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

1. Follow the rules and regulations that are posted on every school bus.
2. Recognize that the bus driver has the necessary authority for the control of pupils transported to and from school and school functions.
3. Students may be video recorded on buses for disciplinary reasons.
4. The bus is an extension of our school; students should conduct themselves as they would in a classroom setting.
5. Students who need to take a different bus home must provide the Student Services Office with a written note signed by a parent. Notes must be approved by the Student Services Office before students get on the bus.

CAMPUS HOURS/LIMITS OF LIABILITY – Pace High School is open each day for students beginning at 8:45 a.m. and is closed to students at 3:45 p.m. Students staying after school must be in the presence of a member of the instructional staff. Supervision of students authorized to participate in or attend school-sponsored activities on school premises shall begin thirty minutes before the actual beginning of the activity and continue thirty minutes after the actual ending of the activity.

CELLULAR PHONES, and WIRELESS COMMUNICATION DEVICES – A student may bring a mobile device to school. The mobile device shall be in silent mode during school hours so noises from the device will not disrupt the instructional environment. Students may use their mobile device at any time during NON-INSTRUCTIONAL time unless instructed specifically not to do so by a member of the school staff. During INSTRUCTIONAL time (class time, which is bell to bell), a student may ONLY use their mobile device if permission is given by the teacher in charge. If it is deemed, by a school official, that the device is being used in an inappropriate manner, the device can be confiscated, turned into the office, and kept until a parent/guardian picks it up. Parents who need to reach their child (or vice versa) should communicate via the front office if an emergency arises. A student may use a mobile device on a school bus as directed by the official in charge. (bus driver, teacher, coach) Failure to follow instructions from the school official in charge may result in a discipline referral. Continued use of a mobile device after being instructed by a school official not to do so may result in disciplinary action.

CHECKING IN – Students arriving on campus after 9:40 A.M. must sign in at the Office of Student Services. Any student checking in after any type of an appointment, such as a doctor, dentist, or court appearance, needs documentation from the designated appointment verifying date and time.

CHECKING OUT/PERMISSION TO LEAVE CAMPUS – With their parents' permission, students will be allowed to check out through the Student Services Office. Students who wish to check out must have their parents send a note with them to be dropped off at the Student Services office before school. Students will receive a check-out slip giving the time of their check-out. This slip is to be shown to their teacher before they return to the Student Services office to officially sign out. This pass also serves as the parking lot pass as they leave the school. In case of an emergency, the office staff will contact the appropriate parent/guardian. Students will NOT be allowed to check out for the purpose of missing assemblies, pep rallies, exam days, or other scheduled functions unless such checkouts are determined to be an emergency by the office. Students will not be allowed to check out on exam day or state required testing. Students who leave campus without checking out in the Student Services office will be assigned detention. An approved adult's signature is required on the check out form located in the Student Services office (See HEALTH CARD). Students may NOT check out in order to run errands, eat off campus, etc. Any time missed from class will be treated as unexcused unless a doctor's note is provided. Students are required to produce verification such as a note from a doctor or dentist upon their return from the appointment (See Habitual Truancy).

CLUBS/ORGANIZATIONS – Pace High offers a variety of clubs and organizations for student membership. Students are encouraged to become involved with some extra-curricular group.
Establishing a club or organization on campus requires the following:
1. A Pace High faculty sponsor
2. Administrative approval
3. Validation of student interest
4. Funds to start and support the club/organization

COURSES OFFERED – Courses offered, credits required, curriculum policies and guidelines can be found in the Pace High School Curriculum Handbook. This information is located on the school website.

DANCES – Dances at Pace High School are held for the students currently enrolled at Pace High. Proper school identification (ID) will be required. Students and guests must check in with chaperones to gain entrance to a dance. The school retains the right to refuse admission to or remove an individual from a dance for misbehavior (Dirty Dancing), previous misconduct at dances, or suspension. Students who leave the building during a dance may not return. **Guests will be permitted to attend dances with currently enrolled students as long as the guest has been pre-approved and is 20 years of age or younger.** A sign-up sheet and request form for guests will be provided in the Student Services office prior to each dance. Middle school students are **NOT** permitted to attend dances. At the discretion of the administration, dances may be limited to Pace High School students only.

DISMISSAL – All students not involved in extracurricular activities are expected to leave campus shortly after the 3:21 p.m. bell. Students awaiting buses will wait only in the designated area. **Parents picking up students should use the designated parent pick-up area located on the east end of campus.**

DUAL ENROLLMENT STUDENTS – Off campus DE students are reminded they are still responsible to know and abide by all of the policies and rules of Pace High School and the Santa Rosa County School District. This includes, but is not limited to the following items:
• Dress code – students are expected to be in dress code when on the PHS campus.
• Perfect attendance – DE students striving for perfect attendance must get each of their professors to fill out an attendance verification form – it is the student’s responsibility to get this done and turn the forms in to Student Services.
• Grades – DE students who want their numeric grade to be their actual grade earned in the DE class, and not the standard grade submitted by college, will need to get the form filled out by their professor and then bring it to the Guidance department before the end of each semester. Any grade not turned in at the end of the reporting semester will not be changed.

The attendance and grade forms are located on the Pace High’s website, Student Services, and Guidance.

