

# TRAVISS

*technical college*



2022-2023  
Student  
Handbook

[www.traviss.edu](http://www.traviss.edu)

A Polk County Public School

*Student Handbook:  
A Code of Student Conduct for Adult Learners*

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## I. STUDENT HANDBOOK INTRODUCTION:

The primary goal of the Polk County Public School System is to ensure that each student achieves at the highest possible level. Education is to be provided in a manner that does not discriminate or cause harassment on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, disability, sexual orientation, or social and family background. In order for this to be accomplished:

Every school staff member will strive to create a positive, safe environment that encourages and supports student success. Underlying causes for misbehavior will be explored, and when possible, positive redirection will occur and acceptable alternative behaviors will be Such redirection may involve a collaborative effort of school and community.

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

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

### EQUITY STATEMENT

The School Board of Polk County, Florida, shall maintain a learning environment free from discrimination and harassment based on race, color, national origin, sex (including sexual orientation, transgender status or gender identity), religion or disability (including HIV, AIDS or sickle cell trait), pregnancy, marital status, age (except as authorized by law), military status, ancestry or genetic information, which are classes protected by State and/or Federal law (collectively "protected classes"). Students shall not be excluded from participating in any educational program or activity provided in the public schools of Polk County based on race, color, national origin, sex (including sexual orientation, transgender status or gender identity), religion or disability (including HIV, AIDS or sickle cell trait, pregnancy, marital status,

## Student Handbook: A Code of Conduct for Adult Learners

age (except as authorized by law, military status, ancestry or genetic information, which are classes protected by State and/or Federal law (collectively “protected classes”).

If you have any questions with regard to discrimination or harassment, Title II or Title IX, you may contact Human Resource Services Office of Equity and Compliance, at (863) 534-0513.

If you have any questions regarding Individuals with Disabilities Education Improvement Act (IDEIA) or Section 504 of the Rehabilitation Act of 1973, you may contact the Director of Exceptional Student Education or Assistant Superintendent, Learning Support at (863) 534-0931.

Written questions may be forwarded to the Equity and Compliance Analyst at:

The School Board of Polk County, Florida 1915 South Floral Avenue  
Post Office Box 391 Bartow, FL 33831

Polk County Public Schools reserves the right to change, modify, revoke, or add to the academic, financial, or student policies, catalogs or handbooks at any time and without prior notice. Email and posting on the school’s website shall be the primary method of communication that will be used to reach students.

The *Student Handbook: A Code of Student Conduct for Adult Learners* is specifically written for the students enrolled at the institutions offering Technical and Adult General Education programs within Polk County Public Schools at Traviss Technical College.

Upon enrollment, all students agree to follow all College policies. A student’s period of enrollment begins at the point of matriculation to the College and ends upon separation or graduation from the College. Students are responsible for knowing and complying with all College policies and updates to those policies.

The Polk County Public Schools expects its students to conduct themselves as responsible citizens and to comply with all School board policies, as well as State and Federal Laws. Conduct that is unbecoming to an adult student; that adversely affects an institution's community, mission, or reputation; or that violates an institution's policies may subject a student to student Accountability Proceedings by the institution, regardless of whether or not such conduct occurs on Polk County School Board premises or during academic breaks.

## II. STUDENT CODE OF CONDUCT

### Student Code of Conduct

The School Board of Polk County, Florida, as the governing Board of the School District of Polk County, and the public schools of Polk County exist for the purpose of meeting the educational needs of Polk County's citizens, both youth and adult. The Polk County School Board *Code of Student Conduct for Adult Learners* was developed by the Multiple Pathways Division to inform students enrolled at a program governed by a Polk County Technical College or an Adult Education program of the acceptable student behavior and outline possible sanctions for conduct that has been determined to be in violation of the *Code of Student Conduct for Adult Learners*.

The aim of the district is to build effective environments in which positive behavior is encouraged so that academic success can be achieved by all students. Each Multiple Pathway Institutions that serve students enrolled in a Technical College or an Adult Education program shall make available the *Code of Student Conduct for Adult Learners* to the enrolled students via the institution's website. Requests for printed copies of the *Code of Student Conduct for Adult Learners* may be made by submitting written request to the administration of the institution the student is attending.

Within the Polk County School's Technical Colleges and Adult schools, all students are expected to conduct themselves in a professional manner that exhibits a positive and honorable reflection of the institution's community. When, in the judgement of the institution's administration, the student's conduct disrupts or threatens to disrupt the community or it's public image, appropriate disciplinary action will be administered.

High School students who are dual enrolled at a Polk County Technical College, are expected to abide by the Code of Conduct of the Technical College. Dual enrolled students are expected to exhibit behavior that is mature and professional in nature. Dual enrolled students who are found to violate school policy will be disciplined according to the Polk County Public Schools K12 Code of Conduct. However, Dual Enrolled students and their parents/guardians should know that dual enrolled students are held to a higher standard, and by such may skip steps within the progressive discipline steps. An example of this would be skipping a Step 4 of the PCSB K12 Code of Conduct: In-School Suspension, and moving directly to a Step 5: Out-of-School Suspension. Further, excessive student conduct violations may result in the student being placed on a Behavioral Contract and/or withdrawn from the dual enrollment program. Withdrawals from a dual enrolled program may cause the student to receive a failing grade on the student's transcript, which can have significant impacts on a student's GPA.

For all matters that are reported to the institution's administration as violations of the Polk County School Board *Code of Student Conduct for Adult Learners*, students have the rights of Due Process as outlined in the Due Process Policy. All matters related to alleged sexual misconduct shall be referred to the institution's Title IX Coordinator and will be governed by the Sexual Misconduct Policy. For any matters related to alleged discrimination and harassment, please refer to the Non-Discrimination and Harassment Policy.

The following is a list of explanations of how a person violates the Polk County School Board *Code of Student Conduct for Adult Learners*

### ACADEMICS

## Student Handbook: A Code of Conduct for Adult Learners

Students enrolled in adult general education or technical education programs are subject to the academic standing rules addressed in this *Code of Student Conduct for Adult Learners*.

Students in good academic standing demonstrate learning gains, mastery of standards through assessments, and maintain good attendance. Student performance is evaluated at specific intervals throughout all courses as identified on the course syllabus.

### Grading Policy for Community Education, Continuing Workforce Education, and Apprenticeship Programs

Students enrolled in Community Education, Continuing Workforce Education, and Apprenticeship programs will receive final grades of "Pass" or "Fail" at the end of the course. Students will be assessed with course specific exams to determine proficiency.

### Grading Policy for Adult General Education Programs

Students enrolled in Adult General Education programs will receive final grades of "Pass" or "Fail" at the end of the course. Student performance will be assessed through interval exams using the Test of Adult Basic Education (TABE) and/or Comprehensive Adult Student Assessment Systems (CASAS). Students must demonstrate a learning gain by the end of the course to remain in good academic standing.

### Grading Policy for Postsecondary Technical Education Programs

Students enrolled in Technical Education programs will receive final grades of "A" through "F" at the end of the designated clock hours for the course.

Students study under a competency-based system and are graded as competency requirements are satisfactorily completed. A completed Occupation Completion Point (OCP) may be assigned a letter and a numeric grade. The following approved grading scale is used to report student achievement. Students are evaluated on theory and practical skills. Students must successfully pass all components to receive a passing grade. Failing any component (lecture, lab, simulation, externship/clinical, etc.) will result in a recorded grade of "F" for all components of the course attempted.

Some programs might have a different grading scale based on certain qualifications and Industry Certification standards. See your instructor for specifics.

### Grading Scale

#### A = 90 - 100% High Level of Mastery

The attitude and behavior of the student fully meet occupational expectations. The student participates constructively in every class session, maintains a regular schedule of completed tasks, and gives evidence of an enthusiastic and positive attitude. The student can perform skills without supervision and with initiative and adaptability.

#### B = 80 - 89% Mastery

The attitude and behavior of the student meet occupational expectations. The student participates in most class activities, completes tasks on schedule, cooperates well with the instructor and other students, and demonstrates a positive attitude. The student can perform required skills satisfactorily without assistance or supervision.

#### C = 70 - 79% Competency

The student shows evidence of meeting minimal occupational expectations. The student participates irregularly, makes minimal progress, and is sometimes off task. There is evidence that student lacks a

positive attitude towards training and occupational goals. The student can perform required skills satisfactorily but requires some assistance or supervision.

D = 60 - 69%

The student needs to make considerable improvement in attitude and work habits to meet occupational standards. The student does not participate productively, is often off task, and does not take necessary responsibility. The student can perform parts of the required skills satisfactorily but requires considerable assistance and/or supervision.

F = 0 - 59%

There are serious questions about the student's work attitude and behaviors. The student should rethink his/her personal objectives and career goals. The student cannot perform the required skills.

Violations related to academics are committed when a student or organization:

- Participates in using, copying, or providing another student with any test, test answers or answer keys or another person's work representing it to be his or her own work
- Commits plagiarism. Plagiarism is defined as providing someone else's published work or ideas and incorporating that work as your own, while failing to acknowledge and provide the appropriate recognition of the copyrighted work
- Fails to meet academic competencies on assessments
- Exceeds attendance requirements set forth by the institution

## **ATTENDANCE**

### **Attendance Policy for Community Education, Continuing Workforce Education, and Apprenticeship Programs**

Students enrolled in Community Education, Continuing Workforce Education, and Apprenticeship programs are set based on the specific course. Students must be present for the first day of class.

#### **Involuntary Withdrawal**

- A student who does not report to the school by the second day of the course will be involuntarily withdrawn. The student will be marked as a student who did not enter (DNE) and will forfeit their seat in the program. Refunds are not provided for short term courses.

### **Attendance Policy for Adult General Education Programs**

Students enrolled in Adult General Education programs are monitored based on the cumulative hours scheduled. The attendance policy described here applies to all traditional adult full-time, part-time students; online and hybrid students. Full-time adult students receive a minimum of 20 scheduled instructional hours weekly. Other schedules with fewer instructional hours per week are considered part-time. Students must be present for the first day of class. Students are responsible for knowledge of, and adherence to, the attendance policy and abiding by all associated guidelines.

Attendance is based on actual seat time; absences from class are measured in 15 minute (1/4 hr.) increments by rounding to the closet quarter hour. Tardiness, or brief absences that are unrelated to school business, will be counted in 15 minute increments and deducted from a student's attended hours.



Decisions to withdraw students for excessive time out of class will be based on the total number of hours absent from class, regardless of whether those hours were accumulated for tardiness, leaving early, full-day absences, or a combination of all three.

#### Involuntary Withdrawal

- A student who does not report to school by the second day of the scheduled start date will be involuntarily withdrawn. The student will be marked as a student who did not enter (DNE) and will forfeit their seat in the program. Refunds are not provided for Adult General Education courses.
- A student who does not report to school for 6 consecutive days and does not contact the school or instructor will be involuntarily withdrawn.
- A student who exceeds the allotted amount of absences per program year. See the monitoring guidelines below for more information.

#### Attendance Policy for Postsecondary Technical Education Programs

Because technical schools are clock-hour institutions, it is necessary for program instructors to daily monitor and document the attendance of all students enrolled in postsecondary technical programs. The attendance policy described here applies to all traditional adult full-time, part-time students; online and hybrid students; and dual enrolled students. Full-time adult students receive a minimum of 5.5 hours of instruction per day (M-F), resulting in 27.5 scheduled clock hours weekly. Other schedules with fewer instructional hours per week are considered part-time. Curriculum delivery and awarding terminal credentials and Occupational Completion Points (OCPs) to students are based on actual number of hours present in the classroom within the scheduled clock hours for the course. Individual programs may have stricter guidelines for attendance and may measure hours by each OCP rather than full program hours. Students are responsible for knowledge of, and adherence to, the attendance policy and abiding by all associated guidelines. Just as employees might be expected to notify a supervisor or manager in the event of an absence from work, students are expected to contact their program instructor on every occasion when absent from class.

Specific attendance policies may be required by individual programs to comply with Veteran benefits guidelines, State board rules, financial aid guidelines, and/or program standards. Students who are receiving aid and are withdrawn for nonattendance will automatically be declared unsatisfactory in their academic progress through a program, resulting in a suspension of financial aid. Such students may have additional consequences including a required repayment to the Polk County Technical College of any funds received for tuition.

Attendance is based on actual seat time; absences from class are measured in 15 minute (1/4 hr.) increments by rounding to the closet quarter hour. Tardiness, or brief absences that are unrelated to school business, will be counted in 15 minute increments and deducted from a student's clock hours.

Decisions to withdraw students for excessive time out of class will be based on the total number of hours absent from class, regardless of whether those hours were accumulated for tardiness, leaving early, absences, or a combination of all three.

#### Involuntary Withdrawal

- A student who does not report to school by the second day of the semester will be involuntarily withdrawn. The student will be marked as a student who did not enter

(DNE) and will forfeit their seat in the program. All schedules and invoices will be automatically deleted. Student refunds will follow the refund policy.

