

July 2005

TO: All Holders of the Policy Manual of the Pinellas County School Board

FROM: Allen Mortimer
Director of Planning and Policy

SUBJECT: **SUPPLEMENT NO. 32 TO THE POLICY MANUAL OF JUNE 30, 1998**

Please update your Policy Manual as follows:

REMOVE PAGE(S)

2-43 thru 2-44

4-3 thru 4-26

5-37 thru 5-40

INSERT PAGE(S)

2-43 thru 2-46

4-3 thru 4-26

5-37 thru 5-40

2.24 INDEPENDENT CITIZENS REFERENDUM OVERSIGHT COMMITTEE (ICROC)

This new policy establishes a seven-member oversight committee regarding the expenditures from the additional one-half mill ad valorem tax.

4.01 Code of Student Conduct

This change reflects revisions in the Code of Student Conduct in the following areas:

Dress Code, Attendance, Electronic Items, Sale/Purchase of Illegal Drug and Alcohol, Use of Illegal Drugs, Toy Guns, Violent Acts, Bus Discipline and Students with Disabilities.

5.12 ACCEPTANCE OF CREDITS

This revision aligns our policy regarding acceptance of high school credits to the State Board of Education Rule 6A-1.09941. The SBE rule requires that schools allow students to be placed in the appropriate sequential course level prior to requiring an alternative validation procedure such as testing. This policy "tracks" the language of the SBE rule.

*SR 01-329

establishes such rule as the policy of the Pinellas County School Board creating the Committee, shall take precedence over any of these bylaws.

Section 3. As to interpretation of bylaws and court orders, the committee may consult with the attorneys for the Plaintiff and the Defendant in the case of *Bradley v. Pinellas County School Board* provided such advice will not result in additional cost to the School Board.

Section 4. With regard to procedural matters, Roberts Rules of Order newly revised shall govern in all cases in which they are applicable and in which they are not in conflict with these bylaws, nor the rule of the Pinellas County School Board nor the Order of the United States District Court for the Middle District of Florida in the case of *Bradley v. Pinellas County School Board*.

ARTICLE IX – Amendments

Section 1. No amendment to these bylaws may conflict with any Order of the United States District Court for the Middle District of Florida as entered in the case of *Bradley v. Pinellas County School Board*, and with the rule adopted by the Pinellas County School Board.

Section 2. Any amendment to these bylaws based upon the rule of the Pinellas County School Board established as policy the Committee, may not pursuant to Order of the United States District Court for the Middle District of Florida in the case of *Bradley v. Pinellas County School Board*, be changed in any way except as provided within such Order of the Court.

Section 3. Any provision of these bylaws that is not based upon Order of the Court or rule of Pinellas County School Board may be amended.

- A. Amendments to these bylaws shall be presented in writing to all members at least 30 days prior to a vote.
- B. Amendments to these bylaws may be adopted at a regular meeting of the Committee or a special meeting of the Committee as needed, by a majority vote of the quorum present.
- C. The amendment shall become effective upon approval of the majority of the quorum present and subsequent approval of the Pinellas County School Board.

Statutory Authority: 1001.32(2), 1001.41, 1001.42, 1001.43 F.S.

Laws Implemented: Amended Order Granting Unitary Status in *Bradley, et al. vs. Pinellas County School Board*, case no. 64-98-CIV-T-23B, 08/30/99

History: New 6/13/00, Amended 6/26/01, 12/10/02

2.23 DISTRICT SAFETY AND SECURITY

(1) The Pinellas County School District is committed to providing a safe and healthy environment in which to learn and work. The Superintendent shall establish a District Safety and Security Council to align and coordinate district efforts to ensure a safe and healthy environment for students, employees and visitors.

(2) The District Safety and Security Council will be responsible for developing and maintaining the district's Safety and Security program including the Incident Command System (ICS), the Critical

Incident Management Plan (CIMP), the Critical Incident Response Team and the Emergency Management Procedures. Administrators at the cabinet, school and department level shall be responsible for implementing these plans and procedures. All employees are required to comply with these plans and procedures.

(3) The Pinellas County School District shall participate in local emergency management as designated in the agreement with the Pinellas County Board of County Commissioners.

(4) The Superintendent (or designee) shall serve as the district's Emergency Management Coordinator. When an emergency or incident occurs, the district's Incident Command System may be implemented. A directive from the Incident Command Center or the district's Emergency Management Coordinator must be treated as a directive from the Superintendent.

(5) In accordance with Florida statutes all employees called in to work during an emergency are required to comply and will be compensated. Employees who fail to comply will be subject to disciplinary action in accordance with board policy.

(6) Employees have a right and responsibility to identify and report unsafe or unhealthy conditions and are required to work safely and follow the procedures established for them. Compliance with safety policies and procedures is a requirement of all employees and employees will be evaluated on adherence to this policy.

Statutory Authority: 1001.32(2), 1001.41, 1001.42, 1001.43 F.S.

Laws Implemented: 252.38 F.S.

History: New 1/11/05

2.24 INDEPENDENT CITIZENS REFERENDUM OVERSIGHT COMMITTEE (ICROC)

(1) Voter Approval of Referendum

(a) In the general election of November 2, 2004, voters approved an additional one-half mill ad valorem tax for school district operating expenses for four years beginning July 1, 2005.

(b) **BALLOT QUESTION:** Shall the Pinellas County school district ad valorem millage be increased by a total of one-half mill for necessary operating expenses including funds to recruit and retain quality teachers; preserve reading programs and music and art classes; and provide up-to-date textbooks and technology beginning July 1, 2005, and ending four fiscal years later on June 30, 2009, with oversight of these expenditures by an independent citizens financial oversight committee?

2) Creation, Membership and Date of Establishment

(a) The School Board establishes the Independent Citizens Referendum Oversight Committee (ICROC) consisting of seven members each appointed by one of the following organizations as hereinafter provided.

1. League of Women Voters
2. Pinellas County Council of PTAs (PCCPTA)
3. Pinellas County Education Foundation

4. Pinellas Realtor Organization
5. Concerned Organizations for Quality Education for Black Students (COQUEBS)
6. Pinellas County SAC Association, Inc.
7. Pinellas County Economic Development Council

(3) Term of Membership

(a) Each appointing authority shall appoint one member for an initial term of four years. All subsequent appointments shall be for a term of four years except that any appointment to fill a vacancy that has occurred prior to the expiration of the term shall be for the expiration of that term.

(b) Any member who misses two meetings during a school year shall be contacted by the chairperson regarding non-attendance. If a third meeting is missed, the chairperson shall request the organization that appointed the member to remove the member for non-attendance and appoint a replacement member.

(4) Open Government Laws

(a) ICROC, as a committee created by the School Board for purposes of advising the School Board, is subject to the Government in the Sunshine Law (Section 286.011) and Florida's Public Records Act (Chapter 119). All meetings of ICROC shall be open to the public and shall be properly noticed to members of the public. Minutes are required for each meeting. The minutes of each meeting and any written reports, recommendations, or any other records of ICROC shall be open to public inspection.

(b) In accord with the scheduled agenda, ICROC shall provide a reasonable opportunity at each of its meetings for members of the public to address ICROC. This provision shall not apply to any joint workshop with the School Board or to any subcommittee meeting. ICROC shall announce to the public before receiving public input that ICROC does not receive and act on any individual complaints or requests and does not act as an appellate body to review any decision of the district or school administrators. ICROC shall also inform the public before receiving input that it acts as an oversight committee.

(5) Meetings

(a) The district's Chief Business Officer (CBO) will coordinate the initial organizational meeting of ICROC. The initial meeting shall occur before July 1, 2005.

(b) At the organization meeting, the ICROC shall elect a chairperson and vice-chairperson and establish how future meetings will be scheduled.

(6) Officers

(a) ICROC shall annually elect a chairperson, vice-chairperson, and secretary from among the membership of the committee.

(7) Quorum

(a) ICROC cannot take any action or carry on a meeting in the absence of a quorum. A quorum at any meeting of ICROC shall consist of a simple majority of the membership. The vote of the majority of the members present at a meeting at which a quorum is present is necessary for the adoption of any matter voted on by ICROC.

(8) Meeting Space

(a) The School Board will provide adequate and dignified meeting space for ICROC at the administration building (or another place, if agreed by ICROC). All meetings for the transaction of business shall occur in Pinellas County.

(9) Responsibilities of ICROC

(a) ICROC shall function as an advisory body to the School Board to advise the School Board on whether the School Board is utilizing the proceeds of the additional one-half mill ad valorem tax for necessary operating expenses including funds to recruit and retain quality teachers; preserve reading programs and music and art classes; and provide up-to-date textbooks and technology.

(b) ICROC will quarterly render a report to the School Board containing comments on the School Board's compliance with the ballot language. The report will be kept on file in the School Board office and made available to the public.

(c) Reports and Comments from ICROC

1. All reports and comments from the ICROC to the School Board shall be in writing. Such reports and comments shall be forwarded to the School Board with a copy provided to the Superintendent.

2. Any member of ICROC who disagrees with a written report or comment of ICROC shall be permitted to append a signed statement setting forth the basis for such disagreements.

3. An oral presentation of the report to the Board shall be made by ICROC at a regularly scheduled School Board meeting under the Special Order Agenda.

(10) Responsibilities of the Superintendent

(a) The Superintendent (or designee) shall at least quarterly file a report and make a presentation to ICROC clearly demonstrating how the additional proceeds of the one-half mill ad valorem tax is being expended.