EVACUATION DRILLS – Building evacuation drills are held periodically throughout the year to familiarize students with evacuation procedures. Students should be aware of the building evacuation alarm and with the evacuation routes for each of their scheduled classes. Students must comply with teacher directions concerning emergency procedures.

Fire
When the evacuation alarm sounds, students are to
1. Exit the building with their class as instructed by their teacher in an organized manner. Students who are in the hallways when the evacuation alarm sounds should move with the traffic flow to the nearest exit and report to the nearest teacher.
2. Stay together as a class during the entire evacuation.
3. Answer roll call.
4. Remain orderly and with their own class.
5. Re-enter the building after the teacher directs them that the drill is over.

Tornado
When the announcement comes over the intercom, students are to
1. Listen to the teacher for instructions. Students who are in the hallways when the evacuation begins should move with the traffic flow to the nearest teacher.
2. Report to the assigned evacuation area per instructions given by the teacher.
3. Remain orderly and with their own class.
4. Assume the proper crouch and cover position until the teacher gives an all-clear signal. Remember: A **tornado watch** means that the conditions are favorable for the formation of tornados. A **tornado warning** means that an actual tornado has been spotted.

**EXAM POLICY/INFORMATION**

**Attendance Exams** – When a student is absent ten (10) or more days during a semester, that student will be required to show mastery of the performance standards not only by meeting the class requirements and earning a teacher-assigned grade, but also by passing a comprehensive examination covering all performance standards of the course. Refer to Santa Rosa County Code of Student Conduct.

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

**FALSE OFFICIAL STATEMENTS** – Whoever knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his or her official duty shall be guilty of a misdemeanor of the second degree. Florida State Statute 775.082 and Statute 775.083.

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

**FOOD AND DRINKS**
1. Students may elect to buy a hot lunch or bring a sack lunch from home.
2. Food or drinks from any fast food chain are not to be brought onto the school campus.
3. Students are prohibited from leaving school for the purpose of eating lunch off campus.
4. Food is allowed in the cafeteria only.
5. Students electing not to eat lunch are to remain in the lunchroom, deck, or Independence Hall.
6. Each student is responsible for keeping the cafeteria clean.
7. Glass containers/coolers are not permitted on the campus without prior administrative approval.
8. Food orders for delivery to school are prohibited.
9. Students may bring cups/containers to school to drink water during lunch only. These cups/containers may not be taken out of the cafeteria filled with beverages.

**FUND RAISING** – Any class, club, group, or organization must have prior administrative approval for fund raising projects.

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

**GRADING SYSTEM**
1. Students are graded and issued a report card each quarter period. The grading system is as follows:
   
<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A=90-100</td>
<td>B=80-90</td>
</tr>
<tr>
<td>C=70-79</td>
<td>D=60-69</td>
</tr>
<tr>
<td>F=0-59</td>
<td></td>
</tr>
</tbody>
</table>

2. Grades will be determined on the basis of evaluation methods, which may include a combination of acceptable means of evaluating student performance. Each particular method of evaluation must represent a certain percentage or weight of the total grade awarded. Transfer grades from other schools using letter grades will be translated to the following numeric:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Numeric</th>
</tr>
</thead>
<tbody>
<tr>
<td>A=95</td>
<td>B=85</td>
</tr>
<tr>
<td>C=75</td>
<td>D=65</td>
</tr>
<tr>
<td>F=59</td>
<td></td>
</tr>
</tbody>
</table>

3. A comprehensive semester exam will be given at the end of each semester.
4. Grades will be determined at the conclusion of each nine-week grading period by averaging all daily and test grades. At the end of each semester (two nine weeks grading periods), a
comprehensive exam will be given to all students in each class. In determining the semester grade for each course, each nine week grading period grade will count 40% and the semester exam will count 20%. 

**GRADUATION CEREMONIES** – A student must have earned within two (2) credits of his/her respective graduation requirements in order to participate in Pace High School graduation ceremonies. Students not meeting minimum requirements for participation in the graduation ceremonies will remain liable for all graduation expenses contracted by that student and the agency with which the contract was established.

**GRADUATION REQUIREMENTS** – Requirements include the earning of the appropriate number of credits*, a weighted GPA of 2.0 for all courses in grades 9-12, and the successful completion of the FCAT.

Students must have 24 credits to graduate.

For more information concerning requirements, see the Curriculum Handbook.

**GUIDANCE AND COUNSELING** – Guidance Services include counseling, academic advising and schedule planning. Students are encouraged to use these services. The Guidance office is open all day for students to complete appointment requests to meet with their counselor.

**CLASS CHANGE REQUEST** –

Schedule adjustments will be limited to the following reasons:

1. A student has a “blank” period on his/her schedule card.
2. A student is duplicating a class for which credit has been earned.
3. A student lacks a “required for graduation” class on his/her schedule.
4. A teacher initiates a change because he/she feels a student is academically misplaced.

Once the registration process is completed and the student schedules are in place, there is no flexibility for schedule adjustments because a student has “changed his mind.” Therefore, it is important to make wise choices at the time of registration. Students who request specific teachers, lunches, or a class at a particular period cannot be accommodated.

**HALLWAY REGULATIONS** – With our crowded conditions, students are asked to refrain from standing, sitting, or socializing in the hallways before school and between classes. Teachers will open classrooms for this purpose. Students are welcome to visit the cafeteria, outside deck, or Independence Hall.