- Students who enroll in a program after the original start date, during the 2-week Drop/Add period, will not be penalized the number of hours they miss from the start of program. For example, if a full-time student begins on day 3 of a program, he/she will have missed two full days. The student will be expected to complete the necessary make-up work outside of the instructional time. The attendance will be marked as an excused absence.
- A student who does not report to school for 6 consecutive days and does not contact the instructor will be involuntarily withdrawn.
- A student who exceeds the allotted amount of absences per program year. See the monitoring guidelines below for more information.

#### Monitoring guidelines for Adult Education and Postsecondary Technical Education Programs

##### WRITTEN WARNING

Meeting between student and teacher to discuss excessive absences and consequences. Documentation placed into student folder – both in the classroom and in Student Services. Students with excessive absences can possibly lose financial aid/VA benefits and/or scholarships from community sponsors. Student is encouraged to check with Financial Aid Office.

- Full time student: 20 hours of cumulative absence
- Part time student: 10 hours of cumulative absence

##### WRITTEN WARNING

Requires conference with an Administrator, or Designee, to discuss excessive absences and alternatives to prevent them. Consequences are reviewed at this time. Students with excessive absences can possibly lose financial aid/VA benefits and/or scholarships from community sponsors. Student is encouraged to check with Financial Aid Office.

- Full time student: 40 hours of cumulative absence
- Part time student: 20 hours of cumulative absence

##### WITHDRAWAL

The student will be notified that he/she is being involuntarily withdrawn due to excessive absences. Students involuntarily withdrawn for excessive absences will be required to sit out one semester before readmission. Students who are receiving aid and are withdrawn for nonattendance will automatically be declared unsatisfactory in their academic progress through a program, resulting in a suspension of financial aid. Such students may have additional consequences including a required repayment to the Polk County Technical College of any funds received for tuition.

- Full time student: 60 hours of cumulative absence
- Part time student: 30 hours of cumulative absence

#### **PERSONS**

Violations related to persons are committed when a student or student organization:

- Commits academic dishonesty by using, copying, or providing another student with any test, test answers or answer keys or another person's work representing it to be his or her own work, and plagiarism. (4.02)
- Commits an act of dishonesty, in which the student knowingly and intentionally reports or gives false or misleading information, either oral or written, which may injure another person's character or reputation or disrupt the orderly process of the school (5.13)
- Intentionally or knowingly and without authority or consent limits or restricts the freedom of a person.

- Engages in a romantic or sexual relationship between a Polk County School Board employee while enrolled as a student, unless the student is legally married to the staff member prior to attending the institution
- Engages in any quid pro quo (giving something in exchange for getting something) behavior that is unethical and/or that violates Polk County School Board policy.
- Commits an act of violence or, by words or actions, threatens others with violence, directly or indirectly, or instigates or incites others to do violence or bodily harm or to fight (5.34)
- Commits Bullying – defined as the following:
  - Any behavior that is unwanted, offensive, threatening, intimidating, insulting, causes discomfort or humiliation, or interferes with the individual's school performance which results in the victim feeling stressed, injured, or threatened.
  - The behaviors are repeated
  - There is an imbalance of power between the bully and the victim.

The behavior can take the form of:

- Physical aggression including but not limited to hitting; pushing; spitting, stalking, destruction of property, etc.
- Emotional (relational) aggression including but not limited to spreading rumors and/or social exclusion.
- Sexual aggression including but not limited to any unwanted sexual advances or actions intended to make the other person uncomfortable, embarrassed, or humiliated, and might include obscenities or gestures, exposure, or physical contact
- Cyber bullying/Cyberstalking includes, but is not limited to using the internet, interactive and digital technologies or mobile phones to communicate words, images, or language directed at specific persons that has the harmful effects described above (1).
- Harassment is any threatening, insulting or dehumanizing gesture, use of data, computer software, or written, verbal or physical conduct directed against a student that:
  - Places a student in reasonable fear of harm to his or her person or damage of his or her property.
  - Has the effect of interfering with a student's educational performance opportunities or benefits and/or
  - Has the effect of disrupting the orderly operation of a school. (5.07)
- Intentionally strikes another person against the will of the other person or intentionally causes great bodily harm to another person (5.04)
- Deliberately engages in or provokes a physical fight or violent confrontation with a person that results in personal injury or requires physical restraint (5.15)
- Deliberately engages in or provokes a physical fight or violent confrontation with a person that does not result in personal injury or requires physical restraint. (5.16)
- Takes part in a "gang related incident" as defined in Section 874.03, Florida Statutes, or engages in oral, written, or visual communications or other behavior that promotes or encourages (1) participation in a "gang-related" incident; or (2) membership in a "criminal street gang" as defined by Section 874.03, as such conduct is construed by the principal or designee in consultation with the school resource officer or other law enforcement officer (5.18)
- Intentionally slanders, libels another person, or makes false accusations against staff (1.02/2.09).
- Obstructs or interferes with another person's civil rights.
- Commits sexual misconduct or discrimination towards another person. (2.10)

- Exhibits behavior of any kind, commits any act or makes any communication, on-campus or off-campus which imperils or jeopardizes the health and safety of any person or persons or which causes damage to the property of another or to the property of the Polk County School Board.
- Knowingly, and with or without consent, intentionally hazes another person. Hazing is defined as any action or situation that endangers the mental or physical health or safety of a student at a school for purposes including, but not limited to, initiation or admission into or affiliation with any organization operating under the sanction of a school. Hazing includes, but is not limited to:
  - pressuring, coercing, or forcing a student into violating state or federal law, consuming any food, liquor, drug, or other substance or participating in physical activity that could adversely affect the health or safety of the student.
  - any brutality of a physical nature, such as whipping, beating, branding, or exposure to the elements. (5.20)
- Hosts or participates in gambling activities on-campus or in facilities used while on campus or representing the institution on business, sponsored activities, trips, or events (4.05).
- Present when or allows activities that violate policies to occur in their presence while on campus, vehicle on property, or when representing the representing the institution on business, sponsored activities, trips, or events and fails to report the individuals and activities taking place.
- Wears clothing (including bandanas), jewelry, buttons, haircuts, tattoos, or other attire or markings which are offensive, suggestive, disruptive, or indecent such as:
  - Clothing associated with gangs
  - Clothing encouraging the use of tobacco, drugs, alcohol, or violence
  - Clothing associated with discrimination on the basis of age, color, handicap, national origin, marital status, race, religion, or sex.
  - Clothing exposing the torso or upper thighs such as see-through garments, mini-skirts or mini-dresses, halters, backless dresses, tube tops or tank tops without over blouses or shirts, spaghetti strap garments without over blouses or shirts, bare midriff outfits, or shirts or blouses tied at the midriff.
  - Clothing not properly fastened or with tears.
  - Clothing or outer garments traditionally designed as undergarments such as boxer shorts, bloomers, tights, hosiery, and sleepwear.
  - Clothing or footwear that is construed by the principal or designee as hazardous or dangerous to the health of the student or others.
  - Overalls – any bibbed pants or shorts (with an inseam).
  - Trench Coats
  - Hooded sweatshirts are acceptable, but hoods may not be worn during school hours. (2.06)
  - Failure to comply with uniform guidelines for the classroom and lab/clinical in Technical Education programs.
- Exhibits conduct unbecoming a student at the College, such as, but not limited to:
  - uses or engages in abusive, profane, obscene, or vulgar language or conduct directed at a person (4.01, 5.01)
  - exposes or exhibits his or her sexual organs, or exposes his or her buttocks, in the presence of others in a lewd or indecent manner and not in the course of the student's appropriate use of a restroom, dressing room, or shower facilities,

- or who intentionally and willingly engages in behavior which is considered lewd, indecent or obscene (5.21)
- Commits a hate crime or uses hate speech towards an individual or group of individuals
- Possession, purchasing, or viewing of pornography while on campus or while representing the institution on business, sponsored activities, trips, or events
- Attending adult entertainment facilities while representing the institution on business, sponsored activities, trips, or events
- Is formally charged by the State Attorney or other proper prosecuting attorney with a felony for an incident which allegedly occurred on Polk County School Board property or property other than public school property

#### Statement on Hate Crimes and Hate Speech

Hate Crimes under Florida law relate to crimes where the commission of said crimes evidence prejudice based on the race, color, ancestry, ethnicity, religion, sexual orientation, national origin, homeless states, or advanced age or disability of the victim. Hate crimes committed that are reported to any Technical College institutions are reported annually, as required by the Jeanne Clery Act. According to the Jeanne Clery Act, all personally identifiable information is kept confidential, but the date, the location of the incident and the crime category should, and is, available for review upon request. Statistical information related to Clery Act Crime Data must be published and shared with the campus community, as well as all potential students. The Polk County Public School's Technical Colleges Annual Security Report may be viewed on the institution's respective website.

Hate Speech may also demonstrate prejudice based on the same factors as set forth under the laws related to Hate Crimes. While Hate Speech would not be prosecuted as a crime, Hate Speech directed at an individual or group of individuals would violate the institution's code of conduct and create a campus environment in which a student or a group of students is unable to participate in campus life (social and/or academic) without being subject to discrimination or harassment. Therefore, students who are found responsible through the Student Accountability process for participating in acts that rise to the level of Hate Speech will be subject to formal disciplinary sanctions assigned by the institution up to Suspension or Expulsion from the institution. <https://www.fdle.state.fl.us/FSAC/Crime-Data/Hate-Crimes.aspx>

However, it is not Hate Speech to explain a religious belief or political viewpoint or an opinion on any subject in which another person might strongly disagree with or find offensive or which that person does not wish to hear, as long as that viewpoint or opinion is expressed with civility and is not in a manner as to cause harassment, intimidation, or otherwise violate a policy of the institution. Students should be free to express opinions which others might strongly disagree with or even find offensive or ugly, but when that speech crosses the line into targeted harassment or threats, or creates a pervasively hostile environment, said speech may, on a case-by-case basis, be termed Hate Speech, and as such, may violate the institution's policies relating to harassment.

#### Statement on Symbols of Hate, Oppression, Obscene Gestures

The institution does not allow the displaying or possession of any non-verbal symbol (flag, sticker, banner, noose, item of clothing, or the like ) that is in and of itself or which contains any symbol that could reasonably be considered discriminatory, oppressive, threatening, obscene, or which express hatred towards an individual or group of people. This would include, but is not limited to, symbols such

as Confederate Flags, the Swastikas of the Nazi Party, any items related to any supremacist or hate group, display of profanity directed at a politician or political group. Students who display or are in possession of any such item will be subject to the Student Accountability process. Likewise, students who utilize any symbol, even one not considered a symbol of hate or oppression, in a manner clearly designed to intimidate or harass another student or groups of students may also be subject to the Student Accountability process.

#### Statement on Felony Charges

If a student is formally charged by the State Attorney or other proper prosecuting attorney with a felony for an incident which allegedly occurred on Polk County School Board property or property other than public school property, it is the student's responsibility to report the charge within 24 hours of the incident to the institution's Assistant Director or Dean who oversees student conduct. Once reported, the student may be temporarily suspended from his or her regular program in which he or she is enrolled. If a student is charged with or convicted of a crime while regularly enrolled in the institution, the institution reserves the right to take immediate action where the student will be subject to formal disciplinary sanctions assigned by the administration up to Suspension or Expulsion from the institution independent from the Student Accountability process. Violations of this section may be referred to mental health services identified by the school district pursuant to s.1012.584(4). [\[HJ1\]](#)

#### PROPERTY

Violations related to property are committed when a student or student organization:

- Willfully, by fire or explosion, damages or attempts to damage any building, structure, vehicle, or other property owned or maintained by the School Board or other individual (5.02)
- Enters or remains in a building, structure, conveyance, or vehicle owned or maintained by the School Board with the intent to commit burglary by theft, vandalism, or some other criminal offense (5.08)
- Knowingly, and without consent or authorization, takes from another person money or other property belonging to the other person with the intent to permanently deprive the victim of such property. (5.31)
- Willfully and maliciously injures or damages by any means any real or personal property belonging to another, including, but not limited to, the placement of graffiti or other acts of vandalism, on school property, a school bus, or during a school function. (5.33)
- takes money or other property belonging to another person from another person by the use of force, snatching, violence, assault, or threatened use of force or violence. (5.27)
- Knowingly and without consent or authorization removes, uses, misappropriates, or sells the property of another person or the property of the Polk County Public Schools.
- Obtains the property owned of another person or the Polk County Public Schools by misrepresentation, or by fraudulent means.
- Enters or uses the property or facilities of another person or the Polk County Public Schools without consent or authorization.
- Knowingly, and without consent or authorization, misuses or misappropriates services provided by the institution

#### OPERATION OF THE INSTITUTION

Violations related to the operation of the institution are committed when a student or student organization:

- Forges, alters, takes possession, duplicates, or uses documents, records, another individual's identification of another individual with or without consent or authorization.
- knowingly and intentionally reports or gives false or misleading information, either oral or written, which may injure another person's character or reputation or disrupt the orderly process of the school. (5.13)
- Refuses to carry out reasonable and lawful directions of authorized school personnel. (5.22)
- Fails to evacuate during a fire drill.
- Fails to present identification issued by the institution upon request by a school official.
- Improperly represents the institution or another person in the institution community.
- Publishes or broadcasts opinions or information on behalf of the institution, or which may be positioned to appear as if they are on behalf of the institution, without having gained prior approval from the Polk County Public Schools and Public Relations.
- Willfully disobeys, openly defies the authority of the administration or any member of the school staff, commits violence against persons or property, or commits any other act which substantially disrupts the orderly conduct of the school or the school's educational process.(5.23) [\[HJ2\]](#)
- Violates the Polk County Public Schools internet policies. [\[HJ3\]](#)
- Violates policies set forth in the Clinical Agreement specific to the program in which the student is enrolled.
- Shares forwards, or otherwise disseminates false or misleading information including institutions policies, activities, and actions. Students who violate this standard will be held responsible as if they were the author of the misinformation.
- Orders food/products/outside services of vendors without administrative approval for services or goods

#### Statement on the Polk County Internet Policy

Students may use their personal communication devices (PCD) to wirelessly access the District's technology resources (guest or business networks, servers, printers, smart boards, etc.) while they are on-site at any District facility. For purposes of this policy a "personal communication device" includes computers, tablets, (i.e., iPad-like devices) electronic readers or e-readers (i.e., Kindle-like devices), cell phones, smartphones, and/or other web-enabled devices of any type. Access to the business/guest network shall require authentication. Sharing access information is strictly prohibited.

