

COLLEGIATE HIGH SCHOOL AT NORTHWEST FLORIDA STATE COLLEGE

**STATEMENT OF STUDENT RIGHTS AND RESPONSIBILITIES
AND
2011-2012 STUDENT CODE OF CONDUCT**

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**COLLEGIATE HIGH SCHOOL AT NWFSC
STATEMENT OF STUDENT RIGHTS AND RESPONSIBILITIES AND
2011-12 STUDENT CODE OF CONDUCT**

For purposes of this document, school policies include all college and school policies, procedures, regulations and guidelines as approved by the Collegiate High School Governing Board and/or the appropriate college administrative body (e.g. College-wide Council, Executive Council, Curriculum Committee, etc.)

For purposes of this Code of Conduct, the term school encompasses both the college and the Collegiate High School. If there is any conflict between this document and the college catalog, classroom policies, course syllabi or related documents, this document will prevail.

If there is any conflict between this document, the CHS Student Handbook, the college catalog or related documents and state or federal law, the state or federal law will prevail.

I. STUDENT RIGHTS AND RESPONSIBILITIES

STUDENT RIGHTS AND RESPONSIBILITIES – OVERVIEW

Each member of the school community is expected to participate seriously and purposefully in the educational process. Students, parents, and the school staff members must assume responsibility in maintaining a positive learning environment, free from disruption and distraction.

The Role of the Parent/Guardian

- Maintain regular communication with the school personnel concerning the student's progress and conduct
- Ensure that the student is in daily attendance and promptly report and explain any absence or tardiness
- Provide the student with resources needed to complete class work
- Assist the student in being healthy, clean, and well-groomed
- Inform the Director or designee of any problem or condition which affects the student or other students in the school
- Discuss progress reports and assignments with the student
- Maintain up-to-date work, home, and emergency telephone numbers at the school, including doctor and hospital preferences
- Adhere to the school participation agreement

The Role of the Student

- Attend all classes daily and be punctual in attendance
- Prepare for class with appropriate working materials and assignments
- Respect other students, school personnel and guests of the school community, as well as property of the school and of others

- Refrain from profane or inflammatory statements
- Behave in a safe and responsible manner
- Be clean, well-groomed and appropriately attired (wear functional, appropriate, non-distractive and safe clothing)
- Assume responsibility for his/her own assignments and class work
- Abide by the rules, policies and regulations of the school and of each classroom teacher
- Seek changes in an orderly and recognized manner
- Adhere to the school participation agreement

The Role of the School

- Maintain an atmosphere conducive to learning and good behavior
- Exhibit an attitude of respect for students and parents
- Plan a flexible curriculum to meet the needs of all students
- Maintain open lines of communication among students, parents, and school personnel
- Maintain a safe, drug-free learning environment
- Support students in the attainment of their educational goals

STUDENT RIGHTS AND RESPONSIBILITIES

Students Have a Right to	Students Have a Responsibility to
Attendance	
<ul style="list-style-type: none"> ▪ Information defining rules for absences, tardiness, withdrawal, and make-up assignments ▪ Free transportation to and from school per the School Charter 	<ul style="list-style-type: none"> ▪ Attend classes daily and be on time ▪ Provide prompt notification and explanation from parent or guardian for any absence ▪ Request make-up assignments from instructors in advance or upon return to school ▪ Adhere to school rules and procedures concerning attendance ▪ Adhere to rules regarding school sponsored transportation
Respect for Persons and Property	
<ul style="list-style-type: none"> ▪ Be treated respectfully by school personnel and other students ▪ A safe, drug-free learning environment ▪ The protection of personal property as set forth in Florida rule and law 	<ul style="list-style-type: none"> ▪ Treat other students and school personnel respectfully ▪ Respect and preserve school property ▪ Refrain from damaging or misusing school property ▪ Respect patriotic observances and the religious beliefs and cultural differences of others