**HEAD LICE** – A student who has been sent home with head lice and/or nits should return to school, free of head lice and/or nits, within three (3) calendar days; absences from school during the three days will be excused. For each occurrence of head lice and/or nits, absences beyond three days will be unexcused.

**HEALTH CARDS** – Health cards (Form 63-06-01) are a vital part of the operation of Pace High School. These cards are given to students during the first week of school. Students are asked to take them home, have parents fill out the card, and return the card to school the next day. Failure to turn in the health card could result in disciplinary action. The parent’s signature must be notarized or have two witnesses’ signatures. This card will be used as a primary tool for determining students who are potentially eligible for Section 504 services under the Rehabilitation Act of 1973. In the case of an emergency, this card is used to determine who can legally check a student out of school. It is imperative that this card be completely filled out. Any physical or mental impairment that substantially limits a major life activity, as well as any disease or condition affecting a student, should be included in one of the “be aware” areas.

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

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

LOCKLIN VOCATIONAL TECHNICAL CENTER – Locklin Technical Center is open to third year high school students who are planning a career in various vocational programs. A bus is provided for students traveling to and from the Technical Center. **Pace High School students are allowed to drive to Locklin Vocational Technical Center.** See your counselor or Dean of Students for further details.

MEDIA CENTER

1. **Hours** – The library is open each school day from 8:45 a.m. until 3:25 p.m. for study, reading, and checking out materials.
2. **Circulation** – All materials must be checked out at the circulation desk. Books may be checked out for a period of two weeks. Students may check out books in their names only. Students must have their school ID’s and their planners to check out books.
3. **Fines** – The cost of repair or replacement will be charged for damaged or lost books. Students who have overdue books may not check out books until the books are returned.
4. **Passes** – During regular school hours, students who come to the library individually must have their Agenda Planner signed by their teacher.
5. **Internet Access Agreement** – This agreement is found on page 3 and must be signed by the student’s first block teacher for internet access.

COMPUTER USAGE REMINDERS

**Do’s**

- You may use Microsoft Programs such as Word, Publisher, Excel, Access, or PowerPoint. **We do not have Microsoft Works!**
- You may access the Internet if….
  a) The internet access agreement on page 3 of the planner is signed by the first block teacher.
  b) You are **researching for a class assignment**. You may use programs that appear on the desktop for FCAT practice, ACT practice, or class research.
- You may save your work on a storage device or even bring in a storage device in with information on it, but make sure the media specialist scans the device before you use it. Students may also save to their own folders on a school server.
- You may print out school-related data or information for $.25 cents per page

**Don’ts**

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

*Please remember that the media center is for educational purposes. It is not a living room. Ask the media specialist for assistance when in doubt. We are here to serve as your classroom teachers when you visit with us.*

MEDICINE – Santa Rosa County School Board Policy states that “Any and all medications, either prescription or non-prescription, to be administered to a student on school premises or at school function (including field trips) must be brought to the school by parent/guardian/authorized adult representative for retention and administering. No student will be allowed to have medication, prescription, or non-prescription, with an exception of Epicene, EPIPEN, or asthma inhaler, in his/her possession at school, or on school transportation, or at school functions. Epipens or asthma inhalers will be permitted to be carried with parental permission and physician’s signature on the **DISPERSION OF MEDICATION FORM.** The parent/guardian of a diabetic student should contact the school to update the Student Health Care Plan for Insulin Dependant Diabetes Form.” Procedures for dispensation of medication will follow the guidelines and regulations of the **Santa Rosa County Code of Student Conduct.** Any student who has a need to take any and all medication at school is required to get a **DISPERSION OF**
MEDICATION FORM from the Health Office prior to any medication being administered on the campus of this school. Failure to comply with this regulation will result in disciplinary action. The policies and procedures found in the Code of Student Conduct will serve as a basis for disciplinary action.

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

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

PARKING LOTS – No student is allowed in the parking lot areas during the school day without permission and an orange vest from Student Services. Students who drive to school are required to leave their cars and enter the school building as soon as they arrive. At the end of the school day students are required to leave campus immediately. Congregating in the parking lots is not allowed.

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

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

PUPIL SEARCH AND SEIZURE – The principal, or any member of the administrative staff, instructional staff, or the School Resource Officer shall be authorized to temporarily detain and question a student when circumstances indicate that such a student has committed, is committing, or is about to commit a violation of law or a regulation of the school board. Students and visitors who park on the campus of Pace High School shall be subject to search if reasonable suspicion exists. This search may be periodic and require no advanced warning from the school. Students are informed that appropriate law enforcement officials may participate at the request of the school administration. Items confiscated through a search will be returned to the parent/guardian or disposed of in the most immediate manner possible. The Pace High School Administration reserves the right to search a student and/or his personal property if reasonable suspicion exists that he/she is in possession of property that violates the Code of Student Conduct and the Pace High School Handbook.

RADIOS, IPOD’S, MP3’S, ELECTRONIC GAMES, LASER POINTERS, ETC. – These items can be disruptive to the learning climate; therefore, students must follow school staff directions in
regards to these devices. Violation of this policy will result in these items being confiscated. These items may be held until the parent or guardian comes by the school for repossession. Possession of these items is punishable up to and including suspension from school.

