dangerous and/or disruptive behavior.
2. Smoking on school grounds or possession of tobacco products e-cigarettes/vapes.
3. Being under the influence or possession of alcoholic beverages or intoxicants of any kind on school grounds.
4. Defacing or vandalism of school property.
5. Igniting any flammable substance or possession of products such as lighters.
6. Theft.
7. Harassment/Bullying of students, faculty, staff, parents, substitutes or visitors.
8. Repetitive disruptive behavior.
9. Rude or vulgar language, gestures, pictures or actions.
10. Disrupting school activities or otherwise willfully defying the valid authority of supervisors, teachers, administrators, other school officials or other school personnel engaged in the performance of their duties.
11. Actions deemed to be unsafe or containing the potential to disrupt the educational setting.
12. Inappropriate or misuse of Palm Bay name or logo on social media platforms.

**\*The Bay District Discipline Matrix for Elementary School, Middle School and High School will be used as a guide.**

### **SUSPENSION NOTICE TO PARENTS/GUARDIANS**

At the time of suspension, the Principal or designee shall make a reasonable effort to contact the parent/guardian by telephone or in person. Whenever a student is suspended, the parent/guardian shall be notified in writing of the suspension and the date of return following suspension. This notice shall state the specific offense committed by the student. In addition, the notice may also state the date and time when the student may return to school.

Hearings related to implementation of the discipline policy at Palm Bay Education Group schools shall be conducted by the governing board or their designee. The rules and procedures by which students will be disciplined shall be consistent with the requirements of due process and in accordance with all federal and state regulations regarding students with disabilities.

### **DISCIPLINE OF STUDENTS WITH DISABILITIES**

For the purpose of this rule a student with disabilities is defined as any student appropriately classified as 504 or Exceptional Student Education and presently placed in an exceptional student education program, excluding gifted. Parental notification of policies, procedures, and student rights regarding discipline of students with disabilities shall be provided, in writing, at the eligibility staffing meeting or when parental consent for 504/ESE placement is documented. Parental safeguards and rights of due process shall, in addition, be observed and followed at all steps in the process. Additional information is available in the "Florida Department of Education District Implementation Guide for Section 504 (504 Guide)" or the "Special Programs and Procedures for Exceptional Students (SP&P)," adopted by the Board pursuant to Section 1.103 and hereby incorporated by reference as a part of the Rules of the Bay County School Board.

#### **Suspension of Students with Disabilities.**

The principal may suspend a student with disabilities for a period of time not to exceed ten (10) school days (or an accumulation of ten (10) school days within a school year) without the provision of a free and appropriate public education. Appropriate due process shall be observed, except in emergency situations in which a student's presence poses a continuing danger to persons or property or represents an ongoing threat of disruption to the academic process.

Following procedures outlined in the 504 Guide or the SP&P Manual, the school must conduct a functional behavioral assessment and develop a behavioral intervention plan. This must occur no later than ten (10) business days after removing the student for more than ten (10) school days in a school year. If the student has a behavioral intervention plan, the 504/IEP Team shall meet to review the plan and consider modifying the plan to address the behavior.

Suspension After Accumulation of Ten Suspension Days. At such time that accumulated suspensions exceed ten (10) days within a school year and a pattern of removal has been determined, the principal shall convene the 504/IEP Team and include the principal or his/her designee. This Team shall review the student's program and conduct a manifestation determination meeting to determine whether or not the student's disability is a precipitating factor in the disciplinary infraction.

If the 504/IEP Team determines that the student's behavior is related to the student's disability, then using procedures outlined in the 504 Guide/SP&P, the Team will amend the student's Plan to address the behaviors.

If the 504/IEP Team determines that the student's behavior is not related to the student's disability, the Team shall document the rationale for this decision in a manifestation determination meeting. In this case, procedures for disciplinary action will follow its regular course of action, as designated in School Board Policy 7.203. Parents must be informed of this decision. In no case will services cease for a student with a disability.

Expulsion of Students with Disabilities. If the student to be expelled is a student with disabilities, the following procedures from the 504 Guide/SP&P must be followed. Instances in which students with disabilities engage in behavior that could warrant expulsion action are described in School Board Policy 7.203.