Knowledge and Observation of Rules of Conduct	
<ul style="list-style-type: none"> ▪ A copy of the school's Code of Conduct ▪ A copy of the school's Handbook, the College Catalog and other relevant policies and procedures ▪ A copy of classroom policies and procedures ▪ Enforcement of rules without discrimination 	<ul style="list-style-type: none"> ▪ Know and observe the school's Code of Conduct ▪ Know and observe the school's policies, procedures, and regulations ▪ Know and observe the policies, procedures and regulations of the classroom teacher ▪ Know and observe the applicable policies, procedures and regulations of the college
Students Have a Right to	Students Have a Responsibility to
The Right to Learn	
<ul style="list-style-type: none"> ▪ A school environment conducive to learning and good behavior ▪ Curriculum and services to support attainment of educational goals ▪ Equal access to education opportunities appropriate to the student's needs 	<ul style="list-style-type: none"> ▪ Actively participate in the educational experiences made available through the school ▪ Cooperate fully and exert every effort to achieve mastery of basic skills to complete educational goals
Free Speech and Expression	
<ul style="list-style-type: none"> ▪ Express their views in an appropriate time, place and manner ▪ A thoughtful and reasoned search for truth and knowledge in an atmosphere free from intimidation and coercion ▪ Take reasonable exception to data and views offered in the classroom and to reserve judgment about matters of opinion 	<ul style="list-style-type: none"> ▪ Express views in a manner suitable for the forum in which the discussion takes place ▪ Exercise common sense, good taste, and applied reason when expressing their views ▪ Meet the requirements for any course for which they are enrolled
Assembly and Participation in School Programs and Activities	
<ul style="list-style-type: none"> ▪ Meet in accordance with school rules and scheduled use of facilities ▪ Participate in school programs, organizations and activities 	<ul style="list-style-type: none"> ▪ Conduct themselves and their activities in a manner consistent with the school's educational objectives ▪ Refrain from disrupting the educational process and from endangering the health, safety, or welfare of others

Privacy	
<ul style="list-style-type: none"> ▪ Privacy of their personal possessions as set forth in Florida rule and law ▪ Privacy of their school records as set forth in federal, state and local rules 	<ul style="list-style-type: none"> ▪ Respect the privacy of other students, school personnel and guests of the school ▪ Respect the privacy of college students, college personnel and guests of the college

STUDENT EXPRESSION

Students have a right to express themselves in words or symbols and to distribute materials as part of that expression. However, students are prohibited from expression which materially and substantially interferes with the educational process, threatens immediate harm to the welfare of the school or community, encourages or promotes unlawful activity, such as illegal drug use, or interferes with another individual's rights. Students are subject to school discipline for such speech whether it occurs on school grounds or at school-related activities off campus. Students may not wear clothing with words or symbols that may be disruptive to the school environment. Wearing of such clothing may prompt instruction to remove the clothing and be provided with alternative apparel, or other disciplinary procedures.

GRADING AND COURSE POLICIES

The instructor has final authority in all matters relating to course content, grading practices, and classroom procedures, so long as those decisions are consistent with school policy. Instructors have the responsibility to keep students informed of their class policies and of the student's progress in each course. The student has the right to a course grade that represents the instructor's professional judgment of the student's performance in the course without personal prejudice. The student bears the responsibility for knowing and observing course policies.

Grade Grievances

If a student believes that he/she has not been graded fairly in a given course, an appeal may be lodged once the final course grade is awarded. **Any appeal must be initiated within thirty (30) days of the date the grade was issued by the Office of Enrollment Services.** The student must first make an informal appeal to the Director (or designee) who will consult with the instructor and the appropriate department chair/division Director. If the complaint is not resolved through this informal process, the student may lodge a formal written appeal with the Senior Vice President for Instruction, who will render a decision within ten working days of receipt of the appeal. Any further appeal may be made to the

President according to the formal student grievance procedure specified in the college catalog.

CONDUCT ON SCHOOL-SPONSORED TRANSPORTATION/ACTIVITIES

To ensure safe and efficient transportation, students participating in school-sponsored transportation/activities must abide by the following rules:

- a) adhere to the responsibilities and standards of conduct in this document while waiting for and riding in vehicles;
- b) abide by all special policies and procedures required by the particular activity/event.
- c) abide by all policies specifically provided by the transportation provider.
- d) assume responsibility for guests accompanying them to an activity
- e) behave in a respectful manner toward other students and adults

Students who fail to abide by above rules are subject to disciplinary action by the administration of the Collegiate High School.