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

**SEARCH OF MOTOR VEHICLE** – Students, faculty, staff, and anyone who parks on the campus of Pace High School shall be subject to search if reasonable suspicion exists. This search may be periodic and require no advanced warning from the school. Students are informed that appropriate law enforcement officials may participate at the request of the school administration.

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

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

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

**TRUANCY PICK-UP PROGRAM** – Students who are unsupervised and not in school during regular school hours will be subject to pick-up by law enforcement officers. Suspended students are also subject to pick-up.

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

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

1. **Registration of Vehicle or Motor Bike**
   A. Have on file in the Student Services Office a vehicle registration form.
   B. A parent consent form for leaving campus during regular school hours for students involved in DCT/OJT and Dual Enrollment.
   C. Pay a registration fee of $20.00 per vehicle. The cost of a replacement or additional decal is $5.00.
D. Parking decals are to be displayed on the top left side of the rear window.

2. **Student Parking**
   A. Vehicles are to be parked in the morning and not moved or visited until the student is dismissed from school.
   B. Students are not to park in areas designated for faculty and staff.
   C. Students are to depart from their vehicles immediately after parking.
   D. Students are to park motorbikes only in designated parking areas.
   E. DCT, Dual Enrollment, and Early College Entry students must have a copy of their current schedules.
   F. Students are not to back into parking spaces.

3. **Visitors**
   During school hours (8:45 a.m. until 3:45 p.m.), visitors are to use the parking lot located on the east end of the campus (student drop off area). Access ramps may not be used for parking.

4. **Operation of Vehicle** - Drivers must:
   A. Obey all parking lot direction markings and park only in clearly marked parking spaces. Red lines indicate faculty only parking areas.
   B. Obey a 5-MPH speed limit in the parking lot and any other campus area.
   C. Obey a 15-MPH speed limit on Stadium Road.
   D. Operate the vehicle in a safe and responsible manner to avoid endangering the driver's life or the lives of other students and/or property.
   E. Follow closely all traffic signs, pavement markings, and/or deputy/school official in regard to traffic routing.
   F. Loud music is not allowed in the parking lots.
   G. Students are to park within only the white lined parking spaces.

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

6. **Student Drop Off Areas**
   Students are to be dropped off and picked up in the designated student drop off area (extreme eastern end of the campus).

7. **Parking/Driving Violators**
   A. On the first offense, the student will be fined $20.00.
   B. On the second offense, the student will be fined $20.00 and his/her driving privileges will be revoked for four (4) weeks.
   C. On the third offense, the student will be fined $20.00 and his/her driving privileges will be revoked for the remainder of the school year.
   D. Students who drive to school without having their vehicle properly registered will be subject to disciplinary action. This will include future driving privileges.
   E. Students who continue to drive to school without a parking decal or park in an unauthorized area are subject to being towed. VISITORS – Pace High School operates under a closed campus policy. Absolutely no visitors are allowed on the campus without the prior approval of the administration. All visitors, salespersons, etc. must check in through the office of Student Services upon their arrival on campus. After clearance, they will be directed to their destination. Upon completion of their business, all visitors are to leave the campus immediately. Visitor parking is located on the far eastern end of school.

**DISCIPLINE**

**PHILOSOPHY** – Our greatest interest in school and classroom management is to foster students’ development in their own discipline, self-control, and self-understanding. Rule development and observance, with adequate attention to the logical order of consequences, aids both school discipline and personal development. **Discipline is at the heart of any successful school.** Our intention is that an observance of school regulations has the effect of ensuring an atmosphere
that is conducive to maximum benefits for all students from the many educational experiences available at Pace High School.

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

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

**DUE PROCESS** – Every student is afforded his/her right to due process in order to present a position relative to all instances that involve disciplinary action.

**DISCIPLINARY MEASURES** – Pace High School reserves the right to use a variety of methods to punish students who have not followed the procedures stated in the Student Handbook. Pace High School reserves the right to add or delete from the following list. Punishment options may include one or more of the following:

- Attitude Adjustment Period
- Confiscation
- Removal from Activity/Organization
- Alterations to Attire
- Before-School Detention
- Before-School Work-Detail
- In-School Suspension
- Out-of-School Suspension
- Parent Notification
- Expulsion
- Student-Teacher Conference
- Retribution
- Corporal Punishment
- Conference and Warning
- Suspension from Extracurricular Activities

Students who are elected or appointed leadership/honor positions may be required to forfeit these positions if they are guilty of major disciplinary infractions. Such students may also be denied awards and/or public recognition. (See Academic Dishonesty, page 17)

**Conference-Student/Teacher or Student/Administrator** – A conference is to be conducted by the teacher or administrator with the student at a time prescribed by the teacher or the administrator. Efforts will be made to schedule the conference so as not to conflict with student transportation. If a conference is scheduled at a time which conflicts with the student's transportation the teacher or administrator will give the parent/guardian prior notice of the scheduled conference.

**Before-School Detention** – The placement of a student in a strictly controlled environment for a period of 50 minutes in a classroom setting in which the student is required to engage in schoolwork. During this period of time, the student will not be allowed to interact or communicate, verbally or otherwise, with any other student(s). Cell phones are not allowed in Before-School Detention. Cell phone violation during detention will result in OSS for one day.