(b) The Superintendent (or designee) shall respond as promptly as practicable to all requests for additional information from ICROC and shall make appropriate staff available to present information on the expenditure of the proceeds of the additional one-half mill ad valorem tax. The Superintendent shall provide ICROC such clerical and other assistance as may reasonably be required for ICROC's timely discharge of its responsibilities.

(c) The Superintendent shall review each report forwarded by ICROC and shall make recommendations to the School Board within 30 days of receipt for action, if any, on the report of ICROC.

(d) The Superintendent shall provide ICROC with a copy of the Superintendent's recommendation for action by the School Board and notify ICROC when the School Board will consider and act upon the Superintendent's recommendations.

Statutory Authority: 1001.32(2), 1001.41, 1001.42, 1001.43 F.S.
Laws Implemented: 1011.71(6) F.S.
History: New 6/21/05

4.01 CODE OF STUDENT CONDUCT

This *Code of Student Conduct* has been revised in order to present it in a style that is easier to understand. For the purpose of this Code, when we talk about a "parent" that term also includes "legal guardian."

(1) PARENTAL RESPONSIBILITIES:

School staff and parents must work together in order to maximize a student's success at school. We commit to working with and supporting families and we need parents to work with and support us.

As a parent you should:

1. Get to know the people at your child's school by going to teacher conferences and school-parent activities like PTA meetings and the School Advisory Council meetings (SAC).

2. Each year give your child's school your current telephone number, home address, work telephone number and emergency contact number.

3. Understand and support the rules in this *Code of Student Conduct* and talk to your child about them.

4. Teach your child to dress neatly and appropriately for school since, it is a place to work and learn.

5. Make sure your child arrives at school on time every day. Parents should be aware that if they live within two (2) miles of their child's school and the district has established safe walk pathways in that area, school district transportation would not be provided.

6. Not leave your child at school more than thirty minutes before the start of the school day or pick your child up more than thirty minutes after the school day unless you have made special arrangements with a teacher, administrator or a before/after school care program. Supervision will not be provided beyond that time. This also includes school activities outside the regular school day such as clubs, dances, carnivals, practices and games.

7. Contact the school within 48 hours after your child is absent to tell them the reason for that absence. Some schools require notes.

8. Tell the school principal if you move, even if you think you are still in the school's attendance area. You must tell the principal within five days of your move. If the school discovers that you moved and you have not told them, your child could be considered to be "found out of that school's attendance area." This could mean an immediate change of school for your child and your child could be deemed ineligible for athletics and other activities.

9. Work with school staff members to solve any discipline or problems. You should let the school know if something has happened at home that could affect how your child does in school.

10. Be aware that when parents are divorced or separated, both parents have full rights to participate in the child's school activities and know what is happening at school unless there is a court document limiting that access. If such a paper exists then the principal must have a certified copy. The non-residential parent will not be allowed to remove the child from school without the permission of the residential parent unless there is a certified copy of a court order saying that the non-residential parent can remove the child from school. A non-residential parent has access to student records and information unless a court order prohibits such access.

11. Give the school written permission if you want a stepparent who is not the legal guardian of the child to have information about the child or sign forms related to the child. Permission must be submitted to the school every year.

12. Be prepared to pay for any damage done to School Board property by your child. If payment is not made and the amount is substantial, the principal will send the matter to the Superintendent.

13. Pay for lost or damaged books or other teaching materials. Failure to pay may mean that no other books or materials will be given to your child, your child will not be able to participate in extra-curricular activities or your child will be required to pay the debt through community service at the school. The principal will make those decisions.

14. SIGN IN AT THE OFFICE when you come to school before you go anywhere else on the campus.

15. Be aware that only people listed on the clinic card may take a student from school. The primary residential parent should complete the clinic card. Identification must be shown to the office staff when someone takes an elementary or middle school student from school during the day. Identification may be required at high schools.

16. Visit the nearest Family Education and Information Center (FEIC) and follow the CHOICE Student Assignment Plan procedures if you want your child to attend a different school.

17. Adhere to school developed, on-site traffic plans for vehicles when bringing students to school or picking them up after school, and encourage your children if they are walkers and bicyclists to follow safety rules and use pedestrian-safety features where available.

(2) STUDENT RIGHTS:

In General

You have a right to an education, regardless of your race, color, creed, religion, sex, marital status, heritage, age, disability, or sexual orientation. Some of your basic rights include the right to:

- Learn
- Disagree
- Petition
- Freedom of expression
- Publish (see Policy 6.07 in the back of this booklet)
- Assembly
- Privacy

Your exercise of these rights must conform to the *Code of Student Conduct*. Things you cannot do include:

- Violate the rights of others
- Disrupt the classroom
- Disrupt the operation of your school
- Bring drugs, weapons or contraband to school

First Amendment Freedom of Expression

The United States Supreme Court ruled in 1969 that public school students do not leave their constitutional right to freedom of expression at the schoolhouse gate. You have a right to freedom of expression; however, when you exercise that right, you must do so in a responsible manner that does not cause a disruption of the school or a school activity. A principal may impose reasonable time, place and manner restrictions on your exercise of First Amendment freedom of expression when there is evidence of imminent disruption of the school. If possible, before imposing reasonable time, place and manner restrictions, the principal will consult with the School Board Attorney and will notify the Superintendent (or designee) in such cases. . If it is not possible to consult before, the principal will consult with the School Board Attorney as soon as possible. See also (4) Dress Code and 4.26 Student Publications.

Searches And Seizures

Your locker, vehicle, purse, backpack and other personal possessions can be searched if there is a reasonable belief any of them contain drugs, weapons, contraband or other items not permitted on campus. Trained sniff-screening dogs are allowed in the schools to prevent drugs and weapons at school. The routine checks by the dogs are not considered a search by law. They are safety preventions to give you a safe and healthy school in which to learn.

Sororities, Fraternities & Secret Societies

These organizations are not allowed in schools. You cannot participate or join in any type of initiation to such organizations.

Investigations At School*Criminal*

If you are a suspect in a criminal investigation by the police that may result in your arrest or criminal charges, an administrator will make an effort to contact your parent before the police begin questioning you. If a parent cannot be located, the police may go ahead with questioning. If your parent is contacted, the police may allow your parent to be present during your questioning.

Administrative

If you are suspected of violating the *Code of Student Conduct*, school officials can question you without first contacting your parent. You do not have a right to have your parent present or a right to an attorney when you are questioned.

Victim or Witness

If you are a victim or a witness, the police or administrative investigators are allowed to question you without first contacting your parent. If the investigation involves child abuse, the official conducting the investigation will decide who can be present during your interview.

Removal of Student from School Property

If you are a witness, the police cannot remove you from school property without a subpoena or first obtaining the consent of your parent. If you are subject to arrest, with or without a warrant, the officer can remove you without your parents' consent or the consent of school officials. The administrator will try to notify your parent before you are removed or as soon after your removal as possible.

If you need to be taken into protective custody, the police can remove you. Anytime you are taken from school by a police officer, the police officer must sign a Release Order, giving the original to the director of school operations, a copy to your parent and a copy filed at school.

(3) STUDENT RESPONSIBILITIES:

To be successful, the student should:

- Attend school each day
- Arrive on time
- Be prepared with proper materials and supplies
- Keep a planner/agenda
- Complete all assignments to the best of your ability and on time
- Dress appropriately
- Be tolerant of and respectful to others
- See teachers about makeup work and complete it in a timely manner
- Contact the principal, assistant principal, guidance counselor, teacher or peer tutor regarding conflicts or concerns
- Set goals for success
- Get enough sleep
- Set responsible working hours outside of school

A student must participate in school crisis plan activities and practices such as lock-down and fire drill. (Failure to meet these requirements may lead to disciplinary action.)

If a school uses I.D. cards, students will follow school guidelines related to the card.

A student living alone or away from home is subject to the same policies as all other students. No student will be penalized for living alone or away from home.

(4) DRESS CODE:

The dress and grooming of Pinellas County students shall be neat and clean, promoting a positive educational environment. Apparel that disrupts educational activities and processes of the school will result in the removal of the student from the regular school environment until acceptable apparel can be secured for the student. The administration will be the final judge about whether a student's clothing is appropriate for school or whether it will create an environmental climate that is distracting to learning. Principals, faculty, and staff members will enforce the dress code.

Individual schools may have additional requirements if supported by a majority of School Advisory Council (SAC) members, and if they are placed in the school handbook or planner.

Requirements for student dress in all schools are listed below:

1. All shirts and blouses must cover midriff, back, sides, and all undergarments including bra straps at all times. All shirts, tops, and dresses shall have sleeves and cover the shoulders.
2. Shorts, skirts, divided skirts, dresses and culottes are allowed. They must be hemmed and be mid-thigh length or longer.
3. All trousers, pants or shorts must totally cover undergarments, including boxer shorts.
4. All clothing, jewelry or tattoos shall be free of the following: profanity; violent images, wording or suggestion; sexually suggestive phrases or images; gang related symbols; alcohol, tobacco, drugs or advertisements for such products.
5. Safe and appropriate footwear must be worn. Inappropriate footwear includes, but is not limited to, roller skates, skate shoes, and bedroom slippers.

Further clarification/other requirements:

- a. Form fitting leotard/spandex type clothing (including sport bras) is not allowed unless proper outer garments cover it.
- b. See through or mesh fabric clothing may only be worn over clothing meeting requirements.