1. Expulsion of an identified student with disabilities constitutes a change in educational placement and may not be an exclusion from educational services.
2. When a principal plans to recommend expulsion for a student with disabilities, the Superintendent or his/her designee shall be notified that a 504/IEP Team meeting will be held. The Team shall meet to determine whether the student's misconduct is a manifestation of his/her disability.
3. The 504/IEP Team shall determine the relationship of the student's behavior to the student's disability and amend the Plan to provide the alternative placement and/or programming. In no case may the District cease provision of educational services.

4. Policies and procedures for conducting 504/IEP meetings and providing procedural safeguards to parents or legal guardians of students with disabilities consistent with Fla. Admin. Code R. 6A-0331(3) apply to this meeting.

5. A copy of these policies and procedures shall be given to parents or legal guardians of students with disabilities at eligibility and 504/IEP **manifestation determination meetings**.

#### **Disciplinary Decision Appeal Procedures**

A disciplinary decision of a teacher may be appealed to the principal. The principal's decision may be appealed to the Superintendent or his/her designee. An electronic copy of the decision and notification of the right to appeal shall be furnished to the student, parents, or legal guardians via Parent Portal. The student, parents, or legal guardians shall have five (5) working days from receipt of notification of the disciplinary decision to appeal.

### **EXPULSION**

The Principal may recommend to the County School Board to expel a student for any of the following, including those items listed in Bay District Schools Policy 7.201.

These include, but are not limited to:

1. Possession, use or transmission of a weapon including, but not limited to a gun, knife, razor, explosive, ice pick or club.
2. Possession, use of, or transmission of illegal substances including, but not limited to e-cigarettes/vapes, and non-prescribed medications.
3. Using any article as a weapon or in a manner calculated to threaten any person.
4. Committing a serious breach of conduct including, but not limited to, an assault on school personnel or on another pupil, lewd or lascivious act, arson, vandalism or any other such act, which disrupts or tends to disrupt the orderly conduct of the school activity.
5. Engaging in less serious but continuing misconduct including, but not limited to, the use of profane, obscene or abusive language or other acts that are detrimental to the educational function of the school including the failure to complete assigned work on a continuous basis.

Prior to expulsion, the student has the right to a fair hearing as outlined by the Code of Conduct.

**\*If a student is dismissed from Palm Bay Schools for the reasons listed above, they will not be eligible for re-enrollment.**

### **ON-CAMPUS DRESS CODE REQUIREMENTS**

Shirts: Uniform shirts are polo style in teal, white, grey or black with the school emblem. As these are the official shirts allowed to be worn in school, these options are intended to allow our students some flexibility and variety. Parents or students may not purchase an article of clothing and have it embroidered or screened with the Palm Bay logo as this would represent a copyright infringement. Palm Bay T-shirts can be purchased from our front office. The polos are available for purchase at Zoghby's located in Lynn Haven, Fl. Shirts must be worn as designed, without modification. Official Palm Bay T-shirts or school emblemed polos must be worn as part of the school uniform M-F.

Bottoms: Uniform bottoms may be long pants or long shorts in black, khaki, and plain blue or black denim (pants made from athletic material may not be worn). Girls are also permitted to wear skorts, knee length skirts, and Capri pants. All pants must be worn at the waist. No rips, sags, tears are allowed. No leggings, sweatpants, yoga pants, short shorts (shorts must be no shorter than 2" above the knee) or zip off style pants may be worn. Girls in grades Kindergarten – 2<sup>nd</sup> grade may wear leggings.

Shoes: No sandals, flip-flops, slides, heavy military type boots or shoes with metal tips may be worn. Heels must be 2 inches or lower. Lighted shoes must be turned off during the school day. **Shoes must have covered toes and heels to comply with the state mandate.**

Outerwear: Outerwear may be any color however it must not contain inappropriate imagery or language. While on campus, students will not be permitted to wear hoods covering their head.

