

Pineapple Cove Classical Academy

**Scholar and Family
Handbook
2026-2027**

*This handbook is
subject to change by
action of the
Governing Board of
Pineapple Cove
Classical Academy
at Board discretion.*

July 2026

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I. GOVERNANCE

A. BOARD OF DIRECTORS (BOD)

Pineapple Cove Classical Academy (“PCCA” or the “School”) is governed by its Board of Directors (the “Board” or “BOD”). The BOD will operate in accordance with the school’s bylaws. The Board has entered into a Charter Agreement with Florida Department of Education and Brevard Public Schools. The bylaws shall be available on the School’s website, www.pineapplecoveclassicalacademy.com.

B. BOARD RESPONSIBILITIES

The Board is the governing body of the school and in this office is responsible for overseeing the effective, faithful execution of the mission.

The Founding Board has created Pineapple Cove Classical Academy specifically to implement a traditional, classical, liberal-arts education according to the following mission:

“To develop graduates in mind and character through a classical, content-rich curriculum that emphasizes the principles of virtuous living, traditional learning, and civic responsibility. We are building intelligent, virtuous American citizens.”

The Board oversees budgeting and spending, community outreach, charter fidelity, compliance with applicable laws and regulations, and development to support the mission.

More specific responsibilities of the board include but are not limited to:

Advocacy

- Serving as ambassadors for the school by clearly protecting and articulating the school's mission and goals and by garnering support of the community.

School Leader Support

- Providing input and feedback to the school leader on campus-specific issues and concerns
- (e.g. school culture, discipline policy, scholar recruitment, etc.)
- Supporting the principal by ensuring that she has the moral and professional support she needs to further the goals of the school.

Fiscal accountability

- Participating in the budgeting process each year, providing advice and feedback to the principal.
- Monitoring the management of financial resources by approving the annual budget and ensuring that proper financial controls are in place.
- Financial reporting of the Treasurer to the board as required in the by-laws to ensure the board is “hands-on” as it relates to fiscal controls and responsibility

Development / fundraising

- Assuring there are adequate resources for the school to fulfill its mission.

Compliance

- Monitoring and ensuring compliance with the Florida Department of Education regulatory statutes and other local, state, and federal laws by regularly reviewing school policies, programs, and practices.
- Reviewing school data against charter and charter goals to ensure compliance with the vision, strategies, and objectives identified herein.

Other

- Serving as the grievance board for parent and staff concerns that are unable to be resolved by the school leader.
- Actively recruiting new board directors and advisory council members.
- Selecting and supporting the principal.

In summary, the Board is accountable for the academic, financial, legal, and operational performance of the school. The Board places responsibility for implementing its policies with the Principal, but the Board remains accountable.

C. PARENT GRIEVANCES

1. Grievance related to the classroom

This school firmly believes that adults must be models of good character even in the most difficult situations. Should a parent have a grievance concerning a particular class or the administration of the school, that grievance should be resolved using the following chain of command. Issues that arise in a particular classroom should always be addressed to the teacher first since the teacher always has more direct knowledge of the scholar than anyone else.

- a) The teacher: Parents should schedule a meeting with the teacher by calling the school or sending an email directly to the teacher. Except in emergency circumstances or situations involving imminent danger, parents shall not confront a teacher about an issue with scholars present, including his own. If the teacher and parent agree that it is in the best interest of the scholar to have a discussion in the presence of the scholar, they may do so.
- b) The Assistant Principal: If the grievance cannot be resolved with the teacher, the parent should discuss the matter with the Assistant Principal.
- c) The Principal: If the grievance cannot be resolved with the Assistant Principal, the parent should discuss the matter with the Principal. If a discipline matter is not resolved by the teacher and Assistant Principal, the parents should discuss the matter with the Principal before approaching the BOD.
- d) The Board of Directors via the Parent Liaison: If the grievance cannot be resolved after talking with the teacher or the appropriate party, then a parent must submit the grievance in writing to the Parent Liaison of the Board.

If resolution is not achieved by the foregoing process, two other options are available:

- e) The grievance can be submitted to the BOD in writing.
- f) Parental concerns and grievances may also be raised during the community comments portion of the Board of Directors meeting. The concern or grievance must be submitted in writing, and no more than three minutes will be granted. Grievances or discussions involving specific personnel will not be entertained at a public meeting. It is recommended that the concern or grievance be addressed in one of the aforementioned steps before using this option.
- g) Grievances concerning disciplinary actions enacted by a school administrator will be subject to the PCCA Student Code of Conduct.

2. Grievance related to an administrator

Grievances regarding an administrator should be directed to the individual first, then in writing to the BOD.

3. Importance of Following the Chain of Command

The practice of following the chain of command in communications with the school on matters concerning particular scholars encompasses far more than grievances. It refers to parents' communication of any kind that seeks or requires an action on the part of the school regarding their scholars. Pineapple Cove Classical Academy understands that parents will have questions, opinions, and comments that need to be expressed concerning their children's education. Such communication can be very helpful to the running of the school.

Our preference is that such communication be expressed initially to the teacher or teachers of the child. If further communication is warranted, the parent should consult the appropriate principal, according to whether the matter concerns discipline or academics. If further communication is warranted after seeing a principal, then the parent should go to the Board or the Board's parent liaison, as needed.

The BOD is not the first point of contact and, therefore, will refer communications that seek response or action to the appropriate members of the administration.

The reason for this chain of command is that the teacher invariably has the most direct knowledge of the child and can usually do more to remedy or ameliorate a situation than can a principal or board member. We understand that some parents are "conflict averse" and do not want to bring up a potentially difficult issue with a teacher. Nonetheless, the teachers are eager to help each child in whatever way possible.

Some situations, admittedly, seem by their very nature to warrant a discussion with a principal initially. For example, parents may have questions or concerns about the overall homework load or a particular way of teaching. As a result, it is easier and more expedient to speak to the principal first. In these cases, however, it is always better for the parent to have as much specific information as possible so the principal can act on that information. General comments such as "Pineapple Cove Classical Academy is really hard" may be true but cannot be acted on as effectively as specific comments about the nature of the coursework or the teaching. The Board of Directors will refer to the appropriate school leader communications that seek a response or action

II. ACADEMIC POLICIES

A. EDUCATIONAL PRIORITIES

The BOD desires that all scholars receive a classical, liberal arts education. To this end the BOD has determined the following educational priorities.

- Basic cognitive skills and academic fundamentals: reading/writing/mathematics;
- Core subjects: English language and literature; history, geography, and government; physical and biological sciences; mathematics;
- Other classical subjects: music; art; Latin;
- Auxiliary subjects: foreign languages, P.E., performing arts, other social sciences; and
- Extracurricular activities as defined by the Principal.

The school is operationally organized according to the Elementary School (Kindergarten through sixth grade) and the Jr./Sr. High School (grades seven through twelve). Elementary School scholars will have a primary “homeroom” teacher, and they will travel together to “specials”. Jr./Sr. High School scholars will change classrooms individually to meet with subject matter specialists. Having made that organization distinction, the curricular content is organized in this way:

K-8: The K-8 curriculum will follow the Core Knowledge Sequence. Occasionally, the school will diverge from the Core Knowledge Sequence in order to raise the standards in teaching a particular skill or subject. The BOD and Principal will determine these instances. The Principal will ensure that all skill areas in the K-8 Core Knowledge Sequence are taught at some point in grades K-8.

Grades 9-12: The 9-12 curriculum will follow the recommendations of Hillsdale College with modifications to the course sequence as outlined by State and District standards.

Teachers must develop their courses under the direction of the Principal, who is the chief academic leader and accountable to the BOD.

B. HOMEWORK & CLASSWORK

Homework is a fundamental part of our general academic program. It prepares scholars for Jr./Sr. high school and college and for entry into the working world upon graduation. It also helps develop a strong work ethic and habits of organization. Homework’s immediate educational purpose is:

- to reinforce skills, concepts, and knowledge learned in class;
- to develop good skills and habits of study;
- to practice skills and reinforce knowledge in ways that are not readily accomplished in the classroom;
- to work on assignments, such as the writing of papers, and prepare for exams that require a great deal of sustained, individual attention;
- to prepare for the following day’s work so that the most can be made of class time; and
- to inform parents of what is being taught in the classroom.

In addition to regular classroom assignments, we would like each younger child to read, or be read to, at least three times a week and preferably every day. As cited in *A Nation at Risk*, “the single most important factor for determining whether children will go to college is being read to as a child.” Going to college is not necessarily a goal for everyone, but becoming a thoughtful reader should be if one hopes to be knowledgeable, wise, insightful, and competitive throughout one’s lifetime. We believe that becoming a competent reader is critical to being a good scholar and the first step to being able to explore the world. Reading to a child encourages the

child's growth and also elevates and informs conversation within the family. In the upper grades, the extra reading time (roughly half an hour) allows for the increasing length of great works of literature.

The expected homework time allotment for each grade is as follows:

Kindergarten	10 minutes plus family reading time
Grade 1	10 minutes plus family reading time
Grade 2	20 minutes plus reading time
Grade 3	30 minutes plus reading time
Grade 4	40 minutes plus reading time
Grade 5	50 minutes plus reading time
Grade 6	60 minutes plus reading time
Grade 7	70 minutes plus reading time
Grade 8	80 minutes plus reading time
Grades 9-12	100 minutes plus reading time

The designated times serve as guidelines and may vary depending on the work assigned on a given day, the schedule, the scholar's organizational skills and study habits, the varying abilities of the scholars, and the nature of the assignments. Scholars are expected to learn how to use their time effectively to complete the required work at each grade level. Parents are expected to support their children in this endeavor. Advanced or honors classes may require additional homework time. It is generally understood that writing papers and studying for exams take more time than regular classroom assignments. For that reason, the end of a term does result in a peak in the homework load (followed by a break, fortunately). Nonetheless, teachers will make every effort to give assignments well enough in advance, and scholars will be encouraged to work on those longer assignments steadily, so that scholars are able to manage their homework along with other activities and adequate sleep.

Weekends and breaks will, for the purposes of homework, be considered one day rather than two or more.

For poor or uncompleted work, teachers may require scholars to redo an assignment. Whether such work is given any credit is left to the discretion of the teacher. So-called "passes" that allow scholars not to do homework for a day will not be entertained at Pineapple Cove Classical Academy.

C. GRADING POLICY

Grading is not the be-all and end-all of education. The grade a scholar receives in a class is subordinate to the knowledge the scholar acquires. Still, grades are a useful tool to evaluate the extent to which a scholar has mastered a particular subject. Therefore, grades will be assigned in all classes and subjects. Pineapple Cove Classical Academy will assign grades in order to reflect accurately the range between true mastery and insufficient knowledge of a subject. Grade inflation will be discouraged.

The grades used for primary scholars (K-2) measure academic performance and are used as a means of reporting achievement relative to Florida Standards and other curriculum objectives. Scholars in kindergarten through second grade are assessed using the following grading scales:

Kindergarten:

- 4 = Meets and applies expectations/standards independently
- 3 = Meets and applies expectations/standards with support
- 2 = Does not meet expectations/standards; shows growth with additional support
- 1 = Does not meet expectations/standards; shows no growth even with support

First and Second Grades:

- M = Meets Expectations
- P = Progressing

E = Emerging
N = Not Yet Demonstrated

In relation to the scholar's performance, the following letter grades have these meanings for grades 3-12:

A	Mastery	89.5-100%	4.0
B	Proficiency	79.5-89.4	3.0
C	Sufficiency (Competence)	69.5-79.4	2.0
D	Insufficiency	59.5-69.4	1.0
F	Failing	< 59.5	0.0

Pineapple Cove Classical Academy uses a 4.0 grading scale. Parents and scholars should be regularly informed of the scholar's progress. Each course will be comprised of the following weighted categories:

Tests	40%
Quizzes	30%
Classwork	20%
Homework	10%

"Extra credit," whether to make up for work not turned in on time or to increase a scholar's grade, will be discouraged at Pineapple Cove Classical Academy.

Semester examinations shall be required for all Jr./Sr. High School courses. Semester and/or Final Exams are not permitted to be taken early under any circumstances unless approved by the principal. If a scholar does not take their final exam on the scheduled day, they will receive a zero. Once a scholar takes their semester or final exam, the grade will be recalculated.

In calculating the semester average (for 7th through 12th grades), each nine-week mark shall count as 40% of the semester grade and the Semester Exam will count as 20%. In calculating the final yearly average of middle school courses, both semester grades will be averaged.

First semester exams must be completed by the last day of the first semester and second semester final exams must be completed by last day of school. If final exam make-ups are not completed within the designated due dates, the final grade will remain.

Course Exceptions to the Above Grading Criteria

- End of Course Exams (EOC) are required for Civics, Algebra 1, Geometry, Biology, and U.S. History. Final Course Grade for EOC courses will be calculated and determined as follows:

1st Semester Average = 35%; 2nd Semester Average = 35%; EOC Exam = 30%

- Elective courses may not include a midterm or final exam, and may include a semester-end project.
- Physical Education (PE) – Grades for PE will be dependent on participation and scholars dressing out for class. Scholars will follow their schedule to determine PE days and be prepared to dress out on those days. It is imperative that scholars maintain proper hygiene and always have a clean uniform to dress out in on their scheduled PE days.
- Ninth grade scholars will take the Health Opportunities through Physical Education (HOPE) course as a high school graduation requirement.

Late Assignments/Absences

Late work will be accepted with the following penalties:

- Grades 3-6:

- Submission one day after the due date will result in a 10% reduction of the score earned. Submission two or three days after the due date will result in additional 10% reduction each day. (e.g. one day: an earned score of 80% will be reduced to 70%; three days: an earned score of 80% will be reduced to 50%)
- Work turned in four days late or more will receive no credit.
- Grades 7-12:
 - Submission one day after the due date will result in a 15% reduction of the score earned. (e.g. A score of 80% will be reduced to 65%).
 - Work turned in two days late will result in a 50% reduction of the score earned.
 - Work turned in three days late or more will receive no credit.

Scholars who are absent will have two days each day absent to make-up work. Graded classwork and assessments must be made up at the school. If needed, scholars may be invited to stay after school on Fridays to do make-up work missed due to absence.

Cursive

Students returning to PCCA in grades fifth grade and up are expected to write formal assignments in cursive as directed by their teacher(s). A deduction of 3% from a final grade may be awarded for assignments not completed in cursive. This requirement does not take effect for fourth grade students or students new-to-PCCA until the beginning of the second semester each year.

D. TUTORING

Pineapple Cove Classical Academy offers tutoring for scholars in need of additional academic instruction during the school year for a nominal fee. Additional instruction in Reading and Mathematics will be offered for K-6 scholars and by subject for Jr./Sr. High School scholars. The tutoring program is offered each semester and is also dependent upon tutor availability.

E. TEACHER CONFERENCES

Parent/Teacher conferences are scheduled in the fall and spring semesters, generally in the evening. Arrangements for additional conferences may be made with your child's teacher before or after school hours, or during a teacher's planning time.

F. ACADEMIC TEXTBOOKS, FEES, AND SUPPLIES

Scholars will receive a variety of books and materials. All books and materials will be marked as Pineapple Cove Classical Academy property. Materials that are loaned or given to scholars are to be treated appropriately. Scholars are responsible for these materials. If materials given or loaned to a scholar are lost or damaged the scholar must pay for any needed replacement. Fees may apply to specific courses in fine arts, including, but not limited to, art, music, band, and ceramics.

In the case that reimbursement has not been made to Pineapple Cove Classical Academy for lost or damaged materials, no further materials will be issued to that scholar until the past due fees are paid and report cards may be withheld.

Testing fees paid for by the school shall be reimbursed to the school if the scholar does not show to the exam. Exceptions may be made in the case of illness, family matter, or emergency at the discretion of the principal.

G. REPORTING

For scholars to be successful, both they and their parents should be informed of their standing in class. In addition to the regular grading of assignments, the following means will be employed to inform parents of their scholar's academic progress:

- FOCUS will be used to track scholar progress. Parents should monitor scholar progress closely in grades 3 – 12.
- Interim Reports: Interim reports are published in FOCUS halfway through each quarter to all scholars.
- Report Cards are published in FOCUS at the end of each quarter.
- Once a semester (after the first and third quarters), parent-teacher conferences will occur to discuss the scholars' academic progress.
- If a scholar is determined to be significantly below grade level, a meeting will be scheduled with a parent, the teacher, and other faculty as deemed appropriate.

H. SCHEDULE CHANGES

There will be no class schedule changes during the semester unless it is deemed in the best interest of the scholar by the school as determined by administration.

I. PLAGIARISM

Plagiarism will not be tolerated by any teacher in any subject. The entire system of assessment rests on the assumption that the work a scholar turns in is his own. Plagiarism compromises this system, is unfair to other scholars in the class who do their own work, and constitutes a form of theft of others' ideas and labor. Plagiarism is defined as the appropriation of another's ideas or words in order to present them as one's own. An instance of plagiarism can be as long as a term paper or as short as a sentence. Simply rephrasing an author's words can also constitute plagiarism. The words of authors can only be used when properly quoted and cited. Teachers will provide the guidelines of acceptable citation. When in doubt, the scholar has the responsibility to ask how an author should be used in an assignment. Whenever a scholar has been caught plagiarizing, the following process will be followed.

- The teacher will keep a copy of the scholar's assignment and, whenever possible, a copy of the work in question.
- The teacher will discuss the matter with the scholar.
- The teacher will issue a disciplinary referral if plagiarism or cheating has occurred.
- Either the teacher or administrator will inform the scholar's parent of the plagiarism or cheating.
- The scholar will receive a grade of zero on the assignment if it is the first offense.
- Multiple instances of cheating will require a meeting with school administration and may result in an in- or out-of-school suspension.
- The use of Artificial Intelligence (AI) programs in any capacity is considered plagiarism.

J. PROMOTION

1. Elementary Scholars- Kindergarten through sixth grade

Solid literacy is the foundation of all learning. Without the ability to read well, a scholar cannot advance in English, history, the sciences, the arts, or mathematics. Since language is the basis of all human interaction, a person cannot thrive independently in the world when possessed of only a halting literacy. The ability to read, particularly in the early elementary grades, will therefore be a requirement for promotion. The school will follow the criteria of reading competency set forth in the Literacy Essentials program.

In addition to literacy, K-6 scholars must have attained competence in all the core subjects (English, including reading, spelling, grammar, composition; history; math; science) over the course of the year.

Competence is attained by not only knowing the material but by completing assigned work. Completion of work demonstrates the ability of the scholar in the various subjects as well as the mastery of study skills necessary for academic and personal achievement. Scholars whose grades or skills fall below the requirements of their grade level will be retained. Pineapple Cove Classical Academy follows the Brevard Public Schools' Scholar Progression Plan.

Scholars in sixth grade must also receive a yearly passing grade in the four major academic subjects (Language Arts; Mathematics; Science; Social Studies). Scholars who fail even one of these courses will be retained, if course recovery is not successfully completed over the summer. In the event a Jr. high school scholar fails a course, he or she may be granted a Course Recovery request through Florida Virtual School. Course recovery requests are limited to two courses per summer; scholars who fail more than two core courses will be retained.

2. Junior High School Scholars (grades 7-8)

Middle Grades Definition:

The term "middle grades" means grades 6, 7, and 8. s. 1003.4156(1), F.S.

Middle Grades Promotion from 6th to 7th Grade and from 7th to 8th Grade:

Student must receive a yearly passing grade in four (4) major academic subjects: English Language Arts, mathematics, science, social studies. In addition, students must meet the District's attendance requirements.

Promotion to 9th Grade:

In order for a student to be promoted to 9th grade the student must successfully complete the following courses:

- A. Three (3) middle grades or higher courses in English Language Arts (ELA), s. 1003.4156(1)(a), F.S.
- B. Three (3) middle grades or higher courses in mathematics. Each school that includes middle grades must offer at least one (1) high school level mathematics course for which students may earn high school credit. Successful completion of a high school level Algebra I or Geometry course is not contingent upon the student's performance on the statewide, standardized end-of-course (EOC) assessment. To earn high school credit for Algebra I, a middle grades student must take the statewide, standardized Algebra I EOC and pass the course, and in addition, a student's performance on the Algebra I EOC assessment constitutes thirty percent (30%) of the student's final course grade. To earn high school credit for a Geometry course, a middle grades student must take the statewide, standardized Geometry EOC assessment, which constitutes thirty percent (30%) of the student's final course grade and earn a passing grade in the course. s. 1003.4156(1)(b), F.S.
- C. Three (3) middle grades or higher courses in social studies. One (1) of these courses must be a civics education course that includes the roles and responsibilities of federal, state, and local governments; the structures and functions of the legislative, executive, and judicial branches of government; and the meaning and significance of historic documents, such as the Articles of Confederation, the Declaration of Independence, and the Constitution of the United States. Student's performance on the statewide, standardized EOC assessment in civics education required under s. 1008.22, F.S., constitutes thirty percent (30%) of the student's final course grade.
 - a. A middle grades student who transfers into the state's public school system from out of country, out of state, a private school, or a home education program after the beginning of the second term of grade 8 is not required to meet the civics education requirement for promotion from the middle grades if the student's transcript documents passage of three (3) courses in social studies or two (2) year-long courses in social studies that include coverage of civics education. s. 1003.4156 (1)(c), F.S.

- D. Three (3) middle grades or higher courses in science. Successful completion of a high school level Biology 1 course is not contingent upon the student's performance on the statewide, standardized EOC assessment required under s. 1008.22, F.S. To earn high school credit for Biology 1, a middle grades student (taking biology) must take the statewide, standardized Biology 1 EOC assessment which constitutes thirty percent (30%) of the student's final course grade, and earn a passing grade in the course, s. 1003.4156(1)(d), F.S.
- E. One (1) career and education planning course must be satisfactorily completed in the 7th or 8th grade in order to be promoted to high school. For the 2019-2020 school year, Brevard Public Schools requires that this course be taught to 8th graders through the courses M/J US History and Career Education (2100015X), M/J US History Advanced and Career Planning (21000254) or M/J IB MYP US History and Career Planning (21000414).
- F. The course must be Internet-based, customizable to each student and include research-based assessments to assist students in determining educational and career options and goals. In addition, the course must result in a completed personalized academic and career plan for the student; that may be revised as the student progresses through middle and high school; must emphasize the importance of entrepreneurship and employability skills; must include information from the Department of Economic Opportunity's economic security report as described in s. 445.07, F.S. The required personalized academic and career plan must inform students of high school graduation requirements, including a detailed explanation of the requirements for earning a high school diploma designation under s. 1003.4285, F.S., the requirements for each scholarship in the Florida Bright Futures Scholarship Program, state university and Florida College System institution admission requirements; available opportunities to earn college credit in high school, including Advanced Placement courses; the International Baccalaureate Program; the Advanced International Certificate of Education Program; dual enrollment, including career dual enrollment; and career education courses, including career-themed courses, preapprenticeship and apprenticeship programs, and courses that lead to industry certification pursuant to s. 1003.492, F.S. or s. 1008.44, F.S. The course may be implemented as a stand-alone course or integrated into another course or courses.
- G. Meet the District's attendance requirements.

Junior high school scholars will have the opportunity to meet with their Academic Advisor throughout the year to review and ensure coursework and credits are on track for graduation.

3. Senior High School Scholars (grades 9-12)

Promotion by Grade Level:

- A. Promotion is the assignment of a student to the next grade level after successful completion of all grade level requirements.
- B. To be promoted a student must have completed the following:

9th Grade to 10th Grade

- 1. Enrollment - Been enrolled one (1) year in the 9-12 sequence;
- 2. Credits - Earn at least five (5) credits (block schools – six (6) credits);
- 3. Attendance - Meet the District's attendance requirements.

10th Grade to 11th Grade

- 1. Enrollment - Been enrolled two (2) years in the 9-12 sequence;
- 2. Credits - Earn at least eleven (11) credits (block schools – thirteen (13) credits);
- 3. Earn two (2) credits in language arts;
- 4. Earn two (2) credits in mathematics;
- 5. Attendance - Meet the District's attendance requirements.