- c. Clothing must be appropriate size, with the waist of the garment worn at the student's waist.
- d. Clothing not properly buttoned, zipped, fastened, or with inappropriate holes or tears shall not be worn.
- e. Clothing and footwear traditionally designed as undergarments or sleepwear shall not be worn as outer garments.
- f. Sunglasses may not be worn inside unless a parent provides a doctor's note to the school.
- g. Bandanas or sweatbands are not allowed to be visible on school grounds during the regular school hours.
- h. Hats or other head coverings may be worn during outside P.E. activities and may not be worn during any portion of the regular school day without the expressed permission of the principal.
- i. If the school has a mandatory school uniform policy, the student must adhere to those requirements.

(5) STUDENT ATTENDANCE:**In General**

1. Students who are registered but absent on the first day of school will be marked absent.
2. Students who have been absent five days or more in a grading period may be required to bring a certificate of illness from a licensed doctor to the school.
3. Each school will develop their own tardy policy. At some schools a certain number of "tardies" may equal an absence.
4. Within 48 hours of a student's absence the parent will send a note or call the school explaining the absence. If that contact does not occur, the absence will be recorded as unexcused. Some schools require a note.
5. The only student absence that may be a Code 2 (field trip) is one initiated by the school and chaperoned by a certified employee of the School Board.
6. Too many absences will lead to a referral to the school's Child Study Team, referral for social work services, referral to Truancy Court, or the involvement of the Office of the State Attorney.

Excused Absences Include Those for the Following Reasons:

1. The student is ill.
2. Major illness in the immediate family (this means parents, brothers, sisters, grandparents or others living in the home or who are close relatives).
3. Death in the immediate family of the student.
4. Religious holiday of the student's faith. This requires a parent's note before the absence. This category of absence (Code 3) is not counted when deciding who receives perfect attendance awards in the elementary or middle schools or when counting absences related to the high school "ten-day" rule.
5. Religious institutes, conferences, or workshops (only two days) if the request is signed by a parent and given to the school before the absence. (These are not Code 3 but are excused absences.)
6. Subpoena or forced absence by any law enforcement agency. A copy of the subpoena or summons will be given to the principal or designee. This includes detention at a juvenile center in which the student continues his education.
7. A major disaster as decided by the administration.
8. An assignment to O.C.I.P. (On-Campus Intervention Program) is a Code 6 and is NOT

considered an absence. An OCIP assignment should be entered into the discipline browse as "J" (Action Code).

9. Any absences, including those for field trips or other parental requests as judged appropriate by the principal, provided that the request is submitted to the principal forty-eight (48) hours in advance of the absence. A principal may waive the requirement for advance notice if extenuating circumstances exist.

Make Up Work:

1. After an absence, a student must arrange with the teacher for any make up work. Students have the same number of days they were absent to make up their work except in the instance of some long-term secondary school assignments.

2. If a secondary teacher assigns a long-term project (when a student has 10 or more school days to complete the work) and gives students advance written notice that even in the event of an absence the project is due on the first day the student returns, then the student is expected to fulfill that requirement unless the principal determines there are mitigating circumstances and approves an extension. If the work is submitted after the first day back to school it may be dropped no more than one letter grade for each additional day.

3. Work made up after an UNEXCUSED absence (such as an out-of-school suspension) may be dropped a letter grade in an elementary or middle school and must be dropped a letter grade in a high school.

High School Grading and Attendance:

1. Based on Florida Statute, one (1) full credit for students attending a high school with six periods is defined as a minimum of one hundred, thirty-five (135) hours of instruction, and for students attending a 4x4 high school is defined as a minimum of one hundred twenty (120) hours of instruction which contain student performance standards as also provided in Florida Statute. Students must demonstrate mastery of course performance standards based on Sunshine State Standards in order to earn course credit PCSBP 5.11(1).

2. The attendance policy only affects semester or quarter grades. Six weeks' and exam grades will not be affected regardless of the number of absences that have occurred.

3. At a school with a six-period day, if a student has ten or more absences in a class during a semester and does not pass the final exam, the student will receive an "F" (failure to demonstrate mastery of the subject matter after excessive absences) for the semester grade no matter what the calculated grade average may be. If the student passes the final exam the calculated average will be the designated grade.

At a 4x4 school a student must demonstrate mastery of the subject matter by passing the exam to receive the calculated grade average after missing a class 5 or more times during a quarter.

4. School sponsored activities (Code 2), religious holidays (Code 3), college visitation days (see below), and O.C.I.P., IC, or ABC attendance will not count when determining if a student missed a class ten (five in 4x4) or more times.

5. Four documented college visitation days will be allowed for students, beginning at the start of the junior year through the end of the senior year. Armed Forces and vocational school visitations will also fall under this provision. These absences must be applied for three days in advance.

6. Administrative Review: A high school student in a school with a six-period day who has missed a class ten or more times (or five or more times at a 4x4 school) may present documentation to the principal for waiver of the requirement to pass the final exam. If a waiver is granted, course mastery shall be determined by averaging the grades earned each grading period and the final exam grade (see 5.11 (11) Mastery of Performance Standards). A waiver may be

granted under the following circumstances:

a. Extended illness or hospitalization of the student documented with a certification of illness by a licensed physician for the specific days of absence. Chronic illness requires an annual verification.

b. Death of someone in the immediate family.

(6) HOW LONG MAY YOU ATTEND HIGH SCHOOL?

Generally speaking, you may attend high school until you graduate. There are some exceptions to this general rule.

Q. How many semesters may I be enrolled in high school?

A. You may not be enrolled in a regular high school for more than 10 semesters, unless your principal approves your enrollment beyond 10 semesters.

Q. How will my principal decide if I can enroll for more than 10 semesters?

A. Your principal will look at the reason that you want to continue your high school education and also will consider the progress you have made and your commitment to your education. Based upon those factors, the principal will tell you whether you can enroll in the regular high school beyond 10 semesters.

Q. In what grade does the 10 semesters begin?

A. You start counting the semesters when you first enroll in the ninth grade in any public or private school.

Q. Is there an age limit on enrollment in high school?

A. You may not enroll in regular high school if you cannot earn the number of required credits to graduate by your 20th birthday, unless your principal approves your enrollment. Your principal will consider the same factors used to decide if you could enroll beyond 10 semesters.

Q. If the principal decides I cannot enroll, can I appeal?

A. If the principal decides that you cannot enroll because you have more than 10 semesters or you will be 20 years old before you can graduate, you can appeal that decision to the Area Superintendent's office.

The decision of the Area Superintendent's office is final. To appeal the decision of the principal, you should follow the Grievance Procedure contained in paragraph (13) later on in this *Code of Student Conduct*.

Q. What if I am not allowed to enroll?

A. You may enroll in any adult program and earn your high school diploma.

Q. May I drop out of school?

A. After your 16th birthday you may drop out of school. To be able to do so, you must deliver a written statement to the school stating that you intend to drop out. That statement must also say that you understand that you are likely to earn less money in the future by dropping out of school. You and your parents must sign the statement and when you deliver it to the school, the school will send a copy of it back to your parents.

Q. What happens if I do not deliver that written statement to the school?

A. You will be required to attend school until your 18th birthday.

Q. What about students with disabilities?

A. If you are a student with a disability, you may enroll in school until you graduate with a regular diploma; satisfy the requirements for a special diploma or until the end of the school year when you have your 22nd birthday.

(7) MISCONDUCT THAT MAY RESULT IN DISCIPLINE (INCLUDING SUSPENSION, REASSIGNMENT OR EXPULSION):**In General**

You are expected to behave at school, school activities and the school bus stop. You may be disciplined if you do anything at school, a school activity or the bus stop (or attempt to do anything) that violates a school rule or may:

- hurt, harass or threaten others
- damage property
- disrupt class or school
- violate a criminal law

Specific Acts

Listed below are some acts that fall within these four types of misconduct. These acts are not the only acts that may result in discipline (including suspension, reassignment or expulsion). They are only examples. Other acts that are not listed below may result in discipline (including suspension, reassignment or expulsion) if you should have known that the act might hurt, harass or threaten others, damage property, disrupt class or school, or violate a criminal law.

Some, but not all, of the acts that may result in discipline are:

1. Cheating (teacher shall also record a "zero" for each act of cheating)
2. Falsifying or altering records (for example, computer records or attendance notes)
3. Improper use of computers or electronic devices
4. Threatening to hurt someone
5. Hitting someone
6. Using physical force against someone
7. Stealing
8. Fighting
9. Extortion
10. Blackmail
11. Repeated misconduct
12. Arson
13. Vandalism
14. Interference with school personnel
15. Interference with the movement of another student
16. Bullying
17. Gambling
18. Trespassing
19. Defiance
20. Verbal abuse of another
21. Profanity
22. Failure to give correct name
23. Participation in disruptive demonstration
24. Leaving school grounds without permission
25. Sexual activity at school, at a school activity or on a school bus
26. Sexual or other harassment

27. Making a false alarm (this includes pulling a fire alarm)
28. Possession of common objects that could hurt someone (such as; self-defense chemical spray, pocketknives with a blade of four inches or shorter).
29. Possession of toy or replica gun or knife
30. Possession of drug paraphernalia
31. Possession of tobacco
32. Possession of hazardous material
33. The use of electronic items such as, but not limited to, the following:
 - tape player/recorder
 - CD player
 - radio
 - camera
 - cellular phone (including the camera that may be part of the phone)
 - camcorder
 - television
 - MP3 player
 - pager or beeper

If middle and high school students or students at intermediate schools are in possession of these electronic items at school, **they are to be kept turned off and out of sight on school grounds** unless an administrator gives permission to do something else. Elementary school students are not allowed to have these items at school unless an administrator has given them written permission. School staff is not responsible if these items are stolen, lost or broken.