The use of personal communication devices must be consistent with the established standards for appropriate use as defined in Policy 7540.03 – Student Network and Internet Acceptable Use and Safety.

This policy can be found online

at <http://go.boarddocs.com/fl/polk/Board.nsf/goto?open&id=BQTL8T52052D>.

Possession of a PCD by a student at school during school hours is a privilege that may be forfeited by any student who fails to abide by the terms of School Board Policy 5136 – Personal Communication Devices or otherwise abuses this privilege. The use of a PCD for non-educational purposes including but not limited to recording staff and/or students without permission or knowledge, or recording fights is strictly prohibited. No student may have in his or her possession any wireless communication device or any other item that records, stores, or transmits data during any standardized testing or EOC.

Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The Assistant Director of Student conduct or Dean will refer the matter to law enforcement or child services if the violation involves an illegal activity (e.g., child pornography, sexting). A confiscated device will be marked in a removable manner with the student's name and held in a secure location in the building's

central office until it is retrieved by the adult student or turned-over to law enforcement. School officials will not search or otherwise tamper with PCDs in District custody unless they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with School Board Policy 5771 – Search and Seizure.[\[HJ4\]](#)

#### WELFARE, HEALTH, OR SAFETY

Violations related to the welfare, health or safety of the College community are committed when a student or student organization:

- Sells or distributes, or attempts or conspires with someone else to sell or distribute, or possesses with intent to sell or distribute an intoxicating or controlled beverage, narcotic, any mood modifying prescription drug, over-the-counter mood modifying drug or any mood modifying substance or drug, or other controlled substances as defined by Florida law, or sells, distributes, or possesses with intent to sell or distribute any substance represented as any of those mentioned above or solicits someone else to purchase or receive such substances (5.10) ). Marijuana, including medical marijuana and CBD products, even if prescribed by a licensed physician, is prohibited on Polk County Public School's property and will be considered an illegal drug.
- A student who uses or is under the influence of or is in possession of or solicits for an intoxicating or controlled beverage, narcotic, any mood modifying prescription drug, over-the-counter mood modifying drug or any mood modifying substance or drug, or controlled substances as defined by Florida law, or represents any substance as any of those mentioned above, or accepts or is in possession of any substance believed by the student to be or represented to be any of those mentioned above, or is in possession of drug paraphernalia is guilty of a very serious breach of conduct which shall be referred to the proper law enforcement agency and could result in criminal penalties. For purposes of this section, drug paraphernalia is defined as all equipment, products, and materials of any kind which are used, intended for use, or designed for use in injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled substance as defined by Florida law. (5.10) ). Marijuana, including medical marijuana and CBD products, even if prescribed by a licensed physician, is prohibited on Polk County Public School's property and will be considered an illegal drug.
- Possesses, consumes, dispenses, or is in the presence of alcoholic beverages on campus, or exhibits effects of off-campus alcohol use that results in a disruption to the institution's community or that requires intervention from members of the institution full-time or paraprofessional staff upon return to campus. This would include alcohol use while representing the institution on business, sponsored activities, trips, or events.
- Possesses alcohol and/or drug paraphernalia on campus or off campus while representing the institution on business, sponsored activities, trips, or events. The State of Florida defines "drug paraphernalia" as any equipment, products, and materials of any kind which are used, intended for use, or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, transporting, injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled substance in violation of the law. Examples include, but are not limited to, Hookah, Water Pipes, Vape Pens, Juul and/or Juul Pods, etc.
- Brings a firearm to the institution, to any function of the institution, or while representing the institution on business, sponsored activity, trips, or events or any student who possesses or exhibits a firearm at the institution, any function of the institution, or while representing



the institution on business, sponsored activity, trips, or events. Firearms are defined as any weapons (whether operable or inoperable), including starter guns, which will fire a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or silencer, any destructive device, or any machine gun. The student will be immediately reported to law enforcement. (5.19A)

- Brings a weapon to the institution, to any function of the institution, or while representing the institution on business, sponsored activity, trips, or events or any student who possesses or exhibits a weapon at the institution, any function of the institution, or while representing the institution on business, sponsored activity, trips, or events. Weapons are defined as dirks, metallic knuckles, slungshots, slingshots, billies, tear gas guns, chemical weapons or devices, knives, electronic weapons or devices, dart-firing stun guns or other deadly weapons as defined by Florida law, except firearms and common pocketknives with a blade of four (4) inches or less. The student will be immediately reported to law enforcement. (5.19B)
- Brings a dangerous object to the institution, to any function of the institution, or while representing the institution on business, sponsored activity, trips, or events or any student who possesses or exhibits a dangerous object at the institution, any function of the institution, or while representing the institution on business, sponsored activity, trips, or events with or without intent to do harm or for self-defense. Dangerous objects include, but are not limited to, common pocketknives with a blade of four (4) inches or less, ice picks, razor blades, box cutters, air guns or spring guns of any sort (whether operable or inoperable), tasers, pepper spray or mace under 1.7 ounces, AirSoft guns, fireworks, etc. The student will be immediately reported to law enforcement. (5.19B) At the technical colleges, students regularly use tools, such as a box cutter, screwdriver, or a torch, that can be dangerous if used maliciously. Any student using a school provided tool in a malicious manner or in a manner other than the tool's intended use, will be considered to be in possession of a dangerous object, and may be reported to law enforcement.
- Falsely reports a fire, or activates emergency warning equipment, or communicates false information regarding the existence of explosives on institutional property.
- Refuses to vacate buildings, sidewalks, driveways or other facilities of the institution when directed to do so by an official of the institution.
- Uses cigarettes, vaporizers, electronic cigarettes or any device that emits smoke or vapor on any Polk County School Board property.
- Accesses without the proper consent or supervision the roof of any Polk County School Board building.
- Engages in a romantic or sexual relationship with any high school or dual enrolled student.
- Violates the institution's parking permit policies
- Willingly allows any high school or dual enrollment student to leave campus with him/her without meeting the Polk County School Boards K12 Student Checkout policies. This includes adult student who may have younger family members enrolled in high school or dual enrolled programs. All high school students must be properly checked out through the institution's main office, prior to leaving campus.
- Commits behavior (including sleeping and cell phone use) that is negligent, unsafe, or dangerous in nature while in the career tech education shops, clinical sites, or other areas on campus

#### Statement on Searches

A student's locker, vehicle, purse, backpack, computer, personal communication device, and other personal possessions may be searched if there is a reasonable belief any of them contain drugs, weapons, contraband, or other items not permitted on campus. Any search will be conducted in accordance with School Board Policy 5771 – Search and Seizure. Trained sniff-screening dogs are allowed in the schools to prevent drugs and weapons. The routine checks by dogs are not considered a search by law. These are safety precautions to provide a safe and healthy school in which to learn. Strip searches of students by school personnel are prohibited. Nothing in this provision shall be construed to obstruct a law enforcement officer in the performance of his/her duty. (2.14)

### **STUDENT ACCOUNTABILITY PROCESS**

Violations related to the student accountability process are committed when a student or student organization):

- Attempts to intimidate, coerce, or influence a person by any means in an effort to discourage or prevent his/her participation in or access to any accountability process or proceeding.
- Attempts to influence the impartiality of any member of an accountability body prior to, or during, the course of an accountability proceeding.
- Knowingly falsifies, distorts, or misrepresents information before an accountability body.
- Disrupts or interferes with the orderly conduct of an accountability proceeding.
- Knowingly institutes an accountability proceeding without proper cause.
- Violates the terms of any accountability sanction imposed in accordance with this code.
- Retaliates against another student or institutional official involved in carrying out the Student Accountability Process.
- Exhibits conduct unbecoming a student at the institution.

### **MEDICAL AMNESTY**

The Polk County public schools promotes responsibility and expects students to offer assistance to their fellow students in need. The Polk County Public Schools recognizes that there may be times when students are reluctant to offer assistance to their fellow students for fear that they may be charged with policy violations. Therefore, a student or student organization member (during a school operating hours or while representing the institution on business, sponsored activities, trips, or events) who has contacted emergency first responders for a student in need of emergency medical treatment due to alcohol consumption, drug use, or injury will not receive formal sanctions or disciplinary actions from the institution through the Student Accountability process if:

- the assisting student is the first person to contact emergency personnel and/or contact Campus Safety
- the assisting student has not contributed to the endangerment of the student needing emergency medical attention,
- the assisting student has not moved or transported the student,
- the assisting student remains with the endangered student until Campus Safety, emergency personnel arrives and
- the assisting student cooperates with the responding staff and emergency personnel.

Amnesty applies to:

- Students who seek assistance or emergency medical treatment on their own behalf.
- Students who seek assistance or emergency medical treatment on behalf of another student.
- Students in need of assistance.

- Students who are victims of crimes. Students who are victims of crimes (including but not limited to physical or sexual assault, theft, vandalism) to contact the campus administration, campus safety, and/or local authorities to get help.

The incident will be documented and, at the discretion of the Assistant Director of Student Development for Accountability, Education, and Compliance, or Designee, educational and/or health interventions may be required as a condition of deferring disciplinary actions.

This policy does not protect repeated violations, hazing, the distribution or sale of illegal Drugs or Substances, violations of the College's Non-Discrimination/Anti-Harassment Policy (e.g. intimate partner violence, non-consensual sexual contact, sexual assault, sexual misconduct, stalking, etc.) or violations that caused harm to another person requiring emergency response.

The policy does not preclude or prevent action by police, legal authorities, employers, individual student organization accountability processes, or individual academic or campus programs or offices that have specific standards and expectations for students enrolled or involved within their programs.

### III. STUDENT ACCOUNTABILITY PROCESS

#### INTRODUCTION

The Polk County Public School Board believes that student conduct is an essential component of the school culture. Therefore, a student conduct accountability process has been established to promote a positive educational experience and environment for all constituents of the adult and technical colleges of Polk County Public Schools. The student conduct accountability process was developed as a process in which a student's conduct that has been called into question can be examined, and if necessary, an impartial, equitable, and realistic educational process can be implemented in an effort to change the conduct in an effort to prevent it from occurring again, all while staying within the rights of a student. The Polk County Public School's adult Student Conduct Accountability process will consist of formal hearings, with possible sanctions occurring, but these hearings are not legal in nature. Should a student's behavior be considered a violation of state or federal law, the conduct will be reported to the local law enforcement agency, who will perform their own independent investigation from the educational institution. Therefore, legal representation is not allowed during the Adult Student Conduct Accountability process that occurs at the institution.

When determining a sanction that may be imposed based off the findings of the investigations that are presented at formal hearings, a student's past behavior, acknowledgement of behavior, and attitude may all be taken into consideration with the severity of the incident. Sanctions may be assigned as individual or combinations of sanctions. Unless there are rare or unique circumstance that prevent a student from fulfilling the expectations of any assigned sanctions, a student's failure to meet the expectations of the assigned sanction are considered violations of the code of conduct, and as a result, additional sanction requirements that are more severe in nature will be assigned to the student, as well as an accountability hold will be placed on the student's account. Sanctions become effective from the time of notification, whether the notification is delivered face to face or in writing.