11th Grade to 12th Grade

- 1. Enrollment – Been enrolled three (3) years in the 9-12 sequence;
- 2. Credits - Earn at least eighteen (18) credits (block schools – twenty-one (21) credits);
- 3. Earn three (3) credits in language arts; 4. Earn three (3) credits in mathematics;
- 4. Attendance - Meet the District's attendance requirements.

Parents will be told in advance if their child may need to be retained through interim reports, progress reports, Progress Monitoring Plans, and parent-teacher conferences. Pineapple Cove Classical Academy follows the Brevard Public Schools' Scholar Progression Plan for purposes of promotion and may include additional coursework.

4. Pineapple Cove Classical Academy Graduation Requirements

PCCA's graduation requirements are posted on our website and available in our guidance offices.

K. SPECIAL EVENTS AND PARTIES

Special events held during the school day must be directly tied to the curriculum and add to the instructional environment by conveying knowledge or an experience that supports the curriculum.

Any special event must be approved by the Principal a minimum of 2 weeks prior to its planning. Approval for one year does not carry over to the next.

Scholars in grades K-8 must be accompanied and supervised by an adult at all after school events, including but not limited to athletic games. High school students do not count as adults for the purpose of supervision.

L. SPECIAL EVENTS – GUEST SPEAKERS

Guest speakers presenting during the school day must speak on topics covered in the course or grade. If possible, the scholars should be studying the given topic at the time of the presentation.

Guest speakers must be approved by the Principal prior to the invitation being extended. Approval must still be obtained for guest speakers used in the previous school year. Approval for one year does not carry over to the next.

Guest Speakers who cover controversial topics must be screened by the Principal. The screening may include an interview of the guest by the Principal or designee. Parents must be notified prior to guest speaker presentations on controversial issues, including religions covered in the Core Knowledge sequence. Parents may have scholars excused from such presentations, in which case the scholar will be supervised in a silent study hall. Teachers will provide permission slips to parents as notification of a guest speaker covering controversial issues and indicate an option on the permission slip for the scholar to be excused.

M. SPECIAL EVENTS – FIELD TRIPS

Field trips should be directly tied to the curriculum and add to the instructional environment by conveying knowledge or an experience that supports the curriculum. Field trips must be approved by the Principal or designee two weeks prior to planning. The field trip planner will work with the administration and staff to ensure that all procedures are followed. Three detentions and/or any referrals may prevent participation in events. There will be NO refunds for celebratory trips (e.g., including, but not limited to, end of year celebratory trips, Prom, Homecoming, Senior Lunches, Pep Rallies) lost due to behavior. Students must meet academic requirements for Gradventure (currently passing core coursework) and Grad Bash (2.0 G.P.A.) Seniors may not participate in off-campus Senior Lunches if they do not possess a 2.0 GPA or are failing a course. Future field trips and school events may be withheld if students have monies owed from previous trips/events/clubs and/or athletics.

N. EXTENDED FIELD TRIPS

All scholars attending the extended field trip must have the approval of the administrators of Pineapple Cove Classical Academy and the scholar's parents. All extended field trips must have liability insurance protecting all

the trip attendees and the school. Any liability insurance not covered by the school's policy must be paid for by the fees charged to trip participants. Any increases in the costs of extended field trips (due to inflation, changes in exchange rates, etc.) must be paid for by increases in fees of trip participants. All adults attending the field trip are required to be currently registered volunteers. The field trip planner will work with the administration and staff to ensure that all procedures are followed.

O. SPORTS AND EXTRACURRICULAR ACTIVITIES (K-12)

The primary goal of Pineapple Cove Classical Academy is the education of our scholars. We are glad to offer athletics and clubs as secondary goals to enhance our scholar's learning.

1. Elementary Sports (K-6)

Elementary scholars interested in participating in the school's sports program will submit a commitment letter prior to the start of the season indicating their agreement to maintain their grades and uphold the school virtues.

2. Jr./Sr. Athletics (7-12)

Jr./Sr. scholars participating in the athletics program must maintain a minimum 2.5 GPA during the season of the sport in which they participate. The complete scholar athlete athletics policy, including specific academic and behavioral requirements, can be found in the attached appendix.

3. Clubs (K-12)

Participation in clubs affords scholars an opportunity to explore interests and further develop personal skills. A variety of clubs are offered before and after school hours. Scholars participating in clubs are required to remain in good academic standing. If a scholar's academic performance and/or behavior becomes a concern, they may be removed from the club.

Some clubs may have additional requirements separate from this handbook.

Scholars must be present for a minimum of 50% of the school day to participate in same-day after school activities.

P. PARTICIPATION IN EXTRACURRICULAR ACTIVITIES BY NON-ENROLLED SCHOLARS

Only enrolled scholars may participate in Pineapple Cove Classical Academy extra-curricular activities.

Q. TEACHING CONTROVERSIAL ISSUES

Controversial issues are defined as contemporary problems, subjects, or questions of a political or social nature where there are entrenched differences of opinion and passions often run high. When these subjects come up, teachers will present an impartial view of both sides of the issue without proselytizing. Contemporary controversial issues will not be discussed in the elementary school even if part of the Core Knowledge sequence without Principal approval. Classical schools by nature may show classical art that shows the human body in its natural form. As a school of choice, it is expected that parents have researched and chosen a classical curriculum; therefore, the curriculum will be presented in its entirety, with the few exceptions listed below concerning human sexuality.

R. TEACHING OF TOPICS RELATED TO RELIGION

In the course of exploring the liberal arts and in the process of developing cultural literacy, scholars learn about world religions from a historical, cultural, and a literary perspective. These religions include Islam, Christianity, Judaism, and a number of others both ancient and modern. In an impartial way, the school will present topics related to religion promoting an *understanding of* and not a *belief in* these religions. In accordance with the law, faculty members will not preach or proselytize, nor will they endorse religious figures or customs.

In grades Kindergarten through eighth grade, the school uses a content-rich, coherent curriculum called Core Knowledge, and the entire sequence is available for free at www.coreknowledge.org.

S. TEACHING EVOLUTION

Pineapple Cove Classical Academy embraces a rigorous program in the natural sciences. In biology, the school will teach the theory of evolution as found in standard high-school biology textbooks and as also taught at the college level in both secular and religious colleges. The theory of evolution is largely misunderstood today by the general public. Much of what constitutes the teaching of evolution concerns adaptation of species to their environment and change over time. A great many of these phenomena are observable. A very small percentage of evolutionary theory deals with the more controversial issue of the origins of life. This latter aspect of evolution, to the extent it is taught, will be introduced to scholars briefly with a great deal of circumspection; it is not a central part of the theory. Furthermore, the study of science will be confined to the investigation of the physical world. It is not the place of science to make metaphysical claims nor to confirm or deny the validity of religion or the existence of God. Pineapple Cove Classical Academy recognizes a clear distinction between *science* and *scientism*. Science is the continued research into the natural world in order to find the most plausible explanations for natural phenomena. Scientism is the belief that science is the *only* means of understanding our world, thus excluding other ways of interpreting the world, such as through literature or religion. Keeping in mind this distinction, the teachers at Pineapple Cove Classical Academy will leave matters of faith up to scholars and their parents. The role of a teacher in a public school is neither that of preacher nor of skeptic. Rather, teachers of history, when called upon by the curriculum, will teach the history of religion without either advocating or undermining religion in general or any specific faith. Likewise, science teachers will teach science, without comment on religion. Teachers, scholars, and parents must realize that a biology class has a particular purpose and is not the proper venue for a philosophical or theological discussion on the existence of God or claims relating to the activity of God or absence thereof in the natural world.

T. ROLE OF PARENTS AND SCHOOL IN RELATION TO HUMAN SEXUALITY

We believe parents own the fundamental responsibility for their children's education, which includes the areas of morality and sexuality. The school's role, at most, should be viewed as a supportive one. It is apparent that sexuality is more than biology and physiology. It also encompasses morality, spirituality, and the emotions. Because it is a part of the whole human experience, it must be taught with circumspection and sensitivity.

We believe children are naturally modest concerning their bodies and are not ready to learn everything at once. They are naturally curious, however, and need to get answers to their questions in a way appropriate to their stage of development. In teaching this topic, we want to minimize the embarrassment associated with it for both children and parents.

U. TEACHING HUMAN SEXUALITY

We will use the Core Knowledge Sequence in the fifth grade, and other resources, which includes a discussion on the reproductive organs, reproduction, and the menstrual cycle. This topic will be covered again in Biology and Health Opportunities through Physical Education (HOPE). Upon request, parents will have the opportunity to preview the materials the class will be reading, on which the discussion is based. Parents may request a meeting with the teacher(s) prior to the section on sexuality. Sexual intercourse will be discussed in relation to the reproductive system and the menstrual cycle.

Parents will have the choice of having their children opt out of this portion of the class, which will be taught during the regular science time.

In the Jr./Sr. High School, themes that deal with sexuality may emerge from the reading of a serious text, such as *Anna Karenina* or *Brave New World* or *The Scarlet Letter*. When these topics do emerge from the curriculum itself, teachers will engage the material in a serious way.

In the higher grades, scholars may be involved in discussions concerning sexuality and sexual restraint as these issues affect their living a moral and responsible life. Such discussions will always be led a faculty member who has the full confidence of the Board of Directors in these matters.

Character education is an integral part of our program. Sexuality involves serious moral decision-making. It is important to help children build the capacity to make and abide by sound moral choices. We would like our teaching of human reproduction to be a springboard to initiate and facilitate discussions between parents and children on this sensitive subject.

Employees will not discuss their personal lives on such matters with scholars.

V. VIDEO VIEWING POLICY

From time to time videos or other media may be used to support the lesson. To be used in class they must meet a specific curricular objective and will not have profane language or sexually explicit material. Teachers are responsible for previewing videos to ensure that they are appropriate.

W. SCHOLAR AGENDAS

Organization is an important part of self-government and is woven into our curriculum. To help scholars in grades K-8 manage their assignments, scholars shall purchase a “planner” or agenda. This planner will allow scholars to write down assignments and encourage teachers and parents to communicate regularly. The planners should go home every night and provide parents with a convenient method to monitor their scholar’s work. All scholars must have a planner. If lost, a replacement must be ordered from the school’s website.

X. PARENT REVIEW OF RECORDS

FERPA (Family Educational Rights and Privacy Act) gives parents certain rights with respect to their children's education records. These rights transfer to the scholar when he or she reaches the age of 18 or attends a school beyond the high school level. Scholars to whom the rights have transferred are "eligible scholars."

- Parents or eligible scholars have the right to inspect and review the scholar's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible scholars to review the records. Schools may charge a fee for copies.
- Parents or eligible scholars have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible scholar then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible scholar has the right to place a statement with the record setting forth his or her view about the contested information.

Any parents wishing to review their child’s records may submit a request in writing to the front office and an appointment will be scheduled to do so.

Under FERPA, scholars enrolled in dual enrollment coursework possess their own rights to their college educational record. Scholars must give permission for the college to release information to parents in writing to the college.

Y. RECORDING OF IEP TEAM AND PARENT MEETINGS

The recording of IEP Team meetings and parent meetings is prohibited unless a parent/legal guardian, authorized representative of a parent/legal guardian, or IEP team member, is unable to understand or meaningfully participate in the IEP process or the planning of the relevant scholar's education due to a disability, language barrier, or some other impairment.

- A. If a parent/legal guardian believes that recording an IEP Team meeting is necessary, s/he should notify the Principal or designee in writing, at least five (5) school days before the IEP Team meeting, of his/her desire to record the meeting and the reason the recording is required. The Principal or designee will notify the parent/legal guardian at least one (1) school day before the meeting if the Principal or designee intends to grant or deny the parent/legal guardian's request to record the meeting.
- B. If the Principal or designee denies the request, s/he will state in writing the reasons for the denial. Authorized exceptions to the general prohibition against the recording of IEP Team meetings involve situations when a parent/legal guardian, or authorized representative of a parent/legal guardian, or other IEP Team member, is unable to understand or meaningfully participate in the IEP process or the planning of the relevant scholar's education due to a disability, language barrier, or some other impairment. If a parent/legal guardian is permitted to record the meeting, s/he must use his/her own recording device and the school will similarly record the meeting.

For purposes of this policy, a "recording" is defined as the capture of voices, and other ambient sound electronically, digitally, or by any other means for the purpose of retrieval and review.

Video recording an IEP Team meeting is strictly prohibited.

Z. ADULT STUDENTS

An eligible student (18 years of age) who is not residing with a parent or legal guardian shall not be prohibited from registering or remaining in school. All eligible students are required to follow all school board rules, policies, and procedures, and shall be under the authority of the Principal as it relates to leaving school grounds, attendance and discipline procedures. Adult students residing with parents or legal guardians shall still require written permission to check out, leave campus, and attend or participate in any activities requiring parent signature/permission.

III. SCHOOL LIFE & ENVIRONMENT

A. ATTENDANCE

Regular attendance is important to ensure achievement in school. We discourage vacations and trips taken during the school year. We also discourage doctors' and other appointments when avoidable during the school day. When those appointments are unavoidable, scholars are responsible for any make-up work during their absence. Assignments that are not made up, according to the time restrictions set by the teacher and school, will be reflected in their grades. It is helpful to both scholar and teacher to make prior arrangements to meet that requirement. Scholars not in compliance with the school attendance policy may be asked to return to their home school.

	School day begins	School day ends	Early release day ends
Palm Bay Elementary (K-6):	8:00 a.m.	3:00 (K-3)/3:15 (4-6)	1:15 (K-3)/1:30 (4-6)
Palm Bay Jr./Sr. High (7-12):	8:30 a.m.	3:45 p.m.	2:00
West Melbourne (K-6):	8:00 a.m.	3:00 p.m.	1:15 (K-3)
West Melbourne (7-12):	8:30 a.m.	3:45 p.m.	2:00

Lockmar (K-5):	8:00 a.m.	3:00 (K-3)/3:15 (4-5)	1:15 (K-3)/1:30 (4-5)
Lockmar (6-8):	8:30 a.m.	3:45 p.m.	2:00

See Appendix A for the complete Pineapple Cove Classical Academy Attendance Policy

B. PINEAPPLE COVE CLASSICAL ACADEMY'S CODE OF STUDENT CONDUCT

1. General

Scholar self-government and a sense of purpose develop from application and accomplishment, from consistent expectations in the school climate and culture, and from the habitual practice of the virtues.

Therefore, scholars will:

- Understand the school/class rules and follow them
- Listen and respond respectfully
- Arrive at school daily and on time
- Arrive prepared for class each day
- Use approved materials/items for class
- Wear clothing as defined by the district dress code
- Use electronic devices in an appropriate manner as defined by the school district
- Develop good study habits
- Complete all homework assignments
- Engage in class activities
- Speak and act respectfully to all school personnel and peers
- Follow instructions given by staff
- Demonstrate school and community pride
- Actively participate in the school community
- Report any activities that are in violation of the Code of Student Conduct to staff
- Do not falsely report activities that are in violation of the Code of Student Conduct or local laws
- Use positive and respectful language
- Display respect for others and their property
- Respect local law dealing with the possession, use or sale of substances including alcohol, medications and E-Cigarettes
- Respect the rules of acceptable use of technology when engaging in social media/texting or any other cyber-communication
- Accept and engage in any implemented consequences because of any type of violation of the Code of Student Conduct
- Show accountability for actions
- Exercise self-control throughout the school day and when transitioning to and from school
- Report incidents that are unsafe and/or violate the Code of Student Conduct and/or compromise the safety of self/others
- Follow the school rules as well as the Florida law
- Cooperate with any investigation into behaviors/incidents and answer questions truthfully during investigations conducted by school staff or law enforcement agencies
- Maintain personal safety by choosing positive peer/staff interactions and using conflict resolution skills to resolve disputes
- Bring items to school that are acceptable
- Maintain the physical boundary preferences of peers and staff
- Promote the safety of others by exercising self-control and being a good bystander
- Seek assistance from a trusted adult to solve problems and/or report incidents of concern

2. Toileting

All scholars of Pineapple Cove Classical Academy must be independent in toileting unless there is a documented medical condition. On occasion scholars may have “accidents.” When an “accident” occurs, it is the responsibility of the parent to assist the child and to provide clean clothing. We encourage all kindergarten scholars to have a change of clothes on hand at school.

If there are repeated “accidents”, a meeting with the parents, Assistant Principal, and school nurse liaison will be held to evaluate the situation. Appropriate action will be taken based on what is in the best interest of all scholars and the school.

3. Chewing Gum

The use of chewing gum by students on campus is prohibited.

4. Perfumes, oils, and body sprays

The use of perfumes, oils, and body sprays by scholars should not inhibit the learning environment and smells should not be detectable in the course of a normal school routine. Smells of this nature that saturate a room often cause headaches, exacerbate allergies, and cause a disruption to the learning environment. Should this occur, scholars will be excused to the front office to call home. Aerosol sprays are not permitted on campus.

5. Discipline

Learning requires scholars to be attentive and polite. Scholars are expected to adhere to the school’s high expectations for behavior and core virtues lest they compromise their own learning and interfere with the learning of others. Minor infractions or disruptions will largely be handled in the classroom in a way suitable to the age of the scholar. Whenever a scholar misbehaves repeatedly or flagrantly, the consequences for the infraction will be immediate, relevant, and effectual. Rather than allow misbehavior to fester in the classroom, teachers will send disruptive scholars to the office, normally to the Assistant Principal, Scholar Services Coordinator, or Dean.

Kindergarten through Sixth Grade:

In order to maintain frequent communication with parents in regards to scholar behavior for scholars in grades K-6, a behavior plan will be implemented school-wide. All scholars will use a Character Card on a daily basis. Teachers and staff will communicate behavior infractions to parents on this card. Cards should be reviewed daily and be returned, with a signature, on designated days.

Jr./Sr. High School students:

In accordance with this policy, Pineapple Cove Classical Academy has adopted the following procedure for disruptive behavior for Jr./Sr. scholars that requires an office referral. Each classroom teacher has established a classroom management plan that clearly defines scholar expectations in the classroom. Should a classroom intervention not be successful, then a detention may be issued for specific instances. For severe behaviors that require a corrective strategy that better suits the behavior, in school and out of school suspension may be issued. All scholars will participate in a whole school assembly that outlines the expectations and procedures of our Discipline Plan at the beginning of the school year.

See Appendix B for the complete Pineapple Cove Classical Academy Student Code of Conduct

6. Involuntary Dismissal Policy

The Principal of the school shall have the authority to recommend a dismissal for a student from the program for any violation(s) of the Code of Student Conduct that are determined by the Principal to be non-minor in nature. Written notification shall be provided to the parent/guardian informing them that the student will be dismissed from the program, stating the reasons for the dismissal, stating actions taken by staff to assist the

student prior to dismissal, and providing information about their due process rights and right to appeal the determination as set forth herein. The notification must also establish whether or not the student will be eligible to reapply for enrollment at the school at a future date. The School shall notify the School District of any recommendation for dismissal under this policy.

Any recommendation for dismissal, as well as any documentation supporting said recommendation, shall be submitted to a due process coordinator for review of compliance with this policy. Said coordinator shall be appointed by the Governing Board.

Following a recommendation, a dismissal will not become final until (i) the expiration of the window to appeal as set forth below, if the parent/guardian does not appeal, or (ii) the conclusion of the appeal. Upon a dismissal becoming final, the administration will refer the student to the School District for appropriate placement.

Offenses Qualifying for Dismissal

A student may be dismissed for offenses that are deemed to be non-minor offenses of the School's Student Code of Conduct in effect for the current school year, by the Committee. Said offenses may include but are not limited to: Level 3 or 4 behaviors as well as repeated Level 2 incidents listed on the School's Student Code of Conduct. Additionally, students may be dismissed for non-minor repeat violations of the Attendance Policy of the School.

Effect of Dismissal

"Dismissal" for purposes of this policy means that a student is involuntarily disenrolled from the School and barred from re-enrolling either indefinitely or for a specified period of time.

Appeal Process

The parent/guardian of a student who has been notified that their student will be dismissed from the program must be given a period of three (3) days to submit a written appeal to the Principal if they so desire. The appeal shall be forwarded to the Chairperson of the Governing Board of the Organization. Designated time for a hearing on the appeal shall be added to the agenda for the next meeting of the Governing Board or the Chairperson may call a special meeting to consider the appeal. The Governing Board should attempt to hold a hearing within ten (10) days following the submission of the parent/guardian's written appeal.

All members of the Governing Board must be provided with a copy of the parent/guardian's written appeal in advance of the meeting. At the meeting, a hearing will be conducted on the dismissal. The Principal recommending the dismissal, or his or her designee, shall be given 10 minutes to present pertinent facts and information about the decision. The parent/guardian, or his or her designee, shall then be given 10 minutes to present additional facts and information for the Governing Board to consider. The Principal, or his or her designee, will then be given five (5) minutes for rebuttal.

Following the presentation by both parties, the members of the Governing Board may ask the parties questions, seek additional information, and discuss the issues amongst themselves. The Chairperson shall then call for a motion to either approve or deny the appeal. The appeal may be approved or denied by a majority vote of the Governing Board members present at the meeting. In the event of a tie, the Chairperson reserves the right to break the tie. The Governing Board also reserves the right to uphold but modify the terms of any dismissal by a majority vote, including whether the student will be eligible to reapply for enrollment at a future date. The decision of the Governing Board is final and may not be further appealed.

Within three (3) business days following the decision of the Governing Board, the Principal shall issue a written notification to the parent/guardian communicating the decision of the Governing Board. A copy of the notification will be provided to the School District. If the Governing Board voted to grant the appeal and overturn the dismissal, the student should immediately resume participation in the program.

Suspensions and Placement Following Recommendation for Dismissal

The administration may suspend a student who has been recommended for dismissal for up to ten (10) days pending investigation. The suspension may be extended beyond ten (10) days if such suspension period expires

before the regular or special meeting of the Governing Board can be held if the parent/guardian appeals. Whenever possible, the Governing Board shall attempt to meet in a special meeting to avoid an extension of the suspension period.

Notwithstanding the foregoing, a student with disabilities may not be suspended for ten (10) consecutive days or ten (10) total days during the school year if such removal would constitute a change of placement without having a Manifestation Determination Hearing, as set forth below. Thereafter, the student may be required to remain at home pending the outcome of the appeal, though the School must provide educational services to the student, including providing assignments so as to enable the student to continue to participate in the general curriculum, although in another setting, and to progress toward meeting the goals in the student's IEP and receive, as appropriate, a functional behavioral assessment and behavioral intervention services and modifications designed to address the behavior violation so that it does not recur.

Manifestation Determinations for Students with Disabilities

The dismissal of a student with disabilities shall be handled only in accordance with Rule 6A-6.03312, Florida Administrative Code, the Individuals with Disabilities Act, Section 504 of the Rehabilitation Act, and other applicable laws. If the School's Disciplinary Review Committee and Governing Board through the appeals process approves a recommendation for dismissal for a student with disabilities, such approval shall be conditional upon the School conducting a manifestation determination meeting within ten (10) school days. The parent/guardian shall be notified of the decision in writing and shall be provided the notice of procedural safeguards.

The manifestation determination team shall be composed of a representative from the School, the parent, and relevant members of the IEP team (as determined by the parent and the School). The manifestation determination team will follow all procedures and requirements set forth in Rule 6A-6.03312. A student may not be dismissed from the program if the manifestation determination team finds that the conduct in question was a manifestation of the student's disability. In such a case, the School will implement all required measures in Rule 6A-6.03312.

