

**Code of Student Conduct for Pinellas  
Technical College St. Petersburg  
2024-2025**



The School Board of Pinellas County, Florida

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The mission of the Pinellas County School Board is to provide the best opportunities for all students to succeed by adopting policies that ensure continual improvement of highest student achievement, safe learning environment and effective, efficient operation.

**Federal guidelines require that states have a zero-tolerance law regarding substance abuse, guns and crime.**

Florida Statute 1006.13 mandates that "each school district shall adopt a policy of zero tolerance for crime and substance abuse...." That law further requires that expulsion be recommended for any student at school or at a school function with a firearm or weapon, as defined in Chapter 790 or any student making a threat or false report as defined by state statute 790.162 and 790.163. In fulfilling this statutory requirement, we have incorporated the specified legal definitions into the language of Pinellas County Schools' Code of Student Conduct for Postsecondary Career, Technical, and Adult Education (CTAE). In complying with the law, the Pinellas County School Board defines **zero tolerance** to mean that certain kinds of misconduct will always lead to a disciplinary consequence. For certain misconduct, administrators have discretion as to discipline and penalties and for others the School Board has mandatory penalties. All of these policies have been enacted to ensure that the student is safe and has every opportunity to benefit from instruction.

Pinellas County Schools (PCS) is an equal opportunity institution for education and employment. It is the policy of the School Board of Pinellas County that 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.

Paula Texel, Associate Superintendent, Human Resource Services (Office of Equal Opportunity)  
301 4th Street, SW, Largo, FL 33770; (727) 588-6000

This publication can be made available in large print or audio tape versions to persons with disabilities. Requests should be made to Pinellas Technical College -Clearwater, 6100 154th Avenue N, Clearwater, FL 33760 (727) 538-7167 or Pinellas Technical College -St. Petersburg, 901 34th Street S, St. Petersburg, FL 33711 (727) 893-2500. Please include your name, address and telephone/ TDD number with your request.



*Opportunity starts here*

Pinellas Technical College - St. Petersburg Campus  
901 34th Street South  
St. Petersburg, FL 33711  
Phone: 727-893-2500  
<https://www.pcsb.org/ptc-stpetersburg>

### **Vision**

To be our community's first choice for technical training.

### **Mission**

Our mission is to provide students the opportunity to develop national workplace competencies to fill the needs of business and industry.



Pinellas Technical College campuses are accredited by the Council on Occupational Education (COE), 7840 Roswell Road, Building 300, Suite 325, Atlanta, Georgia 30350, (770) 396-3898 or 1 (800) 917-2081, FAX (770) 396-3790.



Pinellas Technical College campuses are accredited by the Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACS CASI), 1866 Southern Lane, Decatur, Georgia 30033, (404) 679-4500.



As part of the Pinellas County School district, Pinellas Technical College is accredited by AdvancED, the parent organization of the Southern Association of Colleges and Schools (SACS).

**Pinellas Technical College campuses are alliance members of the Commission on International and Trans-Regional Accreditation (CITA).**

**Most Pinellas Technical College programs are further accredited by a professional accrediting body and/or approved by a licensing or certifying agency.**

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## 5501 - CODE OF STUDENT CONDUCT FOR POSTSECONDARY CAREER, TECHNICAL, AND ADULT EDUCATION

The Code of Student Conduct for Postsecondary Career, Technical, and Adult Education is comprised of Policy 5501 through Policy 5501.13.

The primary goal of the District is to ensure that each student achieves at the highest possible level. Education is to be provided in a manner that does not discriminate or cause harassment on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, disability, sexual orientation, or social and family background. In order for this to be accomplished, every school staff member will strive to create a positive safe environment that encourages and supports student success. Underlying causes for misbehavior will be explored and when possible positive redirection will occur and acceptable alternative behaviors will be taught. Such redirection may involve a collaborative effort of school, community, and parents/guardians.

It is the objective and policy of the School Board to recognize, preserve, and protect the individual rights of all students, and at the same time to encourage and enforce the exercise of these rights within the framework of an orderly and efficient school program. Within this framework, it is the duty of the Board, the administrative staff, and the faculty of each school to prevent and to prohibit student conduct that becomes dangerous, disruptive, and destructive and therefore endangers the proper maintenance and function of the school program. Staff members are expected to model core value behaviors that set an example for students. It is expected that all disciplinary measures will be conducted in a manner that is respectful to the student and preserves the student's dignity wherever possible. It is the expectation that each student will behave in a manner that does not threaten, interfere with, or deprive other students of their right to an education and will accept responsibility for their behavior. An effective school environment must be safe and free from disruption.