Hair: Unnatural hair colors are not permitted on campus (i.e. fluorescent, pink, bright green, etc.). No hats, bandanas or gang related headwear may be worn. Essentially, no headwear is allowed except for hair barrettes, hair bands, etc. **If there is a question, please ask.**

General:

- No visible piercing other than modest earrings or studs in ears only.
- No visible undergarments.
- No colored ear gages—clear only.
- No facial piercings (small nose studs permitted NO HOOPS or SEPTUM PIERCINGS)
- No wallet chains or heavy chains.

## **GENERAL SCHOOL POLICIES AND PROCEDURES**

### **ARRIVAL**

Classes begin at 8:00 a.m. Students are expected to be in their class no later than **8:00 a.m.** **It is important that students report to school on time.** Students arriving before 8:00 a.m. are expected to report directly to their designated area. **Students may not be on campus unattended earlier than 7:30 a.m. unless approved by Palm Bay administration.**

### **DISMISSAL/PICK-UP**

The school day ends at 3:15 p.m. Students must be picked up no later than 3:15 p.m. Pick-up plans should be finalized before the student comes to school. However, should an emergency arise, and the parent must call to leave a message for a student regarding pick up, the parent must do so before 2:45 p.m. If a parent calls after this time we cannot guarantee that the student will receive the message.

**Students will not be dismissed from any location except the car pick up line unless approved by administration. If you live within a 1 mile radius of campus and would like for your child to walk home, please bring proof of address documentation to the front office. When you have turned in this documentation a liability release will be provided to you to sign in order to allow your student to walk home.**

Students in Grades PreK-6th will receive car tags to be placed on vehicle rear view mirrors of parent vehicles for staff members to identify parents for pickup. Before releasing a student from school during school hours, the Principal or his/her designee shall establish the identity and authority of any individual who seeks the release of a student from school. A student shall be released only to the parents, legal guardians or other person authorized by the parents or legal guardians on the student's Emergency Information Form. Should a person other than one authorized by the parents or legal guardians request the release of a student, the Principal or his/her designee shall first obtain verbal consent of the parents or legal guardians before releasing the student. In the event that a dispute arises between parents regarding who is authorized to pick up a student from school, the student shall be released only to the parents or legal guardians registering the student for school. Parents or legal guardians shall fill out and return to the school



a new Emergency Information Form at the beginning of each school year. At the discretion of the Principal, the guardians may be asked to physically sign the student out. Parents/legal guardians or other persons authorized by the parents/legal guardians to pick up a child must have a picture ID to prove they have authority to remove the student from campus. For additional security when the parent or guardian checks out a student, the **RAPTOR System** will be used to streamline the process.

To avoid having the school become involved in personal family conflicts, parents or guardians should submit to school administration copies of any legal documents that indicate who has legal access to the child and his/her records during school hours. In the absence of legal documentation, school officials will provide access only to those individuals whose names appear on the student data card. Friends and strangers will be denied access to a student in the absence of verified parental consent. Even if we know you are a parent, but you do not have court specified rights to pick a child up at a time different from that specified, we will need to secure permission prior to release.

## **BULLYING**

It is the policy of Palm Bay Schools that all students and school employees have an educational setting that is safe, secure, and free from harassment and bullying of any kind. The school will not tolerate bullying or harassment of any type. Conduct that constitutes bullying or harassment is prohibited. All allegations of bullying will be thoroughly investigated. Students found to be bullying another student will be subject to disciplinary action and/or dismissal.

## **CHILD ABUSE REPORTING REQUIREMENTS**

State law and Palm Bay Schools policy require all persons responsible for the welfare of children to report any **SUSPECTED INSTANCES OF CHILD ABUSE OR NEGLECT**. Any teacher or staff member who notices physical neglect or bodily harm or who has reasonable suspicion of emotional or sexual abuse will be required to make an official report to the appropriate legal agency, as required by law.

## **CLUBS**

Palm Bay Schools will offer clubs to meet individual student interests throughout the school year. Students participating in after school activities must be in good standing both academically and behaviorally to participate. A list of clubs and after school activities will be provided throughout the school year. It is the responsibility of the parent to provide transportation for all after school activities.

## **CONFISCATED ITEMS**

When an item is confiscated from a student, reasonable attempts will be made to contact the parent to inform the parent of the confiscation. Parents or guardians will be required to come to school to retrieve the item from a school official and sign off on the Return of Property document. Palm Bay Schools are not responsible for loss, theft, or damage of confiscated items.