If it is determined that the conduct was not a manifestation of the student's disability, the Principal shall notify the parent/guardian of the Administrative Hearing that will take place within the 10 suspension days. If Administration determines a dismissal the parent/guardian shall have three (3) days thereafter to make a written appeal to the Governing Board

Confidentiality of Student Information during an Appeal

At present under Florida's Sunshine Law, all appeal hearings relating to a dismissal must be open to the public if the parent chooses to have the meeting be public. The Governing Board may not go into executive session to consider an appeal under Florida law. However, the Governing Board and those people presenting during the hearing should be sensitive to the confidential nature of the information. In the initial notification regarding the dismissal, the parent/guardian should be fully informed that any hearing before the Governing Board to consider an appeal will be open to the public. The parent/guardian should be notified that their request for a hearing before the Governing Board constitutes consent to the disclosure of confidential information about the student at the hearing relevant to the Governing Board's consideration. Notwithstanding the foregoing, the Organization shall protect the confidentiality of all education records that are considered as part of the appeal and shall not release such records to any person who does not have a legitimate educational interest or legal right to review such education records in accordance with Florida law and the Family Educational Rights and Privacy Act.

Expulsions

A "dismissal" under this policy is not an "expulsion" as that term is utilized in the applicable Code of Student Conduct. The School shall recommend for expulsion any offense constituting an expellable offense according to School District policy or Florida law.

In accordance with its contract, PCCA will refer any scholar who commits an expellable offense back to their zoned district school for enrollment at the beginning of the expulsion period. Scholars and parents who wish

to appeal this referral may do so in writing to the Board. Requests for re-enrollment must be received no less than two weeks prior to the end of the expulsion period so the Board has ample time to review.

7. Threat Assessments and Mental Health

Pineapple Cove Classical Academy follows Brevard Public Schools' Board policies regarding threats to the school environment including Threat Assessment Teams and Reports (BPS Policy 8405) and Scholar Mental Health (BPS Policy 5350). Scholars who make threats to harm themselves, others, or to the school at large will be subject to a threat assessment per Florida Statute.

Under Florida Statute 1002.07(2)(b), schools are required to provide timely notification to parents of threats of ONLY the following unlawful acts or significant emergencies that occur on school grounds, during school transportation, or during school-sponsored activities:

1. Weapons possession or use **when there is intended harm toward another person**, hostage, and active assailant situations. The active assailant situation training for each school must engage the participation of the district school safety specialist, threat assessment team members, faculty, staff, and students and must be conducted by the law enforcement agency or agencies that are designated as first responders to the school's campus.
2. Murder, homicide, or manslaughter.
3. Sex offenses, including rape, sexual assault, or sexual misconduct with a student by school personnel.
4. Natural emergencies, including hurricanes, tornadoes, and severe storms.
5. Exposure as a result of a manmade emergency.

Parents are not entitled to threat assessment information of any scholars other than their own, unless it meets one of the above statutory requirements, due to FERPA.

8. Bus Policy

Pineapple Cove Classical Academy will provide a limited bus service for before and after care scholars. Scholars may also use buses for field trip purposes. On the bus, scholars should behave with the same decorum as they would in the school. Misbehavior on the bus will be reported to the school and may result in disciplinary action and loss of bus privileges.

9. Lockers

Pineapple Cove Classical Academy provides lockers (as available) for scholars in 7th grade and higher. The lockers are school property and do not belong to the individual. Scholars will be furnished locks for lockers with administration possessing the combination. PE scholars in grades 7-12 will purchase a school-supplied lock. Lockers and locks will be assigned by the school to each scholar and may not be switched, unless given permission by administration.

Pineapple Cove Classical Academy has the authority to search lockers when deemed necessary, even if it requires removal of the lock.

Pineapple Cove Classical Academy is not responsible for lost or stolen items such as tablets, iPods, phones, and video games as these are NOT to be brought to school. Problems with lockers should be reported to the office.

Scholars must observe the following rules:

- Scholars are not allowed to decorate the inside of lockers with posters, pictures, or anything else which advertises sex, drugs, suicide, cults, alcohol, or promotes other negative or derogatory messages as determined by the administration.
- Lockers are a privilege and should be a clean space. Lockers should not have PE uniforms, shoes, or food left overnight. Lockers must be kept neat and orderly at all times. Locker checks will occur each semester.

- Lockers must be kept closed and locked when not used to maintain the integrity of the fire corridors and avoid careless accidents. Items left outside lockers or on the floor may be removed or disposed of. We strongly discourage scholars from sharing their locker combinations with others, as that may lead to conflicts should items go missing. Scholars are responsible for their locks. Any missing locks must be paid for by the scholar.
- In the event a lock is lost or does not work, front office personnel must be notified. Personal locks are not permitted on lockers. Any missing locks must be paid for by the scholar.

NOTICE: Florida Statute 232.256(3) Scholar lockers or storage areas are subject to search upon reasonable suspicion for prohibited or illegally possessed substances or objects. LOCKERS MAY NOT BE SHARED. Scholars sharing lockers may lose their locker privileges for the remainder of the school year.

10. Scholar Publications Policy

Scholar publications must uphold Pineapple Cove Classical Academy's mission, philosophy, core virtues, and board policies. The purpose of such publications is to inform the Pineapple Cove Classical Academy community of school-related events, achievements, and business. In addition, scholar publications are a way for scholars to learn and to practice responsible writing and journalism. Employees of the school or parents may not use scholar media to proselytize their own views on controversial issues. The Principal acts as the final editor in all cases.

11. Public Displays of Affection

Scholars are not permitted to engage in public displays of affection on campus.

12. Food in Classrooms

Eating is only permitted in classrooms during designated snack times as determined by teachers. There is no eating in any science labs at any time. Water is the only beverage permitted in classrooms on by scholars. Water bottles must have a closing lid that helps to prevent spills. Bottles with open straws and lids are not permitted. Energy drinks and soda are not permitted on school campuses during school hours. Food or treats brought to school to share with classmates must be store-bought.

13. Tobacco and Vapes on Campus

No student, employee, volunteer, contractor or school visitor is permitted to use tobacco products of any kind, vapes, or electronic cigarettes at any time in, on or during the following:

- a. Any building, facility, school grounds, property or vehicle owned, leased, chartered or rented by the school, including but not limited to, school offices, athletic/practice fields, playgrounds, parking lots, and administrative offices.
- b. Disciplinary Actions for Student or Employee Violators
 1. Scholars: Consequences for scholars engaging in the prohibited behavior will be provided in accordance with the school's student behavior management plan and in accordance with the District's Discipline Matrix.
 2. Employees: Consequences for employees who violate the tobacco use policy will be in accordance with personnel policies.
 3. Visitors: Visitors will be requested to discontinue use. If the visitor refuses to comply with the request to discontinue, the visitor will be escorted off school property by security/law enforcement.

C. ANIMALS ON CAMPUS

Animals are not permitted on campus for any reason unless the animal meets the definition of a Service Animal as defined by the Americans with Disabilities Act. Exceptions must be approved by the principal.

D. HEALTH AND MEDICINE

1. Administration of Medication

Pineapple Cove Classical Academy is committed to the health and safety of its scholars. Medication and/or medical procedures required by scholars should be administered by a parent/legal guardian at home. Under exceptional circumstances, prescribed medication and/or medical health-related procedures may be administered by the school principal, his/her designee, the school nurse, or self-administered by the scholar per written physician's orders and written parent/guardian authorization. The parent/guardian must complete and sign the *Administration of Medication/Medical Procedure* form to acknowledge that the school assumes no responsibility for medications or procedures that are self-administered. Office staff will make this form available to parents/guardians.

School nurses or other employees may administer auto-injectable epinephrine to scholars upon the occurrence of an actual or perceived anaphylactic adverse (allergic) reaction by the scholar, whether or not such scholar has a prescription for epinephrine. Any school employee who in good faith administers or chooses not to administer auto-injectable epinephrine to a scholar in such circumstances shall be immune from civil liability, pursuant to Florida statute.

Scholars may not bring ANY medication to school. This includes cough drops, pain medication, etc.

2. Scholar medical records

Scholar health records will be maintained in locked or password-protected files in order to maintain confidentiality. All health records will be managed by administration and any appropriate, designated staff (such as the nurse) and will only be released to service providers as allowed and dictated by BPS and state regulations.

3. Medical operations

PCCA will:

- Participate in workshops, in-services and/or training offered by BPS regarding scholar health
- Use BPS forms for health services
- Require part-time nurses and volunteers to have completed training in CPR/first aid, diabetic education, medication administration, and AED training, as required.

Parents will be informed when a scholar reports to the office with a fever or has been injured seriously. If a parent cannot be reached, school personnel will determine what action needs to be taken. Any child with a fever will not be allowed to remain in the classroom and must be picked up by a parent or designee. If a head injury is sustained, or any injury requiring medical attention, the parent will be asked to come to school and determine what action should be taken. In case of more serious injuries, or in case the parent cannot be contacted, the school will immediately call 911 for emergency assistance.

Scholars who are sent home with a fever or vomiting may only return to school when they have been fever-free or vomit-free for 24 consecutive hours.

4. Medical records and enrollment

In order to complete the enrollment process, parents shall submit all required immunization records and health forms.

5. Parent/guardian obligations

Parents shall, at all times, ensure that the school has updated medical information on file. It is the parent's/guardian's responsibility to keep this information updated.

It is the parent's responsibility to notify the office if a child has been injured at home and may need special considerations at school.

6. Food allergies

Pineapple Cove Classical Academy is not a peanut-free school. The school will, however, establish an allergy table in the cafeteria, and teachers/monitors will ensure that this peanut-free zone is enforced.

7. Sick scholars

Sick scholars should not be in school. Any scholar who has a fever or is contagious (e.g., with pink eye, strep, the flu) should be kept home. Before a scholar may return to school, fevers must resolve and be symptom free without medication for 24 hours from the onset. Pineapple Cove Classical Academy adheres to all CDC recommendations regarding COVID-19.

8. Lice

Lice is an extremely contagious issue that can easily spread through a school. Children suspected of lice (scratching heads, visible lice or nits) will be checked by trained staff in the privacy of the clinic. Should lice be found, siblings may be checked as well. Children suspected of having head lice may not attend school. Parents will be notified of the situation and asked to pick up their child. PCCA's policy requires that no lice or nits (white eggs) be present when the child returns to school. Proof of treatment must be furnished before the child is readmitted to class. Scholars will be rechecked within 10 days of treatment to see if further treatment is necessary. If a head lice issue prevents a child from attending school, PCCA will provide missed work within 24 hours for the scholar to complete.

E. SCHOLAR FEES AND SUPPLIES

From time to time the school may charge fees to its families for the purpose of funding expenses related to athletics, transportation, classroom supplies, orchestra, art, elective courses, activities, field trips, etc. Fees can be paid through online payment portal. All financial obligations must be rectified prior to registration for the upcoming school year or graduation. **Scholars with outstanding balances will not be issued report cards or be permitted to register for the next school year.** Outstanding balances must be paid at the front office.

F. OFF-SITE EXTRA-CURRICULAR ACTIVITIES

The logistics of all of Pineapple Cove Classical Academy's off-site extra-curricular activities must be approved by the Assistant Principal. All adults helping with these activities must be registered Pineapple Cove Classical Academy volunteers. A list of all sanctioned Pineapple Cove Classical Academy off-site extra-curricular activities will be maintained and updated by the Assistant Principal, and copies will be made available for Pineapple Cove Classical Academy parents.

G. CHAPERONES

PCCA will conduct field trips and off-site events and in so doing will welcome and enlist the aid of parent chaperones. The number of chaperones for a field trip or off-site extracurricular event will be established prior to the occurrence of the event. This number will be strictly adhered to. No siblings or individuals other than assigned chaperones may attend the event. Fees for the event must also be paid by the chaperone and are due at the same time as the scholar's fee for the event. If fees are not submitted by the date due another chaperone will be chosen to fill the vacancy. Chaperones must attend to assigned duties and must model the Pineapple Cove Classical Academy core virtues. Scholars are required to use school-approved transportation to and from the field trip location. Parents who are not selected as chaperones are not permitted to join the field trip group at the location/venue. Violators of this policy will not be allowed to chaperone any future events. All chaperones must be screened via the Raptor visitor management system.

H. ARRIVAL/DISMISSAL

Scholars are not permitted on campus earlier than 30 minutes prior to the start of their school day, unless they are attending a before care program or extracurricular program. Scholars are expected to be picked up promptly as school ends. Scholars on campus (excluding those in school-sponsored extracurricular programs or those under the supervision of a classroom teacher) after dismissal will be sent to after care and parents will be responsible for the aftercare fee per drop-in instance.

Changes to transportation MUST be received in writing from a parent. Changes to transportation will not be accepted over the phone. Parents may write a note to their child's teacher, e-mail, or fax in a change request coupled with a government-issued ID. Transportation changes should be specific, including date, name of scholar, way in which they are traveling, and the length this change is valid.

Parents may drop off forgotten items (i.e. homework, lunch, uniforms) in the office during the school day. Scholars will be permitted to check during lunch for any dropped off items; lessons will not be interrupted for delivery or pick up of drop offs. Lunches from local restaurants, Uber Eats, or other delivery services will not be permitted in classrooms or lunchrooms.

IV. PARENTS & THE COMMUNITY

A. PARENT TEACHER ORGANIZATION (PTO)

Pineapple Cove Classical Academy's BOD establishes the PTO to support the school's mission. PTO teams and activities will be designed to help the school flourish in and beyond the classroom. Largely, the PTO consists in a series of task-oriented teams whose purpose is to marshal parent volunteerism in achieving defined goals that improve the life of the school.

All parents, adult family members, teachers, staff, and community members are encouraged to volunteer on a team and attend regular meetings. PTO meetings are an excellent opportunity to obtain information and engage in discussions about the school.

The PTO may serve as a fundraising arm of the BOD, but it will not be a stand-alone, tax exempt, non-profit organization. Pineapple Cove Classical Academy is itself a non-profit organization with 501(c)3 status.

The BOD reserves the right to create, remove, or dissolve PTO teams and leadership in accordance with immediate priorities and the long-term flourishing of the school.

B. REQUIREMENTS FOR VOLUNTEERS

The administration will maintain accurate records to confirm that the following requirements are met. Pineapple Cove Classical Academy is participating in the district-wide Volunteer and Visitor check in system to add additional security to our campuses. The system, called Raptor, scans licenses and state issued ID cards. The program provides several advantages: a low cost volunteer screening fee and a current security screening. There is one level of volunteer, Registered Volunteer. All Volunteers receive a sexual predator screening each time that they check in. Registered Volunteers also undergo a criminal background check. This allows Volunteers who have passed the security screening to chaperone field trips and assist in the classroom or one-on-one with scholars.

C. GENERAL RULES FOR VOLUNTEERS

Volunteers often inadvertently have access to sensitive information. Any information about scholars, grades, faculty, etc. is to remain confidential. Volunteers may observe situations of a sensitive nature. These are also to remain confidential. Volunteers should not grade papers, copy assessments, etc. Volunteers may work in the classrooms when directly supporting scholars.

If a volunteer has a concern involving something that is witnessed, observed, or overheard, he or she should address the concern with a faculty member, the Assistant Principal, the Principal, or a member of the BOD, in that order. If a volunteer disregards this policy, the privilege of volunteering may be revoked.

Any grievance or concern a volunteer has with a classroom or a teacher will be handled by the procedures defined in the following section of this handbook. Except in situations involving imminent danger, volunteers will not confront a teacher about a disagreement issue when scholars are present.

D. PARENT COMMUNICATIONS WITH PRINCIPALS, FACULTY & STAFF

Pineapple Cove Classical Academy values the conversation that takes place between parents and teachers about the education of children. Nonetheless, this conversation should follow certain guidelines in order to be fruitful and to allow teachers to devote themselves to their classes during the day. Parents may use any of the following ways to contact or communicate with administration, faculty, and staff of Pineapple Cove Classical Academy:

- Email

- Message left with the school secretary
- Voicemail
- Face-to-face meeting (this must be scheduled in advance using one of the means above)

Pineapple Cove Classical Academy employees will not use social media to communicate with parents or scholars about an individual child's needs.

During the school day and both immediately before and after school, teachers have their minds on teaching or impending meetings and extracurricular activities. Parents should schedule in advance a phone call or meeting with a teacher rather than try to communicate through an impromptu "five-minute" chat. Parents who are in the building for another reason should not use their access to faculty in order to circumvent the normal means of contacting a teacher unless that teacher clearly invites such a conversation. This policy applies to parents who are themselves teachers or other employees at the school.

PCCA teachers and administrators will respond to parents as quickly as possible. In general, parents should expect to hear from a teacher or principal within twenty-four to forty-eight hours of contacting the school, barring weekends and holidays. While a teacher's schedule may not permit an actual meeting within that time, the teacher will attempt to make contact in some way.

E. EXPECTATIONS FOR PARENTS

First and foremost, we ask for your goodwill. When your son or daughter faces difficulties—PCCA is a challenging school, and so this can happen—do not assume the student cannot rise to meet it or requires your involvement. Work with the school; refrain from assumptions that assign blame or find fault. You are always welcome to inquire with us, and we are happy to answer, but problems are normally resolved when adversarial postures are set aside. Airing concerns on social media is often counterproductive and rarely is a problem solved through this manner. It is difficult for us to address problems that have not been presented through the chain of command outlined in our handbook.

We must also be civil with one another on all occasions. We are on a joint undertaking, and disagreements might arise. If they do, talk with us without hostility. As we expect of our scholars, all adults maintain the highest expectations with regard to our school virtues, including courtesy. We will work with you toward resolution. When you contact us about these things, please know that we will get back to you promptly, but that does not necessarily mean immediately. Education is a complicated business, and we have a large student population that requires ample attention. We will reply as soon as we are able.

Finally, we request that you allow your son or daughter the opportunity to overcome difficulties. Part of a student's growth—one of the most important parts, in fact—comes from persisting in the face of obstacles. It often does more harm than good when parents take it upon themselves to eliminate obstacles for their students. These are our requests. By sending your son or daughter here, you agree to them, just as we agree to care for our students when we accept them.

We believe parents own the fundamental responsibility for their children's education and that the school's role should be viewed as a supportive one. The school expects parents to:

- Model good character and insist that their children cultivate good habits and virtues;
- Help their children develop effective study skills;
- Read to their children, especially those in the early grades;
- Oversee regular reading and writing and mathematics skill development;
- Stimulate discussion and exploration of ideas and events with students;
- Support the school goals through familiarity with the Handbook and parts of the website devoted to the mission and philosophy of the school, homework review, getting children to school on time, and holding high expectations and aspirations that contribute positively to the student's success.

In order to support the mission and success of Pineapple Cove Classical Academy, each **family** is required to donate **10 hours** of volunteer time to the school each school year. Volunteer hours will be tracked through the Raptor volunteer system.

V. ENROLLMENT POLICY

A. GENERAL

Space permitting, all scholars who reside within the Brevard Public Schools District are eligible to attend Pineapple Cove Classical Academy. Pineapple Cove Classical Academy will not discriminate on the basis of race, color, ethnic background, national origin, gender, disability, or age.

In accordance with Pineapple Cove Classical Academy's charter and as permitted by Florida Statute, Pineapple Cove Classical Academy grants enrollment preference to the siblings of currently-enrolled scholars, to the children of founding board members, graduates of our partner VPK programs, and to the children of full-time employees.

The Board gives the principal the autonomy to admit more scholars per grade solely for the purpose of enrolling the children of our employees. The Board's policy is, however, that the principal will not increase classroom size to more than 18 scholars in Kindergarten through third grade, 22 scholars in fourth through eighth grade, and 25 scholars in ninth through twelfth grade.

B. ADMISSIONS DURING THE CURRENT SCHOOL YEAR

The school will maintain a wait list for each grade, as required, which will be used to place scholars into available seats.

Before the spring scholar count, the principal will fill available seats at his discretion, but in all cases the principal will fill seats according to the wait list.

C. ENROLLMENT FOR UPCOMING SCHOOL YEARS

The school will host informational sessions in the second semester.

Open enrollment for upcoming school years will occur from January 15 – March 1. Interested families will complete an online application form for scholars who will be in Kindergarten through 12th grade. The enrollment process will a) fill a new grade of Kindergarten scholars, and b) position scholars to take seats that may come available in first grade and above.

To the extent that demand exceeds the number of available seats for any given grade, the administration will conduct a public, system-generated, grade-level lottery. The public lottery will take place within two weeks after the date of the spring FTE count.

In accordance with Pineapple Cove Classical Academy's charter and as permitted by Florida Statute, Pineapple Cove Classical Academy will grant enrollment preference to the siblings of currently enrolled scholars, to the children of founding board members, and to the children of full-time employees, and to graduates of our partnered VPK programs.

Sibling preference refers to giving preference in the lottery to scholars who already have a sibling enrolled at the school. The lottery will be conducted on a grade-by-grade basis, and the results of the lottery for one sibling will have no bearing on the results of another sibling who is also participating in the lottery. Twin or triplet siblings will be treated as one number in the lottery to avoid the splitting of sibling scholars.

The result of the lottery for rising Kindergarten scholars will be a list of "seated" scholars, plus a numerical wait list. The enrollment coordinator will establish procedures for completing the enrollment process that will include a series of administrative deadlines. The school will not fill all seats immediately to make room for scholars who are retained and/or the scholars of to-be-hired full-time employees.

The result of the lottery will be a numerical wait list.

The school will use the wait list to offer available seats to scholars on a grade-by-grade basis as they become available. It is likely that the school will not be able to offer seats to new scholars until June 15 because the school will not be able to confirm the number of available seats until a) scholars declare officially that they will not be returning, b) the principal determines which scholars, if any, will be retained, and c) the school places the scholars of full-time employees that will be hired in the spring.

By March 1, existing scholars will be required to express their intent to return for the following school year.

D. ENROLLMENT OF EXPELLED SCHOLARS

Scholars expelled from another school and/or PCCA will not be admitted to Pineapple Cove Classical Academy.

E. GRADE LEVEL PLACEMENT OF NEWLY ENROLLED SCHOLARS

For scholars to thrive in school, they must master the fundamentals. The grade level placement policy is designed to promote educational excellence and fairness by placing scholars at the most appropriate level for instruction. Pineapple Cove Classical Academy will respect the promotion and retention decisions from the school from which a scholar transfers.

F. RE-ADMITTANCE

Scholars who have left the school due to retention in a grade and later choose to re-enroll will be re-admitted (assuming the scholar is otherwise in line for the next available seat) based on the retention, not on the record from another school. Students expelled from the school may appeal to the Board for re-admittance at the conclusion of their expulsion period.

VI. OPERATIONS

A. EMERGENCY OPERATIONS PLAN

The administration shall maintain a stand-alone Emergency Operations Plan.

B. SECURITY CHECKS

The school may exercise its right to inspect all backpacks, packages, parcels, and closed containers entering and leaving the premises. School lockers are school property and may be subjected to searches at any time, with or without cause.

C. USE OF THE PRODUCTION COLOR PRINTER/COPIER

School resources, the resource room, and the equipment therein are to be used solely in support of the Principal and faculty.

D. CARPOOL / DROP-OFF / PICK-UP

The school administration will establish and communicate drop-off and pick-up (carpool) procedures, giving priority to the safety and security of all scholars. Parents are expected to cooperate fully to ensure that the process is safe and orderly.

The school will release scholars only to parents, legal guardians, or adult designees. Adults should always have a valid ID when picking up scholars as those unrecognized by staff will be required to produce identification before scholars will be released.

Cars in the elementary car loop will be issued car tags that hang from the rearview mirror and list the last name of the scholar. These tags will help staff identify scholars when calling from classrooms. If a vehicle does not have a car tag, the driver will be required to park and go to the front office to show identification. For the safety of all scholars and teachers, we ask that the car loop remain a cell phone free zone.

Junior/Senior scholars will be dismissed to the exterior of the building. At this time, scholars are able to use their cell phones to find where their vehicle is parked or if it is in the car loop. If the vehicle is in the car loop, scholars will wait until the vehicle arrives at the loading area.

The use of car loop is a privilege. Parents who do not follow procedures and directions given by school staff may be asked to park and walk to pick up their scholar. Car loop procedures are in place for the safety of all scholars and visitors to our school.