#### Sanctions

The following sanctions may be imposed upon any student or Student Organization found to have violated the Code of Conduct, including but not limited to:

- Alcohol and/or Substance Use Education: Online educational modules, assessments, and/or meetings with a staff member. The charged student or student organization is responsible for any associated fee for the course.
- Apology: a written and/or oral apology to a person or group.
- Assignments/Seminars/Workshops: A requirement to attend, present, and/or participate in an in-person or online, workshop, module, and/or seminar. Written research assignments, behavioral reflection papers, or other educational activities may also be a requirement. These sanctions are intended to provide a student with opportunities to achieve a specific learning objective.
- Assignments/Seminars/Workshops: A requirement to attend, present, and/or participate in an in-person or online, workshop, module, and/or seminar. Written research assignments, behavioral reflection papers, or other educational activities may also be a requirement. These sanctions are intended to provide a student with opportunities to achieve a specific learning objective.
- Behavior Contract: a written agreement between the institution and a student found to be in violation of the Polk County Public School's Adult Code of Conduct policy that may be imposed at the discretion of the institution's administration or hearing board. The

agreement outlines behaviors and/or conditions that must be observed for a student to remain on campus and avoid potential suspension and/or expulsion

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- Campus and/or Community Referral: a required recommendation to internal and/or external resources, which can serve as support and/or educational experiences. Examples include but are not limited to the Counseling, Peace River Center, Tri-County Human Services, etc.
- Community Service: a required volunteering of service to the institution, Polk County Public Schools, or other local community.
- Disaffiliation: severing the relationship between a student and an organization by not allowing a student to join or be in affiliation with the organization, including future affiliation while enrolled as a student with Polk County Public Schools
- Disciplinary Withdraw: a student is provided the opportunity withdraw in order to avoid a disciplinary action that would have resulted in a potential suspension or expulsion from the College. There shall be no refund. This sanction may only be offered at the sole discretion of the college and may not be utilized on more than one occasion by any one student.
- Expulsion: permanent separation from the Polk County Public Schools. The student or student organization is considered not in good conduct standing permanently with the Polk County School District. The charged student and student organization will not have the ability to return as a student or student organization at any point in time. An expulsion will result in a student receiving failing grades for failure to successfully complete a program. Expulsion may include a no trespass order for all Polk County Public School property. A transcript overlay will be placed on the charged student's academic transcript, and an administrative hold will be permanently placed on the student's account. A record of expulsion will be maintained in the student's permanent conduct file. No refunds will be issued to students who have been expelled from the Polk County School District.
- Holds: a freeze placed on student records and/or accounts. Holds are issued when a student or Student Organization has failed to perform according to indebtedness to the College. The institution may withhold transcripts or grades, revoke permission to register. A Student accountability Hold may be placed on any student's grades, records, or registration if he or she has not complied with a sanction or requirement. A certificate hold may be placed on any student who has an unresolved accountability or indebtedness issue. An Administrative Hold may be assigned in cases where a student has been expelled from the Polk County Schools. Administrative holds may be imposed without a conduct board hearing taking place.
- Loss of Privileges: the denial of specified privileges (including, but not limited to parking or representing the college for school business) for a designated period of time.
- Restitution: a required reimbursement to the Polk County Public Schools or an individual for the damage, destruction, or vandalism of University buildings, or property, private property, and/or personal property. Restitution will be limited to the actual cost of repair, which can include all parts, materials, labor, and emergency repair fees. Restitution must occur prior to the close of the term in which the sanction is assigned. Failure to provide reimbursement to the Polk County Public Schools prior to the close of the current term in which the sanction

was assigned will result in an administrative hold on all transcripts and certificates will be placed on the student's account, until the debt is reimbursed to the Polk County Public Schools.

- Stay Away Agreement: an official directive for a specific student to refrain from making contact with another individual or group of individuals. Contact may include communication by telephone, in writing, electronically, by means of a third party, or in person both on and off campus. The issued student should do his/her due diligence to avoid contact with the other party, taking every measure necessary to fulfill the stay away agreement.
- Suspension: separation from the institution for a specific period of time. The student or student organization is considered not in good conduct standing during the period of suspension. A suspension may result in a student receiving failing grades for failure to successfully complete a term. Students are not allowed on any Polk County Public School property while suspended; exceptions will be made for student business or drop-off/pick-up related to the student's children or family members. A suspension will count towards the 60 Hour Attendance requirement for all programs. In addition, any student who is enrolled in state licensure programs will be required to make up the time missed for the licensure program and will be required to pay for the make-up hours needed. There will be no refunds for students who go over hours due to a suspension.
- Written Warning: a written reprimand for violation of the Polk County Public School's Adult Code of Conduct. A written warning becomes a part of a student's accountability file. The files are located in the Assistant Director for Student Accountability's office. Students may receive written warnings in conjunction with other sanctions including, but not limited to, educational programs and/or activities.

Other than Expulsion, accountability sanctions shall not be made part of the student's permanent academic record but shall become part of the student's accountability record which is maintained by the Assistant Director of Student Conduct for a period of at least five years, with records of Expulsion being kept indefinitely. Any sanction or combination of those listed above may be imposed upon groups or Student Organizations.

#### Notification of Parents and Guardians

Administration of the institution has the discretion to inform any parent or legal guardian of a dependent student under the age of 21 when their student has been found responsible for a conduct violation in regard to the use or possession of alcohol or a controlled substance.

The Institution may make contact in the following ways:

- Student may be required to notify the Parent or Guardian of the situation and sanctions assigned and have the Parent or Guardian contact the Assistant Director for Student Conduct. This may occur during the sanctioning meeting or as follow-up correspondence.
- Parent or Guardian may be mailed a copy of the sanction letter for alcohol and drug offenses.
- Parent or Guardian may be mailed a copy of disaffiliation and suspension or expulsion sanctions.

#### SEARCH PROCESS

By exercising the privilege of enrolling as an adult learner with Polk County Public Schools, all students consent to the following:

The School Board recognizes that the privacy of students or their belongings may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable suspicion or in an unreasonable manner.

The Board acknowledges the need for in-school storage of student possessions and shall provide storage places, including desks and lockers, for that purpose. Such spaces remain the property of the Board and, in accordance with law, may be the subject of search upon reasonable suspicion that a prohibited or illegally possessed substance or object is contained therein. Where locks are provided for such places, students may lock them against incursion by other students, but in no such places shall students have such an expectation of privacy as to prevent examination by a school official.

School authorities are charged with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search the person or property, including vehicles, purse, backpack, or other personal possessions of a student, with or without the student's consent, whenever they reasonably suspect that the search is required to discover evidence of a violation of law or of school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age.

This authorization to search shall also apply to all situations in which the student is under the jurisdiction of the Board. Strip searches of students by school personnel are prohibited. The Board also authorizes the use of canines, trained in detecting the presence of drugs or devices, when the Superintendent has reasonable suspicion that illegal drugs or devices may be present in a school. This means of detection shall be used only to determine the presence of drugs in locker areas and other places on school property where such substances could be concealed. Canine detection must be conducted by law enforcement authorities and is not to be used to search individual students unless a warrant has been obtained prior to the search.

Except as provided below, a request for the search of a student or a student's possessions will be directed to the Principal who shall seek the freely offered consent of the student to the inspection. Whenever possible, a search will be conducted by the Principal in the presence of the student and a staff member other than the Principal. A search prompted by the reasonable belief that health and safety are immediately threatened will be conducted with as much speed and dispatch as may be required to protect persons and property.

The Principal shall be responsible for the prompt recording in writing of each student search, including the reasons for the search; information received that established the need for the search and the name of informant, if any; the persons present when the search was conducted; any substances or objects found; and the disposition made of them. The Principal shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a student.

Any student who impedes the institution in acting in accordance with the above shall be subject to serious accountability sanctions.

#### INTERIM SUSPENSION

In certain circumstances, the Assistant Director, Dean of Students or Polk County School District Administrative staff may impose an interim suspension prior to a student accountability meeting or until the conclusion of an investigation. Interim Suspensions may only be imposed to ensure the safety and well-being of members of the College and/or if the student poses a definite threat of, disruption of, or interference with the normal operations of the institution.

During the Interim Suspension, students shall be denied access to the campus facilities and clinical sites, as well as all other College activities or privileges for which the student might otherwise be eligible as the Assistant Director, Dean of Students or Polk County School District Administrative staff may determine to be appropriate.

#### TOBACCO/MEDICAL MARIJUANA/WEAPONS VIOLATIONS

##### Tobacco Policy

The School Board is committed to providing students, staff, and visitors with a tobacco-free environment, including on school grounds and in all facilities owned, leased, or contracted for by the Board (including, but not limited to, practice fields, playgrounds, football fields, baseball fields, softball fields, pool areas, soccer fields, tennis courts, and all open areas).

The negative health effects of tobacco use for both users and nonusers, particularly in connection with second hand smoke, are well established. Further, providing a tobacco-free environment is consistent with the responsibilities of teachers and staff to be positive role models for our students.

For purposes of this policy, "use of tobacco" shall mean:

- A. to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco or tobacco substitutes, including cigarettes, cigars, pipe tobacco, chewing tobacco, snuff, or any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes;
- B. to use vapor-generating electronic devices, e-cigarettes (including, but not limited to, "JUULs"), vaping products or supplies, including but not limited to vape pods, liquids or other vaping supplies, and/or;
- C. to use other substitute forms of cigarettes, clove cigarettes or other lighted smoking devices for burning tobacco or any other substance.

Furthermore, the Board prohibits the use of tobacco in all vehicles owned or operated by the Board, including, but not limited to, school buses, vans, trucks, station wagons, and cars.

##### Notification

"No Tobacco" signs will be posted throughout the District. Students will be provided notice of this policy through student handbooks, and notice that it is illegal under Federal law for any person, student or visitor, not of the age of twenty-one (21), to possess, purchase, or attempt to purchase tobacco products on school property.

Law enforcement shall be contacted if any student violates this policy.

##### Weapons Policy

The School Board prohibits students from possessing, storing, making, or using a weapon, including a concealed weapon, in a school safety zone and any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, or in a vehicle.



Weapons and firearms as defined in F.S. 790.001 and include, but are not limited to, firearms, guns of any type, knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives.

For purposes of this policy, the term "weapon" also means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons.

This policy shall also encompass such actions as look-alike items.

The Superintendent will refer any student who violates this policy to the proper law enforcement agency. The student may also be subject to disciplinary action, up to and including expulsion.

Items pre-approved by the building principal, or Superintendent, as part of a class, ROTC program, sporting event, or individual presentation or a theatrical prop used under adult supervision, if used for the purpose and in the manner approved, would be an exception to this policy. (Working firearms and any ammunition will never be approved as part of a presentation.) Persons transporting firearms to approved programs shall use a case.

#### Student Organizations

Student Organizations sponsoring on or off-campus events are responsible for abiding by and enforcing the guidelines outlined in the code of conduct regarding drugs. If a student organization is found to be in violation of the policy, the minimum sanctions will include but are not limited to:

- Assigned drug/alcohol education course
- Loss of privilege/suspension from the organization
- The case shall be heard by the. As a violation of the drug policy, the minimum sanction will most often result in suspension for the individual and/or the organization.

#### STUDENT ACCOUNTABILITY

The School Board of Polk County, Florida, as the governing Board of the School District of Polk County, and the public schools of Polk County exist for the purpose of meeting the educational needs of Polk County's citizens, both youth and adult. The *Code of Student Conduct for Adult Learners* was developed to inform adult students of acceptable student behavior and the disciplinary sanctions for modifying unacceptable behavior. The aim of the district is to build effective environments in which positive behavior is encouraged so that academic success can be achieved.

One important objective of successful school management is the creation of a safe and non-disruptive environment in which an equal educational offering can be extended to each student. Acceptable student behavior is a key element in the creation and maintenance of such an environment. An integral part of the overall learning process is making positive efforts within a safe and orderly environment to correct students' behavioral mistakes as well as academic mistakes. Schools will attempt to provide a range of interventions that are systemically applied to students based on their demonstrated level of need and addresses the role of the environment as it applies to the development and improvement of appropriate behavior. However, some behavior may be deemed as zero-tolerance, and as a result, will result in an immediate suspension or expulsion.

Students who violate the academic policy are subject to the same disciplinary procedures as other violations of the Code of Conduct, as well as the negative effects related to their academic grades for their course. Repeated offenses will have more serious consequences.

A student who has allegedly violated the *Code of Student Conduct for Adult Learners* shall be entitled to a certain procedural due process that differs from the Polk County School Board K12 Code of Conduct. It is important for all adult students to understand that they are entitled to the following due process procedures:

- The student shall be notified, via their Polk County School Board email unless otherwise noted, that a report of a violation has been made against him/her, the date of the report, and the violation in which he/she has allegedly committed.
- The student shall have the opportunity to review this information during his/her initial notification meeting. At the initial notification meeting, an accountability hearing will be scheduled. Failure to attend or respond to a request to schedule a Notification Meeting or to attend a scheduled hearing will result in a determination being made in the student's absence and loss of the ability to appeal the determination.
- During the notification meeting or the hearing, the student has the right to remain silent and/or not to self-incriminate.
- The student shall be provided the opportunity to rebut any statement made against him/her and shall be allowed to present evidence and/or witnesses on his or her behalf.
- In certain situations, the institution's administration, may allow an alleged victim to present their version of the events in question in writing or outside the presence of the affected student.
- Procedural rights of students regarding complaints of sexual misconduct can be found in Sections VIII of the Polk County Public School's Adult Code of Conduct.
- The student has the right to an unbiased hearing that is based upon evidence presented during the hearing.
- The student has the right to one of two hearings to take place in order for the violation to be resolved:
  - o Administrative Hearing: The student has the right to select an Administrative Hearing and waive the appeal process by taking full responsibility of his/her action and accepting and assigned sanction by a Conduct Investigator
  - o Board Hearing: The Conduct Investigator will present his/her findings of the incident to the Student Conduct Board Hearing Members. The student will then be provided an opportunity to present his/her defense, in which the student will be allowed to provide any evidence and/or witnesses to support his/her position. The board will then make the final decision and what, if any, sanctions are assigned.
- The student shall be notified in writing of the decision of the decision and any sanctions assigned.