The Board further recognizes that students are protected and have certain rights extended to citizens under the United States Constitution and its amendments and that these rights cannot be abridged except in accordance with the due process of law. Therefore in order to clarify the guidelines of student behavior in the schools and establish procedures to be followed, the *Code of Student Conduct for Postsecondary Career, Technical, and Adult Education* has been adopted by the Board. The Code shall be mandatory and applied in a manner that is consistent with this philosophy of discipline. Individual schools may adopt additional regulations governing actions not covered by the *Code* but such additional regulations may neither substitute for nor negate any *Code* provisions unless approved through the Board waiver process. It is essential that all students, their parents/guardians, teachers, and administrators understand and abide by the *Code of Student Conduct for Postsecondary Career, Technical, and Adult Education*.

"Parent" is either or both parents of a student, any guardian of the student, any person in a parental relationship to a student, or any person exercising supervisory authority over a student in place of the parent.

## 5501.01 - CODE OF STUDENT CONDUCT FOR POSTSECONDARY CAREER, TECHNICAL, AND ADULT EDUCATION - STUDENT RIGHTS

### **In General**

- 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.

### **First Amendment Freedom of Expression**

The United States Supreme Court rules in 1969 that public school students do not leave their constitutional right to freedom of expression at the schoolhouse gate. A student has a right to freedom of expression; however, when a student exercises that right, the student must do so in a responsible manner that does not cause a disruption of the school or a school activity. A principal or administrator may impose reasonable time, place, and manner restrictions on a student's exercise of First Amendment freedom of expression when there is evidence of imminent disruption of the school.

### **Searches and Seizures**

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. 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 precautions to give students a safe and healthy school in which to learn. Personnel of the school system shall not conduct searches of students or their property, including vehicles that violate constitutional law.

### **Investigations at School**

Each student has certain rights when being interviewed or questioned by police or by the PTC Campus Director and/or the Adult/Community School Administrator or designee during criminal or administrative investigations.

- A. Law enforcement may have the lawful authority to question and arrest students on school property. When a student who is a minor is a subject in a criminal investigation that could lead to arrest or criminal charges, the PTC Campus Director or Adult/Community School Administrator or designee shall make a diligent effort to contact the student's parent before law enforcement officers question the student unless law enforcement confirms that prior notification of a parent would jeopardize public safety. If a parent cannot be located, the policy may go ahead with questioning. If the student's parent is contacted, the policy may allow the student's parent to be present during the student's questioning. The PTC Campus Director or Adult/Community School Administrator or designee shall document these efforts.
- B. When a student is the subject of an administrative investigation, school officials shall be permitted to conduct necessary interviews.
- C. When a student is not the subject in a criminal or administrative investigation but is being interviewed as a victim or witness, the investigator, pursuant to F.S. Chapter 39, will determine who may be present during the interview.
- D. Each student has certain rights when a police officer or an identified representative of the court wishes to remove a student from school premises.

- E. Should the officer request to take the student out of the school, it shall only be done with the consent of the student or the consent of the student's parent/guardian if the student is under the age of eighteen (18) or with a warrant or a subpoena requiring the student to be a witness. If the officer desires to make an arrest, either with or without an arrest warrant, s/he shall be allowed to do so without objection by the PTC Campus Director or Adult/Community School Administrator or designee or teacher in charge. If a student under the age of eighteen (18) is removed by an officer, the PTC Campus Director or Adult/Community School Administrator or designee shall make a diligent effort to notify the parents prior to the student's removal from the school premises or as soon thereafter as possible unless law enforcement confirms parent notification would jeopardize public safety. The PTC Campus Director or Adult/Community School Administrator or designee shall document those efforts.
- F. If a student is removed from school by an officer under the aforementioned conditions, a Release Order shall be signed. The Release Order shall be signed in triplicate with the original being filed in the office of the Area Superintendent, a copy to the parents, and a copy retained in the school files unless law enforcement confirms parent notification would jeopardize the student's safety.

### **Property Damage**

Any student who deliberately damages Board property is responsible for prompt reimbursement to the Board. Failure to complete payment may lead to legal action.