II. DISCIPLINARY ACTIONS AND PROCEDURES

STUDENT DUE PROCESS RIGHTS

In all disciplinary situations, a student has the right to

- a) be advised of the charges against him/her;
- b) be provided the opportunity to give an explanation in his/her own defense; and
- c) be advised of the possible disciplinary action(s) to be implemented.

A major consideration in matters of misconduct and discipline is that the action taken by school personnel should be consistent with the disciplinary problem involved. The extent of the student's due process and appeal rights are a function of the type of discipline to be imposed. Suspension and expulsion are considered formal disciplinary actions and will be logged into the school records and the student's disciplinary file. All other disciplinary actions are considered informal and may be logged into the school records at the discretion of the School Director or designee. Disciplinary actions taken under this Code of Conduct are not subject to the college grievance procedures unless specifically stated otherwise. All disciplinary action and procedures will conform to Florida law.

INFORMAL DISCIPLINARY ACTION

Disciplinary action not resulting in the suspension or expulsion of the student is considered informal disciplinary action and may be implemented at the discretion of the Collegiate High School Director or designee. Informal discipline which results in a student schedule adjustment, behavioral probation, service or reclamation project(s), referral to support services or counseling, referral to appropriate outside agencies, referral to Saturday School detention session(s), participation in a school-based mentoring program, conferences with parents, teachers, and students, or other similar actions may be implemented at the discretion of the Director or designee and all such decisions are final.

Informal discipline which results in financial restitution or in loss or restriction of privileges (e.g. suspension of campus driving privileges, suspension of school transportation privileges, participation in Collegiate High or SGA activities, etc.) may be appealed to the Dean of Student Services or designee **within two school days of the date of the disciplinary action**. The appeal must be made in writing and must set forth the complaint and a desired resolution. The Dean/designee will review the matter with the parties involved and render a decision **within three school days following receipt of the appeal**. The student may appeal the decision of the Dean to the Vice President of Academic Affairs of Instruction within three school days following receipt of the Dean's decision. The appeal must be made in writing and must set forth the complaint and a desired resolution. The Vice President of Academic Affairs for Instruction shall review the matter and issue a decision within three days following the receipt of the appeal. The decision of the Vice President of Academic Affairs shall be final.

FORMAL DISCIPLINARY ACTION

Temporary Removal from Class

If a teacher determines a student's behavior to be so unruly, disruptive or abusive that it seriously interferes with the instructional process, the instructor may temporarily dismiss the student from the classroom by directing him/her to the Collegiate High School Office or other location designated by the Director or designee. After consultation with the Director or designee, the student may return to the next appropriate class meeting. However, if the teacher deems the student's conduct poses physical danger to himself/herself or others and so indicates in the referral to the Director, or if the teacher refuses to readmit the student, the student shall not be permitted to return to the classroom until and unless the Collegiate High School Placement Review Committee so directs. The Director or designee and the Placement Review Committee shall render decisions within five days of the student's removal from the classroom. The

Placement Committee shall be appointed by the Vice President of Academic Affairs for Instruction.

In-School Suspension

Upon recommendation of the Director or designee, a student found to have violated the Collegiate High School at NWFSC Code of Conduct may be assigned to an in-school suspension for a period of time not to exceed two school days or the equivalent instructional time for college classes as applicable. An in-school suspension is defined as the temporary reassignment of a student from normal school activities (including classes, tutorial sessions, extra-curricular activities, and/or all other school-sponsored activities) to an alternate supervised location on campus. Per the Director's recommendation, the suspension may be served in full day blocks or in segments over a longer period of time. Whether or not the student serving an in-school suspension will be allowed to make-up or submit class assignments/tests missed during the suspension period will be determined by the appropriate instructor in consultation with the Director or designee.