34. Violation of a school rule
35. Other serious misconduct

(8) MISCONDUCT THAT REQUIRES SPECIFIC CONSEQUENCES:

In General

There are some things that result in a specific consequence if you are found to have done them. These include acts involving:

- Use of Tobacco Products
- Illegal Drugs, Alcoholic Beverages and Harmful Substances
- Bombs and Bomb Threats
- Chemical and Biological Attacks or Threats
- Possession of Guns, Weapons, and Dangerous Objects
- Violent Acts Resulting in Serious Injury
- Felony Charges and Convictions

Tobacco

Use of tobacco products in or near schools is illegal and a violation of the *Code of Student Conduct*.

Illegal Use of Tobacco

Smoking by minors within 1000 feet of a school is illegal. Also, if you are caught smoking inside a school building you will receive a written citation from the School Resource Officer. The first time you receive a citation the court may fine you up to \$100. For any additional citations, the court may fine you up to \$500.

Violation of Code of Student Conduct

In addition to possible fines, if you are caught using any form of tobacco at school, at any school-sponsored activity, at a bus stop or on the bus, you will be suspended for 3 days. The first time you are caught, you can avoid the suspension by completing a smoking treatment program approved by the principal. If you are found with a lit cigarette, pipe or cigar you will be considered to be using tobacco.

Illegal Drugs, Alcoholic Beverages And Harmful Substances***Elementary School Students***

If you are an elementary student when you violate this policy for the first or second time, the principal will suspend you for 10 days and, if appropriate, may recommend reassignment to an alternative program. Before you may return to your regular school, your parent must have a conference with the principal or someone designated by the principal. If your parent agrees that you will complete an approved drug or alcohol assessment program, your suspension will be reduced to 5 days. Your parent must provide proof that you completed the program. If you violate this policy a third time while in elementary school, then you will be suspended for 10 days and recommended for expulsion.

Middle School and High School Students

If you are in middle or high school when you violate this policy you will be suspended for ten days and reassigned to an alternative program, for one or two semesters. If you are caught a third time while you are still a student in Pinellas County, you will be suspended for 10 days and recommended for expulsion.

Policy

You may not possess illegal drugs (including prescription drugs that are not your own) or alcoholic beverages, use them or be under the influence of them:

- on school property,
- on a school bus or at a bus stop,
- at any school activity,
- before you arrive on school grounds,
- before you arrive at any school activity, or
- on any field trip.

Purchase, Sale and Distribution

You may not sell, purchase, or distribute illegal drugs or alcoholic beverages. Additionally, you may not be involved in negotiating the sale or purchase of illegal drugs or alcoholic beverages at school, at a school activity or on a school bus, even if the sale/purchase does not actually take place.

Definition of Illegal Drugs

"Illegal drugs" include any drug that is illegal under Florida law such as marijuana, cocaine, and heroin as well as prescription drugs for which you do not have a valid prescription.

"Illegal drugs" also includes any illegal or legal substances used in an unsafe way. Examples of such legal substances are inhalants or over-the-counter drugs used in an unsafe way.

"Illegal drugs" also include any prescription drug that is not used as prescribed or that is in the possession of someone whose name is not on the prescription. This means that you may not give your prescription medication to anyone else.

Possession Based upon Knowledge

If you arrive at school or a school activity in a car that contains illegal drugs or alcoholic

beverages, and the principal believes there is evidence that you knew about the illegal drugs or alcoholic beverages, then you will be considered as being in possession of the illegal drugs or alcoholic beverages.

Likewise, if you are at a school function and are in a specific area or room where there are illegal drugs or alcoholic beverages, then you may be considered in possession of the illegal drugs or alcoholic beverages if the principal believes the evidence shows that you knew about the illegal drugs or alcoholic beverages and chose to remain in the area or room. If you are in your own hotel room and become aware that another student in the room has an illegal substance, you are expected to alert a school staff chaperone immediately to request a room change.

Readmission to Regular School

After you have served your reassignment or expulsion, you will not be allowed to return to your regular school until you provide the principal with proof that you have successfully completed an approved drug or alcohol assessment program requirement.

Guilty of Unlawful Sale or Possession

If you have been found guilty or delinquent for the unlawful sale or possession of any controlled substance as defined in Florida Statutes chapter 893, you may be suspended for ten days and recommended for expulsion.

Fake Drugs

If you are caught in possession of or caught distributing a substance that is represented to be an illegal drug, you will be suspended for 10 days. You may ask to have the 10 day suspension reduced to 5 days by participating in a work back program which could include the completion of an approved drug or alcohol assessment.

Attempted Suicide

If you attempt suicide with or without illegal drugs, it will be treated as a mental health issue. A mental health assessment will be conducted before deciding what to do.

Waiver Of The Discipline Or Expulsion

Any student who is subject to discipline or expulsion for unlawful possession or use of any substance controlled under Chapter 893 may be entitled to a waiver of the discipline or expulsion under the following conditions:

a. If the student divulges information leading to the arrest and conviction of the person who supplied such controlled substance to him or her, or if the student voluntarily discloses his or her unlawful possession of such controlled substance prior to his or her arrest. Any information divulged which leads to such arrest and conviction is not admissible in evidence in a subsequent criminal trial against the student divulging such information.

b. If the student commits himself or herself, or is referred by the court in lieu of sentence, to a state-licensed residential drug abuse program and successfully completes the program.

A student may be disciplined or expelled for unlawful possession or use of any substance controlled under Chapter 893 upon the third violation of this provision.

Bombs And Bomb Threats

If you are involved in the making of

- a bomb,
- plans for a bomb or
- a fake bomb,

for use at school or at a school activity or while you are at school or a school activity, you will be

suspended for 10 days, recommended for expulsion, and reported to law enforcement for prosecution. The same actions will be taken if you make a bomb threat by any means that causes a disruption.

Chemical And Biological Attack Or Threats

If you are involved in the making of a chemical or biological attack or threat against the school, a school function, or anybody at school or a school function, you will be suspended for 10 days, recommended for expulsion, and reported to law enforcement for prosecution to the fullest extent of the law. This applies whether or not the attack or threat is real or fake.

Possession Of Guns, Weapons, And Dangerous Objects

If you are at school, at a school function, on a school bus or at a bus stop and have in your possession at any time:

- a loaded or unloaded gun capable of discharging a projectile, but not necessarily operable at the time of confiscation (including a bb gun and pellet gun),

- a weapon (including a knife with a blade longer than 4 inches) or

- a dangerous object brought with the **intent of doing harm to others or for self-defense** (such as a knife with a blade of 4 inches or shorter, ice pick, razor blade or box cutter), you will be suspended for 10 days and recommended for expulsion. The recommendation for expulsion will also apply if you brought the gun, weapon, or dangerous object for self-defense. The Director of School Operations may use discretion with elementary students who bring toy guns to school. Guns and weapons are not allowed in a vehicle on a school campus or at a school activity.

If you are a secondary student who arrives at school or a school activity in a car that contains a gun or weapon, and the principal believes there is evidence that you knew about the gun or weapon, then you will be considered to be in possession of the gun or weapon. If you are an elementary or secondary student at a school function and are in a specific area or room where there is a gun or weapon, then you may be considered to be in possession of the gun or weapon if the principal believes the evidence shows that you knew about the gun or weapon and chose to remain in the area or room. If you are in your own hotel room and become aware that another student in the room has a gun or weapon, you are expected to alert a school staff chaperone immediately to request a room change.

In the case of a dangerous object, the principal is not required to recommend expulsion if the principal believes, based upon the evidence, that you did not possess the dangerous object at school or school function with the intent of harming others.

Your principal may give you written permission to possess a gun or weapon while on campus or at a school function when the gun or weapon is part of the curriculum of the school. An example of this is when a gun or rifle may be part of JROTC drill and firing ranges.

Violent Acts Resulting In Serious Injury

If you violently attack another person or act as a decoy in a physical attack at school, a school function, on the bus or at a bus stop and that person is seriously injured, you will be suspended from school for 10 days and recommended for expulsion. If the attack by you was unprovoked, even if there was no serious injury, you will be suspended from school and may be reassigned or recommended for expulsion.

If you violently attack another person somewhere else other than school, you may be removed from the general education program and administratively assigned to another program when there is evidence that your presence on campus may be disruptive.

Felony Charges And Convictions For Off-Campus Conduct

Notice of Felony Charges and Hearing

If you commit a crime off campus and a prosecuting attorney formally charges you with a felony or with a delinquent act that would be a felony if you were an adult, you may be suspended for 10 days by the principal. Before suspending you, the principal will call you in with your parent to discuss the charges against you. This discussion will be a "hearing" that will take place after the principal notifies your parent in writing by certified mail that the principal has received notice that you have been charged by the prosecuting attorney. That written notice will tell your parent of the specific charges against you and advise them that you have a right to the "hearing."

Hearing Procedures

The "hearing" must take place within five school days but no sooner than two school days from the postmark date or the delivery date of the certified notice to your parent. At the "hearing" the principal will listen to witnesses called by the principal and you also may present witnesses. You may speak on your own behalf but you do not have to do so. If you do not speak on your own behalf, you cannot be threatened with punishment or later be punished for not speaking.