### **Sororities, Fraternities, and Secret Societies**

Sororities and Fraternities: Sororities, fraternities, and secret societies are prohibited in the District. 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.

F.S. 1001.32(2), 1001.41, 1001.42, 1001.43, 1001.46(6)(d)  
Fl. Educational Equity Act of 1984

## 5501.02 - CODE OF STUDENT CONDUCT FOR POSTSECONDARY CAREER, TECHNICAL, AND ADULT EDUCATION- DRESS CODE

Each student has the responsibility to dress appropriately for the school 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. Administrators, faculty, and staff members will enforce the dress code. All dress and grooming shall conform to health and safety or special program requirements, and all such requirements shall be enforced. Specialized programs may call for more specific dress and grooming requirements which shall be set forth in the program description. The following minimum standards of dress and grooming shall apply to all students in the postsecondary/workforce education schools of the District.

- A. All shirts and blouses must cover midriff, back, sides, and all undergarments including bra straps at all times.
- B. Shorts, skirts, divided skirts, dresses, and culottes are allowed. They must be mid-thigh length or longer.
- C. All trousers, pants, or shorts must totally cover undergarments including boxer shorts.
- D. All clothing, jewelry, or tattoos shall be free of the following: profanity, violent images, violent wording or suggestions; sexually suggestive phrases or images; gang-related symbols; alcohol, tobacco, drugs, or advertisements for such products.
- E. Safe and appropriate footwear must be worn. Inappropriate footwear includes, but is not limited to, roller skates, skate shoes, and bedroom slippers. Individual programs may require specialized footwear such as steel-toed shoes.
- F. Form-fitting leotard/spandex type clothing (including sport bras) of any fabric is not allowed unless covered by proper outer garments.
- G. See-through or mesh fabric clothing may only be worn over clothing meeting requirements.
- H. Clothing must be the appropriate size with the waist of the garment worn at the student's waist.
- I. Clothing not properly buttoned, zipped, fastened, or with inappropriate holes or tears shall not be worn.
- J. Clothing traditionally designed as undergarments or sleepwear and footwear traditionally designed as sleepwear shall not be worn as outer garments.
- K. Sunglasses may not be worn inside school buildings unless required by a physician or authorized by school administration (except as required in certain vocational programs).
- L. Specific uniforms, safety goggles/devices or protective clothing shall be worn as required by individual programs.

NOTE: Adult/Community school students while attending classes on the campus of a District high school will be required to adhere to the high school dress code.

F.S. 1001.32(2), 1001.41, 1001.42, 1001.43, 1001.46(6)(d)  
Fl. Educational Equity Act of 1984



5501.03 - CODE OF STUDENT CONDUCT FOR POSTSECONDARY CAREER,  
TECHNICAL, AND ADULT EDUCATION - STUDENT ATTENDANCE

- A. Each student enrolled in the District is required to have regular and punctual attendance. Each student is also required to complete all work assigned in each course in which the student is enrolled.
- B. Attendance requirements may vary by individual programs. See the Pinellas Technical College (PTC) catalog and/or individual program syllabus for current program attendance requirements. Failure to adhere to attendance requirements may adversely affect eligibility for financial aid.
- C. PTC students must use the automated time clock system to clock in and out to document actual hours of attendance in the program. Failure to use the automated time clock system may result in reduction of grade, loss of financial assistance, and/or disciplinary action.
- D. Loitering about the campus is not permitted. Students attending PTC shall wear proper identification badges at all times. Each student shall be in class as scheduled. Late arrivals must report immediately to their class location. A student needing to leave before class is over must receive permission from his/her instructor. PTC needing to leave before class is over must notify the instructor, clock out, and leave the campus immediately.
- E. Each student under the age of eighteen (18) shall have in the school records the name and address of a parent/guardian.

F.S. 1001.32(2), 1001.41, 1001.42, 1001.43, 1001.46(6)(d)  
Fl. Educational Equity Act of 1984

5501.04 - CODE OF STUDENT CONDUCT FOR POSTSECONDARY  
CAREER, TECHNICAL, AND ADULT EDUCATION - GROUNDS  
FOR SUSPENSION/DISMISSAL

Any conduct by a student which is injurious to others, poses a threat to the health or safety of persons or property, or conduct which disrupts or interferes with the education of him/her or other students shall result in disciplinary action. Where appropriate, misconduct may result in criminal penalties being imposed. The following actions, or the attempts to commit them, shall be considered SERIOUS MISCONDUCT and may warrant suspension/dismissal without consideration of alternative punishment.