The student shall be allowed the opportunity to appeal the decision and sanctions assigned to an Appeal's Board. The right to appeal a determination is forfeited if a student does not schedule or attend his/her hearing or is offered the opportunity to withdrawal to avoid disciplinary action and elects to exercise that option. Further, any request for an appeal that are made due to an individual not agreeing with the assigned sanction will not be granted.

Notwithstanding any of the above, if the health, safety, or well-being of any member of the institution's community is affected or threatened, the institution's administration or any Polk County Public Schools District level administrator may institute an interim suspension or modify any of the above to address

the specific facts of the matter. During the suspension, the student may not enter and Polk County School Board Property without obtaining prior permission from the Assistant Director of Student Conduct.

### **STUDENT ACCOUNTABILITY AUTHORITY**

The Assistant Director of Student Conduct or his/her designee shall review all reports of student conduct prior to a hearing in order to determine whether or not the allegations are considered a potential violation of the Polk County Public Schools Code of Student Conduct for Adult Learners. If the allegations are considered a potential violation, the Assistant Director of Student Conduct or his/her designee will determine the composition of a hearing board and will determine which hearing board members shall be authorized to hear a student conduct case. The Assistant Director of Student Conduct/Accountability or his/her designee will select and train hearing board members who meet specific membership requirements. A conduct investigator or a Hearing Board committee will have the authority to conduct a conduct investigation, as well as assign any sanctions based on the findings of the investigation.

The Assistant Director of Student Conduct or his/her designee shall develop policies and forms for the administration of the student accountability program, as well as procedural rules for the conduct of meetings that are related to the student accountability process. Unless specifically delayed by the Assistant Director of Student Conduct or his/her designee pending the appeal process, all sanctions shall go into full effect as soon as the student is notified in person or in writing, whichever occurs first.

### **STUDENT ACCOUNTABILITY PROCESS**

When a student who is allegedly involved in behavior that violates the Polk County Schools *Code of Student Conduct for Adult Learners*, the student will follow the accountability process as:

- A referral or complaint that documents in detail the alleged violation will be submitted to the institution's administrative staff. Referrals or complaints may be submitted by any student, faculty, or staff member. All referrals and or complaints of a violation of policy should be sent directly to the institution's administrative staff.
- Safety reports, police reports, or any written statements are acceptable and can be used as part of the referral process.
- The referral should be submitted as soon as possible after the event takes place, preferably within 24 hours.
- During the initial review of the referral, the Assistant Director of Student Conduct will determine the level at which the student accountability meeting will take place. This determination will be made based upon the preponderance of the evidence standard, the seriousness of the situation, the possible sanctions, and the previous accountability record of the student(s). It's at this time, the Assistant Director or his/her designee may implement an interim suspension and/or contact law enforcement to ensure the safety of all students involved or who may be affected by the conduct or to report any other violations of the law.
- Once a review of the initial referral has been conducted, a Notification Meeting of the incident will be sent to student or group of students involved in the incident. Meetings may be held individually or collectively. Administrative staff will make multiple attempts to contact each student, including the formal notification through the students Polk County Public School's email account. If a student does not respond to the Notification Meeting request within 5 days , the failure to respond will result in a determination being made in

the student's absence and the student will lose the right of the ability to appeal the determination.

- Assistant Director of Student Conduct or his/her designee may conduct an initial Notification Meeting. A Notification meeting may be conducted in person, by phone, or by video conference. During the meeting the student has the right to accept responsibility of the actions and have an Administrative Hearing. At this time, the Assistant Director of Student Conduct or his/her designee will fully process the referral and assign any sanction(s) deemed necessary to educate the student or group of students on the behavior in an effort to prevent the referral from occurring. Any single or combination of sanctions, including expulsion, may be assigned at an Administrative Hearing.
- If a student or an organization elects not to accept responsibility, the student or organization will be assigned a Hearing Board meeting, in which the Assistant Director or his/her designee who conducted the initial notification meeting will conduct an investigation of the incident and will become the Conduct Investigator for the incident. At the Hearing Board meeting, the Conduct Investigator will represent the institution and will present all findings of his/her investigation to the Hearing Board. The student or group of students that is facing the charges will be given the opportunity to present any evidence and/or witnesses that would support his/her/their innocence, in which it is the student's or group's responsibility to provide his/her/their own evidence or witnesses. Witnesses must have personally observed, have direct knowledge of, or otherwise have relevant knowledge of the incident in question. Character witnesses are not permitted.
- Unless deemed necessary to be held virtually for the safety of individuals, all meetings will be held in person on campus, and are closed to the public (including parents). The Hearing meetings are conducted in private. Hearing Board members may ask questions of the evidence or witnesses for clarification purposes only. Neither the College nor students shall bring attorneys to any hearing. The college will keep a digital recording of all hearing board meetings. All hearing boards will be digitally recorded.
- At the conclusion of the presentation of both the Conduct Investigator and the student or the group of students, the Hearing Board will dismiss all witnesses from the meeting. The Board will then ask for any final comments. The Board will then openly discuss the evidence presented by the Conduct Investigator and the charged Student. Each Hearing Board member will make a decision of the presented evidence as follows:
  - Responsible: The student is found to be in violation of the Code of Conduct and will receive assigned sanctions recommended by the Board
  - Inconclusive: , there is not sufficient information to determine whether or not the student violated the Code of Conduct. At this point, the student will not receive any sanctions. If additional information becomes available while the student is enrolled at the institution, then the case may be referred to the hearing board for a re-hearing. A review of the minutes and evidence presented will take place. The Conduct Investigator and the student will be permitted to provide an opportunity to present new evidence and witnesses of the situation. The Hearing Board will then make a new determination based off the prior and newly presented evidence.
  - Not Responsible: The student is found not to be in violation of the Code of Conduct and will not receive any assigned sanctions.
- Once a decision has been reached through an Administrative Hearing or through a Board Hearing, a student or the group of students will be notified of the official findings before the Hearing Board is adjourned.

### Hearing Board Members

The following is a description of the Hearing Board members. Each member of the Hearing Board will serve voluntarily and will be trained for hearing board procedures. Students serving on the Hearing Board must have met all established criteria to be eligible for serving in this role. All members of the hearing board shall have no prior knowledge of the incident. Once concluded, all individuals involved in the hearing board meeting shall keep the incident confidential. Students who discuss the incidents will be subject to the Code of Conduct violations as well and may receive sanctions of their own if found to have violated the *Code of Student Conduct for Adult Learners*.

Role	Duties
Hearing Board Chair (Faculty member)	Conduct the flow and movement of the Hearing Board – will serve as a voting member only in the instance of a split decision
Faculty Representative (In Related or Closely Related Industry)	Voting member on the outcome of the meeting
Faculty Representative (Non-Related Industry)	Voting member on the outcome of the meeting
Student Representative (In related or closely related industry)	Voting member on the outcome of the meeting
Student Representative (Non-related industry)	Voting member on the outcome of the meeting

### Sanction Completion and Appeals

- Sanctions are in effect as soon as the student is notified either in person or in writing, whichever comes first.
- After a Hearing Board meeting, the student or Student Organization may appeal the decision of the Hearing Board within three business days. Failure to check e-mail or respond to the institution will not be grounds for an extension of the deadline for the appeal.
- An appeal is defined as a request for review of the original case. A student or Student Organization is entitled to appeal a decision rendered by a Hearing Board. During the appeal process, sanctions are in effect until such time as they might be reversed, modified, or held.
- The appeal is not a re-hearing and are not reviewed simply because a student does not agree with a sanction.
- Appeals are only accepted in writing and must be clearly and concisely written and must state clearly what the student or Student Organization is appealing, their rationale for appealing the outcome, and meet the required criteria for appeal listed below.
- All Appeal letters should be submitted to the school's administration and will be forwarded to the Appeals Committee.
- Appeals will be reviewed for the following:
  - Was the student's due process followed?
  - Was the sanction assigned an appropriate sanction for the violation?
- The Appeals Committee may uphold the findings, reverse the Hearing Boards decision, modify the sanction, or may send the matter back to the original hearing board for the hearing board to modify the findings.
- Any case where the student did not forfeit their appeal rights may be appealed to the next level, the decision of the Appeal Committee is final.
- If a student decides to select the self-acceptance process thus accepting responsibility for the violation in question, the student waives the right to an appeal.

#### **IV. STUDENT INVOLVEMENT**

The institution's Student Services Department is general responsibility for student resources and career student organizations and associations.

##### **A. Student Resources**

Students who participate or request student resources shall adhere to all institutional policies.

##### **Career Counseling**

The counselors and staff in the Student Services Departments are available to assist you with program information and career counseling. Counselors provide services to students in the areas of testing, test interpretation and career development. Counselors also work with students being sponsored for vocational training by special agencies.

##### **Cooperative Education**

Adult students may encounter personal situations, which dictate they must be employed. In some programs, it is possible for a student to transfer to the cooperative education program, go to work and continue to receive credit for tasks on their program task listing. Students interested in this program should consult with their program instructor to determine eligibility.

##### **Media Center**

Media services are available to all students. Books may be checked out for a period of two weeks and renewed if necessary. Most reference books may be checked out overnight. The Media Center contains reference materials such as encyclopedias, magazines and technical materials (computerized and printed) that support various career education programs. It has different newspaper subscriptions, magazine subscriptions and other Internet capabilities.

##### **B. Career Student Organizations and Associations**

The policies governing constitutions, bylaws, rules, and regulations of Career Student Organizations and Association must not conflict with the rules, regulations, and mission of the institution, nor any state or federal laws.

Students who are members of Career Student Organizations and Associations shall adhere to all institutional policies.

Students who are members of Career Student Organizations and Associations may be held responsible when any of the following situations exist or occur:

- Members of the Career Student Organizations and Association act in concert to violate institutional policy.
- A violation of institutional policy arises out of an event sponsored, financed, or endorsed by the Career Student Organizations and Association.
- Members of the Career Student Organizations and Association has knowledge of a violation of institutional policy before or while it occurs and fails to take preventive or corrective action.
- A violation of institutional policy occurs at an off-campus facility that is leased, rented, or used by the Career Student Organizations and Association.
- Members of the Career Student Organizations and Association attempt to cover up or fail to report violations of institutional policy to appropriate school officials or equivalent head of the Career Student Organizations and Association.

#### Career Student Organizations and Associations

Students enrolled in Postsecondary Technical Education programs may participate in a Career Student Organizations and Associations, such as, but is not limited to, one of the following:

##### Future Builders of America (FBA)

Future Builders of America (FBA) is a non-profit workforce development and student leadership program of the Florida Home Builders Foundation, the charitable arm of the Florida Home Builders Association. The home building industry plays a vital role in Florida's economy and provides the opportunity for Floridians to realize the dream of owning their own home, improving their quality of life and strengthening the family. The mission of the Foundation is to engage in construction educational activities and help youth understand and pursue rewarding careers in home building and related construction trades.

##### National Technical Honor Society (NTHS)

The National Technical Honor Society (NTHS) is a non-profit honor organization for outstanding students enrolled in secondary schools, technical colleges, community colleges, private occupational training institutions, and colleges with technical majors. Qualification for membership is based upon: 1) a desire to pursue a career in the student's program of study; 2) scholastic achievement; 3) honesty; 4) dependability; 5) pride in work performed; 6) responsibility; 7) cooperation and ability to work well with others; 8) interest in learning, initiative, leadership; and 9) citizen- ship. At least 50% of a student's program must be completed with a competency/grade point average of not less than 3.5 and an attendance record of at least 85%

##### SkillsUSA

SkillsUSA promotes high standards relative to work ethics, craftsmanship, scholarship and safety while fostering a respect for the dignity of work. Additionally, SkillsUSA helps students relate their training experiences to the workplace and their search for meaning, identity and achievement. Emphasis is placed upon functions involving labor and management and their interdependence and importance. SkillsUSA participants hone their skills in many trades. Skill development and recognition is fostered through local, regional, state, national, and international programs, competitions and awards. Opportunities to develop leadership skills are provided through workshops and seminars, while competitive activities help develop mastery of trade skills.

## V. STUDENT RECORDS POLICY

Each student will have a folder maintained in the Student Services Department. This folder of student records is maintained to facilitate instruction, guidance, academic progress and job placement.

Student records are confidential. They shall be directly accessible only to the authorized professional staff of the school system, to parents or guardians of students under the age of 18, to eligible students 18 years of age or older and to such other individuals and agencies as set forth by law, School Board policy, rules and guidelines, or as authorized in writing by the parent, guardian, or to any person in parental relationship to a student or by the student in some situations.

### Family Educational Rights and Privacy Act (FERPA)

The procedures for protecting the confidentiality of student records are based on state regulations and the Federal Family Educational Rights and Privacy Act (FERPA) of 1974. The Colleges, Adult Schools and The School Board of Polk County policies regarding student records are in accordance with these regulations.