**Before School Work Detail** – The placement of a student in a controlled environment for a period of at least one hour in which the student is to be engaged in physical labor for the full period of time.

**In-School Suspension** – The student is placed in a strictly controlled environment for a specific number of days in a classroom setting. If behavior and work ethic are compatible with in-school suspension regulations, then the work done will be for credit. In-school suspension will consist of academics and work detail.

**Out-of-School Suspension** – The student is temporarily removed from the regular school program. The student will not be allowed to attend any classes or school activities on the school premises during the suspension period. All work missed will be unexcused and cannot be made up.

**Expulsion/Alternative Placement** – The removal of the right and obligation of a student to attend a public school for a period not to exceed the remainder of the school year and one
DISCIPLINARY PROBATION
A student will be placed on Disciplinary Probation after he/she has received eight (8) discipline referrals. When a student is placed on probation, the parents/guardians will be requested to come to the school for a conference with the school administration. A student on probation will remain in school contingent upon meeting certain written stipulations. The status of students on probation is subject to periodic review by school officials.

DISCIPLINARY PROCEDURES
The following outlined discipline procedures are not conclusive for all possible infractions, nor are they intended to dictate the discipline procedures in all situations. However, these procedures have been established and structured to provide appropriate guidelines for school officials and students. Student discipline is structured in a progressive manner in which repeated offenses are punished at a higher level of discipline. A student who repeatedly refuses or fails to report for assigned discipline will be deemed in Defiance of Authority and will be disciplined as determined appropriate by the disciplinarian issuing punishment. An additional day of detention may be added for lateness.

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

ABUSE OF TECHNOLOGY – Students found using technology to receive, manipulate, or transfer inappropriate information shall lose the privilege and/or responsibility of use of such technology and shall be subject to discipline, up to and including out-of-school suspension.

ACADEMIC DISHONESTY – (Cheating, Plagiarism) Academic dishonesty violates personal integrity as well as the basic philosophy of Pace High School. Cheating/plagiarism will result in a zero on the assignment or test, notification of parent/guardian by the classroom teacher, and out-of-school suspension.

• Students who are elected or appointed leadership/honor positions may forfeit these positions if they are involved in cheating. Students involved in acts of academic dishonesty may also be denied awards and/or public recognition.

ACTS AGAINST PERSONAL PROPERTY – Any act against personal property that results in defacement, damage, destruction, or loss of such property shall result in disciplinary action as deemed necessary by the disciplinarian. A student who willfully defaces school property (real or personal) shall be subject to suspension or expulsion/alternative placement from school as well as being liable for the restitution of damages. Restoration of damaged property will be made by professional persons at the fair market value for materials and services. The parent/guardian shall be held liable in lieu of the student for the liability of restitution.

ACTS AGAINST SCHOOL BOARD PROPERTY – Any act against school board property that results in damage, defacement, destruction, or loss of such property shall result in disciplinary action as deemed necessary by the disciplinarian. Pace High School shall notify parents/guardians of the discipline, and the parents/guardians shall be responsible for payment of restitution for damages made.

ACTS AGAINST A PERSON – Any student act which affects the welfare of other students (fighting, theft, threats, indecent exposure, exhibitionism, possession of stolen property, etc.) may result in out-of-school suspension from school. At the discretion of the disciplinarian, the student may be sent home and/or assigned to in-school suspension. Repeated offenses may result in ten (10) days suspension and/or recommendation for expulsion/alternative placement. Pace High School reserves the right to press charges against any individual who is involved in an act against a person. If deemed appropriate, the student will be referred to the Santa Rosa County Sheriff’s Department for arrest and adjudication.

ALCOHOLIC BEVERAGES: DISTRIBUTION – (See the Santa Rosa County Code of Student
Conduct.

ALCOHOLIC BEVERAGES: POSSESSION – (See the Santa Rosa County Code of Student Conduct.)

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

ARSON ASSAULT/AGGRAVATED ASSAULT – Any student found to have committed these incidents shall be punished in accordance with the policies and procedures of the Santa Rosa County Code of Student Conduct.

ASSAULT/AGGRAVATED ASSAULT ON A SCHOOL BOARD EMPLOYEE, BATTERY/AGGRAVATED BATTERY, BATTERY ON A SCHOOL BOARD EMPLOYEE (See the Santa Rosa County Code of Student Conduct.)

BOMB THREATS – Any student found guilty of maliciously turning in a bomb threat will be reported to the Santa Rosa County Sheriff’s Department, automatically suspended for ten (10) days, and be recommended for expulsion/alternative placement.

BULLYING – Bullying by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student through overt, repeated acts or gestures, including verbal or written communications transmitted, and/or physical acts committed, or any other similar behavior is not permitted.

Parents/guardians or students who suspect that repeated acts of bullying are taking place should report the matter to the school Principal or designee. School personnel will investigate all reports of bullying (See Santa Rosa County Code of Student Conduct)

BUS DISCIPLINE PLAN – Students are expected to behave appropriately and safely while riding a school bus. Unacceptable behavior will not be tolerated.
(See Santa Rosa County Code of Student Conduct)

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

DEFIANCE OF AUTHORITY – Behavior of a nature which makes it impossible for the teacher to continue instruction will not be tolerated. The refusal or failure to carry out lawful or reasonable instructions of authorized school personnel or failure to comply with state law, school board policy, local school rules, behavior contracts, or classroom rules shall result in immediate disciplinary action being taken, up to and including suspension from school. Students who receive excessive disciplinary notices may be ruled as behaving insubordinately. These students may face severe disciplinary actions including suspension or expulsion/alternate placement.