- A. Cheating - The teacher shall also record a "zero" for each act of cheating.
- B. Falsifying or Altering Records - for example, computer records or attendance notes
- C. Improper Use of Computers or Electronic Devices
- D. Threatening to Hurt Someone
- E. Hitting Someone
- F. Using Physical Force Against Someone
- G. Stealing
- H. Fighting
- I. Extortion
- J. Blackmail
- K. Repeated Misconduct
- L. Arson
- M. Vandalism
- N. Interference with School Personnel
- O. Interference with the Movement of Another Student
- P. Bullying
- Q. Gambling
- R. Trespassing
- S. Defiance
- T. Verbal Abuse of Another
- U. Profanity
- V. Failure to Give Correct Name

- W. Participation in Disruptive Demonstration
- X. Leaving School Grounds Without Permission
- Y. Sexual Activity at School, at a School Activity, or on a School Bus
- Z. Sexual or Other Harassment
- AA. Making a False Alarm - This includes pulling a fire alarm.
- BB. Possession of Common Objects that Could Hurt Someone - examples, self-defense chemical sprays or pocketknives with a blade of four (4) inches or shorter
- CC. Possession of Toy or a Replica Gun or Knife
- DD. Possession of Drug Paraphernalia
- EE. Possession of Tobacco
- FF. Possession of Hazardous Materials
- GG. The Use of Electronic Items - This includes tape player/records, electronic communication devices (ECD), CD players, personal digital assistant (PDA), portable media players (PMP), radios, cameras, cellular phones (including the camera that may be part of the phone), camcorders, televisions, MP3 players, iPods, pagers, or beepers are not permitted in the classroom without instructor permission. If students are in possession of these electronic items, they are to be kept powered off or on mute in the classroom unless they are permitted for use in connection with the program of instruction. School staff is not responsible for preventing theft, loss, damage, or vandalism to cellular telephones, ECDs, or other electronic devices brought onto its property including any electronic devices confiscated due to inappropriate use.
- HH. Violation of a School Rule
- II. Other Serious Misconduct

F.S. 1001.32(2), 1001.41, 1001.42, 1001.43, 1001.46, 1008.35  
 Fl. Educational Equity Act of 1984

5501.05 - CODE OF STUDENT CONDUCT FOR POSTSECONDARY  
CAREER, TECHNICAL, AND ADULT EDUCATION - STUDENT  
MISCONDUCT THAT REQUIRES SPECIFIC CONSEQUENCES

A. In General

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

1. use of tobacco products;
2. illegal drugs, alcoholic beverages, and harmful substances;
3. bombs and bomb threats;
4. chemical and biological attacks or threats;
5. guns, weapons, and dangerous objects;
6. knives with a blade longer than four (4) inches or a non-foldable knife regardless of length, excluding a butter knife or dull table knife;
7. violent acts resulting in serious injury;
8. felony charges and convictions.

B. An administrator shall report an incident of student misconduct to law enforcement (School Resource Officer, District Police, or outside law enforcement) if the administrator reasonably believes that the conduct poses a threat to the safety of students, staff, volunteers, or other persons, or a threat of harm to Board property.

C. Certain acts are considered a serious threat to school safety and must be reported to law enforcement. These acts include, but are not limited to, the following:

1. possession or use of a bomb or making of a bomb threat;
2. chemical and biological attacks or threats;
3. possession or use of a gun, weapon, or firearm.

D. Petty acts of misconduct need not be reported to law enforcement. Petty acts of misconduct are those that an administrator reasonably believes do not pose a threat to the safety of students, staff, volunteers, or other persons, or a threat of harm to Board property.

5501.06 - CODE OF STUDENT CONDUCT FOR POSTSECONDARY  
CAREER, TECHNICAL, AND ADULT EDUCATION - TOBACCO  
AND NICOTINE

“Use of tobacco and nicotine products” shall mean all uses of tobacco including cigars, cigarettes, pipe tobacco, snuff, chewing tobacco, any other matter or substances that contain tobacco or nicotine, as well as any uses of electronic cigarette/cigar or any other product designed or manufactured to imitate any of the products mentioned herein regardless of whether it contains tobacco or nicotine. “Use of tobacco and nicotine products” shall not include use of nicotine patches or nicotine gum for their intended purposes. If a student is found with a lit cigarette, pipe, or cigar, or activated e-cigarette, the student will be considered to be using tobacco or nicotine products. Use of tobacco and nicotine products is not permitted in school or on school property (including buses), at a bus stop, or at a school activity. Students observed using tobacco and nicotine products are subject to disciplinary action up to and including dismissal and may be referred to law enforcement.