## **CONTACT INFORMATION**

It is critical that parent contact information is kept up-to-date in the school records. Please ensure that your mailing address, phone numbers, and email address is current with the school. Palm Bay Schools communicate primarily with parents through email, so it is of utmost importance that we have your correct email address. Also, be sure that the student's Emergency Contact form is accurate and up-to-date as it is our means of contacting parents in the event of an emergency.

## **COMMUNICATION**

Palm Bay Schools sends out newsletters and updates to parents via remind, our facebook and the Palm Bay website. These announcements contain important information related to school activities and events.

In addition, parents will be notified if a student's teacher believes any areas of academic weakness exist. A parent/teacher conference will be scheduled at any time the school or parent has a concern about the student's academic standing or behavior. It is extremely important that any change of address, telephone numbers, or other vital communications information or pick-up authority **must** be completed by the legal parent/guardian **in person** in the front office. **BY STATE LAW, two new proofs of address must be provided for changes of address.**

## **DANCES AND SPECIAL EVENTS**

Palm Bay schools sponsor dances and/or other social events throughout the school year. All school rules and policies apply to all school-sponsored events whether the event is held on-campus or off-campus. The following rules apply to student participation in dances:

1. Students must arrive no later than 30 minutes after the scheduled start of a dance. Students will not be admitted after that time.
2. Students may not leave the dance earlier than 30 minutes prior to the scheduled end of the dance.
3. All guests that do not attend Palm Bay Prep Academy must have prior approval from Administration. Approval forms must be submitted to administration by the deadline for review.
4. Dancing at social events must not be inappropriate in nature. The administration of Palm Bay Prep will be the final determinant as to whether dancing is lewd or sexually explicit.
5. Alcohol, tobacco, and other items generally prohibited on campus are expressly forbidden at dances, even if a guest is over age 18.
6. Students may not go "in and out" of the dance. Once they have entered, they may not exit the facility.
7. Only music with "clean lyrics" shall be played.
8. Student attire at dances must not be provocative or inappropriate. No clothing deemed inappropriate by school administrators will be authorized.

Any student who violates these parameters or is deemed to be dressed inappropriately will be sent home immediately.

## **ELECTRONIC DEVICES**

Cell phones are valuable and important communicative devices in today's world. However, use of cell phones during the instructional day seriously impedes and distracts from the learning process. As a school, we believe that students should be allowed to use cell phones on campus at appropriate times but not during the instructional day due to the impact of these devices on learning.

**For this reason, Kindergarten -8th grade:**

- **Students are to turn off cellular telephones, headphones connected to cell phones, or other electronics (not on vibrate) and keep them out of sight during the instructional day.**

- **Students may use cell phones only before school and after school.**
- **Under no circumstance is photographing or video recording allowed anywhere on the school premise**

**For 9-12th grade : Students are to turn off cellular telephones, headphones connected to cell phones, or other electronics (not on vibrate) and keep them out of sight during academic work completion. If an emergency arises students will be sent to the front office to call a parent if needed. Under no circumstance is photographing or video recording allowed anywhere on the school premise.**

These items shall be subject to confiscation and shall not be returned to the student, but only to the legal parent or guardian upon coming to the school site and signing a return of property form. A second offense will be subject to In School Suspension (ISS) or Out of School Suspension (OSS). The school shall not be responsible for any damage, theft or loss of any electronic device brought on school property or at any school related function. The school shall not engage in any investigation for the return of lost or stolen items.

## **EMERGENCIES**

**Illness: Students should not be sent to school when they are ill.** If a student becomes ill during the school day and it appears they would be best cared for at home, the parent will be contacted. There are very limited facilities in the school, making it impossible to keep sick students for long periods of time. School personnel must be notified of any student's chronic illness (i.e. asthma, diabetes, heart conditions or seizures). This heightens awareness in case of an emergency.