The "hearing" will not be conducted like a court proceeding. There will be no "rules of evidence" nor will there be a court reporter to provide a transcript of the "hearing." After the "hearing" the principal will let you and your parent know, in writing, if you are being suspended for 10 days. The decision to suspend you cannot occur without conclusive evidence that the state attorney has formally filed a felony charge against you. The principal must also determine that your presence at school, after being formally charged for the incident, will have an adverse impact on your school.

Types of Charges That May Justify Suspension

The types of charges that may justify suspension under this provision are:

- any felony involving violence,
- rape or sexual battery,
- lewd and lascivious act on a student under 16 years of age,
- concealed weapon,
- armed robbery,
- sale of illegal drugs,
- possession of a bomb,
- any felony involving the use of a firearm,
- battery on school system employee or official or
- aggravated battery.

There may be other charges that will justify suspension under this provision, if the principal determines that your presence at school after being charged will have an adverse impact on the school.

Extension of Ten-Day Suspension

If the principal suspends you for 10 days, the Superintendent may extend your suspension until the outcome of the criminal charges that have been filed against you. During your suspension, pending the outcome of the criminal charges, you will be assigned to an alternative educational program.

Expulsion upon Finding of Guilt

If the court determines that you are guilty, the School Board may expel you. During your expulsion, you may still attend the alternative program to which you have been assigned.

(9) CONDUCT ON SCHOOL BUSES:**In General**

You should assume that you are being videotaped any time you are riding a school bus.

PARENTS are responsible for their child's behavior at the bus stop prior to the arrival of the bus in the morning and after the departure of the bus at the end of the day. However, if you are at the bus stop and violate the school rules, the school can still discipline you for your behavior. Students are to be on time and stand off the roadway.

If you cause any damage to the bus or another vehicle, your parent shall be responsible to pay for the damage.

You can be disciplined for doing anything at the bus stop that you can be disciplined for if you did that same thing at school.

You must wait for the bus to come to a stop and then walk in front of the bus to get on the bus.

Things You Cannot Bring on a Bus:

- glass containers of any kind
- sharp object
- balls
- bats
- roller skates
- skateboards
- cutting instruments of any kind
- any large or bulky item that interferes with proper seating of students (examples: large musical instruments or athletic equipment)
- any animal
- batons, drum sticks, tennis rackets (unless in proper carrying case)
- or any other item prohibited elsewhere in the Code of Student Conduct

Rules While on the Bus

The bus driver is in charge and you must obey the driver at all times. You must tell the bus driver your correct name when asked. The bus driver and school will keep a seating chart. You can be disciplined if you do not follow all district and school rules and the following special rules:

- sit in your assigned seat and use the seat belt if available
- stay seated at all times while the bus is in motion
- do not put any part of your body outside the bus windows
- do not distract the driver with loud conversation or noises
- do not eat or drink on the bus
- maintain absolute silence at all times when the overhead dome lights are on for railroad crossings
- do not throw any items on the bus or out of the bus windows
- do not mark, cut or damage bus seats or the bus itself
- do not display signs from the bus
- do not use obscene language or gestures

Discipline if You Do Not Follow the Rules

The School Board believes that you and your fellow students, as well as the bus driver, should be able to ride safely on school buses. Therefore if you misbehave you may be removed from the bus.

If you commit minor infractions, the school bus driver has the authority to address your behavior.

If you cause repeated problems on the bus by doing something the bus driver considers a more serious rule violation, the bus driver will report you to your school office. The bus driver will give the school a written referral about what you did.

School administrators can take any of the following disciplinary steps against you for misbehaving at a bus stop or on a bus, and will notify your parents, on an approved form, when they take any of these steps:

1. Warn you that your behavior is not allowed and if repeated, may result in further discipline as well as suspension of your bus riding privilege
2. Discipline you the same as if you had misbehaved at school (detention, ABC room, Saturday school, suspension, expulsion, etc).
3. Suspend you from riding the bus. You can be suspended for up to ten (10) days at a time.
4. Expel you from riding a school bus if previous discipline has not worked or if you commit a serious offense. The process by which you are expelled from riding the bus is the same as the process for being expelled from school. The principal makes a recommendation to the Superintendent, who then recommends it to the School Board. If fewer than thirty (30) school days remain in the semester when the School Board considers the issue then the expulsion will include the remainder of the current semester as well as the designated semesters of expulsion.

Even if you transfer to a new school, you will be held responsible for any previous incidents of bus misconduct from your previous school.

Appeal of Bus Suspension

Your parent may appeal a bus suspension by calling the school principal or assistant principal. Your parent must come to the school and have a conference with a school administrator and a representative from the transportation department as part of the appeal. You may be permitted to ride a bus pending the outcome of your bus suspension appeal as long as you behave. If expulsion has been recommended, you cannot ride a bus until the School Board rules on your expulsion.

If you engage in violent or very unsafe behavior while riding the bus, the school shall additionally suspend your bus riding privileges until the school can hold a conference with your parent. The school will then determine whether to take additional disciplinary steps, including bus expulsion, and whether to impose further rules for your return to bus riding.

(10) DISCIPLINARY ACTION:

The use of corporal punishment is prohibited. This prohibition extends to parents or guardians on school grounds. The following types of discipline may be used, as well as those found in the school discipline plan at each school.

Detention

You can receive a detention either before school or after school. The school will give your parent 24 hours notice before you serve the detention. For elementary and middle school students, the administrator must contact your parent and have a conversation with your parent before you serve the detention. For high school students, the administrator must make an effort to contact your parent by telephone. If the administrator is unable to contact your parent by telephone, you will still be required to serve the detention. The administrator must document that an attempt to contact your parent was made. **YOUR PARENT IS RESPONSIBLE FOR YOUR TRANSPORTATION WHEN YOU HAVE DETENTION.**

In-School Suspension

You can be assigned and sent to designated rooms or programs (examples: IC, ABC, O.C.I.P.) in your school during the school day. You will receive full credit for class work completed while in the assigned room or program and your absence will be a Code 6.

Student Work Assignments

If your parent and a school administrator agree, the administrator can assign you to a work detail at the school for up to ten (10) hours for each offense. The principal will decide who will supervise your work.

Saturday School

You can be sent to Saturday School if an administrator has contacted your parent and had a conversation with them at least twenty-four (24) hours in advance.

Removal from Class

Your teacher may require that you be removed from class if it has been documented that your behavior has seriously disrupted the teaching or learning in the classroom. If you are removed from a class the principal may place you in another appropriate classroom, in-school suspension, an alternative education program, or the principal may recommend you for suspension or expulsion.

You cannot be returned to that teacher's classroom unless the teacher consents or a school-based placement review committee has determined that doing so is the best or only available alternative. A decision on whether to return you to the classroom must be made by the teacher or the committee within (5) days of the removal.

Parent Shadows Student

If the principal asks and your parent agrees, your parent will attend classes with you for a day or specific period of time.

Out-of-School Suspension

You can be suspended from school for up to ten (10) days at a time. If you are suspended you cannot be on school grounds or attend any school activities. The administrator may consider the following before deciding to suspend you:

- have you been sent to the administrator at least once before
- has your parent been told that your behavior is a problem and that you may be suspended
- have you been referred to your guidance counselor
- have you been given a work assignment before
- have you been referred to an outside agency for assistance

There are circumstances under which the Administration will suspend you on the first offense.

Transfer

You may be transferred to another school, including an alternative school (such as Norwood Secondary, TELESCHOOL, adult school, etc.). The principal must recommend your transfer in writing to the Director of School Operations for your area and provide your parent with a copy of the recommendation. Your parent may appeal a transfer to the Director of School Operations within five (5) days of being notified of the transfer recommendation. The Director of School Operations decides whether you will be transferred. If your parent disagrees with the Director's decision, they may appeal it to the Area Superintendent.

Disciplinary Reassignment

If your principal determines that you have done something wrong that requires removal from the regular school program, you will be suspended for ten (10) school days and then sent to an alternative school.

Q. How long do I have to attend the alternative program?

A. For 1,2, or 3 semesters (or in a 4x4 school, 2,4, or 6 quarters). If you do not behave or do not do your work at the alternative school, you may have to stay there even longer. Students may be offered the opportunity to enter into an early workback agreement if there are extenuating circumstances.

Q. What if I get reassigned a second time?

A. If you are a general education student, you will be reassigned for 1,2 or 3 semesters. Most second reassignments will be to TELESCHOOL. If you are an ESE student you may be returned to an appropriate alternative school.

Q. Can I go back and visit my regular school or other schools while I am reassigned to an alternative school?

A. No. You cannot go back to your school, or visit any other school, or be on any property leased or owned by the School Board. You cannot attend any school activity (sports events, graduation, performances, banquets, etc.), even as a spectator without permission from the Director of School Operations.

Q. What if I am reassigned to attend an alternative school for the last semester of my senior year?

A. If you are reassigned to attend an alternative school during the last semester of school before you graduate, the following rule applies:

Your parent may appeal to a District Review Committee to ask for permission to participate in your regular school's graduation ceremony. The Committee will consider the following factors:

- the nature of the offense
- the student's discipline history
- the student's performance, attendance, and discipline record in the alternative program
- other factors it considers to be mitigating or aggravating

Q. When will the District Review Committee meet?

A. No later than ten (10) days before the last day of school.

Q. Who sits on the District Review Committee?

A. The DRC shall consist of the Area Superintendents and Directors of Operations for Areas I, II, and III, and the President of the County Council of PTAs or a designee. Area Superintendents and Directors shall not hear an appeal involving a school from their area. The PTA representative shall also not hear an appeal from a school with which he or she is associated.