FERPA, directs how student education records are maintained. When a student enters the colleges the Adult Schools FERPA rights transfer from parents or legal guardians to the student, regardless of the student's age. The Colleges and Adult Schools defines that a student "enters college or adult schools" on the date of enrollment.

FERPA provides four students FERPA rights. The four student FERPA rights include:

1. FERPA provides opportunities for students to inspect and review their education records within 45 days of a written "request for access" identifying the records of interest to the College's or Adult Schools Student Services Department. (Please see below).
2. FERPA provides paths for students to seek amendment to education records they believe to be inaccurate or misleading. A written request should be made to the College's or Adult Schools Student Services Department. (Please see below).
3. FERPA gives students the right to file a complaint concerning the student records with the College's or Adult Schools Student Services Department. (Please see below).

FERPA allows students the right to provide written consent before the College discloses personally Identifiable Information from the student's education records, except to the extent that FERPA authorizes disclosure without consent, including:

- The school's officials, including administrators, supervisors, staff (including law enforcement

unit and health center officials), teachers, School board of members, contractors, consultants, volunteers, or students working in an official capacity for the college, with "legitimate educational interests", who require information for the proper performance of their professional responsibilities

- Officials at an institution at which a student seeks to enroll for purposes of enrollment/transfer
- Organizations conducting studies or audits for educational and governmental agencies
- Accrediting agencies
- Appropriate persons in case of health or safety emergencies
- Agencies or offices in connection with the student's application for or receipt of financial aid, as necessary
- Governmental officials, as identified in Public Laws 93.31 & 99.35
- Parents of students who are defined as dependents in the Internal Revenue Code of 1986



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- Parents of students (1) younger than 21 years of age or (2) who are dependents for tax purposes regardless
- An appropriate official in response to a court order
- An alleged victim of a crime of violence or a non-forcible sex offense concerning the final results of an Investigation
- The general public, if the school determines a student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation(s) made against her/him
- Information the College identifies as Directory Information (with caveat)

For a complete list of exceptions, for further questions, for concerns about College FERPA practices, or to request to inspect, review, or amend records, please contact the Students Services Departments:

Ridge Technical College  
7700 State Road 544 Winter Haven, FL 33881  
(863) 419-3060  
<http://www.ridge.edu/>

Traviss Technical College  
3225 Winter Lake Road Lakeland, 33803  
Phone: 863-499-2700  
[www.traviss.edu](http://www.traviss.edu)

## **VII. GENERAL INFORMATION**

### **Address Responsibility**

Each student shall be responsible for notifying the Student Services/Main Office of a change of permanent home address and local address as well as any changes in emergency contact information. Students under the age of 18 must provide contact information of a parent/guardian.

### **Bicycles**

Bicycles must be parked or stored in areas specifically designated for this purpose. Bicycles may not be regularly stored inside school facilities.

### **Financial Refund Information**

#### **Refund Policy for Community Education, Continuing Workforce Education, and Apprenticeship Programs**

Students enrolled in Community Education, Continuing Workforce Education, and Apprenticeship Programs must be paid before the attending class. Refunds are not available for such programs.

#### **Refund Policy for Adult General Education Programs**

Adult General Education programs are invoiced tuition and other school related fees each semester. All fees must be paid before the first day of the student's schedule. For continuously enrolled students, the student must pay each semester's tuition prior to the first day of the new semester.

**Testing fee:** Students may be eligible for a full refund of Adult General Education test fees if the student is unable to take the exam due to a school cancellation, or in cases of unusual or extraordinary circumstances (such as illness, death in family, etc.) that prevent a student from sitting for the exam.

**Tuition:** Students will be eligible for a full refund of Adult General Education tuition, prior to the start of the AGE class or if the student never attends the class.

Students withdrawn for disciplinary reasons pursuant to the Adult Student Code of Conduct are not entitled to a refund of any tuition and fees. A student involuntarily withdrawn for non-attendance will not be eligible for a refund.

The school principal/designee may honor a request for full refund of the semester fees provided that:

- the request from the student is made in writing
- and when appropriate, supporting documentation should be provided;
- A student is entitled to a full refund of tuition fees if a course is cancelled by the school principal or designee.

#### **Refund Policy for Postsecondary Technical Education Programs**

Technical Education programs are invoiced tuition and other school related fees each semester. All fees must be paid before the first day of the student's schedule. For continuously enrolled students, the student must pay each semester's tuition prior to the first day of the new semester.

The following guidelines will govern the refund of student fees:

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1. A full refund of tuition and fees paid will be granted if administration cancels a class with the exception of cost incurred by applicants to secure required immunizations or medical documentation. Class fees will be refunded by check from the School District for any class canceled by the Technical College. The refund shall be made within forty-five (45) days after the planned start date of the program/class. Any credit card payments will be refunded to the card charged.
2. A refund will be granted if a student withdraws on or before the first day of class. No more than one hundred dollars (\$100.00) of the tuition and fees will be retained by the Technical College.
3. Application fees are non-refundable with the exception of a duplicate payment or a class cancellation.
4. Prorated refunds:
  - a) After the end of the second day of enrollment, tuition refunds will be pro-rated up to thirty (30) days; there will be no refund for application, background check, or consumable lab fees.
  - b) Day Classes: There will be no refund of any fees after thirty (30) school days for full-time students.
  - c) Evening Classes: There will be no refund of any fees after twelve (12) school days for part-time students.
5. Refunds, when due:
  - a) Will be made without requiring a request from the student.
  - b) Will be made within forty-five (45) days from the last day of attendance if written notification of withdrawal has been provided to the school by the student or
  - c) Will be made within forty-five (45) days from the date the school terminates the student or determines withdrawal by the student.
6. Students enrolled who have not visited the Technical College previously, will have the opportunity to withdraw without penalty within three (3) days following either attendance at a regularly scheduled orientation or following a tour of the facilities and inspection of the equipment.
7. A student may choose to apply any refund, as described in this policy, to enroll in other programs during the same academic year.
8. Credit card payments are refunded to the card charged. All other refunds will be issued by check from the School Board of Polk County. Students should allow thirty to forty-five (30-45) days for receipt of a refund check.
9. Early full program completers will not receive a prorated refund. Students who require more paid instruction beyond planned program hours will be charged additional tuition per semester rate; however, should the student complete before the end of the additional semester, the student will be eligible for a prorated refund.

## Identification Cards

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During orientation a student is issued a nontransferable coded picture identification card (I.D. Card). This card must be visible on a lanyard worn around the neck, clipped to the shirt or belt loop when on campus. The I.D. must be presented when requested by administration, teachers, and other staff members of the school. There is a \$5.00 replacement charge for a lost or willfully damaged I.D. Card. Replacement I.D. Cards may be obtained at the Student Services/Main Office during school hours. Alteration or misuse of an I.D. Card is a violation of school regulations. When a student withdraws from the school, the student must surrender the I.D. card to the Student Services/Main Office. A student who fails to produce a valid I.D. card upon the request of a school official may be subject to the student accountability process.

### Lost and Found

Lost and Found is located at the Student Services/Main Office. Items are kept for a period of sixty days.

### Motor Vehicle Regulations

All Students who drive a motor vehicle to school and park on campus will: (1) agree to comply with the school regulations in effect throughout the entire academic year, including holidays and examination periods, and (2) comply with all local and state traffic laws.

Every student who possesses a motor vehicle during the time the school is in session shall register the vehicle with Student Services/Main Office. Students are not permitted to register vehicles for other students. Any vehicle that requires a state license is classed as a motor vehicle, including trailers of all types. Detailed vehicle regulations will be issued when a vehicle is registered. The enforcement of these regulations is the general responsibility of the school administration.

The school reserves the right to withdraw motor vehicle privileges from any person at any time or remove any unregistered vehicle. The school does not accept any liability for damage to or loss of any automobile or its contents.

Students can register their vehicle(s) at Student Services/Main Office.

### Safety Statistics

The Student Right-to-Know and Campus Security Act of the Higher Education Amendment of 1992 require institutions to publish campus policies and statistics relating to campus safety and security. Anyone with questions regarding this report or any other safety-related matter is welcome to contact the Administrator or designee at (phone number of administrator or designee). Additional information on these statistics can be found on the U.S. Department of Education's Office of Post-Secondary Education website at <http://ope.ed.gov/security/>.

### Self-Administration of Medicine

Self-administration of medicines and medical treatments prescribed by a physician or other licensed medical professional is permitted on campus but must be done in a medically safe and appropriate manner. All students enrolled as a K12 student, including Dual Enrolled students, must follow to the Polk County Public Schools Code of Conduct for protocols concerning all medications.

## **VIII. NON-DISCRIMINATION AND ANTI-HARASSMENT**

### **Statement of Policy**

The School Board of Polk County, Florida, prohibits any and all forms of discrimination and harassment based on race, color, ethnicity, religion, national origin, sex, age, gender, marital status, disability, genetic information, or other basis prohibited by law in any of its programs, services, activities or employment practices. The Board will provide equal access to its facilities to the Boy Scouts and other identified Title 36 patriotic youth groups as required within 34 C.F.R. 108.9.

To file concerns, you may contact the Office of Equity & Compliance in Human Resource Services at 863-534-0513 or P.O. Box 391, Bartow, FL 33831.

The School Board of Polk County, Florida, Policies 1122, 2260, 3122 and 4122, Florida Educational Equity Act, Section 1000.05, F.S., Rule 6A-19.000 through 6A-19.010, FAC, Title VII of the Civil Rights Act of 1964, Section 504, Americans with Disabilities Act of 1990 as amended, Vocational Guidelines, Age Discrimination in Employment Act of 1967, Title IX and Boy Scouts of America Equal Access Act 34 C.F.R. 108.9.

Polk County Public Schools provides equal opportunity in education and employment and does not discriminate on the basis of race, color, national origin, age, perceived or actual physical or mental disability, pregnancy, genetic information, sex, sexual orientation, gender identity, marital status, creed, religion, honorably discharged veteran or military status, or use of a trained guide dog or service animal, as required by Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Sections 504 and 508 of the Rehabilitation Act of 1973, the Americans with Disabilities Act and ADA Amendment Act, the Age Discrimination Act of 1975, Chapter 49.60 RCW and their implementing regulations.

### **Polk County School Board Adult Education Anti-Harassment Policy**

The Polk County School District is committed to providing all students with a safe and supportive school environment. Members of the school community are expected to treat each other with respect. Teachers and other staff members are expected to teach and to demonstrate by example that all members of the community are entitled to respect.

Harassment of a student by another student or by a teacher or other staff member is a violation of school policy. This includes (but is not limited to) harassment based on race, national origin, marital status, sex, sexual orientation, gender identity, religion, disability, or membership in a protected class or their perceived membership in a protected class. Punishable harassment is conduct, including verbal conduct, (1) that creates (or will certainly create) a hostile environment by substantially interfering with a student's educational benefits, opportunities, or performance, or with a student's physical or psychological well-being; or (2) that is threatening or seriously intimidating.

Sexual harassment is a form of harassment that also violates school policy. Sexual harassment does not have to be of a sexual nature, however, and can include offensive remarks about a person's gender. Punishable sexual harassment is an unwelcome sexual advance or sexual conduct, including verbal conduct, (1) that is tied to a student's educational benefits, opportunities, or performance, or to a student's physical or psychological well-being; (2) that creates (or will certainly create) a hostile environment by substantially interfering with a student's educational benefits, opportunities, or performance, or with a student's physical or psychological well-being; (3) that is threatening or seriously intimidating; or (4) Quid Pro Quo Sexual Harassment occurs when an individual in a position of real or perceived authority, conditions the receipt of a benefit upon granting of sexual favors.

Sexual violence is a form of sexual discrimination and harassment. Nonconsensual sexual intercourse, nonconsensual sexual contact, domestic violence, dating violence, and stalking are all types of sexual violence. For an exhaustive list of community resources in response to sexual violence please see Appendix A.

#### Contact

The following Polk County School Board Adult Education officials have been designated to handle inquiries regarding this policy:

If you have any questions with regard to discrimination or harassment, Title II or Title IX, you may contact Human Resource Services Office of Equity and Compliance, at (863) 534-0513.

If you have any questions regarding Individuals with Disabilities Education Improvement Act (IDEIA) or Section 504 of the Rehabilitation Act of 1973, you may contact the Director of Exceptional Student Education or Assistant Superintendent, Learning Support at (863) 534-0931.

Written questions may be forwarded to the Equity and Compliance Analyst:

Chandra Hall

The School Board of Polk County, Florida 1915 South Floral Avenue  
Post Office Box 391 Bartow, FL 33831

If a report of discrimination or harassment is received by the Polk County School Board Adult Education, the School will inform the reporter or target on whose behalf the report was made (and family members if appropriate) of the options for formal and informal complaint processes and the Polk County School Board Adult Education's responsibility to investigate the harassment or discrimination. Upon notice of alleged harassment or discrimination, both building and district level coordinators will provide appropriate interim measures, including but not limited to counseling, academic services, and limiting contact between the parties. All investigations into harassment and discrimination complaints will be prompt, thorough, and impartial, and conducted by an employee or agent free of any conflicts of interest.