F.S. 1001.32(2), 1001.41, 1001.42, 1001.43, 1001.46(6)(d)  
Fl. Educational Equity Act of 1984

5501.07 - CODE OF STUDENT CONDUCT FOR POSTSECONDARY CAREER, TECHNICAL,  
AND ADULT EDUCATION - PROHIBITED SUBSTANCES INCLUDING ILLEGAL DRUGS,  
ALCOHOLIC BEVERAGES, AND HARMFUL SUBSTANCES

A. Definition

Illegal drugs are defined to include drugs for which the student does not have a valid prescription, alcohol, or intoxicating beverages, or any illegal or harmful substances including non-prescription drugs, inhalants, or items used in a harmful or inappropriate manner. The use of any drug when such use is unlawful and use of any drug when such use is detrimental to the user or to others but is not unlawful is prohibited.

B. Offenses Cumulative

Drugs and alcohol offenses shall be cumulative from year to year and school to school within the District's school system. Additionally, referral shall be made to the appropriate law enforcement agency.

C. Prohibition

The use of or possession of or being under the influence of illegal drugs, materials, substances, drug paraphernalia, or alcoholic beverages on school property at any time (including buses), or at school functions, or prior to arriving at school or school functions shall be considered prohibited conduct. This includes but is not limited to the bringing of such items to school for another person, or having such items on one's person or one's personal effects, or placing such items in a locker, desk, or other hiding place. Students who arrive at school or at a school function in a vehicle in which there are illegal drugs or alcohol are considered to be in possession of that substance if the PTC Campus Director or Adult/Community School Administrator determines, based upon the evidence, that the student knew there were illegal drugs or alcohol present. Students at a school function who are in a specific area, including but not limited to a hotel room where there are illegal drugs or alcohol, may be considered to be in possession of that substance if it is determined after an investigation that the student knew there were illegal drugs or alcohol present and chose to remain in that area. Students are prohibited from selling, purchasing, distributing, receiving, or negotiating the sale, purchase, distribution, or receipt of illegal drugs or alcohol as defined in the preceding section. The sale of, negotiations for sale of, or distribution of a prescription drug (for which the student has a valid prescription) to another student is also forbidden. Distribution is the transfer of substances from one person to another.

D. Violations

A student who is found to have been in violation of the drug and alcohol prohibited shall be dismissed. Any case of attempted suicide including those involving illegal substances will be treated as a mental health issue and a mental health assessment will be conducted prior to determining consequences.

E. Reentry

Reentry after dismissal will not be allowed until evidence of successful completion of an approved drug or alcohol assessment is provided.

F. Felony Conviction

Pursuant to law, if a student is adjudicated guilty or delinquent for the unlawful possession or sale of any controlled substances under F.S. Chapter 893, the student may be dismissed.

5501.08 - CODE OF STUDENT CONDUCT FOR POSTSECONDARY CAREER,  
TECHNICAL, AND ADULT EDUCATION - BOMBS AND BOMB THREATS

Any student involved in the making of a bomb or planning the use of a bomb (including the use of a facsimile bomb) shall be dismissed. Additionally, any student involved in making or planning a bomb threat that is directed at a person or persons or is in written form (including computer communications), or a bomb threat that significantly disrupts the educational process, or a false report as defined in F.S. 790.162 and 790.163 shall be dismissed and referred to law enforcement for prosecution.

- A. F.S. 790.162 - "It is unlawful for any person to threaten to throw, project, place, or discharge any destructive device with intent to do bodily harm to any person or with intent to do damage to any property of any person..."
- B. F.S. 790.163 - "It is unlawful for any person to make a false report, with intent to deceive, mislead, or otherwise misinform any person, concerning the placing or planting of any bomb, dynamite, or other deadly explosive..."