Prior to implementing an in-school suspension, the following procedures shall be observed.

1. The student shall be given timely oral or written notice of the charges against him/her, including the basis of the charges.
2. If the student denies the charges, he/she shall be given an explanation of the evidence against him/her and an opportunity to present his/her side of the incident.
3. Items one and two shall constitute the informal hearing.
4. If, on the basis of this informal hearing, the Director or designee believes the student is guilty of the misconduct charged and that in-school suspension is the appropriate action, the Director or designee will notify the student in writing of the terms of the in-school suspension.

An in-school suspension may be appealed to the Vice President of Academic Affairs for Instruction or designee **within two school days** of the date of the action. The appeal must be made in writing and must set forth the complaint and a desired resolution. The decision of the Vice President of Academic Affairs shall be final.

Suspension (Out-of-School Suspension)

Suspension of a student is defined as the temporary removal of a student from the regular school program for a period not to exceed ten school days.

When determined that a student's presence at school is a detriment to the student or the school at large the Director may suspend a student from school for up to three days. If an additional suspension is warranted, the Director shall recommend conditions to the Vice President of Academic Affairs or designee according to the following procedures.

Upon recommendation of the Director, the Vice President of Academic Affairs or designee may suspend a student from school for a period not to exceed ten school days including those imposed by the Director if applicable. Prior to suspension, the Director shall consider an in-school suspension or an informal disciplinary action unless the offense represents a "serious breach of conduct" as defined herein. (See "Grounds for Disciplinary Action".)

Prior to implementing the suspension, the following procedures shall be observed.

1. The student shall be given timely oral or written notice of the charges against him/her, including the basis of the charges.
2. If the student denies the charges, he/she shall be given an explanation of the evidence against him/her and an opportunity to present his/her side of the incident.
3. Items 1 and 2 shall constitute the informal hearing.*
4. If, on the basis of this informal hearing, the Director or designee believes the student is guilty of the misconduct charged and that suspension is the appropriate action, the Director or designee may recommend to the Vice President of Academic Affairs that the student be suspended for a period not to exceed ten (10) school days.
5. If the Director or designee deems the student's presence in the classroom to be disruptive the student may be assigned to in-school-suspension until the Vice President of Academic Affairs or designee renders a decision regarding out-of-school suspension. While in in-school-suspension the student may be given normal classroom assignments pending the Vice President's decision.

*Normally items one and two will be conducted in a face-to-face conference with the student; however, when circumstances require, other means may be used to communicate with the student.

6. If the Vice President of Academic Affairs or designee concurs with the recommendation, he/she may suspend the student for a period not to exceed ten (10) school days inclusive of those previously imposed by the Director if applicable. Such recommendation shall be made within three school days of completion of steps one and two.
7. When a determination has been made to impose suspension, the school shall provide written notification to the student and the student's parent or guardian within twenty-four (24) hours by first class mail or hand delivery. The notification shall include:
 - a) the nature of the offense;
 - b) the date of the offense;
 - c) the beginning date of the suspension;
 - d) the date on which the student may return to school; and
 - e) any conditions surrounding the suspension, such as reduction of the suspension following a conference and assurance from the student of a change in attitude and/or behavior, or a letter from a medical doctor or professional counselor attesting that it is appropriate for the student to return to school.*
8. When issues of health and/or safety are involved, the director or designee may temporarily reassign the student to an alternate site on campus or other appropriate location during implementation of steps one through five. During such circumstances measures shall be made to minimize any disruption to the student's educational program.
9. If, in the opinion of the Director and Vice President of Academic Affairs or designee, there is justifiable reason to believe that notice and an informal hearing prior to suspension is not feasible, such as when the student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the educational process, then the President may immediately suspend the student and conduct a subsequent informal hearing as provided in paragraphs one through three (1-3) above.
10. The Vice President of Academic Affairs's decision to suspend a student is final. However, any student not receiving due process as set forth above may appeal any procedural deficiencies to the President within three days of receipt of the notification described in paragraph six (6) above.