E. PARKING – DESIGNATED SPACES

The school will communicate designated parking spaces. Employees and parents are asked to adhere to the parking plan and posted signs.

F. COMMUNICATING WITH PARENTS WITH JOINT CUSTODY

The school will recognize and communicate with parents with joint custody upon written request, signed by both parents or a court order. In the case of school forms, the school encourages one of the parents to complete the forms so that the school does not receive conflicting information.

G. ORIENTATION FORMS

The school will maintain secure electronic information for the purpose of running the day-to-day operations of the school. Parents are expected to complete these forms as condition of enrollment.

H. MASS COMMUNICATION

A Principal or designee must approve all letters and bulletins, including e-mail (excluding class assignments or bulletins by teachers to their classes) from teachers or parents or other parties to the entire school community. Each communication must be submitted to the office in an electronic format, print-ready, three days prior to the date it needs to be communicated.

I. UTILIZATION OF FACILITY

The BOD wishes for the school and its buildings, grounds, and fields to be an asset to the community and available for use beyond school and school-sponsored sports and after-school activities. The BOD will be the approving authority for all outside uses of the school fields, building, and facilities. All users will be required to carry insurance and appoint a representative acceptable to the BOD who is capable of executing the school's emergency and security procedures.

J. ELECTRIC BIKE AND BICYCLE INFORMATION

1. Purpose

Pineapple Cove Classical Academy supports safe, healthy, and responsible transportation to and from school. Students who ride bicycles, electric bicycles (e-bikes), or electric scooters are expected to comply with Florida law and the safety requirements established by the school. This policy applies to all students who bring a bicycle, e-bike, or electric scooter onto school property.

2. Definitions

An electric bicycle (e-bike) has the meaning provided in Section 316.003, Florida Statutes.

- Class 1: Pedal-assist only; assistance ceases at 20 mph
- Class 2: Throttle-assisted; assistance ceases at 20 mph
- Class 3: Pedal-assist only; assistance ceases at 28 mph and may only be operated by individuals at least 16 years of age under Florida law

3. Approved

Traditional bicycles, scooters, and skateboards
Class 1 and 2 e-bikes and scooters

4. Not Approved

Class 3 e-bikes, electric scooters, electric skateboards, dirt bikes, motorcycles, and gas-powered bicycles
Modified or homemade motorized bicycles are prohibited on campus.

5. Parent Permission

Students wishing to ride a bicycle or e-bike to school must have written parent/guardian permission on file. The school may require annual registration.

6. Helmet Requirement

All students riding a bicycle or electronic transportation must wear a properly fitted bicycle helmet, regardless of age.

7. Entering School Property

Students must slow before entering campus, dismount at designated locations, walk bicycles and e-bikes while on campus, and follow staff directions. Riding anywhere on campus is strictly prohibited.

Parking

Park only in designated bicycle racks, secure with a personal lock, and remove promptly after dismissal. The school is not responsible for theft or damage.

8. Battery Safety

Charging batteries on campus, bringing detached batteries into school buildings, tampering with battery systems, and aftermarket battery modifications are prohibited.

9. Safe Operation

Speeding, tricks, wheelies, racing, carrying unauthorized passengers, distracted riding, and reckless operation are prohibited and may result in loss of riding privileges.

10. Violations

Violations may result in warnings, parent notification, suspension or revocation of riding privileges, discipline under the Student Code of Conduct, or referral to law enforcement when appropriate.

11. School Authority

The school reserves the right to regulate bicycle and e-transportation use on school property to ensure the safety of students, employees, and visitors.

12. Legal Authority

This policy is adopted pursuant to the school's authority to establish reasonable rules governing student conduct, safety, and the orderly operation of school property. It is intended to be interpreted consistently with applicable federal, state, and local law.

Relevant Florida authorities include, but are not limited to:

- Section 316.003, Florida Statutes – Definitions, including electric bicycles.
- Chapter 316, Florida Statutes (Florida Uniform Traffic Control Law) – Bicycle and electric bicycle operation.
- Section 1002.33, Florida Statutes – Charter schools.
- Section 1006.07, Florida Statutes – District and charter school safety responsibilities.
- Section 1006.09, Florida Statutes – Duties of students attending public schools.

If any provision of this policy conflicts with a change in applicable law, the law shall control, and the remainder of this policy shall remain in effect.

VII. INFORMATION TECHNOLOGY & SECURITY

The school takes precautions to protect your information. When you submit sensitive information via the website, your information is protected both online and offline.

When we collect sensitive information (such as birthdates, addresses, credit card data), the information is encrypted and transmitted to us in a secure way. You can verify this by looking for a closed lock icon at the bottom of your web browser or looking for "https" at the beginning of the address of the web page.

While we use encryption to protect sensitive information transmitted online, we also protect your information offline. Only employees who need the information to perform a specific job are granted access to personally identifiable information. Computers that store personally identifiable information are kept in a secure environment.

Guidelines for scholar use of technology are included in annual registration documentation. These forms include Cloud Collaboration Permission, Scholar Internet Acceptable Use, and Scholar/Parent Cell Phone or Wireless Communication Device (WCD) Contract.

VIII. PRIVACY

A. FAMILY EDUCATIONAL RIGHTS PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and scholars over 18 years of age certain rights with respect to the scholar's education records. These rights are:

- The right to inspect and review the scholar's education records within 45 days of the day the school receives the request for access. Parents or eligible scholars should submit to the school principal or appropriate school official a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible scholar of the time and place where the records may be inspected.
- The right to request the amendment of the scholar's education records that the parent or eligible scholar believes are inaccurate or misleading. Parents or eligible scholar may ask the school to amend records that they believe is inaccurate or misleading. They should write the school principal or appropriate official, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible scholar, the school will notify the parent or eligible scholar of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible scholar when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the scholar's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or scholar serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a scholar seeks or intends to enroll.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

B. PERSONALLY IDENTIFIABLE INFORMATION (PII) POLICY

PII is defined as a person's name in association with any information that can be used to distinguish or trace an individual's identity, such as social security number, date of birth, place of birth, mother's maiden name, driver's license number, passport number, or any biometric, medical, educational, financial, or employment records. It is the policy of Pineapple Cove Classical Academy that PII shall not be sent in a plain text email or other unencrypted means. In general, PII should not be disseminated electronically. If electronic transmittal is unavoidable, then PII must be encrypted. Acceptable means of encryption include password protected files from versions of Excel, WinZip, and Adobe Acrobat (2010 or newer). The IT Director will determine whether an encryption method is suitable or not. Physical PII (e.g. paper copies of records) must be kept in secure locations (locked file drawers in lockable rooms), and access to these records must be limited to authorized individuals only in connection with official, school-related duties.

C. SCHOLAR INFORMATION RELEASE

Certain “directory information,” including the scholar’s full name, address, and telephone number, will not be released without parental consent. Authorization for inclusion in the directory is on the enrollment form.

Scholars’ names, participation in officially recognized activities and sports, dates of attendance, awards received, and other similar information may be released without parental consent unless the parent notifies the school. In addition, classroom activities and events sponsored by schools occasionally are photographed or videotaped by representatives of the news media for publication in newspapers or broadcast on television. If for any reason you DO NOT wish to have your scholar(s) photographed or video- taped for these purposes, you must notify the office in writing.

Scholar names and pictures will be included in the school yearbook unless permission is revoked in writing. Scholar names will not be listed with their pictures on the school website or in PCCA advertising publications.

No identifying information regarding a scholar will be given via any avenue of communication without parent permission, unless required by law.

APPENDIX A- ATTENDANCE

Attendance

Florida State Statute [F.S. 1003.26](#)

Regular school attendance shall be the responsibility of parent/legal guardians and students. In addition, the parent/legal guardian shall be required to justify each absence of a child by providing the reasons and explanations for the child's absence from school. Each school shall continually encourage and promote regular school attendance of students. Furthermore, each school shall maintain accurate attendance records, track absences, and follow attendance reporting procedures.

- Regular attendance is when a student attends more than 95% of the academic school year.
- Chronic absence is described as missing 10 percent of the school year – or about 18 days – for any reason, excused or unexcused. That's the point at which absenteeism begins to affect student performance.
- Regular school attendance is a necessary part of a student's education. Excessive absences impair a student's educational progress, impacts whether the student passes or fails a grade, and may result in court proceedings and/or loss of driving privileges.
- Any absence of the student must be reported to the school by the parent/legal guardian within two days (48 hours) of the absence in order to be considered an excused absence. Students are provided up to two (2) days for every day they are absent to submit make-up work for excused or unexcused absences.
- The following will be considered excused absences:
 - Religious holidays with prior principal approval;
 - Absences for medical reasons with documentation;
 - Absences for mental or emotional disabilities;
 - Court dates (documentation required);
 - Chronic and extended illness (documentation required from county health Supervisor / MUST be completed every year);
 - Attendance at any school-sponsored activity;
 - Bereavement (please notify the school if absence will extend beyond three days).
- The School requires suitable proof of excused absences which may include, among other forms of documentation, written statements from medical professionals. If a scholar does not provide legitimate, written documentation, the absence will be considered unexcused. More than nine (9) unexcused absences in a semester may result in retention and require the completion of an Attendance Appeal Packet.
- Scholars that are considered absent for a school day are not permitted to participate in extracurricular events such as activities, clubs, sports, or events.

# of Absences	Action Taken
Absences	• Teachers shall record absentees each period of the school day and report absences as required by the school. • Parent/legal guardians should be notified each time their child is absent as far as possible.
3 Unexcused Absences (or absences for which reasons are unknown)	• Contact the student's parent/legal guardian to determine the reason for the absences.
5 Unexcused Absences (or absences for which reasons are unknown)	• Refer the case to the school's child study team to determine if early patterns of truancy are developing. • If the child study team finds that a pattern of nonattendance is developing, a meeting with the parent/ legal must be scheduled to identify potential remedies. • If the problem is not resolved, the child study team will implement interventions set forth in, and act in accordance with the requirements. See Board Policy 5200 Attendance. • Any student over five (5) unexcused absences may result in a complaint being filed with the Circuit Court Juvenile Division or State Attorney's Office.
15 or more unexcused absences in a period of 90 calendar days	• Inform student's parent/legal guardian of student's excessive absences as well as the district's intent to file a complaint with the Circuit Court Juvenile Division or State Attorney's Office and notify the Department of Highway Safety and Motor Vehicles (DHSMV), if applicable.
Driver's License	• Report to the Department of Highway Safety and Motor Vehicles (DHSMV) the name, birth date, sex, and social security number of any minor who attains the age of 14 and accumulates fifteen (15) unexcused absences in a period of ninety (90) calendar days. The legislation further provides that those minors who thus fail to satisfy attendance requirements will be ineligible for the driving privilege.

Reminder: Principals or designee may grant extensions to the make-up time limit for extenuating circumstances.

Habitual Truant

As defined in F.S. 1003.01, a “habitual truant” is a scholar who has five (5) out of 30 days of unexcused absences or fifteen (15) or more unexcused absences within 90 days, with or without the knowledge or consent of the scholar’s parent or guardian.

At Pineapple Cove Classical Academy, any scholar who accumulates a total of fifteen (15) days of unexcused absences in a period in a semester WILL BE considered habitually truant. A scholar identified as habitually truant, as explained above, is NOT entitled to an attendance appeal for excessive absences and will be referred to the truancy process.

Attendance Appeal Process

Scholars attending Pineapple Cove Classical Academy are entitled to an attendance appeal once the scholar has accrued more than 9 unexcused absences (or 9 unexcused absences from one or more class periods) in a semester. An unexcused absence is an absence where the scholar has been absent from school, but has not provided the required excused documentation upon return, which is required by the School Board. Attendance Appeal Packets will be available prior to the end of each semester. Failure to comply with any of the above stipulations will invalidate your appeals request.

Scholars may not be eligible to appeal absences if the following conditions apply:

- Scholars are identified as a habitual truant as described above.
- Scholars have an excessive number of suspension days during the semester in which the Attendance appeal is being submitted.

Requests for exception to the Pineapple Cove Classical Academy Attendance Appeal process must be submitted in writing to the principal. All requests must include appropriate supporting documentation to justify a request for an exception to policy. Failure to adhere to the PCCA attendance policy may result in involuntary dismissal from the School at principal discretion.

Tardiness

Scholars who arrive after the beginning of the school day will be considered tardy. Scholars must make it not only to the school but to class on time to avoid being tardy. Scholars who are either tardy or returning to school from an appointment must be signed in at the front desk by a parent. The scholar will be issued a tardy slip and the scholar will be required to deliver this slip to their teacher when they enter the classroom. In the Jr./Sr. high school, tardy scholars may be held out of class for the period affected to keep from disrupting the class. Repeated tardiness may affect a scholar’s “seat time” and therefore his eligibility for promotion. Tardiness will be considered an unexcused absence for that class. If a scholar is tardy to class throughout the school day a detention will be issued, unless they have a note/ pass from a teacher or administrator to excuse them.

APPENDIX B- STUDENT CODE OF CONDUCT

Pineapple Cove Classical Academy Code of Student Conduct

Statement of Academic Honesty

The inappropriate and deliberate distribution or use of information, notes, materials, or work of another person in the completion of an academic exam, test, or assignment without specific teacher permission and proper crediting of the source (plagiarism). Refer to the Levels of Interventions and Consequences sections within this handbook for a listing of consequences relating to violations of academic honesty.

In addition to the consequences applied by the teacher, a cheating or plagiarism violation will be referred to the administration and may result in the loss of eligibility or removal from an academic club, loss of academic honors and awards, and loss of eligibility to apply for or receive local academic scholarships. These decisions, any or all, would be decided by a committee of teachers appointed by the principal.

Students are Under the Supervision of the School

All students are under the supervision and direction of the school principal or designee and the immediate control and direction of the teacher or another member of the instructional staff or bus driver to whom such responsibility may be assigned by the Principal:

- While being transported to or from school at public expense;
- While attending school; or participating in e-Learning or distance learning
- While engaged in a school-sponsored activity on the school premises or away from school premises;
- During a reasonable time before and after a student or students are on the premises for attendance at school or for authorized participation in a school-sponsored activity and only when on the premises. (A reasonable time shall mean thirty (30) minutes before the school day or school-sponsored activity is scheduled or actually begins or ends - whichever period is longer.)
-

In Loco Parentis

In some cases, a parent/legal guardian(s) may find it necessary for their child to live at another residence temporarily and may arrange for an adult to stand *in loco parentis* to the child in order to be admitted or continue in school. The Notification of In Loco Parentis Form should be completed to inform the school of the arrangement. In Loco Parentis forms are valid for not more than 30 days. *In loco parentis* also means that the School retains the right to act in the best interest of students while in our care.

Staff Involvement

All school personnel shall be informed and responsible for all school board administrative rules concerning discipline. All school personnel shall become involved in the discipline process anywhere on campus or at school functions off campus. A good faith effort shall be made by the Principal to employ parental/legal guardian assistance or other alternative measures prior to suspension.

Guidelines

The following guidelines shall be used to govern student conduct at all school-sponsored activities and at any time the student is under school jurisdiction. It is students' responsibility to become knowledgeable of these conduct policies at the beginning of each school year and to abide by them throughout their time in Brevard Public Schools. Violation of law shall be reported to proper legal authorities.

Notice to Law Enforcement

School administrators shall ensure that the appropriate law enforcement agency is notified as soon as possible when an adult or a student commits any of the following offenses on school property, on school-sponsored transportation, or during a school-sponsored activity: homicide (murder, manslaughter); sexual battery; armed robbery; aggravated battery; battery or aggravated battery on a teacher or other school personnel; kidnapping or abduction; arson; possession, and use, or sale of any firearm; possession, use, or sale of any explosive device, or any other offense, though not listed above, the nature of which is such that it impacts the safety of the school or the community.

Civil Citation

The criteria for recommending to law enforcement that a student who commits a criminal offense be allowed to participate in a civil citation or similar pre-arrest diversion program as an alternative to expulsion or arrest includes being a first-time juvenile misdemeanor offender or those who have violated a county or municipal ordinance. This may include those involved in non-serious incidents occurring on school property. Administration is encouraged to offer any recommendations to law enforcement during the course of the investigation. In all cases, the law enforcement officer investigates and determines eligibility based on set criteria.

General Offenses

Violation of any other law by students while on the school campus or at a school function will result in corrective action. The student may be suspended or recommended for expulsion and referral to proper law enforcement agencies.

Search and Seizure

School authorities are charged with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search the person or property, including vehicle and cell phone, of a student, with or without the student's consent, whenever they reasonably suspect that the search is required to discover evidence of a violation of law or of school rules. Additional information may also be referenced in Florida State Statutes [901.21](#); [933.04](#); [1006.09\(9\)](#).

Right to Search

Except as provided below, a request for the search of a student or a student's possessions will be directed to the principal or designee who shall first seek the freely offered consent of the student to the inspection. However, consent is not required for search subject to reasonable suspicion. Whenever possible, a search will be conducted by the principal or designee, in the presence of the student, another staff member, and/or a law enforcement officer. A search prompted by the reasonable suspicion that health and safety are immediately threatened will be conducted with as much speed and dispatch as may be required to protect persons and property, and consent is not a requirement. If the search is for weapons, the School's Active Assailant Response Procedures shall be relied upon as a guide. Refusal of a reasonable suspicion search will be presumptive confirmation of violation to be handled pursuant to the disciplinary guidelines of the Code of Student Conduct.

Felony Suspensions

A principal may initiate suspension proceedings against any student who is formally charged by a prosecuting attorney with a felony, or with a delinquent act which would be a felony if committed by an adult, for an incident which allegedly occurred on property other than that owned by the school district. If the incident is shown to have an adverse impact on the educational program, discipline, or welfare of the school, the student may be suspended or placed at an alternative program. The principal will hold an administrative hearing to make the determination. Teachers will be notified by the principal or another administrator if they have a student in their class who has been charged with a felony.

Bathroom/Restroom/Changing Facilities

In accordance with [F.S. 553.865](#), all individuals on Pineapple Cove Classical Academy owned or controlled property must utilize the bathroom/restroom/changing facility according to their biological sex at birth. Individuals in violation of this law will be subject to disciplinary action.

Detention of Students

A student may be detained at school for a specified period of time either before, during, or after the regular school day or on Saturday. A reasonable effort shall be made to notify a student's parent/legal guardian prior to the detention. Transportation of students following detention is the responsibility of the parent/legal guardian.

Corporal Punishment-Control of Students

A teacher or other member of the certificated staff shall assume such authority for the control of students who are assigned to him/her by the Principal or designee and shall keep good order in the classroom. The use of corporal punishment is prohibited. Alternative disciplinary procedures, which may include time-out, peer review, or other forms of positive reinforcement, should be used to bring about appropriate student classroom behavior.

Weapons

Pursuant to State law, the Board prohibits students from openly carrying a handgun or carrying a concealed weapon or firearm, in any school safety zone, elementary and/or secondary school, adult education center, administration building, Board meeting, and in any setting that is under the control and supervision of the School for the purpose of school activities approved and authorized by the School including, but not limited to, property leased, owned, or contracted for by the School, a school-sponsored event, or in a School vehicle. Weapons and firearms are defined in F.S. 790.001 and include, but are not limited to, firearms, guns of any type, knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives. For purposes of this policy, the term "weapon" also means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. This policy shall also encompass such actions as look-a-like items, false fire alarms, bomb threats, or intentional calls to falsely report a dangerous condition. The Superintendent is authorized to establish administrative procedures on weapons which require students to immediately report knowledge of weapons and threats of violence by students and staff to the building principal. Failure to report such knowledge may subject the student to immediate suspension and potential expulsion from school. Exceptions to the Board's prohibition from openly carrying a handgun or carrying a concealed weapon or firearm in any school safety zone, elementary and/or secondary school, adult education center, administration building, Board meeting, and in any setting that is under the control and supervision of the School for the purpose of school activities approved and authorized by the School including, but not limited to, property leased, owned, or contracted for by the School, any school-sponsored event, or in a School vehicle include the following:

- A. Members of the Armed Forces, National Guard, police or other licensed law enforcement officers, as well as students enrolled in the District's Junior ROTC Program while under the direct supervision of District staff members may possess a firearm or weapon.
- B. Items pre-approved by the Principal or site administrator as part of a class or individual presentation or a theatrical prop used under adult supervision, are used for the purpose and in the manner approved, would be an exception to this policy. (Working firearms and any ammunition will never be approved as part of a presentation.)

The Superintendent will refer any student who violates this policy to the student's parents/legal guardians and to the criminal justice or juvenile delinquency system. The student may also be subject to disciplinary action, up to and including expulsion.

Racial/Ethnic Slurs

At Pineapple Cove Classical Academy, our mission is to build intelligent, virtuous American citizens. We believe all scholars should be respected. As a result, we have a zero-tolerance policy for any scholar who states or displays any racial and/or ethnic slurs towards another scholar or staff member regarding their race or religious beliefs. At no time will racism, including racial slurs, intimidation, put downs, verbal or written racist materials, or racist drawings, be tolerated. Each incident will be investigated and if proven true, the scholar could be suspended out of school for up to 10 school days and may be recommended for expulsion.

Drug Prevention

The Board prohibits the use, possession, concealment, or distribution of any drug or any drug-related paraphernalia as the term is defined by law, or the misuse of a product containing a substance that can provide an intoxicating or mood altering effect on school grounds; on school vehicles; and at any school-sponsored event. It further establishes a drug-free zone within 1000 feet of any facility used by the School for educational purposes.

Student Conduct

Notwithstanding any other provision of Board policy, pursuant to F.S. 1006.13(5), any student found to have committed an act of assault or aggravated assault, or battery or aggravated battery, on any elected official of the School District, teacher, administrator,

or other School District personnel, shall be recommended for expulsion or placement in an alternative school setting, as appropriate, for a minimum period of one (1) year. Upon being charged with such offense, the student shall be removed from the classroom immediately and placed in an alternative school setting pending disposition. This is notice from the School Board, the Superintendent, and the principal and staff of your school that violence and violent behavior by a pupil or adult student will not be permitted at any time, at school; on school property; at school bus stops; on school sponsored transportation; or during school sponsored activities.

Due Process Rights

Prior to a suspension:
• Student will receive oral and written notice of the infraction(s) and an explanation of the evidence.
• Student will have an opportunity to explain their side of the story at an informal hearing.
• An appeal may be addressed to the Principal, whose decision will be final.
• In cases of extremely disruptive or dangerous behavior, persons or groups involved may be immediately suspended and removed from the school campus without the necessity of a prior hearing.
Note: Our school district will honor suspensions, expulsions and alternative placements from other districts.

Emergency Removal

The exclusion of a student who poses an imminent danger to school district property or persons, or whose behavior presents an ongoing threat of disruption to the educational process.

Threat Management Teams

The primary purpose of a threat management is to identify, assess, manage, and monitor threats and concerning behaviors to schools, school staff, and students. The goal of all school safety efforts is to prevent violence or harm to the members of the school community. Threat management uses a methodology that identifies students exhibiting threatening or other concerning behavior, gathers information to assess the risk of harm to themselves or others, and identifies appropriate interventions to prevent violence and promote successful outcomes. The process applies a non-punitive assessment to distinguish between innocuous and serious situations. The aim of the threat management process is to intervene at the earliest state to provide assistance to students and to alter or disrupt concerning behaviors for the benefit of the student and schools.

The School and other agencies and individuals that provide services to students experiencing, or at risk of, an emotional disturbance or a mental illness and any service or support provider contracting with such agencies may share with each other records or information that are confidential or exempt from disclosure under [F.S. Chapter 119](#) if the records or information are reasonably necessary to ensure access to appropriate services for the student or to ensure the safety of the student or others. If an immediate mental health or substance abuse crisis is suspected, school personnel shall follow policies established by the Threat Management Team to engage crisis supports and/or resources. Referrals for services, including Mental Health Referrals, are not mandatory but always available.

Zero Tolerance for School-Related Crime

Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law affecting students. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community.