DEMONSTRATIONS – Any student who is involved in inciting, instigating or participating in demonstrations shall be subject to suspension from school up to and including 10 days as is in accordance with the Santa Rosa County Code of Student Conduct. This includes activities such as pep rallies, lunchtime activities, assemblies, class changes, parking lot activities, etc.

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

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

DISRUPTIONS – Disruptions occur when conduct or behavior interferes with or disrupts the school or learning environment, or poses a threat to the health and welfare of students, staff or others.
Campus/Cafeteria – Conduct or behavior that is rude or disruptive to the orderly process or climate of the school in general. This includes activities such as pep rallies, lunchtime, activities, assemblies, class changes, parking lot activities, etc.

Classroom – Conduct or behavior, which is rude or disruptive to the orderly process or climate of the classroom. This includes sleeping in class or coming to class without materials. Classroom disruptions that occur with a substitute teacher will be dealt with immediately. Appropriate discipline action will be taken which will include parental contact by phone by the classroom teacher.

Disruptions at School Sponsored Activities – Conduct or behavior that is disruptive to the orderly process or climate or the school environment will be dealt with as a serious discipline issue. Disruptions that occur repeatedly will be considered as insubordinate behavior and could result in removal from school through suspension or expulsion/alternative placement.

DRESSING FOR SUCCESS – One of the most important non-verbal forms of communication is personal appearance. “Appropriate,” “Suitable,” “Proper,” and “Neat” are four words to keep in mind whether one is dressing for school, sports activities, or any other occasion. At Pace High School, students are required to follow a dress code which is printed in the Agenda Planner below. Through the use of the dress code, we stress to students the importance of appropriate appearance both at school and as they prepare to enter the world of work. We strongly encourage both students and parents to focus in on the importance of “DRESSING FOR SUCCESS.”

DRESS CODE – Appropriate student grooming and dress are primarily the responsibility of the students and their parents/guardians. Students are expected to give proper attention to personal cleanliness and neatness prior to coming to school. Students whose personal attire and grooming distract other students or teachers from school work or whose attire could be hazardous to them or others in the course of school activities shall be required to make the necessary alterations of such attire and grooming before school begins. If such alterations cannot be made before school, the student may be sent to our in-school suspension facility. Out-of-school suspension will be considered in situations where a student has demonstrated a persistent pattern of violating the dress code.

The following items represent a guide for a student attending Pace High School. In the area of personal dress and grooming appropriate for school, the student must assume responsibility. Since fashion and styles change rapidly, the school administration reserves the right to determine whether a student’s dress satisfies the school’s policy.

1. Students may not wear any garment with obscene or offensive language or garments that portray or support drugs, tobacco, or alcoholic beverages. Garments that make innuendoes toward other unacceptable subjects are also not acceptable attire for school. Students may not wear any garments that portray association to any group that may be offensive to faculty or students.
2. Students may not wear any color, clothing, insignia, emblem, jewelry, or other objects in such a manner as to indicate membership or association with any secret organization or gang. Bandanas of any color cannot be worn for any reason.
3. Students may not wear tank tops, halter-tops, muscle shirts, or undershirts as outer garments. Racerback shirts are not allowed. All boys’ shirts must have sleeves. A sleeveless shirt with a full neck is not considered a tank top. Shirts must have straps at least 3 finger tip lengths of its owner’s hand.
4. All shirts and blouses are required to be long enough to be tucked in and stay tucked in when one’s hands are raised above the head. The necklines must cover the view of cleavage while sitting, standing, or while one is moving. Students may not wear clothing that reveals undergarments, or blouses or shirts that are low cut or see-through. Any clothing that is extremely tight may be deemed inappropriate. (Pants are to be worn at the natural waistline and cannot reveal undergarments - even if the shirt is covering the pants. The practice of “Sagging” is not allowed.)
5. Shorts and skirts may be worn, but must be no shorter than 5 inches from the top of the knee and must follow that length all the way around the leg. Skirts and dresses may be worn, but must be no shorter than three inches from the top of the knee in the front and must follow that length all the way around the leg. Short, skirts and dresses should also not be so tight that they “ride up” while walking. Extremely tight (form fitting pants) may not be worn unless a top completely covers the student’s rear end.

6. Shoes must be worn at all times unless medically contraindicated.

7. Armbands, wristbands, belts, or other items with heavy metal projections and chains, including wallet chains, are prohibited.

8. Students may not wear hats or head coverings in the buildings. Students who need hats for any extracurricular event are to leave them in their backpack, or vehicle. Hoods are not allowed to be worn during school hours.

9. Students are encouraged to wear only natural hair colors and styles in order to avoid causing a distraction in the learning environment. Administration reserves the right to require a student to make adjustments to the way his/her is worn in order to protect the learning environment from undue disruption.

10. Piercings which are viewed as a distraction from the learning environment must be altered upon the request of administration.