*In such cases, the suspension will not extend beyond the ten-day maximum and alternate instructional arrangements will be made for the student until a return to the campus/regular classroom setting is appropriate.

EXPULSION

Expulsion is defined as the removal of the right to attend school. Periods of expulsion are determined according to the severity of the misconduct involved and may not exceed a period of time including the remainder of the school year plus an additional year.

Upon recommendation of the President, the Okaloosa District School Board may expel a student from school for a period not to exceed the remainder of the school year plus one additional year

All expulsion procedures and hearings shall be conducted in accordance with Florida Statutes. Prior to implementing the expulsion, the following procedures shall be observed.

1. The student shall be given timely oral or written notice of the charges against him/her, including the basis for those charges.
2. The student shall be given an explanation of the evidence against him/her and an opportunity to present his/her side of the incident, including a list of other individuals who may have witnessed the incident.
3. The Director and appropriate school staff shall review the incident and interview the student and other participants or witnesses, assess the severity of the misconduct and the efficacy of expulsion, then submit a written report summarizing the findings and recommending disciplinary action to the Vice President of Academic Affairs. If the Vice President of Academic Affairs agrees with the recommendation for expulsion, she will forward the recommendation to the President..
4. If the President concurs with the report, the President may recommend to the district school board that the student be expelled for a period of time not to exceed the remainder of the school year plus one additional year.
5. When a determination has been made to recommend expulsion, the school shall provide written notification to the student and the student's parent or guardian within twenty-four (24) hours by first class mail or hand delivery. The notification shall include:

- a) the date and nature of the offense;
- b) the beginning date and length of the recommended expulsion;
- c) the date on which the student may return to school;
- d) any conditions surrounding the expulsion, such as reduction of the expulsion following certain mutually agreed upon changes in the student's attitude and/or behavior;
- e) the student's right to a hearing before the district school board;
- f) the hearing procedures to be followed, including the right to be assisted by counsel (at the student/parent/guardian's expense), the right to bring evidence, the right to question witnesses, and the right to invoke the provisions of s. 286.011 of Florida Statutes; and
- g) the date, time and place of the hearing.

III. GROUNDS FOR DISCIPLINARY ACTION

DISCIPLINARY ACTIONS – OVERVIEW

Students shall be committed to the common good of the school and shall comply with local, state, and federal laws, policies and regulations during the time the student is under the control and jurisdiction of the school. The student is deemed to be under the jurisdiction of the school when he/she is in route to and from school and/or on school-sponsored transportation, during the time the student is attending school, and during the time he/she is present at a school-sponsored activity or is present at any school facility.

Any act or behavior by a student which interferes with or otherwise disrupts the orderly conduct, process, functions and/or interests of the school is prohibited and subject to disciplinary action. Such acts and behaviors include but are not limited to those listed in the following chart. Offenses which fall under the formal disciplinary level are considered "serious breaches of conduct." **Unless otherwise mandated by state or federal statute, the level of discipline indicated in the chart is advisory and the school reserves the right to implement a lesser or greater penalty as warranted by individual circumstances.**

GROUNDS FOR DISCIPLINARY ACTION

	Level of Disciplinary Action		
	Informal Discipline	Formal Discipline	
		Suspension	Expulsion
Misconduct			
1. Disruption or misconduct which is detrimental to the classroom environment, school-sponsored activities, the overall instructional process, or operation of the school	✓		
2. Excessive absences and/or tardies	✓		
3. Misconduct on school-sponsored transportation	✓		
4. Disrespect for students, school personnel or guests of the school community	✓		
5. Use of profane or obscene language or gestures	✓		
6. Gambling	✓		
7. Fighting		✓	
8. Extortion or theft		✓	
9. Possession, distribution, sale and/or use of tobacco products	✓		
10. Possession, manufacture, distribution, sale and/or use of <ul style="list-style-type: none"> • Alcoholic beverages • Controlled substances (drugs) or paraphernalia • Counterfeit controlled substances • Inhalants • Weapons or explosives 			✓
11. Violation of school or college policies, regulations or procedures, including but not limited to the NWFSC Computer/Network Use Policy, the Laptop Use Agreement, cell phone/electronic communication policies/procedures, campus traffic regulations and attendance policies	✓		
12. Use of any article as a weapon or in a manner calculated to threaten or harm any person			✓
13. Threatening/intimidating students, school personnel or guests; insubordination to school personnel		✓	
14. Destroying school property (vandalism)		✓	
15. Violence (including sexual assault) against other students, school personnel, or guests of the school			✓