Respect for real and personal property; pride in one's work; achievement within the range of one's ability; and exemplary personal standards of courtesy, decency, and honesty shall be maintained in the schools of this District.

The Board has zero tolerance for conduct that poses a threat to school safety. Zero tolerance policies must apply equally to

all students and are not intended to be rigorously applied to petty acts of misconduct. This zero-tolerance policy does not require the reporting of petty acts of misconduct to a law enforcement agency. Petty acts of misconduct include, but are not limited to, disorderly conduct, disrupting a school function, non-SESIR fighting, verbal abuse or use of profanity, cheating, horseplay, and other school-based offenses delineated in the Student Code of Conduct. Schools may consult with law enforcement to ensure the appropriate determination and definitions of misconduct, as well as counsel parents/legal guardians of their ability to seek law enforcement advice at the parent's/legal guardian's discretion.

Florida law requires that students found to have committed one of the following offenses:

- A. Bringing or being in possessing of a firearm or weapon, as defined in [Chapter 790, Florida Statutes](#), to school, to any school function, or onto any school-sponsored transportation; or
- B. Making a threat or false report, as defined by [Sections 790.162](#) and [790.163, Florida Statutes](#) involving school, school personnel, or school personnel's property, school transportation, or a school-sponsored activity;

Shall be expelled, with or without continuing educational services, from the student's regular school for a period of not less than one (1) full calendar year, and that the student shall be referred to mental health services identified by the District and to the criminal justice or juvenile justice system.

The School shall enter into agreements with local law enforcement specifying procedures so that acts that pose a threat to school safety, whether committed by a student or adult, are reported to a law enforcement agency having jurisdiction. Petty acts of misconduct which are not a threat to school safety do not require consultation with law enforcement.

Those acts that pose a threat to school safety include, but are not limited to:

- A. Possession of firearms or other weapons;
- B. Placing, discharging, or throwing an explosive item or noxious substance or making threats to do so;
- C. Arson;
- D. Felony assault; and
- E. Threats of unsafe and potentially harmful, dangerous, or criminal activities.

Notwithstanding any other provision of Board policy, pursuant to [Section 1006.13\(5\), Florida Statutes](#), any student found to have committed an act of assault or aggravated assault, or battery or aggravated battery, or simple battery on any elected official of the School District, teacher, administrator, or other School District personnel, shall be recommended for expulsion or placement in an alternative school setting, as appropriate. The minimum period of this expulsion or placement in an alternative school setting shall be one (1) full calendar year and the student may be referred to the criminal justice or juvenile justice system. Upon being charged with such offense, the student shall be removed from the classroom immediately and placed in an alternative school setting pending disposition.

The Superintendent may consider the one (1) full calendar year expulsion requirement on a case-by-case basis and request that the Board modify the requirement by assigning a student to a disciplinary program or second chance school if request for modification is in writing and it is determined to be in the best interest of the student and the school system. If a student committing either of the offenses enumerated above is a student who has a disability, the Board shall comply with applicable State Board of Education rules for discipline of such students.

The Code of Student Conduct that is adopted annually shall provide for review of a decision to suspend or expel a student pursuant to this policy and the Code, consistent with [Section 1006.07, Florida Statutes](#).

Furthermore, if the Board receives notice from the Department of Juvenile Justice, as required by law, that a student enrolled in the School has been adjudicated guilty of or delinquent for, or is found to have committed, regardless of whether adjudication is withheld, or pleads guilty or *nolo contendere* to, a felony violation as set forth in [Section 1006.13\(6\)\(a\), Florida Statutes](#), the Board shall, pursuant to the adopted cooperative agreement with the Department of Juvenile Justice, require that any no-contact order entered by a court be enforced and that all of the necessary steps be taken to protect the victim of the offense, or a sibling of the victim.

Students may be subject to discipline for violation of the Code of Student Conduct even if that conduct occurs on property not

owned or controlled by the Board but that is connected to activities or incidents that have occurred on property owned or controlled by the Board, or conduct that, regardless of where it occurs, is directed at a Board official or employee, or the property of such official or employee. Student conduct shall be governed by the rules and provisions set forth in the Code of Student Conduct which is reviewed and adopted whenever revisions are proposed in accordance with [Chapter 120, Florida Statutes](#).

Title IX Sexual Harassment Procedures

The School does not discriminate on the basis of sex (including sexual orientation or gender identity), in its education programs or activities, as required by Title IX of the Education Amendments Act of 1972 and its implementing regulations. The School is committed to maintaining an educational and work environment that is free from all forms of unlawful sex-based discrimination, including sexual harassment.

Additionally, each school has identified a site-based Deputy Title IX Coordinator, which is listed on the school website.

Student Disciplinary Investigations

PCCA stands in loco parentis (Latin for “in place of the parent”) while a student is in the physical custody of the school and is responsible for investigating all allegations of student misconduct within its jurisdiction using the preponderance of the evidence legal standard. Therefore, PCCA employees are authorized to interview students and obtain witness statements from students involved in offenses of the Code, however, any student may refuse to participate in an investigation. It is important to note that if the behavior is believed to be criminal and a violation of Florida Statutes, the school resource officer, or law enforcement officer, if the school resource officer is not available, may participate in the investigation.

Refusal to participate in the investigation does not prohibit PCCA from continuing with the investigation and administering an appropriate disciplinary consequence pursuant to the procedures outlined in this handbook and the Brevard Public Schools Student Code of Conduct. In addition, refusal does not prohibit the school resource officer, or law enforcement officer, from continuing the criminal investigation and imposing criminal penalties if warranted.

After the discipline investigation is complete, the parent/guardian may request a copy of all documentary evidence upon which the proposed disciplinary consequence is based permitted within the guidelines of FERPA; however, if available and used as evidence for disciplinary purposes, video evidence may only be reviewed; a copy will not be provided.

If the discipline investigation is conducted due to allegations of a threat or threatening behavior, the investigation will be submitted to the School Threat Assessment Team for review. The School Threat Assessment Team is established by Section 1006.07, Florida Statutes.

Student Dress Code

Florida State Statutes: F.S. 1001.43(1)(b), F.S. 1006.07(2)(d)

DRESS CODE EXPECTATIONS	
Head	• Hair must be clean, neat, styled traditionally, and out of the face. Only natural colors are allowed. No extreme two-tone contrast, bleached, unusual, or radical hairstyles. Hair accessories must be uniform colors (light or dark blue, khaki, or white). Novelty hair items are not allowed. • Head coverings and sunglasses are not to be worn in the building, to include visors and bandanas. Religious headgear is authorized. • For school safety reasons, masks or face coverings of any kind are prohibited unless specifically directed by the Centers for Disease Control.
Clothing	• Scholars may wear their own outerwear (coats, sweaters, vests) when outdoors and on the playground. If they are cold in the classroom, they should wear one of the long sleeve uniform items- or one of the uniform outerwear items. • Undershirts must be gray, white, black, or navy and should be free of patterns or prints. • All scholars must be in uniform at all times. NO OTHER clothing other than uniform tops and bottoms are permitted. No outside tops, jeans, bottoms, or outerwear are permitted in the building. • All shirts must be tucked in. • Skirts and shorts shall fall no higher than at or below the knee as measured when the scholar is standing. All bottoms must be khaki, with the exception of High school scholars who wear navy. Clothing items may not be altered. • Girls rompers must be worn with the Peter Pan flat front blouse. • All Elementary (K-6) girls' and boys' shirts may have the top button un-buttoned. Elementary (K-6) scholars will wear polo shirts only on P.E. days. Jr./Sr. scholars will dress out in PE uniform. • A uniform tie is required for 7-8th (solid) and 9-12 (plaid). • Top button of uniform shirt must be buttoned and tie properly worn for 7-12. • Scholars must enter the building in proper uniform and remain in uniform until they leave the building.
Footwear	• Shoes and socks must be solid white, black, navy, brown, or gray, but may include a school-colored marking/logo (white, black, navy, Carolina blue, brown, or gray). No high heels, open-toed, open-back/strapless, or boots. Non-marking tennis shoes are required for PE class and/or sports in the gym. Water shoes, climbing shoes, or "barefoot" type shoes are prohibited.
Accessories	• Belts must be worn when shorts or pants have belt loops. Belts must be black, navy, brown, gray, or white. • Leggings may be worn underneath uniforms but must be gray, navy, white, or black. Leggings are not to be worn without other bottoms on top. Girls are encouraged to wear gym shorts underneath their skirt/dress. • Fingernails must be a modest length. • Scholars may use any backpack as long as it is clean and tasteful. • For scholar safety, modest jewelry is allowed. An object that has a purpose other than jewelry cannot be worn as jewelry (i.e. chains or collars). Scholars may wear no more than one necklace at one time, tucked into the uniform shirt. A maximum of two earrings per ear and it must be a modest stud earring (i.e., no hoops, dangles, spikes, etc.). Facial piercings are not allowed. No stretched piercings (gauge) or holes may be visible. A maximum of one bracelet or anklet is allowed per arm/leg. • Tattoos must be covered at all times. Body markings (i.e. temporary tattoos, writing, drawing) are not permitted. • Makeup and nail polish must look natural. Colors such as black, yellow, rainbow, etc. are not acceptable.
General Notes	• Lands' End is the sole uniform provider for ALL uniform pieces. • Scholars in grades 7-12 will change into a PE uniform for PE and/or athletic electives. • Good personal hygiene is required at all times. This includes wearing neat, clean clothing. Strong/offensive body odors or excessive use of perfumes, cologne, or oils are inappropriate. Clothes may not be ripped or torn. • Should a scholar require reasonable uniform alterations based on religion, disability, or medical condition, please contact administration. • All school-sponsored events, including after school and weekends, are subject to school uniform policy.

Per F.S. 1006.07(2)(d), Each district school board shall adopt a dress code policy that prohibits a student, while on the grounds of a public school during the regular school day, from wearing clothing that exposes underwear or body parts in an indecent or vulgar manner or that disrupts the orderly learning environment. Any student who violates the dress code in this manner is subject to the following disciplinary actions:

- **First Offense:** A student shall be given a verbal warning, wardrobe change*, and the parent or legal guardian will be contacted.
- **Second Offense:** The student will be required to have a wardrobe change*. The student is ineligible to participate in any extracurricular activity for a period of time not to exceed 5 days, and the school administrator shall meet with the student's parent or legal guardian.
- **Third or Subsequent Offense:** A student shall receive an in-school suspension pursuant to s. 1003.01(5) for a period not to exceed 3 days. The student will be required to have a wardrobe change*. The student is ineligible to participate in any extracurricular activity for a period not to exceed 30 days, and the school administrator shall call the student's parent or legal guardian and send the parent or legal guardian a written letter regarding the students in school suspension and ineligibility to participate in extracurricular activities.

*The parent/legal guardian should be called to bring a change of clothes.

Wireless Communication Devices

A student may possess a wireless communications device while the student is on school property or in attendance at a school function; however, all students may not use a wireless communications device during the school day. All wireless communication devices (WCDs) must be powered completely off and put away in a locker or backpack. Cell phones must be kept in a backpack or locker, cannot be carried in the hands, and must not be used at all during school hours. Smartwatches may be worn but can only be used for checking the time or for vision purposes. The school day is defined as from the first morning bell to the last dismissal bell. With the expressed direction of a teacher and the approval of the school principal, students in grades 9–12 may use their personal laptops, tablets, or electronic readers solely for educational purposes. With the expressed approval of the school principal or designee, students in grades 9–12 may use their cell phones within the designated area of the front office.

Students may not use WCDs on school property or at a school-sponsored activity to access and/or view Internet websites at school. The use of a WCD for any purpose including but not limited to recording staff and/or students without their permission or knowledge or recording fights and/or sharing non-academic related content is strictly prohibited. Students may only use WCDs while riding to and from school on a school bus or other Board-provided vehicles or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the administrator in charge. Distracting behavior that creates an unsafe environment will not be tolerated.

Violations of these guidelines will result in confiscation of the wireless communication device (WCD) or electronic device.

Minor Wireless Communications Device Violations			
Behavior (Level 1)	1 st Offense Resultant Action	2 nd Offense Resultant Action	3 rd Offense Resultant Action
Electronic/ Telecommunication Device Misuse-Minor (075)	- Discipline referral entered in Focus - Confiscation of Wireless Communication Device (WCD) (parent will pick up at end of day)	- Confiscation of WCD (parent/legal guardian must pick up) - Discipline referral in Focus - In school suspension (1-3 days)	- Discipline referral in Focus - Confiscation of WCD (parent/legal guardian must pick up) 1-3 days Out-of-School Suspension (OSS)
- Parent/legal guardian contact is required for each cell phone offense. - Any violation beyond the 1st offense will result in the parent/legal guardian being required to come and pick up the cell phone. - Any violation beyond a 3rd offense may result in an out-of-school suspension, up to a 10-day suspension pending possible placement in an alternative educational setting.			

Major Wireless Communication Device Violations - Level 2 Elementary, Level 3 Secondary (This is not a complete list of possible violations.)	
The following violations are serious offenses and will not be tolerated at Pineapple Cove Classical Academy.	
Capturing and/or recording fights or similar events and/or posting recording and/or images or phone use in bathrooms (Electronic/Telecommunication Device Misuse -Major (073))	- A discipline referral submitted in the Student Information System (Focus). - Confiscation of WCD - Parent/Legal Guardian contact is required. - The student may be assigned an out-of-school suspension up to 5 days. Note: The building principal will refer the matter to law enforcement if the violation involves illegal activity.
Capturing, recording, or transmitting (sending or posting) images and/or video of any student or staff member without consent (Electronic/Telecommunication Device Misuse -Major (073))	
Capturing, recording, or transmitting any unauthorized audio, video, or photograph(s) that can be used to degrade, threaten, intimidate, or dehumanize. (Electronic/Telecommunication Device Misuse -Major (073))	

Identity Theft
Level 4 Elementary, Level 5 Secondary

Capturing, recording, or transmitting any unauthorized audio, video, photographs, or data using multi-tool hacking devices or wireless communication devices (WCDs) is prohibited when used for fraudulent activities, defamation, theft, cheating, academic dishonesty, or any purpose. Additionally, the use of multi-tool hacking devices or wireless communication devices (WCD) to receive such information is also prohibited.

Elementary = Level 4, Secondary = Level 5

- Discipline referral submitted in Focus
- Confiscation of WCD or hacking devices
- Parent/legal guardian contact is required
- Out-of-School Suspension (OSS) pending investigation
- Report to Law Enforcement (mandatory)

Bullying Guidelines

Florida Statutes 1006.147

Bullying of any kind will not be tolerated at Pineapple Cove Classical Academy. All reports of bullying will be taken seriously and thoroughly investigated in a timely manner.

Pineapple Cove Classical Academy is committed to providing an educational setting and workplace that is safe, secure, and free from bullying and harassment for all students and employees. It is the expectation that all members of our school communities contribute to an atmosphere which demonstrates respect for the rights and welfare of others.

Consequences and/or Actions Based on Investigation Outcomes	
Substantiated Bullying (Outcomes of the investigation provide clear evidence to prove that bullying or cyberbullying did occur.)	• An office discipline referral is submitted. • Parent/Legal guardian contact is required. • Student will be assigned an Out-of-School suspension for up to 5 days from school according to the Code of Student Conduct. • HOPE Scholarship notifications are provided
Unsubstantiated Bullying	• An office discipline referral is submitted. • Parent/Legal guardian contact is required. • If the allegations are unfounded, then no further disciplinary action will occur. • If the incident involved inappropriate or unacceptable behavior other than bullying, an appropriate corrective strategy may be assigned based on the behavior. • HOPE Scholarship notifications are provided
A plan must be in place to protect the victim during and after the investigation. If the offender and victim need to be separated, the offender should be the one moved, unless a move is requested by the parents/legal guardians of the victim.	

*** The site principal will refer the matter to law enforcement if the violation involves illegal activity.**

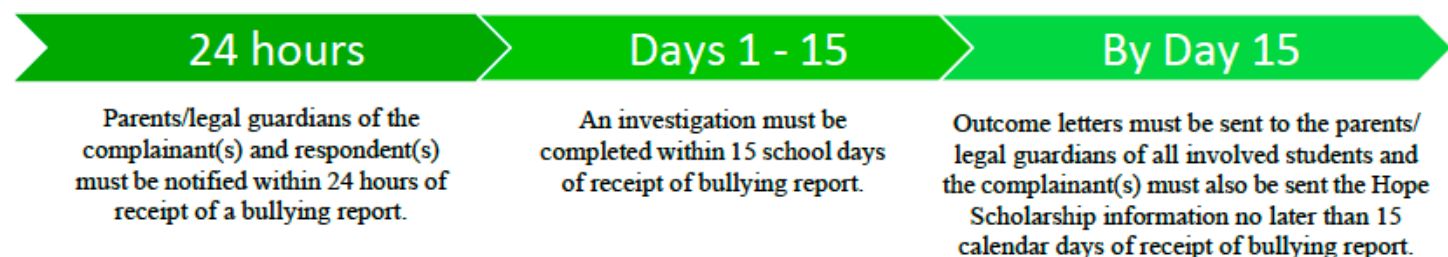
DEFINITIONS OF BULLYING AND CYBERBULLYING

Bullying means systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. **Bullying includes instances of cyberbullying**, as defined in Section [1006.147 \(3\)\(b\)](#), F.S. Bullying may include, but are not limited to, repetitive instances of teasing, social exclusion, threats, intimidation, stalking, physical violence, theft, sexual, religious, or racial/ethnic harassment, public or private humiliation, or destruction of property. To meet the definition of bullying, a behavior must be Repeated, possess an Imbalance of Power, and be Purposeful (RIP).

Cyberbullying: means bullying through the use of technology or any electronic communication, which includes, but is not limited to: any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo electronic system, or photo optical system, including, but not limited to, electronic mail, Internet communications, instant messages, or facsimile communications.

Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person, or the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying. **Cyberbullying also includes the distribution by electronic means of communication to more than one (1) person** or the posting of material on an electronic medium that may be **accessed by one (1) or more persons**, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

BULLYING INVESTIGATION TIMELINE



Discipline Plan Elementary PreK – 6th Grades

Student Behaviors and Range of Corrective Strategies

<i>Student Behavior (Incident)</i>	<i>Range of Corrective Strategies (Action)</i>
Level 1 Behaviors: relatively minor behavior or general disruption that affects the orderly operation on a school campus, a school bus/bus stop, at a school/school board sponsored function, or while at other school board facilities. LEVEL 1 • Cheating (069) • Disengaged Behavior (072) • Dress Code Violation Minor (004) • Electronic/Telecommunications Device Misuse-Minor (075) (see pg. 19) • Failure to Serve a Teacher Detention (078) • Failure to Serve an Administrator Detention (031) • Failure to Serve an Extended Detention (066) • Failure to Serve Lunch Detention (122) • False Reporting (113) • Horseplay (067) • Larceny/Theft Less than \$100 (126) • Medication Policy Violation (107) • Network/Internet Misuse Minor (084) • Plagiarism (085) • Public Display of Affection (088) • Refusal to Follow Classroom Rules (128) • Student Conflict (108) • Tardy to Class* (062) • Tardy to School* (090) • Unauthorized Possession of Item(s) (093) • Willful Disobedience/Insubordination (PreK and KG only) (103) *Per Florida State Statute 1006.09, No student shall be suspended for unexcused tardiness, lateness, absence, or truancy.	The principal or designee <u>must</u> select at least one (1) of the following strategies from Plan 1. PLAN 1 • Administrative Detention • Alternative Classroom Placement • Behavior Plan • Check-In/Check-Out with Identified Staff Member • Conference with Student • Confiscation of Item(s) or Device(s) • Daily or Weekly Report to Parent/Legal Guardian • Extended Detention • Financial Restitution • Home Visit • Increased Supervision • In-School Suspension • Loss of Privilege(s) • Lunch Detention • Out of School Suspension (1-2 days) • Parent/Legal Guardian Conference • Phone Conference • Reassigned Bus Seat • Referral to Certified School Counselor or Social Worker • Reflective Assignment • Reverse Suspension (PreK only) • School Service Work • Seating Change • Social/Academic Instructional Groups • Student Behavior Agreement • Teach/Reteach Student Expectations • Wardrobe Change
Special Considerations Good faith attempt must be made immediately to contact parent(s)/legal guardian(s). If the behavior is related to gangs, weapons, retaliation or hate crimes, then next level corrective strategies may be necessary. Report to law enforcement any criminal conduct. The school principal reserves the ability to move the Student Behavior up a level(s) for repeated acts of misconduct. "Repeated" can be defined as a behavior occurring more than once. In accordance with F.S. 553.865, all individuals on Brevard Public Schools owned or controlled property must utilize the bathroom/restroom/changing facility according to their biological sex at birth. Individuals in violation of this law will be subject to disciplinary action. For PreK students, consider the developmental needs and age of the student. All corrective strategies listed above may not be available at all schools. Students with Disabilities (IEP/Section 504): Disciplinary action(s), as outlined in this document, must comply with the Individuals with Disabilities Act (IDEA) and Section 504 of the Rehabilitation Act of 1973, as well as state and local regulations. For detailed information regarding students with disabilities refer to the IDEA or Section 504 Procedural Safeguards.	

<i>Student Behavior (Incident)</i>	<i>Range of Corrective Strategies (Action)</i>
Level 2 Behaviors: more serious than Level 1 behaviors and significantly interfere with the learning and/or the well-being of self and/or others on a school campus, a school bus/bus stop, at a school/school board sponsored function, or while at other school board facilities. LEVEL 2 • Bus/Transportation Procedure Violation (Minor) (064) • Chemical Spray Misuse (068) • Classroom Disruption-Minor (070) • Dress Code Violation Major (130) • Electronic/Telecommunications Device Misuse-Major (073) • Forgery (061) • Gambling (OM1) • Indecent Exposure of Self/Others (138) • Larceny/Theft Less Than \$750 (006) • Out of Assigned Area Minor (040) • Other Misconduct (140) • Physical Aggression, (PreK-2nd) (136) • Possession of a Stolen Item(s) (087) • Profane, Obscene or Vulgar Language-Minor (101) • Teasing/Taunting (139) • Unauthorized Publication(s) (094) • Verbal Confrontation (098) • Violation of Safety Drill Procedures (116) • Violation of Stay Away Contract (125) • Willful Disobedience/Insubordination (1-6) (103)	The principal or designee <u>must</u> select at least one (1) of the following strategies from Plan 2. The use of corrective strategies from Plan 1 may also be used to address Level 2 behaviors. PLAN 2 • Administrative Detention • Alternative Classroom Placement • Behavior Plan • Bicycle/Skateboard Privilege Staggered/Suspended/Revoked • Bus Suspension (Short Term) • Classroom Reassignment • Extended Detention • Financial Restitution • In-School Suspension • Lunch Detention • Mentoring • Out-of-School Suspension (1-3 Days) • Plan Meeting (504, ELL, IEP or PST) • Referral to Community Based Organizations • Reverse Suspension (K-6) • Safety Plan • Stay Away Contract (parent/legal guardian contact is required) • Student Behavior Agreement
<u>Special Considerations</u> Good faith attempt must be made immediately to contact parent(s)/legal guardian(s). If the behavior is related to gangs, weapons, retaliation or hate crimes, then the next level corrective strategies may be necessary. Report to law enforcement any criminal conduct. The school principal reserves the ability to move the Student Behavior up a level(s) for repeated acts of misconduct. "Repeated" can be defined as a behavior occurring more than once. In accordance with F.S. 553.865, all individuals on Brevard Public Schools owned or controlled property must utilize the bathroom/restroom/changing facility according to their biological sex at birth. Individuals in violation of this law will be subject to disciplinary action. For PreK students, consider the developmental needs and age of the student. All corrective strategies listed above may not be available at all schools. <i>Students with Disabilities (IEP/Section 504):</i> Disciplinary action(s), as outlined in this document, must comply with the Individuals with Disabilities Act (IDEA) and Section 504 of the Rehabilitation Act of 1973, as well as state and local regulations. For detailed information regarding students with disabilities refer to the IDEA or Section 504 Procedural Safeguards.	