**Injury:** The procedures listed below will be followed for an injured student:

1. Teachers will send the student to the office if the injury is minor.
2. Teachers will notify the office if the student is unable to be moved.
3. Trained personnel will administer first aid.
4. The parent(s) will be called and the injury described. For a minor injury the parent will make the decision about removing the student from the school. Emergency contact persons will be called if the parent cannot be reached.
5. The Emergency Medical Squad (EMS) will be called for critical injuries that require the type of care that school personnel cannot provide and the parent or emergency contact will be notified.
6. An accident report will be completed and filed for accidents.

## **FAMILY RIGHTS AND PRIVACY ACT**

The revised Family Rights and Privacy Act became a Federal law in November 1974. The intent of this law is to protect the accuracy and privacy of student educational records. Without your prior consent, only you and authorized individuals having legitimate educational interests will have access to your child's educational records. In special instances, you may waive this right of access to allow other agencies working with your child to have access to those records. An employee of PALM BAY SCHOOLS will be present during the viewing of all records. Copy costs will be assessed after the first 10 copies at a rate of \$.10 per copy.

Religious Expression State Statute 1002.206 (2) A school district may not discriminate against a student, parent, or school personnel on the basis of a religious viewpoint or religious expression. A school district shall treat a student's voluntary expression of a religious viewpoint on an otherwise permissible subject in the same manner that the school district treats a student's voluntary expression of a secular viewpoint. (3)(a) A student may express his or her religious beliefs in coursework, artwork, and other written and oral assignments free from discrimination. A student's homework and classroom assignments shall be evaluated, regardless of their religious content, based on expected academic standards relating to the course curriculum and requirements. A student may not be penalized or rewarded based on the religious content of his or her work if the coursework, artwork, or other written or oral assignments require a student's viewpoint to be expressed.

## **FIELD TRIPS**

As a learning experience, teachers may plan field trips. Any parent attending a field trip will serve as a chaperone and may not have other children accompany them. All chaperones will be required to have their driver's license scanned via the RAPTOR System. Participating in field trips is a privilege. Students serve as representatives of the school; therefore, they may be excluded from participation in any trip for reasons relating to behavior, conduct or grades. Participation will be determined by the grades from the most recently published report card or progress report. Any School Suspension can negate attending a field trip. Parent permission must be given for students to participate in field trips. The teacher will send permission slips and information about each field trip 2-4 weeks prior to each field trip. Money and permission slips must be turned in according to the teacher's instructions prior to the field trip or the student will not be permitted to take part in the field trip. **The students must wear the teacher-designated uniform shirt on all field trips unless advised otherwise by the teacher. THE SCHOOL UNIFORM POLICY DOES NOT CHANGE FOR FIELD TRIPS.**

Field Trip Authorization forms must be filled out completely and signed and returned by the preset deadline for each field trip. The Authorization for Medical Treatment form is required to be filled out completely and notarized for out of county field trips. This will be completed once at the beginning of each year.

No school-age siblings shall attend a field trip with a parent or parent chaperone. This is a classroom control and liability issue. Only the teacher in charge may send or receive telephone calls during field trips. **Students may be checked out of any off-campus field trip with required documentation.**

## **Food and Drink**

Food and gum are NOT allowed in the classrooms due to potential damage to school technology. Only clear bottles are permitted with water while on campus.

## **GRIEVANCE PROCEDURE**

If a student or his/her parents feel they have a grievance or complaint, they should do the following:

1. Seek to resolve the problem with the **teacher**, if applicable. Always start with the teacher.
2. If there is still no solution, schedule an appointment with administration.
3. Appeals to the administrative decisions may be made in writing to the Palm Bay Board of Directors.

Visits to teachers should be made by making an appointment with the teacher at convenient times for both parties.

## **LOST AND FOUND**

**Students should put their names on their personal belongings.** Lost items will be turned into the front office and may be claimed in the front office. Items not claimed within a reasonable amount of time will be given to charity. Students should not leave personal items unattended. **The school is not responsible for lost or stolen items.**

## **LUNCH PROGRAM**

**Palm Bay Schools are closed campuses.** No students may leave campus at lunch time. Students may bring a packed lunch from home or purchase a lunch at school. **To-go food may not be dropped off for the student. If parents would like to eat with their student, they will be provided a designated area outside of the lunchroom.**

## **MEDICATION**

The administering or dispensing of any medicines (including non-prescription medication) to students by employees of Palm Bay Schools without specific written authorization by the parents and physician of the student is forbidden. If it is absolutely necessary that the child take any medication while he/she is in school, the parent must sign an authorization form and have the form completed by their physician. Please obtain this form in the school office. The medication will be kept in the office and will be administered by office personnel. A parent may also choose to come to school and administer medication.