Q. Can I appeal the decision of the DRC to anyone?

A. No.

Q. What if I am reassigned after the DRC has met?

A. Then your principal will decide whether you can attend graduation and end of the school year activities considering the same factors considered by the DRC. You cannot appeal the principal's decision. If you were reassigned for an offense involving drugs or alcohol, you cannot participate in the end of year activities, including graduation.

Q. Can I appeal my reassignment to an alternative school?

A. No, you can only appeal the ten (10) days of suspension. If the suspension is removed, the reassignment will not occur.

Q. How do I appeal a suspension linked to a reassignment?

A. Within two school days of being suspended, you or your parent writes a letter to the principal explaining why you think you should not be suspended. Your parents may prefer to have the appeal with the principal by telephone. The principal will write to your parents within two school days to tell them whether your suspension is being upheld.

If the principal upholds your suspension, you or your parents may write a letter to the Director of School Operations appealing the suspension within two (2) school days of receiving the principal's decision. The Director will review the facts of the case and determine whether you were given due process. The Director will not reinvestigate the incident. You cannot appeal the Director's decision.

Q. What do I do about class work during the ten (10) day suspension before I begin to attend the alternative school?

A. Your withdrawal grade will be established at the time of reassignment from your regular school. The alternative school staff will assign all work after that time.

Q. What if I am reassigned at the end of the semester during high school—how does that affect my classes?

A. If your suspension begins fifteen days or less before the end of the semester, then your regular school staff will supply your regular class work, and they will also supply review and testing material and arrange for you to take your exams. In addition, if there are less than 30 school days left in a semester then the period of reassignment will include the remainder of the current semester in addition to the designated semesters of reassignment.

Expulsion

An expulsion means that you cannot attend any Pinellas County school except as allowed by the School Board. **If you are serving an expulsion during the last semester of your senior year, you are not allowed to participate in your home school graduation ceremony.** If you commit an offense that is considered exceedingly serious, (you cause critical human injury, extensive property damage, or excessive school disruption) the School Board may decide not to allow you to attend any school, including TELESCHOOL. In this instance referrals to community resources will be made.

Q. May I attend other schools or programs that are not run by Pinellas County Schools during the expulsion?

A. Yes, you can attend local Juvenile Services Programs, PACE, Urban League, or other such programs, but acceptance is entirely up to that program's staff. Other public schools and most private schools will not allow you to enroll during the expulsion period.

(11) DISCIPLINE FOR STUDENTS WITH DISABILITIES

If you are a student with a disability, you are expected to comply with the *Code of Student Conduct* and school rules just like any other student. If you violate the *Code of Student Conduct* or school rules, you are subject to discipline just like any other student. However, there are some special rules dealing with suspensions and expulsions. Students with disabilities may have questions about how suspensions and expulsions will be handled.

Q. How are in-school suspensions handled?

A. If a student with a disability receives an in-school suspension, the student's Individualized

Education Plan (IEP) will continue to be in force. An in-school suspension is not considered a change in placement.

Q. Can a student with a disability receive an out-of-school suspension?

A. A student with a disability may be suspended from school just like any other student. During the first 10 days of an out-of-school suspension in any one school year a student with a disability will not receive any educational services during the suspension. If there are more than 10 days of out-of-school suspension during the school year, the student with a disability will receive the educational services provided for in the student's IEP.

Q. Can a principal use other forms of discipline on a student with a disability?

A. A principal may use any other form of in-school discipline when dealing with a student with a disability who has violated the *Code of Student Conduct* or a school rule. These can include detentions, in-school suspension, tobacco education, or Saturday school.

Q. What happens when a student with a disability reaches several days of out-of-school suspension?

A. School personnel who are familiar with the student and the student's IEP will meet with the parents as a team and try to find out why the student is misbehaving. In doing that, the team may develop what is called a Functional Behavior Assessment and will then develop a plan on how to deal with the student's misconduct. The team will also determine if the student's disability is causing the misconduct and whether there needs to be any changes to the IEP.

Q. Can a student with a disability receive a disciplinary reassignment to an alternative school?

A. A student with a disability may be reassigned to an alternative school because of the student's misconduct. To do so, the team consisting of the parents and school personnel familiar with the student must meet and develop the Functional Behavior Assessment and the plan on how to deal with the student's misconduct. The team must also determine if the student's disability is causing the misconduct. Such a reassignment to an alternative program may or may not be a change in placement. If it is a change in placement, then all of the procedural safeguards for students with disabilities will be followed as required under the Individuals with Disabilities Education Act (IDEA), the federal law providing for the education of students with disabilities.

Q. May a student with a disability be expelled?

A. Because students with disabilities are entitled to receive the educational services provided for in their IEP during any expulsion, they should receive a disciplinary reassignment to an alternative school instead of an expulsion.

Q. May a student with a disability be suspended from the bus?

A. Students with disabilities may be suspended from the bus just like any other student. During the suspension from the bus, it is the student's responsibility to obtain transportation to school. If the student is unable to obtain transportation during the suspension from the bus, the bus suspension days will be considered out-of-school suspension days. Principals may use other forms of discipline instead of suspension from the bus.

Q. What happens when a student with a disability reaches five bus suspension days during the year?

A. The team consisting of the parents and educators familiar with the student will meet and develop a plan to correct the misbehavior on the bus. That plan will be known as the Bus Intervention Plan. The team may develop a Functional Behavior Assessment and will also consider any changes needed in the IEP.

Q. What happens when a student with a disability reaches ten bus suspension days during the year?

A. The team will meet to develop or review the Functional Behavior Assessment and the Bus Intervention Plan. The team will also determine whether the misconduct on the bus is caused by the student's disability and whether any changes are needed in the IEP.

Q. What if transportation is a related service identified in the IEP?

A. If transportation is a related Service identified in the student's IEP, and expulsion from the bus is recommended, then transportation alternatives will be provided for the student.

(12) HOW YOU MAY BE SUSPENDED OR EXPELLED FROM SCHOOL

In General

You have a right to attend school and have an opportunity to learn. You can lose that right to attend school if you violate the *Code of Student Conduct* or a school rule. You lose the right to attend school by being suspended or expelled.

Suspension

Q. Who can suspend you?

A. The principal or someone designated by the principal (such as an assistant principal) can suspend you.

Q. How long can you be suspended?

A. You can be suspended from school for one school day or up to ten (10) school days.

Q. What happens before a suspension?

A. The principal or assistant principal becomes aware that a student has broken a rule in the *Code of Student Conduct* or a school rule. He or she will investigate by talking to students, teachers or others who may know something about what happened. Even if you are one of the students who broke the rule, the principal or assistant principal may talk to you as part of the investigation. After talking to people who were involved or witnesses, the principal or assistant principal will determine who he or she thinks broke a rule.

Q. What if the principal or assistant principal determines that you broke a rule?

A. As soon as possible the principal or assistant principal will talk to you. The administrator will tell you that you have broken a rule in the *Code of Student Conduct* or a school rule. You also will be given something in writing, like a discipline referral, that tells you the same thing. You will then be told why the administrator thinks that you have broken the rule. After this happens, you should know what you are accused of doing and what evidence there is that supports the accusations.

Q. What happens next?

A. You will now have an opportunity to tell the principal or assistant principal your side of the story. You can ask that they talk to someone you think may know something about what happened. You can give the principal or assistant principal a written statement to read. After listening to you and reading anything that you have given them, the principal or assistant principal may talk to the people you told them about and anybody else that they need to contact.

After that, the principal or assistant principal will decide if you have broken a rule in the *Code of Student Conduct* or a school rule. If he or she decides that you have broken a rule, they will then decide if you should be suspended from school and how long you will be suspended. You will be told about this decision.

Q. Will my parents know?

A. The principal or assistant principal will try to telephone your parents and let them know about the suspension. If they cannot reach your parents by telephone, then they will write down how

many times they tried and what happened. Your parents will be mailed a letter titled *Written Notice of Suspension* within 24 hours of the decision. You will be given a copy of that letter. If you or your parents claim that you did not receive the letter, it will not change the suspension. You will be given another copy of the letter if you request one.

Q. How can you appeal a suspension?

A. If your parents want to appeal the suspension, they should notify the principal in writing before your suspension is over. When the principal receives the notice from your parents that they wish to appeal, he or she will offer to arrange a conference with your parents. Your parents may prefer to discuss their appeal with the principal by telephone. If your parents do not notify the principal in writing before the end of your suspension that they want to appeal, the suspension is final.

Q. What happens at the conference?

A. Your parents (and you if you are present) will discuss with the principal what has occurred. The principal will go over the incident that led to the suspension and review the evidence supporting the suspension. The principal also will review the process that was followed leading up to the decision to suspend you. This will include a review of how you were told about the accusations and the evidence against you, and how you were allowed an opportunity to tell your side of the story.

If you or your parents believe that the school did not follow all of the requirements for suspending you, you must tell the principal exactly what was not done that you believe should have been done. For example, if the assistant principal did not give you something in writing that told you what you are accused of doing, you must tell the principal that at this conference or you cannot later complain about not being advised in writing of the accusations against you.

If the principal agrees with your parents that one or more requirements for suspending you were overlooked, the principal can then comply with those requirements at the conference or can start the suspension process from the beginning and go through it again.

If there are witnesses who had not been interviewed prior to the suspension, whom you think may have information about the incident, then you should inform the principal of the names of those witnesses at this conference. The principal may decide to interview those witnesses before making his or her final decision or the principal may believe that he or she has enough information already to make a final decision.