<i>Student Behavior (Incident)</i>	<i>Range of Corrective Strategies (Action)</i>
Level 3 Behaviors: more serious than Level 2 behaviors that include serious disruption of school order and/or threats to the health, safety and well- being of self and/or others and/or property of others on a school campus, a school bus/bus stop, at a school/school board sponsored function, or while at other school board facilities. LEVEL 3 • Ammunition Possession (063) • Counterfeit (071) • Failure to Report Serious Offense (132) • Gross Insubordination (127) • Inciting (059) • Indecent Exposure of Self/Others with Intent to Embarrass (142) • Leaving School Campus Without Permission (033) • Network/Internet Misuse-Major (082) • Out of Assigned Area-Major (120) • Other Serious Misconduct (141) • Physical Aggression (137) (3-6) • Pantsing (110) • Pornographic Material (Student) (086) • Possession of a Potentially Dangerous Object (131) • Profane, Obscene or Vulgar Language (Major)(100) • Sexting (089) • Testing Security Violation (124) • Tobacco (TBC) (see pg. 23) • Trespassing (TRS)* • Vandalism Less Than \$1000 (007) *All SESIR incidents must be reported to law enforcement according to SESIR Rule 6A-1.0017.	The principal or designee <u>must</u> select at least one (1) of the following strategies from Plan 3. The use of corrective strategies from Plans 1 and 2 may also be used to address Level 3 behaviors. PLAN 3 • Extended Detention • Dismissal from PCCA schools • Financial Restitution • In-School Suspension (1-3 days) • Out-of-School Suspension (1-3 days) • Out-of-School Suspension (4-5 days) • Referral to Functional Behavior Assessment/Behavior Intervention Plan • Suspension/Revocation of Network/Internet Access
<u>Special Considerations</u> Good faith attempt must be made immediately to contact parent(s)/legal guardian(s). If the behavior is related to gangs, weapons, retaliation or hate crimes, then the next level corrective strategies may be necessary. Report to law enforcement any criminal conduct. The school principal reserves the ability to move the Student Behavior up a level(s) for repeated acts of misconduct. “Repeated” can be defined as a behavior occurring more than once. In accordance with F.S. 553.865, all individuals on Brevard Public Schools owned or controlled property must utilize the bathroom/restroom/changing facility according to their biological sex at birth. Individuals in violation of this law will be subject to disciplinary action. For PreK students, consider the developmental needs and age of the student. All corrective strategies listed above may not be available at all schools. <i>Students with Disabilities (IEP/Section 504):</i> Disciplinary action(s), as outlined in this document, must comply with the Individuals with Disabilities Act (IDEA) and Section 504 of the Rehabilitation Act of 1973, as well as state and local regulations. For detailed information regarding students with disabilities refer to the IDEA or Section 504 Procedural Safeguards.	

<i>Student Behavior (Incident)</i>	<i>Range of Corrective Strategies (Action)</i>
Level 4 Behaviors: the more serious acts of unacceptable behaviors that seriously endanger the health and well-being of self and/or others and/or cause significant damage to property on a school campus, a school bus/bus stop, at a school/school board sponsored function, or while at other school board facilities. LEVEL 4 • Alcohol Possession/Sale/Use/Distribution (ALC)* • Bullying (BUL) • Burglary (BRK)* • Bus/Transportation Procedure Violation-Major (OM2)* • Chronic Misconduct (011) • Classroom Disruption-Major (111) • Criminal Mischief \$1000 or Greater (VAN)* • Disruption on Campus (DOC) – Major* • Drug Sale/Distribution (DRD)* • Drug Use/Possession (DRU)*(see pg. 25) • Failure to Report Criminal Offenses (076) • False Accusation Against a Staff Member (Minor)(135) • Felony (Off Property) (024) • Fighting (FIT)*(see pg. 25) • Grand Theft \$750 or Greater (STL)* • Harassment (HAR) • Identity Theft (133) (see pg. 20) • Other Major Offense (OMC)* • Robbery (ROB)* • Sexual Harassment (SXH) • Sexual Offenses (SXO)* • Simple Battery (PHA)*(see pg. 25) • Threat/Intimidation (TRE)* *All SESIR incidents must be reported to law enforcement according to SESIR Rule 6A-1.0017.	The principal or designee <u>must</u> select at least one of the following strategies from Plan 4. The use of corrective strategies from Plans 1, 2, and 3 may also be used to address Level 4 behaviors. PLAN 4 • Bus Suspension (Long Term) • Dismissal from PCCA schools • In-School Suspension • Out-of-School Suspension (1-5 Days) • Out-of-School Suspension (up to 10 days pending investigation) • Recommendation for Expulsion
<u>Special Considerations</u> Immediately contact parent(s)/legal guardian(s). Report to law enforcement any criminal conduct. In accordance with F.S. 553.865, all individuals on Brevard Public Schools owned or controlled property must utilize the bathroom/restroom/changing facility according to their biological sex at birth. Individuals in violation of this law will be subject to disciplinary action. For PreK students, consider the developmental needs and age of the student. <i>Students with Disabilities (IEP/Section 504):</i> Disciplinary action(s), as outlined in this document must comply with the Individuals with Disabilities ACT (IDEA) and Section 504 of the Rehabilitation Act of 1973, as well as state and local regulations. For detailed information regarding students with disabilities refer to the IDEA or Section 504 Procedural Safeguards	

<i>Student Behavior (Incident)</i>	<i>Range of Corrective Strategies (Action)</i>
Level 5 Behaviors: the most serious acts of unacceptable behaviors that seriously endanger the health and well-being of self and/or others and/or cause significant damage to property on a school campus, a school bus/bus stop, at a school/school board sponsored function, or while at other school board facilities. LEVEL 5 • Aggravated Battery with More Serious Injury (BAT)* • Arson (ARS)* • Bomb Threat (DO1)* • Explosives (WP1) * • False Accusation Against a Staff Member (Major) (079) • Hazing (HAZ)* • Homicide (HOM)* • Kidnapping (KID)* • Sexual Assault (SXA)* • Sexual Battery (SXB)* • Weapons Possession (WPO)* *All SESIR incidents must be reported to law enforcement according to SESIR Rule 6A-1.0017.	The principal or designee <u>must</u> select at least one of the following strategies from Plan 5. All Level 5 behaviors <u>must</u> be reported to law enforcement. PLAN 5 • Dismissal from PCCA Schools • Out-of-School Suspension (Up to 10 days pending investigation) • Recommendation for Expulsion • Referral to Mental Health Services Pursuant to Section 1012.584(4), Florida Statutes*
<u>Special Considerations</u> Immediately contact parent(s)/ legal guardian(s). For PreK students, consider the developmental needs and age of the student. In accordance with F.S. 553.865, all individuals on Brevard Public Schools owned or controlled property must utilize the bathroom/restroom/changing facility according to their biological sex at birth. Individuals in violation of this law will be subject to disciplinary action. Students with Disabilities (IEP/Section 504): Disciplinary action(s), as outlined in this document, must comply with the Individuals with Disabilities Act (IDEA) and Section 504 of the Rehabilitation Act of 1973, as well as state and local regulations. For detailed information regarding students with disabilities refer to the IDEA or Section 504 Procedural Safeguards.	

Discipline Plan Secondary 7th – 12th Grades

<i>Student Behavior (Incident)</i>	<i>Range of Corrective Strategies (Action)</i>
Level 1 Behaviors: relatively minor misbehavior or general disruption that affects the orderly operation on a school campus, a school bus/bus stop, at a school/school board sponsored function, or while at other school board facilities. LEVEL 1 • Cheating (069) • Disengaged Behavior (072) • Dress Code Violation-Minor (129) (see pg. 22) • Electronic/Telecommunication Device Misuse-Minor-(075) (see pg. 19) • Failure to Serve an Admin Detention (031) • Failure to Serve Lunch Detention (122) • Failure to Serve an Extended Detention (066) • Failure to Serve a Teacher Detention (078) • Horseplay (067) • Larceny/Theft Less than \$100 (126) • Network/Internet Misuse-Minor (084) • Plagiarism (085) • Profanity, Obscene, or Vulgar Language-Minor (101) • Public Display of Affection (088) • Refusal to Follow Classroom Rules (128) • Student Conflict (108) • Tardy to Class* (062) • Tardy to School* (090) • Unauthorized Possession of Item(s) (093) • Unauthorized Publication(s) (094) *Per Florida State Statute 1006.09, No student shall be suspended for unexcused tardiness, lateness, absence, or truancy.	The principal or designee <u>must</u> select at least one (1) of the following strategies from Plan 1. PLAN 1 • Alternative Classroom Placement (1 period) • Administrative Detention • Behavior Plan • Bicycle or Skateboard Privilege Staggered/Suspended/Revoked • Check-in/Check-Out with Identified Staff Member • Conference with Student • Confiscation of Item(s) or Device(s) • Daily or Weekly Report to Parent/Legal Guardian • Extended Detention • Financial Restitution • Increased Supervision • In-School Suspension • Lunch Detention • Loss of Privilege(s) • Mentoring • Out of School Suspension (1-2 days) • Parent/Legal Guardian Conference • Phone Conference • Plan Meeting (504, ELL, IEP, or PST) • Reassigned Bus Seat • Referral to Community Based Organizations • Referral to Certified School Counselor/Social Worker • Reflective Assignment • School Service Work • Seating Change • Social/Academic Instructional Groups • Stay Away Contract (parent/legal guardian contact is required) • Student Behavior Agreement • Teach/Reteach Student Expectations • Wardrobe Change
Special Considerations Good faith attempt must be made immediately to contact parent(s)/legal guardian(s). If the behavior is related to gangs, weapons, retaliation or hate crimes, then the next level corrective strategies may be necessary. Report to law enforcement any criminal conduct. The school principal reserves the ability to move the Student Behavior up a level(s) for repeated acts of misconduct. "Repeated" can be defined as a behavior occurring more than once. In accordance with F.S. 553.865, all individuals on Brevard Public Schools owned or controlled property must utilize the bathroom/restroom/changing facility according to their biological sex at birth. Individuals in violation of this law will be subject to disciplinary action. All corrective strategies listed above may not be available at all schools. Students with Disabilities (IEP/Section 504): Disciplinary action(s), as outlined in this document, must comply with the Individuals with Disabilities Act (IDEA) and Section 504 of the Rehabilitation Act of 1973, as well as state and local regulations. For detailed information regarding students with disabilities refer to the IDEA or Section 504 Procedural Safeguards.	

<i>Student Behavior (Incident)</i>	<i>Range of Corrective Strategies (Action)</i>
Level 2 Behaviors: more serious than Level 1 behaviors and significantly interfere with the learning and/or the well-being of self and/or others on a school campus, a school bus/bus stop, at a school/school board sponsored function, or while at other school board facilities. LEVEL 2 • Bus/Transportation Procedure Violation-Minor (064) • Chemical Spray Misuse (068) • Classroom Disruption-Minor (070) (see pg. 21) • Dress Code Violation-Major (130) (see pg.22) • False Reporting (113) • Gambling (OM1) • Larceny/Theft Less Than \$750 (006) • Medication Policy Violation (107) • Out of Assigned Area-Minor (040) (see pg. 21) • Unauthorized Entry (115) • Vehicle/Parking Violation (097) • Violation of Safety Drill Procedures (116) • Violation of Stay Away Contract (125) • Willful Disobedience/Insubordination (103)(see pg. 21)	The principal or designee <u>must</u> select at least one (1) of the following strategies from Plan 2. The use of corrective strategies from Plan 1 may also be used to address Level 2 behaviors. PLAN 2 • Alternative Classroom Placement (1 period) • Behavior Plan • Bus Suspension (Short Term) • Classroom Reassignment • Extended Detention • Financial Restitution • In-School Suspension • Lunch Detention • Mentoring • Out-of-School Suspension (1-3 Days) • Parking Privilege Suspended/Revoked • Reverse Suspension • Safety Plan • School Service Work • Student Behavior Agreement • Suspension/Revocation of Network/Internet Access
<u>Special Considerations</u> Good faith attempt must be made immediately to contact parent(s)/legal guardian(s). If the behavior is related to gangs, weapons, retaliation or hate crimes, then the next level corrective strategies may be necessary. Report to law enforcement any criminal conduct. The school principal reserves the ability to move the Student Behavior up a level(s) for repeated acts of misconduct. “Repeated” can be defined as a behavior occurring more than once. In accordance with F.S. 553.865, all individuals on Brevard Public Schools owned or controlled property must utilize the bathroom/restroom/changing facility according to their biological sex at birth. Individuals in violation of this law will be subject to disciplinary action. All corrective strategies listed above may not be available at all schools. <i>Students with Disabilities (IEP/Section 504):</i> Disciplinary action(s), as outlined in this document, must comply with the Individuals with Disabilities Act (IDEA) and Section 504 of the Rehabilitation Act of 1973, as well as state and local regulations. For detailed information regarding students with disabilities refer to the IDEA or Section 504 Procedural Safeguards.	

<i>Student Behavior (Incident)</i>	<i>Range of Corrective Strategies (Action)</i>
Level 3 Behaviors: more serious than Level 2 behaviors that include serious disruption of school order and/or threats to the health, safety and well-being of self and/or others and/or property of others on a school campus, a school bus/bus stop, at a school/school board sponsored function, or while at other school board facilities. LEVEL 3 • Ammunition Possession (063) • Bullying (BUL) (see pg. 24) • Counterfeit (071) • Electronic/Telecommunication Device-Major (073) (see pg. 19) • Failure to Report a Serious Offense (132) • Forgery (061) • Gross Insubordination (127) • Inciting (059) (see pg. 23) • Leaving School Campus Without Permission (033) • Pantsing (110) • Physical Aggression, (137) (see pg. 23) • Pornographic Materials (Student) (086) • Possession of a Potentially Dangerous Object (131) • Possession of Stolen Item(s) (087) • Profanity, Obscene or Vulgar Language (Major) (100) • Sexting (089) • Testing Security Violation (124) • Tobacco (TBC) (see pg. 23) • Trespassing (TRS)* • Vandalism Less Than \$1,000 (007) • Verbal Confrontation (098) (see pg. 23) *All SESIR incidents that must be reported to law enforcement according to SESIR Rule 6A-1.0017.	The principal or designee <u>must</u> select at least one (1) of the following strategies from Plan 3. The use of corrective strategies from Plans 1 and 2 may also be used to address Level 3 behaviors. PLAN 3 • Alternative Classroom Placement (1 period) • Extended Detention • Financial Restitution • In-School Suspension • Referral for Functional Behavioral Assessment/Behavior Intervention Plan • Suspension/Revocation of Network/Internet Access • Out-of-School Suspension (1-3 days) • Out-of-School Suspension (4-5 days)
Special Considerations: Good faith attempt must be made immediately to contact parent(s)/legal guardian(s). If the behavior is related to gangs, weapons, retaliation or hate crimes, then the next level corrective strategies may be necessary. Report to law enforcement any criminal conduct. The school principal reserves the ability to move the Student Behavior up a level(s) for repeated acts of misconduct. "Repeated" can be defined as a behavior occurring more than once. In accordance with F.S. 553.865, all individuals on Brevard Public Schools owned or controlled property must utilize the bathroom/restroom/changing facility according to their biological sex at birth. Individuals in violation of this law will be subject to disciplinary action. All corrective strategies listed above may not be available at all schools. Students with Disabilities (IEP/Section 504): Disciplinary action(s), as outlined in this document, must comply with the Individuals with Disabilities Act (IDEA) and Section 504 of the Rehabilitation Act of 1973, as well as state and local regulations. For detailed information regarding students with disabilities refer to the IDEA or Section 504 Procedural Safeguards.	

<i>Student Behavior (Incident)</i>	<i>Range of Corrective Strategies (Action)</i>
Level 4 Behaviors: the more serious acts of unacceptable behaviors that seriously endanger the health and well-being of self and/or others and/or cause significant damage to property on a school campus, a school bus/bus stop, at a school/school board sponsored function, or while at other school board facilities. LEVEL 4 • Alcohol Possession/Sale/Use/Distribution (ALC)* • Burglary (BRK)* • Bus/Transportation Procedure Violation-Major (OM2)* • Chronic Misconduct (011) • Classroom Disruption-Major (111) • Criminal Mischief \$1000 or Greater (VAN) • Disruption of Campus – Major (DOC)* • Drug Sale/Distribution (DRD)* • Drug Use/Possession (DRU)* (see pg. 25) • Failure to Report Criminal Offense (076) • False Accusation Against a Staff Member (Minor) (135) • Felony Off Property (024) • Fighting (FIT)* (see pg. 25) • Grand Theft \$750 or Greater (STL)* • Harassment (HAR) • Network/Internet Misuse-Major (082) • Other Major Offense (OMC)* • Robbery (ROB)* • Sexual Harassment (SXH) • Sexual Offense (SXO)* • Simple Battery (PHA)* (see pg. 25) • Threat/Intimidation (TRE)* *SESIR incidents that must be reported to law enforcement according to SESIR Rule 6A-1.0017.	The principal or designee <u>must</u> select at least one (1) of the following strategies from Plan 4. The use of corrective strategies from Plans 1, 2, and 3 may also be used to address Level 4 behaviors. PLAN 4 • Bus Suspension (Long Term) • Dismissal from PCCA schools • Out-of-School Suspension (1-5 Days) • Out-of-School Suspension (up to 10 days pending investigation) • Recommendation for Expulsion
<u>Special Considerations</u> Immediately contact parent(s)/legal guardian(s). Report to law enforcement any criminal conduct. In accordance with F.S. 553.865, all individuals on Brevard Public Schools owned or controlled property must utilize the bathroom/restroom/changing facility according to their biological sex at birth. Individuals in violation of this law will be subject to disciplinary action. <i>Students with Disabilities (IEP/Section 504):</i> Disciplinary action(s), as outlined in this document must comply with the Individuals with Disabilities Act (IDEA) and Section 504 of the Rehabilitation Act of 1973, as well as state and local regulations. For detailed information regarding students with disabilities refer to the IDEA or Section 504 Procedural Safeguards.	

<i>Student Behavior (Incident)</i>	<i>Range of Corrective Strategies (Action)</i>
Level 5 Behaviors: the most serious acts of unacceptable behaviors that seriously endanger the health and well- being of self and/or others and/or cause significant damage to property on a school campus, a school bus/bus stop, at a school/school board sponsored function, or while at other school board facilities. LEVEL 5 • Aggravated Battery with More Serious Injury (BAT)* • Arson (ARS)* • Bomb Threat (DO1)* • Explosives (WP1)* • False Accusation Against a Staff Member (Major) (079) • Hazing (HAZ)* • Homicide (HOM)* • Identity Theft (134) (see pg. 20) • Kidnapping (KID)* • Sexual Assault (SXA)* • Sexual Battery (SXB)* • Weapons Possession (WPO)* *SESIR incidents that must be reported to law Enforcement according to SESIR Rule 6A-1.0017.	The principal or designee <u>must</u> select at least one of the following strategies from Plan 5. All Level 5 behaviors <u>must</u> be reported to law enforcement. PLAN 5 • Dismissal from PCCA Schools • Out-of-School Suspension (up to 10 days pending investigation) • Recommendation for Expulsion • Referral to Mental Health Services Pursuant to Section 1012.584(4), Florida Statutes*
<u>Special Considerations</u> Immediately contact parent(s)/legal guardian(s). In accordance with F.S. 553.865, all individuals on Brevard Public Schools owned or controlled property must utilize the bathroom/restroom/changing facility according to their biological sex at birth. Individuals in violation of this law will be subject to disciplinary action. <i>Students with Disabilities (IEP/Section 504):</i> Disciplinary action(s), as outlined in this document, must comply with the Individuals with Disabilities Act (IDEA) and Section 504 of the Rehabilitation Act of 1973, as well as state and local regulations. For detailed information regarding students with disabilities refer to the IDEA or Section 504 Procedural Safeguards.	

Definitions of Student Behavior

Student behavior occurring on a school campus, school board bus/bus stop, at a school or school board sponsored function, while participating in e-Learning, distance learning or a field trip, or while at other School facilities, which is considered to be a violation of the Code of Student Conduct, is defined and described in this section. When a student commits an infraction, the behavior is classified according to the definition that best describes it.

School Environmental Safety Incident Reporting (SESIR) definitions were developed to enable school districts to correctly code data used to report incidents that are against the law or represent serious breaches of the Code of Student Conduct. Data is collected and reported at the state level and submitted to the US Department of Education. SESIR codes are indicated by a three (3) letter abbreviation.

Hate Related Incidents

An offense committed all or in part by hostility to the individual(s) real (or perceived) race, religion, color, sexual orientation, ethnicity, ancestry, nation origin, political beliefs, marital status, pregnancy, age, social and family background, linguistic preference, or disability.

Repeated Acts of Misconduct

The school principal reserves the ability to move the Student Behavior up a level(s) for repeated acts of misconduct.

“Repeated” can be defined as a behavior occurring more than once.

The following definitions shall apply when addressing student behaviors:

1. **Aggravated Battery (BAT):** A battery where the attacker intentionally or knowingly causes more serious injury as defined in 6A-1.0017 (8)(g) of this rule; such as: great bodily harm, permanent disability, or permanent disfigurement; uses a deadly weapon; or where the attacker knew or should have known the victim was pregnant or an attack on any other individual when the force or violence is carried out against a person who is not fighting back; the attack must be serious enough to warrant consulting law enforcement and result in more serious bodily injury, more seriously bodily injury is defined as death or bodily injury which involves a substantial risk of death, extreme physical pain, protracted and obvious disfigurement; or protracted loss or impairment of the function of a bodily member, organ, or mental faculty.
2. **Alcohol (ALC):** possession, sale, purchase, distribution or use of alcoholic beverages by any student while such student is upon a school campus, a school bus/bus stop, at a school or School Board sponsored function, or while at other School Board facilities; use means the person is caught in the act of using, admits to use, is discovered to have used in the course of an investigation, or is found to be under the influence of alcohol as determined by appropriate law enforcement or other official entity. If a student arrives at school or a school activity in a vehicle that contains alcoholic beverages, or there is evidence that the student knew about the alcoholic beverages in the vehicle, then the student is considered in possession of the alcoholic beverages by any student while such student is upon a school campus, a school bus/bus stop, at a school or School Board sponsored function, or while at other School Board facilities; or is found to be under the influence of alcohol as determined by appropriate law enforcement or other official entity. If a student arrives at school or a school activity in a vehicle that contains alcoholic beverages or there is evidence that the student knew about the alcoholic beverages in the vehicle, then the student is considered in the possession of the

alcoholic beverages. Alcohol incidents cannot be Drug- related.