F.S. 1001.32(2), 1001.41, 1001.42, 1001.43, 1001.46(6)(d)  
Fl. Educational Equity Act of 1984

5501.09 - CODE OF STUDENT CONDUCT FOR POSTSECONDARY CAREER,  
TECHNICAL, AND ADULT EDUCATION - POSSESSION OF  
GUNS AND WEAPONS

*When a student has been in possession of*

- A. a gun which shall mean firearm as defined by F.S. 790 and includes any object (whether operable or inoperable) including starter guns which will fire a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or silencer, any destructive device, any weapons which are designed to or may readily be converted to such purpose but not necessarily operable at the time of confiscation, or
- B. a weapon, meaning any dirk (dagger), metallic knuckles, slingshots (a small mass of metal, or similar material fixed on a flexible handle or strap), billies, tear gas guns, chemical weapons or devices, knives or other deadly weapons other than common pocketknives (blade of four (4) inches or less which are considered a dangerous object), plastic knives, or blunt bladed table knives, or
- C. a dangerous object (including but not limited to box cutters, ice picks, razor blades, air guns, bb guns, pellet guns, or spring guns of any sort whether operable or inoperable) brought with the intent of doing harm to others including bringing an object for self-defense

the student shall be dismissed. This prohibition against possession of guns or weapons on School Board property includes the possession of a gun or weapon at school-sponsored functions, on a school bus or at a bus stop, and the storing of such in a school facility or on Board property. The PTC Campus Director or Adult/Community School Administrator or designee may give written permission to possess a gun or weapon when the gun or weapon is required by the curriculum. A student in a vehicle in which there is a gun or weapon on Board property or at a school activity may be considered to be in possession of that gun or weapon if it is determined by the PTC Campus Director or Adult/Community School Administrator or designee based upon evidence that the student knew of the presence of the gun or weapon.

F.S. 1001.32(2), 1001.41, 1001.42, 1001.43, 1001.46(6)(d)  
Fl. Educational Equity Act of 1984



5501.10 - CODE OF STUDENT CONDUCT FOR POSTSECONDARY CAREER,  
TECHNICAL, AND ADULT EDUCATION - FELONY CHARGES

A student who is formally charged (has a petition filed) by the proper prosecuting attorney with committing a felony or with a delinquent act which would be a felony if committed by an adult including, but not limited to those listed below, as a result of conduct off of school grounds shall be dismissed if after affording the student due process, the PTC Campus Director or Adult/Community School Administrator or designee finds that the incident has an adverse impact on the educational program, discipline, or welfare of the school.

- A. any felony involving violence
- B. rape/sexual battery
- C. lewd and lascivious act on a child under sixteen (16) years of age
- D. concealed weapon
- E. armed robbery
- F. sale of illegal drugs
- G. possession of a bomb
- H. any felony involving use of a firearm
- I. battery on an elected school official or school system employee
- J. aggravated battery

F.S. 1001.32(2), 1001.41, 1001.42, 1001.43, 1001.46(6)(d)  
Fl. Educational Equity Act of 1984

## 5501.11 - CODE OF STUDENT CONDUCT FOR POSTSECONDARY CAREER, TECHNICAL, AND ADULT EDUCATION - DISCIPLINARY ACTIONS AND PROCEDURES

### **Types of Disciplinary Action Permitted**

The use of corporal punishment is prohibited. However, school personnel may use reasonable force to maintain a safe and orderly learning environment. Any use of reasonable force shall be in accordance with School Board policy and State Board of Education rule. The prohibition against the use of corporal punishment also extends to parents or guardians on school grounds. While the following types of disciplinary action may be considered, there is no intent that the listing implies that any sequence must be followed. It is expected that the School Discipline Plan will be followed whenever possible.

#### A. Probation

A student may be placed on disciplinary probation for a period of time not to exceed one (1) year.

#### B. Suspension

A student may be suspended from school or class for up to ten (10) days for any one (1) offense. While on suspension, the student is not permitted to return to any campus or attend any school activities without the permission of an administrator. Except in cases in which the safety of others is involved or the orderly operation of the school is threatened, the following alternatives may be considered prior to suspending a student:

1. The student may be placed on a disciplinary probation contract - the breach of which may lead to suspension.
2. The student may be referred to the Student Services Department for counseling.