Q. When will the principal decide the appeal?

A. The principal will provide you and your parents a written decision within five school days of the conference.

Q. Am I suspended during the appeal?

A. You will continue to serve the suspension until a final decision is made after all appeals.

Q. What if the suspension was not appropriate?

A. Any record of the suspension will be taken out of your student records and you will be given the opportunity to make up all schoolwork that you missed, without penalty.

Q. Can I appeal the principal's decision?

A. You may appeal the principal's decision to the Director of School Operations or a person designated by the Director of School Operations. To appeal to the Director of School Operations you must notify him or her in writing within five school days of the date of the principal's final decision.

Q. What will be reviewed on this appeal?

A. This appeal only concerns whether or not the proper procedures were followed in making the final decision to suspend you. There will be no further investigation or interviews with witnesses about the incident, although the facts of the case will be reviewed.

If the proper procedures were not followed, then the suspension will be sent back to the principal to follow the proper procedures and decide on whether or not to suspend you. If, after following the proper procedures, the principal decides that you should not be suspended, any record of the suspension will be taken out of your student records and you will be given the opportunity to make up all schoolwork that you missed, without penalty.

Expulsion

Q. Who can expel you?

A. Only the School Board can expel you based upon a recommendation by the Superintendent. The Superintendent will make a recommendation for expulsion only after receiving a recommendation from the principal. The principal will make such a recommendation for expulsion only after having suspended you for ten (10) school days. The principal's recommendation will contain a detailed explanation of the incident and your record of attendance, academics, and discipline.

Q. Will my parents be notified?

A. You and your parents will be notified in writing if the Superintendent recommends that the School Board expel you. The allegations against you will be explained. You will also be told that you can request a hearing.

Q. What if my parents want to request a hearing?

A. Your parents should submit a written request for a hearing to the Superintendent's Staff Attorney. After your parents request a hearing, the Superintendent will assign you to an appropriate school program other than your regular school.

Q. What if my parents do not request a hearing?

A. **If you do not ask for a hearing, the charges are considered to be true.** You and your parents may come to the School Board meeting to talk about the length of the expulsion.

Q. Who conducts the hearing?

A. A local attorney who is a volunteer will preside over the hearing. The attorney is an impartial hearing officer who is not an employee of the school district.

Q. When will the hearing take place?

A. The staff attorney will schedule the hearing and notify you and your parents in writing of the date, time and place of the hearing. You will receive this notification at least two weeks before the hearing takes place.

Q. Can I have an attorney at the hearing?

A. You are entitled to have an attorney or other representative provide you with legal representation. Any fees for such representation will be your parents' responsibility.

Q. What happens at the hearing?

A. The Superintendent's Staff Attorney will present witnesses and documents to support the allegations to the impartial hearing officer. Your parents or attorney will have an opportunity to cross-examine the witnesses and to present witnesses and evidence on your behalf.

Q. Will there be a record of the hearing?

A. The School Board will provide a certified court reporter for the hearing. The court reporter

will take down everything that is said at the hearing. If you want a full or partial transcript of the hearing, you can pay the court reporter to provide one for you. The court reporter may require payment in advance.

Q. What happens after the hearing?

A. The impartial hearing officer will make a decision based upon the evidence presented at the hearing. He or she will decide what the facts are and make a recommendation in writing to the School Board. A copy of that recommendation will be provided to you, your parents and the Superintendent's Staff Attorney.

Q. Who makes the final decision?

A. The School Board will make the final decision on whether or not you should be expelled and if so, for how long. You, your parents and your attorney will have an opportunity to appear before the School Board in private to discuss the recommendation of the impartial hearing officer. Your parents may request to meet in public to discuss the recommendation with the School Board.

Q. How long can the School Board expel me?

A. You can be expelled for the remainder of the current school year and one additional school year. Usually the length of the expulsion is specified in the number of semesters. If there are fewer than 30 school days left in the current semester when your suspension begins, you will stay out the rest of that semester plus the designated semesters of expulsion. A student who is serving an expulsion during last semester of his senior year may not participate in the graduation ceremony.

Q. Can I appeal the School Board's decision to expel?

A. You can appeal the School Board's decision to the District Court of Appeal in Tampa. You must do so within 30 days of the date of the School Board's order expelling you.

(13) HOW CAN YOU SOLVE PROBLEMS OTHER THAN SUSPENSIONS OR EXPULSIONS (GRIEVANCE PROCEDURE)

In General

If you have a problem with a teacher or an administrator or disagree with their decision on some matter other than suspensions or expulsions, you are encouraged to attempt to solve the problem directly with the teacher or administrator. This includes any problems that you may have in being discriminated against based upon your race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, disability, sexual orientation, physical attributes, personal attributes or social and family background.

What You Need to Do

Q. What should you do first when a problem arises?

A. You should first talk courteously to the teacher or administrator to attempt to solve the problem. This should be done outside of regular class time.

Q. What if you are not satisfied after talking to the teacher or administrator?

A. If you do not believe the problem has been solved after talking with the teacher or assistant principal, you should describe the problem in writing and give it to the principal within three school days of when the problem occurred.

Q. What will the principal do?

A. The principal will investigate your problem and give you a written decision on how he or she will resolve the problem. That written decision will be provided to you within five school days from the day you gave the written description of the problem to the principal.

Q. Can you appeal the principal's decision?

A. If you are not satisfied with the way that the principal has resolved the problem, you may

request in writing that the Area Superintendent's office or his designee, review the decision of the principal and make a final decision in the matter. The Area Superintendent's office will give you the final decision within five school days from the date that the office received your written request to review the matter. There is no appeal from the final decision of the Area Superintendent's office.

Q. What if your problem was originally with the principal?

A. If your problem originally was with the principal and you do not believe the problem was solved after talking with the principal; you should describe the problem in writing and give it to the Area Superintendent's office within three school days of when the problem occurred. The matter will be reviewed by the Area Superintendent's office and they will provide you with a final written decision within five school days from the date that you gave them the written description of the problem. There is no appeal from the final decision of the Area Superintendent's office.

Statutory Authority: 1001.32(2), 1001.41, 1001.42, 1001.43 F.S.

Laws Implemented 1006.07, 1006.08, 1006.09 F.S., Fl. Educational Equity Act of 1984

History: New 8/10/77; Amended 6/14/78, 3/12/80, 8/13/80, 1/13/82, 6/9/82, 7/14/82, 6/22/83, 8/8/84, 7/24/85, 4/9/86, 7/9/86, 3/11/86, 6/24/87, 6/8/88, 7/27/88, 6/28/89, 6/27/90, 11/14/90 (Emergency), 12/12/90, 7/10/91 (Policy separated into Elementary 6Gx52-8.01 and Secondary 6Gx52-8.015), 8/28/91 (Emergency), 10/9/91, 4/8/92, 6/24/92 (Policy 6Gx52-8.01 and 6Gx52-8.015 combined), 7/8/92 (Emergency), 8/26/92, 9/23/92 (Emergency), 10/28/92, 6/23/93, 6/22/94, 6/27/95, 6/12/96, 7/29/97, 6/30/98, 6/15/99, 6/13/00, 7/31/01, 6/4/02, 5/27/03, 5/25/04, 5/24/05

Note: Former 6Gx52-8.01 (changed 6/30/98)

4.02 CODE OF STUDENT CONDUCT POSTSECONDARY/WORKFORCE EDUCATION

(1) STUDENT RIGHTS:

(a) Each student, regardless of race, color, creed or religion, sex, marital status, national origin, age, disability or sexual orientation, has the right to an opportunity for an education.

(b) Each student has the right to learn, to dissent, to petition, to participate in school programs and activities and the rights of freedom of expression and publication, assembly and privacy. However, the exercise of these rights shall be consistent with this code, and shall not infringe on the rights of others and may not interfere with the orderly operation of a school or classroom.

(c) Each student has the right to freedom from unreasonable searches and seizures. A student, a student's locker and other possessions may be searched if there is reasonable cause to believe that the student has drugs, weapons, contraband or items not permitted on campus. Personnel of the school system shall not conduct searches of students or their property, including vehicles that violate constitutional law.

(d) Sororities and Fraternities: Sororities, fraternities, and secret societies are prohibited in the public schools of Pinellas County. Such organizations shall not be recognized by the school in any way. Any attempt to hold any part of initiations to such organizations on the school premises at any time is prohibited. All employees of the Board shall be particularly directed and instructed not to sponsor or give any assistance to such organizations, and further instructed to be constantly on the alert to keep such types of organizations out of the schools.

(e) Rules regarding the distribution of non-school related material are found in School Board Policy 6.07 NON-SCHOOL RELATED PUBLICATIONS, which is included in the front section of the Code of Student Conduct.

(f) Each student has certain rights when being interviewed or questioned by police or administrators during criminal or administrative investigations.

1. When a student who is a minor is a subject in a **criminal investigation** that could lead to arrest or **criminal charges**, the site administrator (or designee) shall make a diligent effort to contact the student's parent before law enforcement officers question the student. The site administrator (or designee) shall document these efforts.

(10) Student Performance Standards: Student performance standards based on the Sunshine State Standards and Pinellas County Student Expectations will be provided for each course in grades nine through twelve for which credit toward graduation is granted. Students must demonstrate mastery of course performance standards in order to earn credit in the course. The student performance standards are considered a part of the district's pupil progression plan and shall be on file in the offices of the Associate Superintendent for Curriculum and Instruction and the Assistant Superintendent for Secondary and Workforce Education.