11. Sunglasses are not to be worn unless medically indicated.

12. Bedroom attire, including pajamas and slippers, is not allowed.

13. Trench coats are not allowed.

14. Blankets and afghans are not to be brought to school for any reason.

15. Students may not display tattoos of offensive language, drugs, tobacco, alcohol, or advertisements for such products.

DRUGS – Any student found to be in possession of, receipt, use, under the influence of, selling, purchasing, or negotiation for the sale or distribution of any controlled or unlawful substances, or any substance purported to be a controlled or unlawful substance, or any prescription drug for which the student does not have a valid prescription and/or which is not in the original container on school property, or within 1000 feet of school property, or at school sponsored activity on property other than school property shall be suspended from school for a period of ten (10) days and will be recommended for expulsion/alternative placement from school in accordance with the policies and procedures of the Santa Rosa County Code of Student Conduct.

DRUG PARAPHERNALIA – Any student found in possession of drug paraphernalia including, but not limited to, wrapping paper and drug pipes, is in violation of the Santa Rosa County Code of Student Conduct and may be suspended from school up to and including 10 days. Appropriate disciplinary action will be taken along with notification of the appropriate law enforcement agency.

ELECTRONIC DEVICES – Any student found to be in possession of, storing, or carrying any electronic device that impedes the learning environment shall be disciplined as deemed appropriate by the disciplinarian up to and including expulsion from school. Electronic devices shall be returned only to the parent or guardian.

EXTORTION – Any student found to be obtaining money or property from an unwilling person by means of coercion or intimidation shall be subject to discipline as deemed necessary by the disciplinarian. In all cases, parents and or guardians will be notified.

FAILURE TO CHECK IN/CHECK OUT – Students who fail to check in/out through the Student Services Office will be assigned detention as deemed appropriate by the disciplinarian. Repetitive instances will be dealt with as Defiance of Authority.

FAILURE TO HAVE AGENDA PLANNER – Students who fail to have their agenda planners in their possession will first receive a warning and be seen as a discipline issue if the problem persists. The destruction of the planner will be considered a discipline issue. An Agenda Planner is considered a text-book and provided to each student at the beginning of each school-
year. Students will have to purchase any additional replacement planners at replacement cost of $5.

**FAILURE TO HAVE IDENTIFICATION (I.D.) BADGE** – Students who fail to have their I.D. badge in their possession will first receive a warning and be seen as a discipline issue if the problem persists.

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

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

**FALSE ACCUSATION OF A STAFF MEMBER** – Any student making accusations which jeopardizes the professional reputation, employment, or certification of any member of the school staff will be subject to disciplinary action as deemed appropriate by the disciplinarian up to and including expulsion/alternative placement from school in accordance with the policies of the Santa Rosa County Code of Student Conduct.

**FALSE INFORMATION** – Any student found to have provided false information to school personnel including, but not limited to, identity and name shall be subject to discipline as deemed appropriate by the disciplinarian up to and including suspension from school. This would include information that is received over the phone and the use of another student’s planner.

**FELONY OR FELONY ACTS** – Any student found to be in violation of criminal code involving a felony or felony act will be disciplined in accordance with the policies and procedures of the Santa Rosa County Code of Student Conduct.

**FIRE ALARMS (FALSE)** – Any student found guilty of maliciously or intentionally activating a false alarm will be reported to the Santa Rosa County Sheriff’s Department and automatically suspended for ten days.

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

**GAMBLING** – Students found to be playing games of chance or skill for money or profit shall be suspended from school in accordance with policies and procedures of the Santa Rosa County Code of Student Conduct.

**GANG ACTIVITY** – See Secret Societies.

**GYM LOCKERS** – Students are responsible for the security of their personal belongings. Students are to provide their own lock. All personal belongings are to be locked in the student’s locker during physical education classes and athletic practices.

**HALL REGULATIONS** –

1. Students will be admitted to the main building hallways at 8:45 AM. Except between classes, students are required to have their Agenda Planner while in the hall. Shouting, running, whistling, loud talking, or boisterous conducts are all out of place at school. Students are not to stand and block the hallways.

2. No student is permitted to post any item on the walls in the halls without the consent of
the administration. Students wishing to post items in the hallways must have administrative approval.

3. No food or drinks are allowed in the classrooms, hallways, or on the carpeted areas of the school at any time.

HARASSMENT: SEXUAL, MALICIOUS – It is the policy of Pace High School that each student be allowed to receive equal education opportunities in an environment free from any form of sexual or malicious harassment as prohibited by state and federal statutes. Students found to be in violation of this policy may be subject to disciplinary action up to and including expulsion/alternative placement and may also be subject to criminal penalties.

INSUBORDINATION – Student behavior which makes it impossible for the teacher to continue instruction will not be tolerated, and immediate disciplinary action will be taken. Students who receive excessive discipline notices may be ruled as behaving insubordinately. These students may face severe disciplinary actions including alternative placement. (See Defiance of Authority)

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

LEAVING CAMPUS – Once a student arrives at school, he/she is to remain on campus. Leaving campus without checking out through the Student Services Office will result in disciplinary action and search of student and possessions.

LEWD AND LASCIVIOUS BEHAVIOR – Students who elicit behavior that is lewd and/or lascivious in nature will be suspended for 10 days and will be recommended for expulsion/alternative placement.

LIGHTERS OR MATCHES – Lighters and matches have no place in school. Appropriate disciplinary action will be taken along with confiscation of these items.