	Misconduct	Level of Disciplinary Action		
		Informal Discipline	Formal Discipline	
			Suspension	Expulsion
16.	Sexual harassment/violation of harassment policy		✓	
17.	Making a bomb threat			✓
18.	Violation of parking or traffic violations	✓		
19.	Cheating or plagiarism (such behavior may result in academic penalty and/or course failure at the discretion of the instructor, which may be appealed)	✓		
20.	Hazing/harassment, bullying, cyber-bullying of students, school personnel or guests		✓	
21.	Committing a serious offense including, but not limited to, assault on school personnel, student, adult, or child, a lewd or lascivious act, possession/sale of pornographic materials, arson, or other act which constitutes a crime under Florida Statute.			✓
22.	Committing a felony off-campus per Florida Statute and Florida State Board of Education Rule			✓
23.	Participating in a secret society in violation of Florida Statute			✓
24.	Engaging in frequent and continuing acts of misconduct including, but not limited to, less serious acts listed above or committing other acts which are detrimental to the educational function of the school			✓

NOTICE OF MANDATED DISCIPLINARY ACTIONS

Per Florida Statute, any student who is determined to have brought a firearm, as defined in 18 U.S.C. s. 921, to school, to any school-sponsored activity or to any school facility, including school-sponsored transportation, shall be expelled from the school for a period not less than one (1) full year and referred for criminal prosecution. The President may consider the one-year expulsion period on a case-by-case basis and request that the Okaloosa District School Board modify the requirement if it is in the best interest of the student and of the school.

Disciplinary action administered pursuant to items 3, 10, 15, 16, or 17 may also result in referral to law enforcement officials and the imposition of criminal penalties.

VIOLENT CRIME – ZERO TOLERANCE

Students found to have committed any of the following offenses on school property, school sponsored transportation, or during school sponsored activities shall, in absence of mitigating circumstances, receive the most severe disciplinary action provided by the code of conduct. Such offenses include: homicide, armed robbery, aggravated robbery, battery, aggravated battery, sexual assault, kidnapping or abduction, arson, possession, use, or sale of any firearm, and/or possession use or sale of any explosive device.

DISCIPLINARY ACTIONS FOR OFF-CAMPUS ACTIONS

When a student has committed an offense representing a violation of law or of the code of conduct during the time the student is not subject to the jurisdiction of the school, the student shall be subject to disciplinary action under any or all of the following conditions.

- The student has been formally charged by a prosecuting authority with a felony or a delinquent act that would be classified as a felony if committed by an adult.
- The student admits committing the offense.
- There is reasonable evidence to support commission of the offense by the student and the commission of the offense reasonably indicates that the student's continued presence at the school represents a threat or danger to the health, welfare, or safety of other students, school personnel, or guests of the school.

HARASSMENT/BULLYING

In accordance with Florida law, harassment/bullying of students or employees will not be tolerated. Any student committing such act is subject to formal discipline. Bullying means systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. It is further defined as unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation; or may involve but is not limited to:

1. Teasing
2. Social Exclusion
3. Threat
4. Intimidation
5. Stalking
6. Physical violence
7. Theft
8. Sexual, religious, or racial harassment
9. Public humiliation
10. Destruction of property
11. Other, as determined by Circumstances and administration.

POSSESSION, DISTRIBUTION, SALE AND/OR USE OF TOBACCO PRODUCTS

It is unlawful for any person under 18 years of age to knowingly possess any tobacco product. Use of tobacco products is expressly prohibited within the Collegiate High School premises or at any school sponsored activity by any student or guest. Disciplinary procedures will apply.