The Polk County School Board Adult Education will take all reasonable steps to investigate and respond to the complaint in a manner consistent with a request for confidentiality from the alleged target of the harassment or discrimination. If the alleged target insists that his or her name not be disclosed to the harasser or discriminator, the School's ability to respond may be limited. The Polk County School Board Adult Education, however, will endeavor to provide a safe, nondiscriminatory, and harassment-free environment for students and staff.

The Polk County School Board Adult Education will address both formal and informal complaints of discrimination and harassment. Complaints of discrimination and harassment should be received within 30 days of discovering the alleged discrimination or harassment.

#### Informal Process

Complaints need not be in formal written format. Reporters may informally and verbally report discrimination and harassment to an appropriate staff member. The appropriate coordinators shall be included in the informal complaint to ensure compliance. Resolution of an informal complaint may include: an opportunity for the complainant to explain to the alleged offender that his or her conduct is unwelcome or offensive, either in writing or face-to-face; a warning to the alleged offender that the alleged conduct is not appropriate and could lead to discipline; mediation with individuals involved in

the complaint; or any of the responses available in a formal complaint. Mediation will not be permitted for complaints of sexual violence. All complaints involving a Polk County School Board Adult Education employee or any other adult member of the Polk County School Board Adult Education community harassing or discriminating against a student will be formally investigated. At any time during the informal process any of the parties may end the informal process and initiate the formal process.

#### Formal Process

The [formal complaint form](#) is found here. The formal complaint form should be filed with the appropriate non-discrimination or anti-harassment coordinator. The coordinators shall receive, and process formal complaints of discrimination or harassment based on the protected class. All investigations into formal harassment or discrimination complaints will be prompt, thorough, and impartial. Investigations will be completed within 45 school days from the date the coordinator receives the complaint unless there is good cause for a longer timeline. The means of investigating harassment include: target, witness, and accused interviews; opportunity for the parties to present evidence and witnesses; requests for written witness statements from the parties; assessment of whether harassment or discrimination occurred pursuant to the preponderance of the evidence. If appropriate, the Polk County School Board Adult Education will make alternative arrangements to avoid targets being in the same room as the accused during formal proceedings. The Polk County School Board Adult Education will inform all parties at regular intervals of the status of the investigation.

Written notice of the outcome of the investigation will be provided to parties involved in the complaint to the extent permitted by law. A formal investigation outcome may be appealed by any party in writing to the district coordinator within ten (10) days receipt of the outcome of the formal investigation. The written appeal should identify the reasons why the coordinator should reconsider the outcome of the investigation. The coordinator should respond to the appealing party within ten (10) days of receipt of the written appeal indicating any reconsideration of the investigation outcome based on the appeal. A reconsideration of the formal investigation outcome may be appealed by any party in writing to the School's governing body within ten (10) days of receipt of the coordinator's reconsideration. The governing body or their designee should respond to the appealing party within forty-five (45) days of receipt of the written appeal indicating the final outcome of the investigation. Written notice of the final outcome of the investigation will be provided to parties involved in the complaint to the extent permitted by law.

#### Responses to Substantiated Harassment or Discrimination

In response to a complaint investigation, if the Polk County School Board Adult Education determines that harassment or discrimination has occurred, the Polk County School Board Adult Education will take prompt and effective steps reasonably calculated to stop the harassment or discrimination, remedy the harassment or discrimination, and prevent the harassment or discrimination from recurring. Steps may include: separating the harasser/discriminator and the target, providing counseling for the target and/or harasser/discriminator, taking prompt disciplinary action against the harasser/discriminator, or identifying the discriminatory or harassing incident and reaffirming the school's non-discrimination and anti-harassment policy. These steps should not penalize the target of the harassment or discrimination.

Disciplinary actions against the harasser/discriminator may include but are not limited to: suspension and expulsion for students; discharge for employees; exclusion for parents, guests, volunteers, and contractors.

Following a substantiated discrimination or harassment incident, the Polk County School Board Adult Education will communicate with the target and all participants of the investigation regarding how to report subsequent problems. The School shall follow-up to ensure that there have not been continuing or new incidents of discrimination or harassment.

Incidents of harassment or discrimination may be referred to appropriate law enforcement officials. If an incident is referred to law enforcement or another outside agency, including the Department of Child Services, the School will proceed with an internal investigation of discrimination or harassment simultaneously designed not to interfere with the law enforcement investigation.

In the course of discrimination and harassment investigations, the Polk County School Board Adult Education will assess whether the nature of the conduct has civil rights implications. If the harassing or discriminatory behavior is on the basis of a protected class, the Polk County School Board Adult Education will respond in accordance with the applicable federal civil rights statutes and regulations. The Polk County School Board Adult Education shall follow the then-current legal standards for non-discrimination and anti-harassment including the standard of whether a hostile environment or disparate treatment exists.

Overall, the Polk County School Board Adult Education's process will provide for prompt and equitable resolution of complaints of discrimination and harassment.

#### Prohibition Against Retaliation

The Polk County School Board Adult Education prohibits retaliation against persons who report discrimination or harassment or participate in related proceedings. The Polk County School Board Adult Education will notify the person reporting the discrimination or harassment and all individuals participating in the investigation of the Polk County School Board Adult Education's policy prohibiting retaliation. The Polk County School Board Adult Education will make all possible efforts to prevent retaliation against individuals reporting discrimination or harassment or participating in related proceedings. The Polk County School Board Adult Education will respond promptly and appropriately to address continuing or new problems. Any person may report suspected retaliation to the appropriate coordinator for a protected class. Intentionally making false accusations about discrimination or harassment is also prohibited and should be reported in the same manner as suspected discrimination or harassment behavior.



## IX. DEFINITIONS

The following definitions apply to all provisions of this Student Code of Conduct:

- School/Institution shall mean any Polk county post-secondary career/technical education and adult general education facilities.
- School Administration shall mean any and all persons employed by the School who hold the title of "Director" "Assistant Director" "Principal" " Assistant Principal" "Dean," "TRST" or "Guidance Counselor"
- Institution Official shall mean any person employed or retained by the Polk County Public Schools to perform assigned administrative or professional responsibilities.
- School policy or policies shall mean all rules or regulations of the school, including but not limited to, this County Student Code of Conduct, the Academic Catalog, and other school Publications.
- School Premises shall include all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the College, including adjacent streets and sidewalks. (Needed for Clery Reporting purposes)
- School/Institution Publication shall mean any written or electronic document containing any statement or directive promulgated by the College regarding prohibited, permitted, or required actions. School/Institution Publications include, but are not limited to, this Student Handbook and the Student Code of Conduct for Adult Learners. the institution's website, and the Academic Catalog.
- Day shall mean any regular business day of the school and does not include weekends, School holidays, or any day on which the school is not open to conduct regular business.
- Faculty Member shall mean any person hired by the school to conduct classroom activities as defined by the Polk County Public Schools.
- Identification Card shall mean the official identification card issued to each student by the school.
- "May" is used in the permissive sense.
- Member of the Institution's Community shall include any person who is a student, Faculty Member, Administrator, or any other person employed by the Polk County Public Schools. A person's status in a particular situation shall be determined by the Administration.
- Notice shall mean written notice and shall include e-mail transmissions.
- Publish shall mean the posting of information on the Polk County Public Schools or the institution's website or the delivery of written information to all students.
- "Shall" is used in the imperative sense.
- Student shall include all persons who are enrolled in programs or courses at the school, sponsored by the school, or co-sponsored by the school on either a full-time or a part-time basis.
- Student Accountability proceeding shall mean any meeting, conference, or hearing conducted by the school to determine whether a student or Student Organization is responsible for a violation of school policy and whether to impose sanctions against a student or Student Organization for violation of student policy.
- Student Organization shall mean a Student Organization officially recognized by the institution for social, academic, or service functions.
- Good Social Standing: A student is considered to be in good social standing at a Polk County Adult General Education and/or Technical Schools unless one or more of the following conditions exists:
  - The student has existing accountability sanctions or probations.

## Student Handbook: A Code of Conduct for Adult Learners

- The student presents a significant risk to self, others, or campus property.
- The student has lost leadership roles by failing to attain good academic, social, or professional standing in the previous or current semesters.
- The student would not be welcome to remain at or return to a Polk County Public School without restrictions. In some cases, institutional, local, state, or national agents or agencies may have the right to modify these requirements.

APPENDIX A

Community Resources for those dealing with Sexual Harassment/Domestic Violence Situation

Resource	Address/Location off Campus	Phone Number
Peace River Crisis Stabilization Unit (CSU) 24/7 365 days a year	1255 Golfview Avenue Bartow, FL 33830	863-519-3744
Lakeland Regional Health	1324 Lakeland Hills Boulevard Lakeland, FL 33803	863-687-1112 800-223-4512(After Hours Crisis Line)
Bartow Regional Medical Center	2200 Osprey Boulevard Bartow, FL 33830	863-533-8111
Polk County Courthouse	255 N. Broadway Avenue Bartow, FL 33830	863-534-4000
Polk County Courthouse (Injunction for Protection)	255 N. Broadway Avenue Bartow, FL 33820	863-534-4184
Lakeland Police Department	219 N. Massachusetts Avenue Lakeland, FL 33801	863-834-6900
Lakeland Police Department-Domestic Abuse Response Team (DART)	219 N. Massachusetts Avenue Lakeland, FL 33801	863-834-8927
Polk County Sheriff's Office	1891 Jim Keene Boulevard Winter Haven, FL 33880	863-298-6200
Peace River Center Domestic Violence Outreach Services (Polk County Courthouse)	255 N. Broadway Avenue Bartow, FL 33830	863-534-4350
Peace River Domestic Violence Shelter 24/7 365 days a year	Confidential	863-413-2700
Harbor House of Central Florida Domestic Violence Shelter 24 hr crisis line	P.O. Box 680748 Orlando, FL 32801 <a href="http://www.harborhousefl.org">www.harborhousefl.org</a>	407-886-2856 800-500-1119
Women's Resource Center of Florida, Inc.	165 Avenue A NW Winter Haven, FL 33811	863-294-5318
Peace River Rape Recovery	1860 Crystal Lake Drive	863-413-2707
The Porch Light (Florida Baptist Children's Home)-shelter and rehabilitation for sex trafficking victims	1015 Sikes Boulevard Lakeland, FL 33815	863-687-8811
Florida Council Against Sexual Abuse	<a href="http://www.fcasv.org">www.fcasv.org</a>	888-956-7273

## APPENDIX B

### INVOLUNTARY WITHDRAWAL FROM TECHNICAL EDUCATION PROGRAMS

**Involuntary Withdrawal from the Institution:** Students may be involuntarily withdrawn from an enrolled program for reasons such as excessive absences, academic failure, or violating the student code of conduct.

#### College-Initiated Medical Leaves: Overview

Polk County Public School Technical College and Adult General Education institutions expects and encourages students to behave in ways that promote their academic and personal success and that of others. The institution also seeks to safeguard the health and well-being of individuals and the greater community. In rare cases, a student's medical health, psychological distress, or behavior becomes incompatible with these goals. In other situations, a student may be conflicted or uncertain about the eminent need to take a leave from the rigors of pursuing their education. Under these or similar circumstances, on an individualized and case-by-case basis, the institution may support a Student-Initiated Voluntary Emergency Leave of Absence. The institution will work with the student to define the length of separation, to outline a path to re-entry and ease the transition for the student's return, and to optimize the opportunities for student success upon return.

Under this policy, if the student has not opted to take a Voluntary Emergency Leave of Absence, the institution may begin an involuntary Emergency Interim Suspension or a College-Initiated Medical Leave of Absence. These could be established for a student whose conduct, academic standing, health, or general influence the institution considers incompatible with student success. This includes behaviors that disrupt the institution or interfere with educational mission, for which disciplinary action up to and including suspension or expulsion may occur. Any separation between the student and the institution will take place only after the college's careful consideration of information pertinent to the matter at hand, including a caring and interactive communication process with the student, and will be in accordance with the institution's policies and procedures.

Students are permitted to up to ten days of an Emergency leave of Absence with proper documentation. Upon return, students are expected to fulfill coursework and assessments to remain on pace with the course.

#### Student-Initiated Voluntary Emergency Leave of Absence

Students may initiate a Voluntary Emergency Leave of Absence when their behavioral, physical, or mental health situations interfere with optimal college performance including successful engagement in, or completion of, academic course work; when the safety of the community is in question; or when the demands of school life are interfering with the ability to recover from or adjust to a significant challenge. Students interested in pursuing a Voluntary Leave of Absence may seek support from others (e.g., the school counselors) or independently initiate the process through Student Services. Upon deciding voluntarily to seek a Emergency Leave of Absence, students will initiate the necessary paper work at the Student Services and, with that office's assistance, the student can obtain signatures from appropriate offices. Students who initiate a Voluntary Emergency Leave of Absence for any reason are not allowed to participate in any college activities, attend classes, and may not be on campus except to attend meetings or hearings related to the student's situation, unless permission is granted in advance by the administration or designee. Students who opt for a Voluntary Emergency Leave of Absence will undergo the appropriate clearance procedures in order to be reinstated as a student of the institution. Students may be requested to provide, with the student's written permission, current documentation from an

appropriate outside consultant. Examples of such “consultants” include physicians, mental health providers, and non-relatives who, because of their professional credentials and knowledge of the student, can provide recommendations about student readiness to return to college. This will provide the assurance the student is fully prepared to successfully resume all college activities and for the college to provide reasonable accommodations to foster student return. There is a form the college may require to be completed by the student’s consulting information provider with the student signing a waiver for release of that information to appropriate college officials. An outside evaluator’s recommendation is not a binding one for the College. If the Leave of Absence is for medical reasons, documentation must be received by the Dean of Students or designee within five business days of the initial request, or the Leave of Absence will be classified as non-medical. Students who initiate a Voluntary Leave of Absence and cannot return in time to regain academic standing in that semester will receive “W”s on their transcripts.