#### C. Dismissal

In most cases, dismissal will mean that a student is excluded from all public school programs in the District. Dismissed students of appropriate age may apply to local Juvenile Services Programs (J.S.P.), Urban League, or Catalyst but acceptance is entirely up to that program's staff based upon their dropout prevention criteria. Instances involving exceptional education students will be handled according to law. A student shall be withdrawn for:

1. possession of a gun or weapon;
2. physical attack result in serious injury or while using a weapon;
3. an act of unprovoked violence while using a weapon regardless of the severity of the injury to the victim;
4. making of a bomb or planning the use of a bomb (including the use of a facsimile bomb). Additionally, any student involved in making or planning a bomb threat that is directed at a person or persons or is in written form (including computer communications), or a bomb threat that significantly disrupts the educational process, or a false report as defined in F.S. 790.162 and 790.163 (see Paragraph (4)(c)(1 and 2) shall be recommended for dismissal.

## 5501.12 - CODE OF STUDENT CONDUCT FOR POSTSECONDARY CAREER, TECHNICAL, AND ADULT EDUCATION - DUE PROCESS PROCEDURES

In order to ensure that each student receives fair treatment consistent with the fundamental requirements of due process, student suspensions and dismissals shall be made in accordance with the following procedures.

### A. **Suspension**

#### 1. Hearing Required

The hearing shall consist of an informal interview between the PTC Campus Director or Adult/Community School Administrator or designee, and the student. The student shall be informed orally and in writing of the charges and an explanation of the evidence against him/her. The student shall be allowed to give a personal version of the incident, and the PTC Campus Director or Adult/Community School Administrator or designee hearing the case shall decide whether the charges against the student have been sustained. The PTC Campus Director or Adult/Community School Administrator or designee shall then determine whether to suspend the student if such is the appropriate disciplinary action.

#### 2. Time of Hearing and Imposition of Sanction

The PTC Campus Director or Adult/Community School Administrator or designee may suspend a student for any one (1) offense for a period of time up to and including ten (10) school days. The PTC Campus Director or Adult/Community School Administrator or designee shall hold a hearing immediately after the PTC Campus Director or Adult/Community School Administrator or designee becomes aware of the violation by or the charge against the student. In an emergency situation, the PTC Campus Director or Adult/Community School Administrator or designee shall have the authority to suspend the student on the basis of facts known to the PTC Campus Director or Adult/Community Administrator or designee, and the hearing shall be held within a reasonable time after the imposition of the suspension.

#### 3. Notice of Suspension to Students

The PTC Campus Director or Adult/Community School Administrator or designee shall deliver by hand or shall mail a copy of the written notice of the suspension to the student within twenty-four (24) hours of the suspension. Failure of the student to receive a formal written notice of the suspension shall not affect the validity of the suspension or any other proceeding herein.

#### 4. Notice of Suspension to Parents of Minors

After suspending a minor, the PTC Campus Director or Adult/Community School Administrator or designee shall immediately attempt to notify the parent(s) by telephone and shall document the fact of such notice or the diligent effort to give such notice. The PTC Campus Director or Adult/Community School Administrator or designee shall also complete the form "Written Notice of Suspension" and shall, if possible, deliver by hand a copy of it to the minor and shall mail a copy of the written notification of the suspension to the parent(s)/legal guardian within twenty-four (24) hours of the suspension. Failure of the student or parent(s) to receive a formal written notification of the suspension shall not affect the validity of the suspension or any other proceeding herein.

#### 5. Appeal of Suspension

If a student or the parent of a minor wishes to appeal the due process procedures implemented in the suspension process, the appeal shall be submitted to the PTC Campus Director or

Adult/Community School Administrator or designee in writing prior to the termination date of the suspension. The PTC Campus Director or Adult/Community School Administrator or designee shall arrange for a conference with the student or parent. The PTC Campus Director or Adult/Community School Administrator or designee shall notify the student or parent(s) in writing of his/her final decision within five (5) days of the hearing of the appeal. In the letter the PTC Campus Director or Adult/Community School Administrator or designee shall advise the student or the parent(s) of the following:

- a. The PTC Campus Director's or Adult/Community School Administrator's or designee's decision as to whether the student was provided due process in the suspension procedure.
- b. If due process was not provided, it shall be provided at that time by the PTC Campus Director or Adult/Community School Administrator or designee. If after providing due process the PTC Campus Director or Adult/Community School Administrator or designee determines that the suspension was not appropriate, the student's record shall be expunged of the suspension and the student shall be given the opportunity to make up all work without penalty.
- c. No disciplinary action shall be postponed during an appeal.
- d. The student may initiate an appeal in writing to the Chief Operating Officer of PTC or the Director of Career, Technical, and Adult Education or designee within five (5) school days of the date of the previous decision. This is the last appeal step for a student's out-of-school suspension. This step of appeal will involve only a review to see if the student received appropriate due process. There will be no reinvestigation of the incident.