3. **Ammunition Possession (063):** possession of a fixed metallic or nonmetallic hull or casing containing a primer; one or more projectiles, one or more bullets or shot; and/or gunpowder
Arson (ARS): To intentionally damage or cause to be damaged, by fire or explosion, any dwelling, structure, or conveyance, whether occupied or not, or its contents. Fires that are not intentional, that are caused by accident, or do not cause damage are not required to be reported in SESIR. If there is no damage to any structure (trash can fire, toilet paper fire, etc.) it does not meet the criteria for SESIR incident.
4. **Bomb Threat (DO1):** behavior that poses a serious threat to the learning environment, health, safety, welfare, or property of others (major disruption of all or a significant portion of campus activities, school-sponsored events, and school bus transportation); intentionally making a false, verbal or written, report to any person, including school personnel concerning the placement or possessing, using, selling, storing, distributing, constructing, or detonating any combustible substance, or a destructive device such as a bomb, letter bomb, pipe bomb, grenade, rocket, or similar device that is designed to explode. Note: Pursuant to Section 790.162, Florida Statutes, it is a second-degree felony for a person to threaten to throw, project, place, or discharge a destructive device with the intent to do bodily harm. Pursuant to Section 790.163, Florida Statutes, it is a second-degree felony to make a false report concerning the placement of a bomb or destructive device.
5. **Bullying (BUL): (intimidating behaviors that are repeated, intentional, and involve a power imbalance)** Systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. Bullying includes instances of **cyberbullying** as defined in [Section 1006.147 \(3\)\(b\), F.S.](#) Bullying may include, but are not limited to, repetitive instances of teasing, social exclusion, threats, intimidation, stalking, physical violence, theft, sexual, religious, or racial/ethnic harassment, public or private humiliation, or destruction of property. If the physical harm or psychological distress is not a result of systematic or chronic behavior, evaluate for Harassment.
6. **Cyberbullying:** means bullying through the use of technology or any electronic communication, which includes, but is not limited to: any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo electronic system, or photo optical system, including, but not limited to, electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person, or the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one (1) person or the posting of material on an electronic medium that may be accessed by one (1) or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.
7. **Burglary (BRK):** Unlawful entry into or remaining in a dwelling, structure, or conveyance owned or operated by Brevard Public Schools with the intent to commit a crime therein.
8. **Bus/Transportation Procedure Violation-Major (OM2):** A violation of school bus/transportation rules that results in a report of misconduct from the bus driver that is not already defined by district behavior infractions. These include, but are not limited to, tampering

with bus equipment, throwing any object out the windows, and other offenses that may create a major safety hazard.

9. **Bus/Transportation Procedure Violation-Minor (064):** A violation of school bus/transportation rules that results in a report of misconduct from the bus driver that is not already defined by district behavior infractions. These include but not limited to eating/drinking on bus or board provided transportation, jumping out of the back of a stationary bus, misuse of seat belt, or getting off unassigned bus stop, refusal to sit in assigned seat, moving while bus is in motion.
10. **Cheating (069):** use of unauthorized assistance with intent to deceive an instructor or another person assigned to evaluate the student's work in meeting course or graduation requirements.
11. **Chemical Spray Misuse (068):** the unsafe use of any spray or aerosol item and/or failure to follow school procedures related to such sprays.
12. **Chronic Misconduct (011):** multiple and frequent serious violations of the Code of Student Conduct. Reference Chronic Misconduct Checklist before using.
13. **Classroom Disruption -Minor (070):** engaging in conduct that interferes with the process of teaching and/or learning.
14. **Classroom Disruption -Major (111):** major disruption of all or significant portion of classroom activities that interferes with the process of teaching and/or learning; disruptive behavior that poses a serious threat to the classroom learning environment, health, safety, or welfare of others.
15. **Counterfeit (071):** to knowingly produce, use, or distribute an imitation of something genuine with the intent to deceive or defraud including, but not limited to, authentic school documentation.
16. **Criminal Mischief (Felony Vandalism - \$1,000 threshold) (VAN):** Willfully and maliciously injuring or damaging by any means any real or personal property belonging to another, including, but not limited to, the placement of graffiti thereon or other acts of vandalism thereto. Incidents that fall below the \$1,000 threshold are not reportable in SESIR but instead should be reported as locally defined incidents according to district policies.
17. **Disengaged Behavior (072):** conduct that demonstrates a lack of engagement or attention in school or class, lessons or activities, including but not limited to, non-participation, putting head down on desk, napping, or sleeping in class.
18. **Disruption on Campus-Major (DOC):** major disruption of all or a significant portion of campus activities, school-sponsored events, and school bus transportation; disruptive behavior that poses a serious threat to the learning environment, health, safety, or welfare of others; example: inciting a riot, initiating a false fire alarm. Do not use this code for students defying authority, disobeying or showing disrespect to others, using inappropriate language or gestures, or classroom disruption.
19. **Dress Code Violation-Minor -129:** failure to comply with the established dress code policy.
20. **Dress Code Violation Major -130:** Exposes underwear or body parts in an indecent or vulgar manner or that disrupts the orderly learning environment is subject to disciplinary actions pursuant to s.1006.07(2)(d)

21. **Drug Sale/Distribution (DRD):** Notice is hereby given that sale/distribution of controlled substances, as defined in Chapter 893, Florida Statutes, by any student while such student is on any school campus, a school bus, at a school or School Board sponsored function, or while at other School Board facilities is prohibited. The manufacture, cultivation, purchase, student sale or distribution of any drug, narcotic, controlled substance or substance represented to be a drug, narcotic, or controlled substance; hallucinogenic drugs or combinations of drugs, or substances having hallucinatory effects, marijuana, other drugs or combinations of drugs or drug paraphernalia is expressly prohibited by federal, state, or local laws, including prohibited substances which shall include those substances sold and/or distributed that are held out to be, or represented to be, narcotics, controlled substances, illegal substances, or counterfeit in any respect illegal or controlled substances, at any school campus, a school bus, at a school or School Board sponsored function or while at other School Board facilities is prohibited.
22. **Drug Use/Possession (DRU):** Possession, use, or under the influence of controlled substances, as defined in Chapter 893, Florida Statutes, by any student while such student is on any school campus, a school bus, at a school or School Board sponsored function, or while at other School Board facilities is prohibited. Student possession of, use of, or being under the influence of, hallucinogenic drugs, or combinations of drugs, or substances having hallucinatory effects, marijuana, or under the influence as determined by appropriate law enforcement or other official entity of glue or other drugs, or combinations of drugs, or drug paraphernalia is expressly prohibited by federal, state, or local laws, including prohibited substances which shall include those substances possessed, sold, and/or used that are held out to be or represented to be controlled substances, narcotics, illegal substances, or counterfeit in any respect illegal or controlled substances, at any school campus, a school bus, at a school or School Board sponsored function, or while at other School Board facilities is prohibited. If a student arrives at school or a school activity in a vehicle that contains controlled substances or illegal drugs or there is evidence that the student knew about the controlled substances or illegal drugs in the vehicle, then the student is considered in possession of the controlled substances or illegal drugs.
23. **Electronic/Telecommunications Device Misuse -Major (073):** any unauthorized audio, video or photograph(s) that can be used to degrade, threaten, intimidate, or dehumanize. This is not to be used for repeated incidents of minor violations. Example: use of smart glasses.
24. **Electronic/Telecommunications Device Misuse -Minor (075):** display or use of cellular phone or other telecommunication devices or electronic equipment, unless for an approved activity; unauthorized use of an electronic device or camera to record school-related events or activities on campus.
25. **Explosives (WP1):** manufacturing, transporting, possessing, using, selling, storing, distributing or detonating any combustible substance or destructive device such as a bomb, pipe bomb, mine, grenade, rocket, or similar device that is designated to explode (Sections 552.22 and 790.001 Florida Statutes).
26. **Failure to Serve a Teacher Detention (078):** not attending a teacher assigned detention.
27. **Failure to Serve an Administrative Detention (031):** not attending an administratively assigned detention.
28. **Failure to Serve an Extended Detention (066):** not attending an assigned extended detention (includes Saturday school/detention).

29. **Failure to Serve Lunch Detention (122):** not attending an administratively assigned lunch detention.
30. **Failure to Report Criminal Offenses (076):** students who are aware of criminal offenses, which include but are not limited to, the possession of weapons, firearms, and drugs, and failed to report that information to a teacher or administrator at their earliest opportunity.
31. **Failure to Report Serious Offenses (132):** students who are aware of a Level 3, 4, or 5 offense and fail to report the incident to a teacher or administrator as soon as possible may also face consequences.
32. **False Accusation Against a Staff Member (Minor) (135):** the intentional publication (electronic, oral, or written) of untrue allegations of School Board-approved personnel which cause limited impact to their professional standing or ability to perform their duties, minimal emotional distress or harm, does not demonstrate a clear intent to retaliate or cause harm to the staff member or involve allegations of criminal or sexual misconduct.
33. **False Accusation Against a Staff Member (Major) (079):** the intentional publication (electronic, oral, or written) of untrue, injurious allegations that jeopardize the professional reputation, employment, or professional certification of a teacher, administrator, or other School Board-approved personnel.
34. **False Reporting (113):** intentionally providing false or misleading information to or withholding valid information.
35. **Felony/Misdemeanor (On or Off Property) (024):** when a currently enrolled Brevard Public School or transfer student is formally charged by a proper prosecuting attorney with a felony or with a delinquent act which would be a felony if committed by an adult for an incident occurring on or off School Board property.
36. **Fighting (FIT):** mutual combat, mutual altercation; when two (2) or more persons mutually participate in use of force or physical violence that requires either physical restraint or results in injury requiring first aid or medical attention; this does not include lower-level fights involving pushing, shoving, or altercations that stop upon verbal command and are not required to be reported in SESIR.
37. **Forgery (061):** falsely making or changing a written paper or signing someone else's name.
38. **Gambling (OM1):** any participation in games or activities of chance for money, profit, or items of value.
39. **Grand Theft (STL) (\$750 threshold):** The unauthorized taking of the property of another person or organization, including motor vehicles, valued at \$750 or more, without threat, violence, or bodily harm. Incidents that fall below the \$750 threshold are not reportable in SESIR but instead should be reported as locally defined incidents according to district policies. Thefts of property of any value that involve a use of force, violence, assault, or putting the victim in fear must be reported as Robbery.
40. **Gross Insubordination (127):** willful refusal to comply with authority; exhibiting contempt or open resistance to a direct order; challenging the authority of any BPS employee or any adult in authority at school in the presence of others which causes a disruption.

41. **Harassment (HAR):** any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct directed against a student or school employee that places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property, has the effect of substantially interfering with a student's educational performance, opportunities, or benefits or has the effect of substantially disrupting the orderly operation of a school or School Board function including any course of conduct directed at a specific person that causes substantial emotional distress in such a person and serves no legitimate purpose. Instances of Harassment that are chronic or repeated in nature should be evaluated for Bullying or Bullying-related.
42. **Hazing• (HAZ):** any action or situation that endangers the mental or physical health or safety of a student at a school with any of grades 6 through 12 for purposes of initiation or admission or affiliation with any school-sanctioned organization; hazing includes, but is not limited to: pressuring, coercing, or forcing a student to participate in illegal or dangerous behavior, or any brutality of a physical nature, such as whipping, beating, branding, or exposure to the elements.
43. **Homicide (HOM):** the unjustified killing of a human being by another.
44. **Horseplay (067):** engaging in reckless, rowdy, or rough behavior that interferes with the safe or purposeful order of a school or school-related activity.
45. **Identity Theft (133,134):** Capturing, recording, or transmitting any unauthorized audio, video, photographs, or data using multi-tool hacking devices or wireless communication devices (WCDs) is prohibited when used for fraudulent activities, theft, cheating, academic dishonesty, or any purpose. Additionally, the use of multi-tool hacking devices or wireless communication devices (WCDs) to receive such information is also prohibited. Elementary = Level 4, Secondary = Level 5.
46. **Inciting (059):** engaging in any behavior (by word or act) as an individual or as a member of a group or crowd that encourages or instigates threatening, aggressive, or unsafe acts.
47. **Indecent Exposure of Self/Others (138):** A student, through their intentional action, accidentally exposes their own or another person's undergarments or body parts that are typically covered by clothing.
48. **Indecent Exposure of Self/Others with Intent to Embarrass (142):** A student intentionally exposes their own or another person's undergarments or body parts that are typically covered by clothing to embarrass others or for a purpose other than a sexually suggestive intent.
49. **Kidnapping (KID):** abduction of an individual; forcibly, secretly or by threat, confining, abducting, or imprisoning another person against his/her will and without lawful authority.
50. **Larceny/Theft Less than \$750 (006):** (taking of property from a person, building, or a vehicle) the unauthorized taking, passing, carrying, or concealing the property of another person.
51. **Larceny/Theft Less than \$100 (126):** (taking of property from a person, building, or a vehicle) the unauthorized taking, passing, carrying, or concealing the property of another person.
52. **Leaving School Campus Without Permission (033):** leaving a school campus without staff

or parent(s)/legal guardian(s) permission and/or not following the established procedures for checking out of school.

53. **Medication Policy Violation (107):** failure to comply with the guidelines for possessing or administering prescription and/or non-prescribed (over-the-counter) drugs.
54. **Network/Internet Misuse -Major (082):** misuse of a computer/technology with malicious intent; examples could include, but are not limited to: “system hacking” or making unauthorized changes to operating systems; breaking into restricted accounts or networks; modifying or destroying files without permission; illegally copying software; etc.
55. **Network/Internet Misuse -Minor (084):** violation of the student network and internet safety acceptable use and safety School Board Policy 7540.03; examples could include, but are not limited to, accessing non-instructional and/or inappropriate content.
56. **Other Major Offense (OMC):**(major incidents that do not fit within the other SESIR definitions) any serious, harmful incident resulting in the need for law enforcement consultation not previously classified. This includes any drug or weapon found unattended and not linked to any individual; such incidents must be coded with the appropriate Related element (such as Drug -related or Weapon-related) and incident involvement must be reported as unknown. Examples: student producing or knowingly using counterfeit money, participating in gambling activities, possessing child pornography, or possessing drug paraphernalia.
57. **Other Misconduct (140):** Any other act of misconduct that is more serious, harmful, or is a more disruptive example of any of the offenses described in Level 1, which may interfere with the orderly operation of the school or school activity and cannot be coded as another Level 2 offense.
58. **Other Serious Misconduct (141):** Any other act of misconduct that is more serious, harmful, or is a more disruptive example of any of the offenses described in Level 2, which may interfere with the orderly operation of the school, school transportation, or school activity and cannot be coded as another Level 3 offense.
59. **Out of Assigned Area – Minor (040):** not reporting to or leaving an assigned class, activity, or area without receiving proper prior approval; this may also include being present in an area not open to student access during all or portions of a day.
60. **Out of Assigned Area – Major (120):** leaving any assigned class, activity, or area without receiving proper prior approval from a supervising staff member which results in a staff member(s) leaving their assigned area or duty to secure and locate the student (elementary only).
61. **Pantsing (110):** the action of pulling down or removing a person’s trousers (this could rise to a more severe behavior depending on the circumstances).
62. **Physical Aggression, PreK-2nd (136):** individual participating in a mutual or non-mutual and/or aggressive physical contact with aggressive intent towards another student resulting in no injury.
63. **Physical Aggression, 3rd-12th (137):** individual participating in a mutual or non-mutual and/or aggressive physical contact with aggressive intent towards another student resulting in no injury.

64. **Plagiarism (085):** the practice of taking someone else's work or ideas and passing them off as one's own to include but not limited to the use of Artificial Intelligence to create original work.
65. **Pornographic Materials (Student) (086):** possession of pornographic materials.
66. **Possession of a Potentially Dangerous Object (131):** a device, object, material, or substance, animate or inanimate, that is capable of causing bodily injury. These include, but are not limited to: stun guns, air guns, BB guns
67. **Possession of a Stolen Item(s) (087):** a student's possessing or passing of property that is not his/her own.
68. **Profane, Obscene, or Vulgar Language -Major (100):** the use of either oral or written language, electronic messages, gestures, objects, or pictures which are aggressive and targeted toward another; considered to be offensive, derogatory, inflammatory, and subversive and are inappropriate for the school setting or which tend to disrupt the orderly school environment, a school function, or extracurricular/co-curricular activity; this may include the sending/sharing of any inappropriate texts, emails, messages, etc. of a sexual nature or any profanity directed towards any BPS Board approved personnel.
69. **Profane, Obscene, or Vulgar Language -Minor (101):** the use of either oral or written language, electronic messages, gestures, objects, or pictures (not necessarily towards others) which are considered to be offensive, derogatory, inflammatory, and subversive and are inappropriate for the school setting.
70. **Public Display of Affection (088):** engaging in intimate or sexually suggestive behavior (including but not limited to kissing and touching) with agreement from someone else while on school property.
71. **Refusal to Follow Classroom Rules (128):** repeated instances of student refusal to follow basic classroom rules established by teacher.
72. **Robbery (ROB):** the taking or attempted taking of money or other property from the person or custody of another with the intent to permanently or temporarily deprive the person or owner of the money or other property under the confrontational circumstances of force or threat of force or violence and/or putting the victim in fear. A key difference in Grand Theft and Robbery is that Robbery involves violence, a threat of violence or assault, and putting the victim in fear.
73. **Sexting (089):** the transmission of nude images or acts of sex or sexually suggestive or explicit messages by electronic means, through the use of cell phones, computers, or other electronic devices. It is a violation of this code for students to participate in "sexting" in any manner (either by posing, transmitting, or assisting with any aspect of the activity) while on campus, participating in any school or school-sponsored activity, or while being transported under the authority of the district. (see Section 847.0141, Florida Statutes).
74. **Sexual Assault (SXA):** an incident that includes fondling, indecent liberties, child molestation or threatened rape. All students can be a victim of sexual assault. The threat must include all of the following elements: intent, fear, and capability.
75. **Sexual Battery (SXB):** (attempted or actual) forced or attempted oral, anal, or vaginal penetration by using a sexual organ or an object simulating a sexual organ, or the anal or vaginal penetration of another by any body part or object. All can be victims of sexual

battery.

76. **Sexual Harassment (SXH):** Unwelcome conduct of a sexual nature, such as sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Harassing conduct can include verbal or nonverbal actions, including graphic and written statements, and may include statements made through computers, cellphones, and other devices connected to the internet. The conduct can be carried out by school employees, other students, and non-employee third parties.
77. **Sexual Offenses (SXO):** (lewdness, indecent exposure) other sexual contact, including intercourse, without force or threat of force; subjecting an individual to lewd sexual gestures, comments, sexual activity, or exposing private body parts in a lewd manner (law enforcement must be notified to investigate).
78. **Simple Battery (PHA):** an actual and intentional touching or striking of another person against his or her will, or the intentional causing of bodily harm to an individual.
79. **Student Conflict (108):** disruptive behavior (verbal, written, electronic) that may pose a threat to the health, safety, or causes psychological distress of a student (examples could include, but are not limited to: name calling, teasing, rumors, etc.).
80. **Tardy to Class (062):** late arrival to class.
81. **Tardy to School (090):** late arrival to school.
82. **Teasing/Taunting (139):** Making fun of, mocking, or attempting to provoke or irritate; provoking behavior and/ or persistent annoyances that do not rise to the level of the definition of Bullying (BUL) or Harassment (HAR).
83. **Testing Security Violation (124):** Any behavior that disrupts the process of test taking during State mandated testing which results in the invalidation of one or more students.
84. **Threat/Intimidation (TRE):** An incident where there was no physical contact between the offender and victim, but the victim reasonably believed that physical harm could have occurred based on verbal or nonverbal communication by the offender. This includes nonverbal threats and verbal threats of physical harm which are made in person, electronically (to include cyberstalking) or through any other means.
85. **Tobacco (TBC):** (cigarettes or other forms of tobacco) The possession, sale, purchase, distribution or use of tobacco or nicotine products represented to be a tobacco product, or device associated with tobacco, including but not limited to: electronic cigarettes (vaping devices) or smokeless tobacco on school grounds, at school-sponsored events, or on school transportation by any person under the age of 21. Tobacco incidents cannot be Drug-related.
86. **Trespassing (TRS):** (illegal entry onto campus) to enter or remain on school grounds, school transportation, or at a school-sponsored event on or off campus, without authorization or invitation and with no lawful purpose for entry. Only incidents involving a student currently under suspension or expulsion, or incidents where any offender (student or non-student) was previously issued an official trespass warning by school officials, or where any offender was arrested for trespass are required to be reported in SESIR. Trespass incidents that did not have a prior official warning, did not result in arrest, or did not involve students under suspension or expulsion should be reported as locally defined incidents according to district policies.
87. **Unauthorized Entry (115):** the unauthorized entry or aiding in the admittance of any

person(s) onto any school board property without following school and district entry/ health and safety procedures.

88. **Unauthorized Possession of Item(s) (093):** the possession or storage of items, without administrative authorization, that have the potential of interfering with teaching or learning, such as, but not limited to: skates, skateboards, radios, toys, and/or video games as well as items or merchandise brought to school for the purpose of sale or distribution.
89. **Unauthorized Publication(s) (094):** the unapproved posting or distribution of printed words, petitions, electronic messages, or graphic representations.
90. **Vandalism Less Than \$1000 (007):** (destruction, damage, or defacement of school, school bus or personal property) the intentional destruction, damage, or defacement of public or private/personal property without consent of the owner or the person having custody or control of it.
91. **Verbal Confrontation (098):** engaging in behavior that provokes, promotes, or encourages hostility or disruption.
92. **Vehicle/Parking Violation (097):** failure to follow established rules and regulations concerning the privilege of driving and parking vehicles on a school campus or on School Board property.
93. **Violation of Safety Drill Procedures (116):** The intentional disruption of any school or district-initiated safety drill on school board property that potentially jeopardizes the health and safety of students and/or any BPS employee.
94. **Violation of Stay Away Contract (125):** Any violation of the stipulations outlined on the BPS Stay Away Contract.
95. **Willful Disobedience/Insubordination (103):** the refusal or failure to follow a direction or order from a School Board staff member, bus driver, or any other adult in authority at school; this may include failure to identify one's self.
 - Examples include:
 - Student refuses to provide name or identification when prompted.
 - Student entering a bathroom or changing room not correlating with their biological sex at birth.
 - Student refuses to comply when being redirected.
 - Multiple incidents of refusal to comply to staff direction.
96. **Weapons Possession (WPO):** possession of firearms or weapon as defined by [Section 790.001, F.S.](#) that can inflict serious harm on another person or that can place a person in reasonable fear of serious harm; possession of a common pocketknife is exempted from state zero tolerance expulsion requirement in [Section 1006.07\(2\)](#), Florida Statutes; however, law enforcement should be notified of any weapon or knife, including pocketknives, for investigation. If a student arrives at school or a school activity in a vehicle that contains a weapon or there is evidence that the student knew about the weapon in the vehicle, then the student is considered in possession of the weapon. Incidents involving toys and simulated firearms, or weapons are subject to the limitations defined in [Section 1006.07\(2\)\(g\), F.S.](#)

Definitions of Corrective Strategies

Corrective strategies are administrative responses to a disciplinary referral meant to prevent a recurrence of inappropriate or problem behavior. This is not an exhaustive list. The following definitions shall apply when applying corrective strategies:

1. **Administrative Detention (001-004):** a student detained by an administrator at school for a specified period of time 60 minutes or less either before, during, or after the regular school day.
2. **Alternative Classroom Placement (005):** assignment of a student to another classroom for a specified period of time not to exceed one (1) class period.
3. **Alternative Educational Setting Placement (P):** Student is removed from the school for an offense, i.e., disobedient, disrespectful, violent, abusive, uncontrollable or disruptive behavior.
4. **Behavior Plan: (074):** correcting inappropriate or disruptive student behavior through a formal agreement designed by school staff to offer behavioral interventions, strategies, and supports
5. **Bicycle, Skateboard, or Walking Privilege Staggered/Suspended/Revoked (009):** a student's ability to walk or ride his/her bike to a school campus is staggered or suspended (to avoid conflict) for a specified period of time or revoked for the remainder of the school year.
6. **Bus Suspension (Short Term) (012):** a student's privilege to ride the school bus is suspended for a specified period of time not to exceed three (3) days.
7. **Bus Suspension (Long Term) (011):** a student's privilege to ride the school bus, with approval from the Superintendent or designee, may be suspended for more than three (3) days but not to exceed ten (10) days.
8. **Check-In/Check-Out with Identified Staff Member (013):** student check-in and/or check-out with a school counselor, resource teacher, school psychologist, school social worker, coach, or adult who has a relationship with the student
9. **Classroom Reassignment (014):** assignment of a student to another classroom for a specified period of time (longer than one (1) class period) due to an investigation into an incident going beyond 60 minutes.
10. **Conference with Student (016):** face-to-face communication with the student about the behavior(s) and anticipated outcome(s)
11. **Confiscation of Item(s) or Device(s) (018):** removing an item(s) or device(s) from a student's possession.
12. **Daily or Weekly Report to Parent/Legal Guardian(s) (024):** written communication to the parent/legal guardian(s) on a daily or weekly basis.
13. **Expelled without Continuing Services (E):** Student expelled from regular school without continuing educational services provided by the district. (Maintained for students in grades PK-12 and adult).