LOCKER SEARCH – A student’s locker or other storage area is subject to search upon reasonable suspicion for prohibited or illegally possessed substances or objects. (State Law 232.256)

LYING/FORGERY – Purposely misrepresenting the truth either orally or in writing will be dealt with seriously. Repeated offenses will result in disciplinary probation. This includes using another student’s Agenda Planner.

MOTOR VEHICLES – Any student who operates a motor vehicle in excess of the established speed limits or in a dangerous, reckless, or unsafe manner—which includes, but not limited to spinning out and squealing tires—may be suspended from driving on the campus of Pace High School. Law enforcement agencies will be called in if deemed necessary. The speed limit for parking lots and all other campus areas is 5 miles per hour. The speed limit on Stadium Road is 15 miles per hour.

OFF LIMITS AREAS – General rule: Pace High students are to be in areas supervised by teachers at all times during the school day. If there is no teacher present, then there should be no students present.

- Before School – No students are to arrive at school prior to 8:45 a.m.
- During School – During the school day, students are not allowed in hallways during class time without their Agenda Planner. At lunch students are to remain in the cafeteria, on the deck, or in Independence Hall. (SEE HALL REGULATIONS)
- No students are allowed to be in the parking areas during the school day without permission from the Student Services Office. Students are not allowed to sit in parked vehicles before school.

PROFANE, OBScene, ABUSIVE LANGUAGE OR GESTURES – Offensive language, gestures, or name calling exhibit a lack of appropriate values and is considered verbal violence. Appropriate disciplinary action will be taken.

PUBLIC DISPLAY OF AFFECTION (PDA) – Public display of affection is to be avoided. Failure
to do so will result in parents being notified and other disciplinary measures may be taken as deemed necessary by the disciplinarian. **PDA includes, but is not limited to, all types of romantic embraces and kisses.**

**SECRET SOCIETIES AND PROHIBITED GROUPS IN PUBLIC SCHOOL –**

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

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

**SKIPPING –** Leaving campus at lunch, failure to attend pep rallies or other special events are all forms of skipping. Missing a class for any amount of time without the teacher’s permission is considered skipping.

Services in order to have his/her name removed from the absentee sheet and get a “Tardy pass to first period” that will be needed to enter the scheduled class. If the student misses more than 25 minutes of class, he/she is considered to be absent from that class. Students arriving tardy to school must present a note from a doctor to excuse the tardy to school. Automobile failures, flat tires, etc. are not acceptable excuses. Repeated tardiness to school will be dealt with using progressive disciplinary measures up to and including loss of driving privileges.

**TARDINESS TO CLASS –** After the tardy bell has sounded, a student reporting to class without an appropriate admittance slip from any administrative office shall be tardy. The classroom teacher will deal with a student’s first two tardies. Tardiness becomes excessive after two tardies. Excessive tardies to class will result in a discipline referral.

**TARDINESS TO FIRST PERIOD–** If the student arrives to first period after 9:15, the student is late to school. If a student arrives tardy to first period late, he/she must check in at the office of Student Services in order to have his/her name removed from the absentee sheet and get a “Tardy Pass to first period” that will be needed to enter the scheduled class. If the student misses more than 25 minutes of class, he/she is considered to be absent from that class. Students arriving late to school must present a note from a doctor to excuse the late to school. Repeated tardiness to school will be dealt with using progressive disciplinary measures up to and including loss of driving privileges.

**THEFT/STEALING –** Any student found to be involved with the unlawful taking, carrying, or disbursement of stolen property shall be suspended from school in accordance with the Santa Rosa County Code of Student Conduct.

**TOBACCO: POSSESSION/SMOKING –** Any student found to be smoking a tobacco product on school property, smoking a tobacco product within 1000 feet of school property, or smoking a tobacco product at a school sponsored activity is in violation of Florida Statute 386.212 punishable by a fine not to exceed $35 or 50 hours of community service. The student will be suspended from school up to and including 10 days and a fine can be levied in accordance with the Santa Rosa County Code of Student Conduct. In addition, the student must complete a youth tobacco cessation program. A certificate of completion is required to be submitted to Student Services within five school days of returning to school. **Subsequent infractions of this statute and policy may result in expulsion/alternative placement from school.**

**TOBACCO USE: UNDER LEGAL AGE –** Any student found in possession of or in use of tobacco on school grounds will have their name turned over to the Florida Department of Motor Vehicles (DMV). The DMV may suspend an underage smoker’s driving privilege.

**TRESPASSING –** Students found trespassing are subject to out-of-school suspension in
accordance with the policies and procedures of the Santa Rosa County Code of Student Conduct.

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

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

WEAPONS: OTHER – Any student found to be in possession of any instrument or object, (as defined by the Code of Student Conduct) that could be used to inflict harm or used to intimidate any person shall be disciplined as deemed necessary by the disciplinarian up to and including expulsion/alternative placement from school if the possession is coupled with reasonable suspicion of use.

WEAPONS: USE – Any student using a weapon as defined by the Santa Rosa County Code of Student Conduct will be suspended for a period of ten (10) days and will be recommended for expulsion/alternative placement for at least one calendar year in accordance with the policies and procedures of the Santa Rosa County Code of Student Conduct. Appropriate authorities will be notified.