(11) Mastery of Performance Standards: Student mastery of performance standards will be determined by the teacher through teacher observations, class assignments, and examinations. Course credit will be granted if the student receives a passing grade of sixty (60%) percent or above for the course based on the district's approved grading scale. A student who does not meet the minimum attendance requirement specified in (3) above must pass the course final exam to demonstrate mastery of the course performance standards. See policy 4.01 Code of Student Conduct section (5) High School Grading and Attendance: Administrative Review. Course mastery shall be determined by averaging the grades earned each grading period and the final exam grade.

(12) Secondary Course Modification: Schools may combine the content of two courses into one single period of instruction through the development of a course modification. Students may be granted credit for both of the courses represented in the course modification. In order to participate in a secondary course modification for students other than those enrolled in dropout prevention or exceptional student education, a school must complete the steps of the course modification process developed by the Division of Curriculum and Instruction.

Statutory Authority: 1001.32(2), 1001.41, 1001.42, 1001.43 F.S.

Laws Implemented: 1003.436 F.S.

History: New 1/16/85; Amended 5/13/87, 9/9/87, 1/9/91, 5/22/96, 9/9/97, 5/26/98, 6/30/98, 1/12/99, 10/10/00, 12/9/03, 2/22/05

Note: Former 6Gx52-8.23 (changed 6/30/98)

5.12 ACCEPTANCE OF CREDITS

(1) Student Transfers from Other School Systems: Students transferring to Pinellas County public schools from other school systems shall meet the Board's graduation requirements, but such students shall not be obliged to retroactively meet such requirements so long as they have met all graduation requirements of their respective school districts and states prior to transferring to Pinellas County public schools.

(2) Accepting Credits of Transfers: High schools shall accept at face value the credits of students transferring from a Florida public school; from a public school in one of the other 49 states; from a Department of Defense school; from a school accredited by a regional accrediting agency under the governance of National Study of School Evaluation, National Council on Private School Accreditation member agencies, the Florida Council on Independent Schools and the Florida Association of Christian Colleges and Schools, or from a foreign school that is a recognized/accredited institution qualified to grant such credit consistent with the standards of the country in which the school is located, based on an official transcript from the transferring

school. The regional accrediting agencies under the governance of National Study of School Evaluation are Middle States Association of Colleges and Schools, New England Association of Colleges and Schools, North Central Association of Colleges and Schools, Northwest Association of Colleges and Schools, Southern Association of Colleges and Schools, and Western Association of Colleges and Schools.

(a) High schools shall accept credits of students transferring from schools that do not meet the above guidelines subject to the following conditions:

1. A student will be placed in the appropriate sequential course level in mathematics, science, social studies, and language arts. The student's credit will be based on successful completion of a full semester of course work in each of the four subject areas. Credit for all other courses will be accepted at face value provided that an equivalent course is contained in the listing of approved courses for high schools in Florida. For each subject area in which the student earns a C or higher during the student's first semester after transferring to a Pinellas County high school, the grades and credit earned in the school from which the student is transferring will be entered on the student's transcript. For each subject area in which the student earns a D or lower during the student's first semester after transferring to a Pinellas County high school, the grades and credit earned in the school from which the student is transferring will be validated using the Alternative Validation Procedure before being entered on the student's transcript.

2. Alternative Validation Procedure. If validation based on performance as described above is not satisfactory, then any one of the following alternatives shall be used for validation purposes as determined by the teachers, principal, and parent:

- a. Portfolio evaluation by the superintendent or designee;
- b. Written recommendation by a Florida certified teacher selected by the parent and approved by the principal;
- c. Demonstrated performance in courses taken through dual enrollment or at other public or private accredited schools;
- d. Demonstrated proficiencies on nationally-normed standardized subject area assessments;
- e. Demonstrated proficiencies on the FCAT; or
- f. Written review of the criteria utilized for a given subject provided by the former school. Students must be provided at least ninety (90) days from the date of transfer to prepare for assessments outlined in paragraphs 2.d. and e. of this policy if required.

(b) Accreditation agencies that do not meet the criteria outlined in this subsection for credits to be accepted by Pinellas County high schools at face value may appeal to the Assistant Superintendent for Secondary and Workforce Education to have their accreditation process reviewed. If such an agency can show that their accreditation standards are equivalent to those of agencies under the governance of National Study of School Evaluation in the areas of instructional program design, governance and organization, personnel, services, plant operations and facilities, and finance and business operations as outlined in the Standards for Secondary Schools published by the regional accreditation agencies under the governance of National Study of School Evaluation, then credit from a school accredited by that agency may be accepted at face value.

(3) Transfer of College Credit or Credits Earned Outside Pinellas County Schools: Credit for high school graduation shall not be granted a Pinellas County student for courses taken in a high school that does not meet the guidelines outlined in subsection (2) except under conditions 1-5 of paragraph (a) of that subsection, or for courses completed in college, except in a Pinellas County School Board approved dual credit program. Such schoolwork shall be evaluated, however, to determine if the student should be placed at a higher level.

(4) Transfer of St. Petersburg College Credits Earned During Home Education: St. Petersburg College credits earned by home education students will be accepted toward high school graduation since SPC is SACs accredited. An official college transcript must be provided to the high school so that credits from the school which delivered the instruction (SPC vs. the school of record - home education) may be accepted.

(5) Transfer of Correspondence Credits: The district shall accept correspondence credits earned by students living in wilderness areas where correspondence credit and itinerant teachers are an integral part of the state's educational system.

(6) Correspondence Credit Provisions: Students who have completed two full years in high school may earn one (1) credit per school calendar year by correspondence under the following conditions:

(a) Prior approval is obtained from the principal.

(b) The correspondence course is taken from the University of Florida or a school, which is accredited by a regional accrediting agency under the governance of National Study of School Evaluation to grant high school credit for correspondence course work.

(c) The student presents an official transcript indicating successful course completion to the high school principal or designee.

(d) A maximum of two credits may be earned via correspondence for high school graduation.

(7) Acceptance of Early Admission to College Credits: A student who enters college prior to graduation from high school may be awarded a high school diploma upon successful completion of the first year of college, provided that prior arrangements have been made with the school principal and the student meets all the provisions of the Pinellas County Schools Early Admissions to College application PCS Form 2-2446. In order to be eligible to receive a Pinellas County high school diploma the student must have been enrolled in a Pinellas County high school for the entire semester prior to participation in the early admission program. (See also 5.13 (5)(b)).

(8) Transfer of Area Vocational and Technical School Credit: High school students attending specialized courses at area vocational or technical schools shall be given credit for such courses toward graduation requirements.

(9) Acceptance of Adult High School Credit: When a student sixteen (16) years of age or older withdraws from a regular day high school program and enters an adult high school program and later desires to re-enter a regular day high school, the student shall be re-admitted with the permission of the principal, and the school shall accept the transfer of all credits earned in state-approved adult high schools, provided all other Board requirements are met and provided further that the student will be

enrolled for at least one full semester before graduation from the regular day high school to which the student wishes to return.

(10) In order to have credits awarded: A student who wished to have credits transferred to a Pinellas County high school from any educational institution as outlined in subsections (2) through (8) of this policy shall provide an official transcript of completed course work in such educational institution. The official transcript(s) shall include the grading scale used by the transferring school(s).

Statutory Authority: 1001.32(2), 1001.41, 1001.42, 1001.43 F.S.

Laws Implemented: 230.22, 232.03, 232.032, 232.25 F.S.; 6A-1.095 SBE Rules

History: New 7/28/65; Amended 11/17/71, 2/27/74; Revised 12/18/74; Amended 8/23/78, 7/11/79, 8/27/80, 12/3/80, 6/10/81, 7/13/83, 2/8/84, 12/18/85, 6/25/86, 9/24/86, 9/23/87, 5/25/88, 2/8/89, 9/27/89, 1/24/90, 6/13/90, 8/8/90, 1/9/91, 4/8/92, 6/23/93, 6/27/95, 1/10/96, 6/30/98, 6/29/99, 10/10/00, 12/9/03, 6/21/05

Note: Former (portion) 6Gx52-8.17 (changed 6/30/98)

5.13 GRADUATION REQUIREMENTS: HIGH SCHOOL

(1) Graduation Defined: Graduation from a Pinellas County high school implies that students have satisfactorily completed the prescribed high school core curriculum in accordance with the provisions of 5.11 and that they have satisfactorily passed any examinations and other requisites set by the State Board of Education and the Pinellas County School Board. These requirements are based on the assumption that a high school education represents the successful completion of a four (4) year program of studies, with enough flexibility to allow qualified students other alternatives for graduation. High school credits earned in grades 7 and 8 will apply to graduation requirements but will not be used for acceleration of graduation.

(2) Standard Diploma: (See also paragraph (f) Credit Requirements Based on 4x4 Schedule)

(a) Number of Credits Required for Graduation: The minimum number of credits required for graduation from high school is twenty-four (24) in the six period schedule high school and twenty-nine (29) in the 4x4 schedule high school. Students may also select the three-year eighteen (18) credit standard college preparatory program or three-year eighteen (18) credit career preparatory program (for eighteen (18) credit options see subsection (n) GPA Requirement and paragraph (4) Accelerated Graduation). Students in their third year in the eighteen (18) credit option program may participate in senior activities directly related to graduation but are not eligible for participation in other senior activities or privileges.

1. Graduation Program Options

a. Four-year twenty-four (24) credit program or twenty-nine (29) credits in a 4x4 schedule high school.

b. Three-year eighteen (18) credit standard college preparatory program.

c. Three-year eighteen (18) credit career preparatory program.

2. Selection of a Graduation Program Option