## **SAFETY PROCEDURES**

If you visit the school, you **MUST** enter through the designated school entrance and sign in with the front desk/office staff. You **MUST** have your driver's license with you so that the front office staff can verify. A visitor's badge will be printed for you and you **MUST** wear the badge at all times while on campus. The visitor's badge will be printed via the RAPTOR System. All gates will be locked to ensure a safe and secure campus.

## **SCHOOL HOURS**

7:30 a.m. – Earliest time when students may enter the side gate- Office opens.

7:30 -7:55 a.m. - Breakfast available in the Cafeteria

8:00 a.m. – School day officially begins – ALL students are in class and side gate will be locked

3:15 p.m. – School day officially ends

3:45 p.m. – Main Office closes

## **SEVERE WEATHER INFORMATION**

Palm Bay Schools will follow the same emergency closing procedures as the local public school district in case of severe weather emergencies. Parents should watch the local news and/or social media for information about school closings.

## **SEXUAL HARASSMENT**

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and/or other inappropriate verbal, written or physical conduct of a sexual nature that takes place under any of the following circumstances:

- When submission to such conduct is made, explicitly or implicitly, a term or condition of employment, instruction or participation in other school activities;
- When submission to or rejection of such conduct by an individual is used by the offender as the basis for making personnel or academic decisions affecting the individual subjected to sexual advances; and/or

- When such conduct has the effect of unreasonably interfering with the individual's work and/or academic performance or creating an intimidating, hostile, or offensive work or learning environment.

It is against Palm Bay Schools policy and unlawful for Palm Bay Schools employees to commit acts of sexual harassment. Sexual harassment committed by students against students or staff is inappropriate behavior and violates Palm Bay Schools policies.

If you believe that you are the subject of sexual harassment or the focus of inappropriate behavior, you should report such incidents to your parents and school authorities. You can report the information verbally or in writing to the Principal, a counselor, a teacher or another staff person.

When reporting an incident, it is helpful to provide as much information as possible. Such information includes: (1) a description of the event or events, (2) the number of occurrences with dates and places, (3) the names of any witnesses, and (4) if appropriate, documents, papers and/or other exhibits.

Students may receive guidance, advice, support, and/or advocacy from school staff, including administrators, counselors, teachers or other staff.

### **STUDENT DRIVING AND PARKING**

Palm Bay Prep is not responsible for students who choose to drive or ride in personal vehicles to school or from school. Palm Bay Prep expects that students will obey all vehicular laws and practice safety at all times. Palm Bay Prep is not responsible for damage or theft of vehicles while on school property. Palm Bay Prep is not responsible for students who choose to ride with other student drivers. Reckless or irresponsible driving will be reported to the police. Students may not have access to their vehicles during school hours. **Students who drive to campus are required to fill out a Student Parking form and pay a \$25 annual fee. Each student will be required to park in a designated parking spot and display a parking pass.**

### **STUDENT GIFTS**

Palm Bay Schools discourage sending or bringing gifts such as balloons, flowers, etc., to students. Office space is very limited, and we do not have the staff to deliver these. If you send these, they will be held in the front office for pick up at the end of the day.

### **STUDENTS' RIGHTS**

Students have the right to feel safe from threats and bodily harm. Disruptive behaviors are never acceptable, and when they occur, they will result in disciplinary action, including but not limited to: exclusion from participation in class activities, suspension or recommended for expulsion.

**Parents who have a conflict with a student other than their own child are requested to speak to Administration. At no time may parents approach the student directly.**

All students and employees will be treated with respect. Slurs, innuendos, hostile treatment, violence or other verbal or physical conduct against a student or employee will **NOT** be tolerated.

## **Palm Bay Schools Annual Notice Regarding Public Education Records**

Pursuant to Florida Law, adult students and the parents or guardians of a student under age 18, currently or formerly in attendance in the Bay District School system, and/or Palm Bay Prep shall have the following rights with regard to public education records maintained by the District or school.