- 14. Expelled with Continuing Services (F):** Student expelled from regular school with continuing educational services, which may include a disciplinary program or second chance school, and/or referred to the criminal justice or juvenile justice system. (Maintained for students in grades PK-12 and adult).
- 15. Extended Detention (026-029):** a student detained by an administrator at school for a specified period of time (more than 60 minutes) either before, during, or after the regular school day or on a Saturday.
- 16. Financial Restitution (031):** the financial reimbursement owed as a result of damage or loss of property.
- 17. Referral for Functional Behavior Assessment/ Behavior Intervention Plan (045):** a Functional Behavior Assessment (FBA) gathers information about student's behaviors of concern and determines approaches that a school team takes to correct or manage student behavior. The information from the FBA is then used to develop a Behavior Intervention Plan (BIP). A BIP offers preventative, teaching, and reinforcement-based strategies designed by a school team to reduce behaviors of concern and increase replacement skills.
- 18. Increased Supervision (040):** increased supervision of a student by an assigned staff member(s) to decrease problematic incidents in areas of the school to include, but not limited to hallways, bathrooms, common areas.
- 19. In-School Suspension (I):** a suspension that prevents a student from attending all classes where the student is assigned to an alternative educational setting on a school campus.
- 20. Lunch Detention (067-070):** a student detained by an administrator or staff member at school for a specified amount of time during their lunch period.
- 21. Loss of Privilege (s (033)):** loss of a student's right to access a privilege that occurs during the school day or beyond the school day excluding co-curricular activities (activities that could result in your grade being impacted).
- 22. Mentoring (034):** assigning the student a Mentor (coach, teacher, tutor, community member, counselor or trusted advisor) who is willing to spend his or her time and expertise to guide the student's behavior.
- 23. No Discipline (N):** Student was found to have committed a SESIR offense but did not receive discipline as a result because, when taking into account developmentally age-appropriate behavior or disability, if any, the student did not have the capacity to understand his or her behavior and the inappropriateness of his or her actions. This code should be used for either very young students or students with disabilities who otherwise meet these criteria.
- 24. Other SESIR Defined (S):** Other SESIR defined is all other types of disciplinary action administered for a SESIR defined incident that cannot be reported using any other code in this element. For example, this code may be used when districts require students to attend additional activities such as "Saturday School", tobacco cessation programs, drug prevention programs, counseling, anger management programs, or community service while they continue their regular course of study. (This code is to be used only when the action is related to a SESIR defined incident).

- 25. Out-of-School Suspension (1-10 days) (O):** the student shall not be allowed to attend their regular classes or school-sponsored activities for a prescribed number of days not to exceed ten (10) and will not be permitted to make up any work during the suspension period.
- 26. Parent/Legal Guardian Conference (017):** meeting with the parent/legal guardian(s) at a scheduled time/place concerning student's behavior.
- 27. Parking Privilege Suspended/Revoked (036):** a student's ability to park on school campus is suspended for a specified period of time or revoked for the remainder of the school year.
- 28. Phone Conference (038):** contacting the parent/legal guardian(s) by phone concerning student's behavior.
- 29. Plan Meeting (504, ELL, IEP, or PST) (039):** a 504, ELL, IEP and/or a PST meeting to address student concerns.
- 30. Reassigned Bus Seat (042):** relocation of a student's assigned seat on the bus
- 31. Reflective Assignment (050):** an assignment required of the student to reflect on behavior(s) and reinforce correct behavior(s)
- 32. Referral to Certified School Counselor/ School Social Worker (047):** referring a student to meet with the Certified School Counselor or School Social Worker.
- 33. Referral to Community Based Organizations (048):** referring a student for a variety of services, which could include, but are not limited to: after-school programming, mental health services pursuant to section 1012.584(4), Florida Statutes, individual or group counseling, leadership development, conflict resolution, medical services, and/or tutoring.
- 34. Reverse Suspension (052):** when a parent/legal guardian spends a defined period of time during the school day by their child's side; all confidentiality procedures must be followed.
- 35. Safety Plan (053):** development of a plan to ensure that a student involved in a report of being the target of bullying or harassment (whether substantiated or unsubstantiated) remains physically and emotionally safe.
- 36. School Service Work (054):** supervised task that the student performs as assigned by administration with parent/ legal guardian permission.
- 37. Seating Change (055):** relocation of a student's assigned seat
- 38. Social/Academic Instructional Groups (056):** an instructional group aligned to students' needs that targets academic, behavioral, and/or social skills
- 39. Stay Away Contract (057):** development of a contract for a student that limits or eliminates contact with another student(s). Parent/legal guardian contact is required prior to students signing the contract.
- 40. Student Behavior Agreement (058):** correcting inappropriate or disruptive student behavior through a formal plan designed between student and school staff.
- 41. Suspension/Revocation of Network/Internet Access (059):** users who disregard Board Policy 7540 - Computer Technology and Networks and its accompanying procedures may have the use

privileges suspended or revoked, and disciplinary action taken against them.

42. **Teach/Reteach Student Expectations (065):** the student is provided instruction in the expected behavior.
43. **Wardrobe Change (066):** dress code violation is corrected by allowing the student the opportunity to change their attire.

Student Drivers

The following Rules and Regulations apply to all scholars who will operate and park a vehicle at Pineapple Cove Classical Academy High School (PCCA) and will be strictly enforced. Parking lot violation consequences, such as parking tickets, parking permit revocation or school suspensions can occur for any scholar who does not abide by all school rules in regard to conduct and operation/parking of a vehicle on campus. These rules include, but are not limited to:

- The vehicle must be registered to the PCCA scholar or their parent/guardian and must have a current vehicle registration from Brevard County/The State of Florida, and current vehicle insurance.
- Scholars must park in their assigned parking space only and have a valid driver's license.
- Vehicles must be locked and all contents stored out of visibility.
- The current permit must be visibly displayed on the vehicle when it enters, parks, and exits school grounds.
- There is a 5 mile per hour maximum speed limit in all Pineapple Cove Classical Academy parking lots. Driving in excess of this limit, "burn-outs", jumping curbs, driving over cones, driving the wrong way, or driving on landscaped areas will be considered reckless driving and result in immediate permit revocation.
- Scholars must follow traffic patterns in the parking lot. Blocking entry or exits, and failure to yield to pedestrians at crossings will result in permit revocation. Failure to follow safe parking lot patterns will be considered reckless driving and may result in permit revocation.
- Scholars are not permitted to visit their vehicles or leave campus during school hours without prior administrative approval or school "check out".
- Scholars may not loiter in the parking lot.
- Scholar drivers, including dual enrollment students, who chronically arrive late to school will receive a parking violation consequence.
- Vehicles must not display any visible decals or graphics depicting alcohol or tobacco products or its use, or vulgar/ obscene language or images.
- Pineapple Cove Classical Academy (PCCA) is not responsible to damage or loss of any vehicle or its content. Scholar drivers must report theft or damage to administration.
- Pineapple Cove Classical Academy reserves the right to search ANY vehicle on school property at ANY time.
- Any scholar with unpaid Parking Violation obligations will not be eligible to purchase tickets for Homecoming, Prom or receive their Graduation Tickets.
- Any student with unpaid Parking Violation obligations will not be eligible to purchase tickets for Homecoming, Prom, or receive their Graduation Tickets.
- PCCA reserves the right to remove driving privileges from any scholar for any unsafe driving infractions at any time and for any infraction. Parking infractions may result in a referral with loss of privileges or in-school suspension.

Parking Violations Consequence Ladder

- 1st Parking Violation/Collision: Parent/guardian contacted
- 2nd Parking Violation/Collision: Parent/guardian contacted; driving privilege permanently revoked at administrator discretion

Electric Bikes and Scooters

Please see the Student and Family Handbook for a detailed list of e-bike and scooter policies.

APPENDIX C- POLICIES REGARDING ATHLETICS

Academic Policy

Eligibility

To be eligible for PCCA roster participation, scholars will have their GPA's calculated as per FHSAA timing and grade level policy guidelines¹.

PCCA Athletics also follows state statute s.1006.15(3)(a)1 and exercises the FHSAA policy 9.1 in setting our academic eligibility minimum GPA at 2.5 with a stipulated condition of no "F-grades" on a scholar's most recent semester's final report.

Pending this academic threshold is realized, coach-selected scholar-athletes are granted access to the team roster.

Athletic fees must be paid prior to the start of the sport.

In-season academic requirements

Scholar-athlete academic progress will be reviewed throughout the season. Should a scholar-athlete's grades fall below the 2.5 GPA requirement, the following actions will occur:

GPA	Missing Assignments	Probation / Suspension	Required Action
Less than 2.5	0 – 2	Probation	None
Less than 2.5	3 – 5	1 game / match / event suspension	Scholars will be required to speak directly with their respective faculty to obtain a complete list of any and all missing assignments. All missing work must be completed and handed in within two weeks of their original disciplinary date.
Less than 2.5	6 or more	2 game / match / event suspension	Scholars will be required to speak directly with their respective faculty to obtain a complete list of any and all missing assignments. All missing work must be completed and handed in within two weeks of their original disciplinary date.

¹ See fhsaa.org for full details

In-season F-grade

If during the season, a scholar-athlete's report has a grade average of "F" in any one of their classes, the scholar-athlete will be suspended from all play and practice until the grade level is no longer an "F".

General notes on academic policy enforcement:

- In accordance with PCCA's academic policy, any missing tests, quizzes or assignments that have surpassed the late-date threshold will not be counted or credited towards the scholar's final class grade calculations.
- In accordance with PCCA's absentee and illness policy, all due dates will be adjusted.
- If a scholar-athlete is placed on probation or suspended for 1 or 2 games / matches / events, the scholar-athlete's academic report will be subsequently reviewed on a bi-weekly basis. Should an additional missing test or any assignment occur, the scholar-athlete will be immediately reviewed from the roster.
- If a scholar-athlete is suspended for 1 or 2 games / matches / events, the scholar-athlete will be required to attend those games but will not be allowed to dress in team uniform.
- If a scholar-athlete is suspended for 1 or 2 games / matches / events, the scholar-athlete may, at the discretion of their coach, participate in practices.

Under any Academic Policy administrative situations, scholar-athletes will not receive any Athletic Fee refund of any pro-rated amount. Moreover, should a scholar-athlete be removed from a roster and in accordance with standard athletic uniform agreements, the immediate return of all uniforms and associated Patriot Athletic apparel and equipment must occur. Failure to comply with the returning of school issued equipment will result in the non-issuance of academic reports and results until remedied.

Behavioral Conduct Policy

PCCA athletes are required to consistently exhibit exemplary behavior subject to our school's virtues and at the discretion of scholar's faculty and academic administration.

In-season behavioral requirements:

Once rosters are approved, PCCA Athletic administration reviews scholar-athlete's disciplinary logs on a bi-weekly basis and administers the following actions accordingly:

Detentions (whether through accumulated infractions or administrative decisions via referrals)	Probation / Suspension	Game Attendance	Practice Participation
0 – 2	None	N/A	N/A
3	1 game / match / event	The scholar athlete must attend the following 1 game/match/event but may not dress in Patriot/Pioneer uniform	The scholar athlete may be allowed to continue to practice subject at the sole discretion of their respective coach
5	2 games / matches / events	The scholar athlete must attend the following 2 games/matches/events but may not dress in Patriot/Pioneer uniform	The scholar athlete may be allowed to continue to practice subject at the sole discretion of their respective coach
6+	Roster removal		

Suspensions (ISS/OSS):

- At any point during a season – including all dates from roster selection through the conclusion of playoffs – should a scholar-athlete be suspended via an In School Suspension (ISS) or via an Out of School Suspension (OSS), they will immediately be suspended, at minimum, from the subsequent 1 game/match/event.
- Pursuant to the nature of the behavioral suspension, the extent of disciplinary action and return to roster participation will be at the sole discretion of the Principal.

Subsequent Sporting Seasons:

If a scholar-athlete has been removed from a roster due to behavioral-related conduct and, if that same scholar-athlete in subsequent same-year sports seasons is selected for another team, the thresholds for behavioral conduct is adjusted to the following:

Detentions (whether through accumulated infractions or administrative decisions via referrals)	Probation / Suspension	Game Attendance	Practice Participation

1	1 game / match / event	The scholar athlete must attend the following 1 game/match/event but may not dress in Patriot/Pioneer uniform	The scholar athlete may be allowed to continue to practice subject at the sole discretion of their respective coach
2	Roster removal		

If a scholar-athlete has been removed from two rosters throughout one academic/athletic year, the scholar-athlete will not be permitted to compete on any subsequent PCCA Athletic rosters in that year.

Under any Behavioral Policy administrative situations, scholar-athletes will not receive any Athletic Fee refund of any pro-rated amount. Moreover, should a scholar athlete be removed from a roster and in accordance with standard athletic uniform agreements, the immediate return of all uniforms and associated Patriot Athletic apparel and equipment must occur. Failure to comply with the returning of school issued equipment will result in the non-issuance of academic reports and results until remedied.

Sportsmanlike Conduct:

Scholars are expected to uphold the virtues of Pineapple Cove Classical Academy during all athletic events. Scholars who consistently receive unsportsmanlike conduct penalties (technical fouls, red cards, or other warnings from officials) will be addressed in the following manner:

Unsportsmanlike Penalty	Probation / Suspension	Game Attendance	Practice Participation
1	Benched for a period of the game as determined by respective coach	No impact to game participation	No impact to practice participation
2	1 game / match / event	The scholar athlete must attend the following 1 game/match/event but may not dress in Patriot/Pioneer/Lion uniform	The scholar athlete may be allowed to continue to practice subject at the sole discretion of their respective coach
3	Suspended from all play pending meeting with Athletic Director and Principal. Possible roster removal.		

Age And Grade Level Eligibility Policy

PCCA Athletics aligns its age and grade level roster eligibility and participation policies in accordance with the respective FHSAA and SCCAA league requirement policies². In addition, PCCA Athletics also follows the following age and eligibility policies:

- All scholar athletes in 6th grade and below will play on the elementary sports teams. Sixth grade scholar-athletes may not play for middle school, junior varsity or varsity teams.
- If a 6th grade scholar is ineligible to play for an elementary team due to respective league age requirements, PCCA-based eligibility to tryout and participate with a middle school team will be at the sole discretion of the Principal.
- All scholar athletes in 7th and 8th grade will play for the middle school sports teams. If desired, a 7th or 8th grade scholar-athlete may opt to try out and play for junior varsity or varsity teams.
-

Patriot/Pioneer/Lion Roster Pride Apparel Policy

In addition to holding the privilege of wearing a PCCA Athletic uniform, scholar athletes will also be issued a sport-specific team practice / warm-up shirt. Dress code for all practices includes a shirt and shorts/pants. Practice / warm-up shirts may be worn in place of standard uniform tops – in accordance with standard PCCA uniform policies – on spirit days and on season-specific sporting days as follows:

Middle School rosters

On home game days only (or day immediately preceding weekend event)

Junior Varsity rosters

On home game days only (or day immediately preceding weekend event)

Varsity rosters

On home game and on away game days (or day immediately preceding weekend event)

² See fhsaa.org and/or SCCAA annual policy manual for full details

APPENDIX D- BEFORE AND AFTERCARE POLICIES

Hours of Operation

Monday Thursday

Before Care: 6:30 am - 8:00 am After Care: 3:00 pm - 6:00 pm

Friday and any additional Early Release Day

Before Care: 6:30 am - 8:00 am After Care: 1:15 pm - 6:00 pm

PCCA's Before and After Care program follows the BPS/PCCA calendar.

Contact Information

Palm Bay Campus

Coordinator: Amanda

Irizarry, irizarrya@pccafl.com

Assistant Coordinator: Brianna Barcia,

barciab@pccafl.com

Phone: 321-701-4042, during Before and After Care hours

West Melbourne Campus

Coordinator: Bernadita Gipson,

gipsonb@pccafl.com Phone: 321-373- 0044,

during Before and After Care hours

Lockmar Campus

Coordinator: Emily Zeas, zease@pccafl.com

Phone: 321-341-9905, during Before and After Care hours

All PCCA Campuses

Director of Before and After Care Programs: Sharon Bunche,

bunches@pccafl.com

Mission and Purpose

The Before & After Care program offers a safe and healthy setting beyond the school day that challenges and encourages scholars to participate in a variety of activities while being supervised by skilled, compassionate professionals. Scholars will have the opportunity to interact with their peers during activities, have an afternoon snack, and engage in free play indoors and outdoors. Additionally, the program provides a structured, quiet environment for homework and reading time.

Groups

Each campus offers unique grounds and space accessible by our After Care program. Scholars are grouped with peers and travel with their After Care teacher to locations conducive to program activities.

Sample Group Schedule

3:30-4:00	Playground
4:00-4:30	Café (snack, games, and activities)
4:30-5:00	Classroom (homework)
5:00-5:30	Outdoor Court (basketball and hard-top games)
5:30-6:00	Café (games and activities)

Please note that each group is served snack on a rotating schedule. If your scholar is picked up before their group time, they will not receive a snack. You are welcome to send an extra snack for your child if you would like.

Registration

Scholars currently enrolled and in good standing in the Before and After Care program will have the opportunity to re-register for the following school year. New families wishing to participate in our program can complete a registration packet online, which is linked on the school's website. If the desired program is full, the registering parent/guardian will receive a message with that program status before submitting registration. These scholars will be added to a waiting list. Upon acceptance to the program and placement in a group, the registering parent/guardian will receive email communication with next steps, including creating a portal login.

Registration Fees

One Child	\$80
Two Children	\$99
Three or more	\$110

Returning (one child)	\$45
Returning (two children)	\$75
Returning (three or more)	\$100

Tuition Rates

We offer multiple enrollment and tuition options. Billing will occur on Friday, with payment due the following Monday. Tuition is based upon enrollment, not attendance. Each week, billing will reflect the amounts outlined below, adjustments will not be made due to non-attendance. PCCA utilizes Procure Software for enrollment and billing.

Elementary Program (grades K-6)	Enrollment	Rate
Before Care	Full Time (3+ days)	\$52 weekly
Before Care	Part Time (2 days)	\$27 weekly
Before Care	Drop In	\$10 per instance
After Care	Full Time (3+ days)	\$90 weekly
After Care	Part Time (2 days)	\$40 weekly
After Care	Drop In (Mon-Thurs; non-early release)	\$15 per instance
After Care	Drop In (Friday and Early Release)	\$25 per instance
Before and After Care	Full Time, both Before and After Care	\$95 weekly

Jr/Sr High Program (grades 7-12)	Enrollment	Rate
Before Care	Full Time (3+ days)	\$37 weekly
Before Care	Part Time (2 days)	\$27 weekly
Before Care	Drop In	\$10 per instance
After Care	Full Time (3+ days)	\$60 weekly
After Care	Part Time (2 days)	\$30 weekly
After Care	Drop In (Mon-Thurs; non-early release)	\$15 per instance
After Care	Drop In (Friday and Early Release)	\$25 per instance
Before and After Care	Full Time, both Before and After Care	\$85 weekly

Daily Drop-In

Scholars who are not enrolled in the program may participate on an as-needed basis as a ‘drop in.’ This also applies to any scholars that have not been picked up in the car loop during regular dismissal and are placed in our care. Parents/guardians of a drop-in scholar will be notified by school personnel. Frequent use (3+ days/week) of the drop-in service will be charged based upon our standard rates. Drop-in payments are due upon pickup by cash or check. Upon the fourth (4th) drop in, a Procure account will be created.

Families with an outstanding balance from previous years are required to pay their balance in full prior to being accepted into the program.

Please note:

- A valid credit card is required to remain on file in Procure. Families may opt for an alternate method for regular payments.
- Families who have an outstanding balance beyond two weeks will be charged the full balance to the credit card on file.
- Families with three or more children enrolled full-time in the program will receive a 20% tuition discount beginning with the tuition for the third child.
- Families that opt for weekly auto-pay will receive a 3% discount on tuition.

After Care Pick-up Procedures

The safety of our scholars is the most important aspect of our care. Scholars must be signed out upon departure by an authorized contact 18 years of age or older. Scholars may be released to individuals who are able to provide a valid and official PCCA car tag. Otherwise, scholars are released from our care ONLY to authorized contacts listed on the scholar's registration. Be sure to update your contact list as you change authorized names. Photo ID will ALWAYS be reviewed by a staff member who does not know the identity of the person picking up children and who does not have a valid and official PCCA car tag. Those authorized for pick up may be asked to provide a full, legible signature at sign-out times. Under no circumstances will a child be allowed to walk himself/herself home from the program.

Please communicate the following information to all persons authorized to pick up your child(ren).

- ALWAYS have a valid Photo ID available when picking up.
- Providing a valid/official PCCA car tag is the fastest and easiest way to determine who is authorized to pick up your scholar(s).
- Pick up must occur prior to 6:00 pm.

Beginning at 6:01 pm, a late pick up fee is assessed for each scholar in our care. The total late fee assessed will reflect \$1 per minute beyond 6:00 pm. Late pick up fees are due immediately at the time of the occurrence. Continued late pick-ups may result in the discontinuation of services. In the event that there is an emergency or you know you will be late picking up, please call ahead of time to inform us.

Please note that if child care services have been discontinued (for any reason) and the child is left in the care of the program, it is considered child abandonment. In these instances, it is the responsibility of the program coordinator to contact local non-emergency authorities/agencies.

Discipline Policy

Scholars are expected to adhere to PCCA's high expectations for behavior and core virtues. Therefore, the discipline guidelines for Before and After Care are consistent with that of the school. Intervention steps are taken by the Before and After Care staff for incidents of misconduct to redirect a scholar's behavioral choices toward an acceptable level of responsibility.

1. Minor behavioral infractions will be addressed by verbal warning and redirection or
2. Mark/note on character card
3. If a scholar receives three incident/discipline write-ups in one school year, it will result in a 1-3 day suspension from the program for minor behavioral infractions based on the incident.

If redirection for minor and inappropriate behaviors does not improve, scholars will face suspension

for the remainder of the school year at the discretion of the program coordinator and school administration.

Inappropriate and dangerous behaviors will be documented on a discipline form. The program coordinator will discuss the incident (s) with the parent/guardian at the time of pick up or email. The form used for these behaviors are located at the end of this handbook.

GROUNDINGS FOR IMMEDIATE TERMINATION AND LONG-TERM SUSPENSION

- Purposeful physical aggression –attacking, hitting, kicking, punching, slapping, using objects to harm others. (teachers, staff, scholars)
- Intimidation, bullying, harassment, threatening teachers, staff, faculty /continuous misconduct
- Failure to make childcare payment for 2+ weeks.

NOTE: Immediate termination/or long-term suspension will be put in place for severe misconduct. This applies to those scholars who have no prior incidences.

Please know, we intend to ensure the well-being and safety of all individuals. Scholars may be subject to a temporary suspension while the incident is being reviewed. (normally within 3 days). We understand the impact this may have and assure you that we are working diligently to resolve the matter promptly and fairly.

We appreciate your cooperation and understanding during this process.

Parent Questions and Concerns

Parents are encouraged to contact the program coordinator to further discuss behavior concerns for their child(ren). Telephone or face-to-face meetings may be scheduled to collaborate, develop strategies, and provide assistance to resolve behaviors/situations.

Cell Phones

Use of cell phones is permitted only by scholars in grades 9-12. Cell phones and/or any electronic devices used during program time by others will be confiscated and held by the program coordinator until a parent or guardian is able to pick it up.

Toys

We do not allow any types of toys, games, or electronic devices brought from home while attending Before and After Care. The program holds no responsibility for the loss or damage of any items (including electronics) brought to school by scholars. There may be times when scholars will be given permission to bring in toys, games or electronics. In this case, we will send home a notice/permission slip.