IV. STUDENT DETENTION, SEARCH AND SEIZURE

Administrative staff may temporarily detain and question a student under circumstances which reasonably indicate that such student has committed, is committing, or is about to commit a violation of law or of school policy. No student shall be temporarily detained longer than is reasonably necessary. Such temporary detention will not extend beyond the place where it was first effected, or the immediate vicinity thereof.

If at any time after the onset of the temporary detention, a reasonable suspicion arises that the detained student is concealing or has concealed a weapon or stolen or illegal property on his/her person or within his/her locker, automobile or other storage space, a member of the administrative staff may search the temporarily detained student, his/her locker, automobile or other storage space for the purpose of disclosing the presence of suspected property.

If the search reveals a weapon or stolen or illegal property, such weapon or property shall be seized and, when appropriate, turned over to law enforcement authorities.

Student lockers and other student storage spaces are provided by the school and are the property of the school. As such they are subject to search by school authorities at any time.

V. RELATED CONSIDERATIONS

- A. For purposes of this document, school policies include all college and school policies, procedures, regulations and guidelines as approved by the Collegiate High School Governing Board and/or the appropriate college administrative body (e.g. College-wide Council, Executive Council, Curriculum Committee, etc.)
- B. For purposes of this Code of Conduct, the term school encompasses both the college and the Collegiate High School. If there is any conflict between this document and the college catalog, classroom policies, course syllabi or related documents, this document will prevail.

- C. If there is any conflict between this document, the CHS Student Handbook, the college catalog or related documents and state or federal law, the state or federal law will prevail.
- D. Disciplinary actions are not subject to the college grievance procedures. (Note the grade grievance procedure is applicable only to the awarding of the final course grade, which is not considered a disciplinary action. Grade adjustments implemented as a result of cheating or plagiarism may be appealed per established procedures. Disciplinary action resulting from cheating or plagiarism may be appealed per the provisions of this document.)
- E. Copies of this document will be posted on the college web site, as well as distributed to all students and parents upon initial enrollment in the school and annually thereafter. Interpretations of and additions or changes to this document will be posted on the school's web site, prominently displayed in the Collegiate High School Office, and/or distributed to parents and students as appropriate.
- F. Certain instances of misconduct and disciplinary action may require the involvement of law enforcement agencies.
- G. The implementation of disciplinary actions and procedures for ESE students will parallel those detailed in the preceding sections except where additional or different processes are required by state or federal law. Specifically, all disciplinary actions and procedures for ESE students, including appropriate participation by the IEP Team, shall comply with Chapter 6A-6 of Florida State Board of Education Rules, The Florida School Code, Section 504 of the Rehabilitation Act of 1973, and the Individuals with Disabilities Act (IDEA).
- H. When a student is consistently unwilling or unable to respect the tenets and/or the expressed agreements in the Collegiate High School at NWFSC Principles of Participation document resulting in detriment to the student's educational progression and to the school, the student may be referred to an alternate educational setting, assigned to an approved structured educational environment, assigned a mentor, or provided other suitable strategies for "at risk" students, e.g. performance based program, vocational program, second chance school in accordance with provisions of FS 1003.53 Dropout Prevention and Intervention programs..
- I. In accordance with Florida Statutes, violent or disruptive students may be assigned to an alternative education program, in which case the school will coordinate with the Okaloosa County School District and the Okaloosa Academy regarding eligibility of the student for enrollment at the Okaloosa Academy.

- J. In accordance with Florida Statutes, the Collegiate High School Governing Board may honor the final order of expulsion of a student by another school board. Students who have been suspended or expelled from Okaloosa District schools by the Okaloosa County School Board or other school board in their district of residence are not eligible for admission to the Collegiate High School until they have been officially reinstated by the appropriate board as eligible to attend their zoned school at the time of application to the Collegiate High School.

7/13/00; REVISED 6/25/01;REVISED 6/30/02; REVISED 6/30/03; UPDATED 6/30/04;UPDATED 7/07/05; UPDATED 7/05/06;REVISED 7/08/08; REVISED 7/21/09;REVISED 7/20/10; UPDATED 6/06/2011