*Right of access.* The right to review and inspect student records, including the right to reasonable requests for explanation and interpretation of the records, and the right to obtain copies of said records. The District/school shall presume that either parent of a student has a right to inspect their child's records unless the District/school has been provided with a legally binding instrument or court order which provides to the contrary.

*Right to privacy.* The right to privacy with respect to personally identifiable records held on each student, whether a current or a former student.

*Right to waiver of access.* The right to allow another party access to all personally identifiable student records.

*Right to challenge and hearing.* The right to challenge the content of any record which the parent, guardian, or adult student believes to be inaccurate, misleading or a violation of their privacy.

Student records are maintained at the school the student currently attends or in the case of former students, the school last attended.

Palm Bay Prep will forward records to other schools that have requested the records and in which the student seeks or intends to enroll (34CFR §§ 99.7 and 99.34(a)(ii)). Such records will include disciplinary records, which will include suspension or expulsion.

Parents and students over age 18 have the right to file a complaint with the US Department of Education concerning any alleged failures by the District/school to comply with the requirement of The Family Educational Rights and Privacy Act (FERPA). The name and address of the office that administers FERPA are:

Family Policy and Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

### **SUBJECT TO SEARCH**

All persons, including students, coming onto the Palm Bay Schools campus are subject to search of their person and property when there is a reasonable suspicion that there is a violation of school rules or the law.

### **TECHNOLOGY USE POLICY**

To use a school computer, computer network and/or Internet services, each student is required to sign and return an "Acceptable Use" contract. This contract requires the student's signature as well as the signature of a parent/guardian. Use of school computers, networks, and access to the Internet are privileges that may be restricted or revoked at any time. Obscene or offensive use of computer tools will result in disciplinary action.

### **TELEPHONE**

The school has a business telephone to help transact the business of the school and the lines must be kept open. We **CANNOT** deliver a personal message to an individual student or teacher without interrupting the instructional program. Emergency messages will be delivered when needed.

**Palm Bay Schools  
ANNUAL NOTICE REGARDING DISCLOSURE  
OF STUDENT DIRECTORY INFORMATION**

Federal and State laws require that Bay District Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from a student's education records. However, Bay District Schools may disclose appropriately designated directory information without written consent UNLESS you advise Bay District Schools to the contrary.

Parent(s), adult students or former students shall have **30 days from the day of receipt**, to inform the student's school Principal, in writing, that any or all of the directory information should not be released without their consent. Such directory information includes Bay District Schools has designated the following information as directory information:

number),  
A student's name, address, and telephone number (if there is a listed number),  
Image or likeness in photographs, videotape, film or other medium,  
Date and place of birth,  
Major field of study,  
Current grade level,  
Participation in officially recognized activities and sports,  
Weight and height of athletic team members,  
Dates of attendance,  
Degrees and awards received, and  
Most recent previous educational agency or institution (school or center)  
attended by  
the student.

Directory information is generally not considered harmful or an invasion of privacy if released. Directory information relating to students shall be released only to the following:

In-school use of student directory information for official school business.  
Student directory information, without addresses or telephone numbers, for school annuals, school newspapers, honors lists, and printed materials or programs for extracurricular activities.

Student directory information of junior and senior students may be furnished, upon request to:

Armed Forces Recruiting Officers, including the U.S. Coast Guard, for their use in providing for mail out information to student in regard to opportunities available to them in the United States Armed Services; provided, however, that any student may request that his/her name not be given for this purpose.  
Florida public universities and colleges.  
United States Congressman and Senators and Florida legislators

## **VISITORS**

Visitors are not permitted to go to classrooms unannounced during school hours because this disrupts normal routine and instruction. For the safety and protection of all students, visitors (including parents) must sign in and out with the office, state that they are visiting, state the purpose of the visit, and obtain a Visitor's badge before proceeding to a classroom. This is Florida State Law. Cooperation will enable the school to provide a safe and orderly learning environment for all students. We welcome parents as volunteers. If you would like to volunteer, please visit the main office and complete a volunteer form.