B. **Dismissal**

Statutory authority for dismissal is provided in F.S. 1001.42(6) and 1002.21(3).

1. **Initiation of the Dismissal Process**

An instructor, department chairperson, or administrator or designee shall send a letter to the PTC Campus Director or Adult/Community School Administrator or designee as appropriate. Such letter shall contain a detailed explanation of the charges against the student and a recommendation for dismissal. The PTC Campus Director or Adult/Community School Administrator or designee makes the dismissal decision.

2. **Notice to Parent(s) and Student**

If the PTC Campus Director or Adult/Community School Administrator or designee recommends dismissal, the student and the parents of the student, if a minor, shall be informed in writing of the decision. The student and the parent(s) of the student, if a minor, may request a hearing before the PTC Campus Director or Adult/Community School Administrator or designee who retains the final decision authority for the dismissal.

3. **Procedures for a Hearing**

- a. The parent(s)/legal guardian of a minor student or the student shall, if age eighteen (18) or older, within five (5) days from the receipt of the PTC Campus Director's or Adult/Community School Administrator's or designee's letter of notification of the recommendation for dismissal notify the Chief Operating Officer or Director of Career, Technical, and Adult Education in writing that a hearing is requested. For good cause

shown, any procedural defect in the request for a hearing may be waived by the PTC Campus Director or the Adult/Community School Administrator or designee.

- b. The PTC Campus Director or Adult/Community School Administrator or designee shall schedule a hearing and notify the parent(s)/legal guardian of a minor student or the student in writing of the date, time, and place of the hearing.
- c. The parent(s)/legal guardian of a minor student or the student may be represented by an attorney or other representative.
- d. The record shall only consist of the notice and summary of grounds; evidence received; all written statements submitted; any decision overruling objections; all matters placed on the record after an ex parte communication; the transcript, if either party has the proceeding transcribed; and any decision, order, or report by the PTC Campus Director or the Adult/Community School Administrator or designee.
- e. The PTC Campus Director or the Adult/Community School Administrator or designee shall make a final decision in writing based on the evidence presented.

F.S. 1001.32(2), 1001.41, 1001.42, 1001.43, 1001.46  
Fl. Educational Equity Act of 1984

## 5501.13 - CODE OF STUDENT CONDUCT FOR POSTSECONDARY CAREER, TECHNICAL, AND ADULT EDUCATION - GRIEVANCE PROCEDURES

### **School-Related Problems or Student Complaints Not Connected to Suspension or Dismissal**

A student has the privilege to question a decision by a school teacher or administrator. The privilege to question includes decisions perceived by the student to be discriminatory regarding any phase of educational programs, activities, application of the rules of behavior, sanctions, or treatment. It is the aim of these procedures to settle a grievance at the lowest level possible. The following procedures shall be used to submit a grievance for a decision:

- A. The student shall first talk courteously to the teacher or administrator concerned at a time other than regular class time.
- B. If the student is not satisfied after talking with the teacher or administrator concerned, the student may submit an appeal in writing to the PTC Campus Director or Adult/Community School Administrator or designee of the school to review the matter. Such an appeal shall be submitted within three (3) days of the incident.
- C. The PTC campus Director or Adult/Community School Administrator or designee of the school shall investigate the problem and shall render a decision on whether to sustain or overrule the decision of the teacher or administrator. The decision shall be given to the student in writing within five (5) days from receipt of the written notice of appeal.
- D. Any appeal beyond the PTC Campus Director or Adult/Community School Administrator or designee of the school may be made in writing to the Chief Operating Officer of PTC or the Director of Career, Technical, and Adult Education or designee within five (5) days from receipt of the previous decision. This is the last step in the grievance procedure.
- E. If the grievance is not resolved at the institutional and/or district level the student can connect the Council on Occupational Education (COE) through <https://council.org/> 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350 or Toll-Free: 800.917.2081.

F.S. 1001.32(2), 1001.41, 1001.42, 1001.43, 1001.46  
Fl. Educational Equity Act of 1984