#### College-Initiated Medical Leaves: Introduction

Polk County Schools cares deeply about the health and safety of its students. Therefore, the school clinic, Student Services staff, and School Guardians are available on the main campus. Students are encouraged to demonstrate behaviors that promote health and safety and, when necessary, to take concerted steps toward these goals, even if academic progress must be delayed. The institution will support student- initiated behavioral and self-care plans and/or initiate actions that consider the welfare of the individual student as it relates to the student’s impact on the school co community. At times, students may exhibit such extreme behavioral conduct that they pose a direct threat to members of the College community, or that their challenge in functioning successfully and safely in the role of a student significantly hinders the academic or non- academic pursuits of others. In such extreme cases, for an unknown period, a student might not be qualified to carry out the essential requirements and activities of college coursework or residency. In order to address these issues, the institution has in place a Behavior Intervention Team (BIT). This select community of school administrators- all of whom work in student-support roles- act together to evaluate a student’s standing, well- being, and needs for support. They then may initiate actions ranging from individualized conversations with students to proceedings under the Student Code of Conduct, as appropriate. There is also a Student Health Committee (SHC). The SHC is a smaller community of student support administrators that may be called upon to intervene very rapidly if a student appears to meet the criteria for “direct threat” to the safety and well-being of themselves or others. Select members of the BIT or the SHC may work with a student or the full committee may play a role, and either committee may request participation of other faculty or staff members who possess specific knowledge or expertise related to a student’s circumstances. Timing of the decision to take an Emergency Leave of Absence, either by the student or by the institution, may impact Federal student loan debt and reimbursement. Withdrawals cannot be issued retroactively. The status of “Withdrawal” (“W”) can only be granted for a current semester and not for semesters completed prior to the actual withdrawal. All withdrawals follow the tuition and fee reimbursement policy outlined elsewhere in the catalog.

#### College-Initiated Medical Leave of Absence

In rare circumstances the BIT and/or the SHC, or individual members of these committees, may recommend that a student take a Medical Leave of Absence. Students for whom the college initiates a Medical Leave of Absence for any reason are not allowed to participate in any college activities, attend classes, reside in or visit campus residential facilities, and may not be on campus except to attend meetings or hearings related to the student’s situation. Examples of situations that might result in a College-Initiated Medical Leave of Absence include, but are not limited to: A student poses a “direct threat” risk to the health or safety of others; a student has an uncontrolled contagious disease or

infection; a student fails to complete the required steps during an emergency interim suspension or appropriate clearance procedures; a student engages in behaviors that disrupt the college or interfere with the educational mission; the student is unable or unwilling to carry out critical self-care obligations, including refraining from self-harm; or the student is not presently “otherwise qualified” to continue as a student. In many cases, these situations can be handled by identifying and implementing reasonable academic, residential, or policy modification accommodations that reduce or eliminate threat, up to and including Student-Initiated Voluntary Leaves of Absence. However, if the College and student are unable to identify actions that will address risk, if the student’s needs exceed the care the College can reasonably provide; or if the student is unwilling to adopt reasonable accommodations, the BIT, the SHC, or its designee(s) may recommend instituting a College-Initiated Medical Leave of Absence. The BIT, the SHC, or its designee(s), will recommend appropriate conditions needed to return. Like students who voluntarily initiate a leave of absence, students under the College- Initiated Medical Leave of Absence will undergo the appropriate clearance procedures in order to be reinstated. Students who experience a College-Initiated Medical Leave of Absence and cannot return in time to regain academic standing in that semester will receive W’s on their transcripts.

#### College-Initiated Emergency Interim Suspension

Members of the BIT or SHC may recommend to the Dean of Students implementing an Emergency Interim Suspension for up to one week upon a student’s behavior rising to the level of significant community disruption, if a mandatory assessment is pending, or if the student has failed to comply with other clearance procedures within the allotted period. The College may extend the Emergency Interim Suspension to allow a student to complete clearance procedures. Students under Emergency Interim Suspension are temporarily not allowed to participate in any college activities, attend classes, reside in or visit campus residential facilities, and may not be on campus except to attend meetings or hearings related to the student’s situation. This interim period allows time for a student to obtain needed resources or interventions, and for all parties to consider an evaluation of readiness to return to the college. The student must complete the appropriate clearance procedure, likely assisted by the BIT, the SHC, or other College official, before returning. Failure to do so may result in the recommendation that a student withdraw (voluntarily or through a college-initiated process).

Students will be notified verbally or in writing if they are to be placed under emergency interim suspension and will have the opportunity to address the basis for the decision by contacting the Dean of Students or designee. Faculty will be notified of student absence from class (but not the cause of absence) with the intention that the student will be able to continue to make appropriate and adequate academic progress.

#### College-Initiated Withdraw

The College reserves the right to withdraw any offer of admission, even after accepted by an applicant indicated by submission of the enrollment deposit, if the College learns of information regarding the applicant’s academic achievement, aptitude, personal character, or performance in general citizenship, which would adversely reflect upon the applicant’s ability to comply with the high expectations of the College. Additionally, the College reserves the right to involuntarily withdraw or expel a student from the College, or decline registration of a student for an upcoming academic term, for a violation(s) of College policies or for behavior, conduct or acts deemed inappropriate by the College.

#### Clearance Procedures: Overview

Clearance procedures are designed to promote interactive, compassionate, and effective conversations between each student and a member or members of the college community. They have been designed

to provide objective, specific feedback about behaviors and circumstances and balance a student's well-being and success with the welfare of the greater community. Clearance procedures are the same for students who undertake a Student-Initiated Voluntary Leave of Absence, or experience a College-Initiated Emergency Interim Suspension or a College-Initiated Medical Leave of Absence.

#### Clearance Procedures: The Preliminary Review

Except for cases of a public health emergency, a member or members of the BIT, the SHC, the Dean of Students, or other college official, may conduct a Preliminary Review. The official and the student will discuss the student's situation and challenges, examine the College's concerns, and make an initial determination about the student's readiness to continue college activities and identify support mechanisms, resources, and conditions that may support this outcome. Ideally, a Preliminary Review adequately supports a positive outcome. Sometimes as part of the Preliminary Review, or if concerns about a student's readiness to resume college life persist after the Preliminary Review, additional appropriate clearance procedures may be utilized.

#### Clearance Procedures: Determining if there is a "Direct Threat"

A "direct threat" exists when a student's conduct "poses a significant risk to the health or safety of others (with high probability of substantial harm". A direct threat results in behaviors or situations that violate the Student Code of Conduct of the College that cannot be acceptably reduced or eliminated by providing reasonable accommodations, auxiliary aids, or services. Students who, through conversations and observations of specific behaviors, are identified that it is more likely than not that they pose a direct threat may be supported in taking a Student-Initiated Voluntary Leave of Absence or may undergo a College-Initiated Emergency Interim Suspension, a College-Initiated Medical Leave of Absence, or another form of separation from the college. To determine if a student poses a direct threat to others, the following criteria based in part on those established by the Office of Civil Rights are used:

- Assessment must be individualized and objective, based on reasonable medical/professional judgment, and rely on the most current information (this underlies "Mandatory Assessment", below)
- The nature, duration, and severity of the potential harm must be determined
- The likelihood that the potential harm will occur must be assessed
- The imminence of the potential harm must be determined and

Whether reasonable accommodations will sufficiently reduce the risk must be explored

These criteria are applied on a case-by-case basis within the context of an individual student's circumstances, considering both mitigating and aggravating circumstances. Separation of the relationship between the student and the College will only be recommended in the absence of other opportunities to accommodate or resolve a situation. If the college is concerned that the student poses a direct threat to others, a Mandatory Assessment may be required. Thus, the student may be obliged to seek proper evaluation from a licensed provider. A student may decline to undertake a Mandatory Assessment but, because this is an issue of a potential direct threat, doing so may result in the college imposing an Emergency Interim Suspension, a College-Initiated Medical Leave of Absence, or other action deemed prudent and appropriate by the College until such a determination can be made. Pending clearance, a student may not be allowed to participate in any college activities, attend classes, and may not be on campus except to attend meetings or hearings related to his/her situation.

#### Clearance Procedures: Determining if a Student is "Otherwise Qualified" to Continue, Including a Potential for Self-Harming Behaviors

The inability to meet the essential requirements of a student in good academic, residential, or social standing can render a student, for an unforeseen period, as not currently qualified to remain a student. Such essential requirements include the capacity and willingness to participate in engaged learning in and outside the classroom; maintaining adequate academic grades and progress; the ability and readiness to abide by the College's policies outlined in code of conduct; the willingness and ability to carry out self-care obligations; and the presence of behaviors that permit unhindered community safety. Based on conversations with the student, the BIT, the SHC or other College official(s) will strive to determine a student's qualifications to continue as an active community member.

Additionally, students exhibiting self-harming behaviors that significantly disrupt normal college activities will be evaluated for continued membership, perhaps for an unforeseen period. Potentially lethal or acute self-harming behaviors, such as suicide attempts, are addressed under this policy as legitimate safety concerns.

If a Mandatory Assessment, described below, determines that a student poses a legitimate safety concern of harm to self, or if the student is evaluated as not being otherwise qualified, this may result in directing students to appropriate support resources; identifying reasonable and effective accommodations to enhance a student's ability to be "qualified"; college-initiated Emergency Interim Suspension; helping the student move forward on a self-initiated Voluntarily Leave of Absence; or a College-Initiated Medical Leave of Absence.

#### Mandatory Assessment

A student may be required to complete a Mandatory Assessment if the student has met the criteria placed forth in this policy, has been placed on College-Initiated Emergency Interim Suspension; has taken a Self-Initiated Voluntary Leave of Absence and wishes to be reinstated; has undergone a College Initiated Medical Leave of Absence and wishes to be reinstated; under other conditions as determined by the college. These Mandatory Assessment steps are designed to ensure the student's optimal performance in the college community, including that the student is not a direct threat to others, that a health emergency no longer exists, that effective accommodations and a plan for success is in place, and/or that the student is otherwise qualified to resume studies and community living. Note: Depending on the situation, students may complete these procedures on different timelines. Some students may complete these steps within days of a Preliminary Review, Emergency Interim Suspension, or Student Initiated Leave of Absence while others may wait several months before pursuing a return to the College. The student must be assessed by an appropriate outside individual, whose opinions will be advisory to the College. The professional consultant, who may be selected by the student or the college, must be a licensed provider that could reasonably be seen as having adequate knowledge, authority, and training to make such an evaluation under other conditions. The College reserves the right to evaluate the appropriateness of the consultant. Further, all providers must be unrelated to the student and must have specialty/credentials appropriate for the condition of concern (e.g., a specialist in eating disorders, substance abuse, etc.). To make an accurate evaluation, the outside consultant may require access to information held by the College related to the events that led to the leave. This typically would involve the student signing a release allowing the College (e.g., a member of the BIT or SHC teams, or the Dean of Students) to share information regarding relevant incidents or concerns and, if applicable, recent healthcare records. The student will be responsible for any cost incurred by the evaluation unless otherwise specified. The outside professional, with the student's written permission, must provide directly to the college an assessment of current functioning of the student and provide written recommendations regarding: a) Given the precipitating events, the student's readiness to return to the academic and demands of college life; b) Ongoing service, resource, testing, or treatment needs; c) Any



conditions or restrictions that the college should impose; and d) The student's readiness to return to clinical or lab experiences. The college may require a form to be completed by the student's professional consultant. An outside evaluator's recommendation is not a binding one for the College.

After the College receives the Mandatory Assessment results and documentation, the student shall meet with the Dean of Students and/or other approved College official(s) (e.g., members of the BIT or SHC). Together, they will review assessment results, associated documentation, the student's own perception regarding readiness to return, and needs and plans for support or treatment will be discussed. Additionally, the College representative(s) will consider how the outside evaluator's recommendations fit with the realities of student life and services that are available on campus or in the community.

The Dean of Students or other College official(s) will thus consider a number of factors about the student's ability to return, including the outside evaluator's recommendation and the results of the student's meeting with the Dean. The Dean of Students will make recommendations, and the students will receive verbal or written notification of the decision about clearance to return to the College.

Note: Neither an Interim Emergency, Voluntary, nor College-Initiated Medical Leave of Absence are considered punitive actions. However, any withdrawal becomes a part of the student's institutional record.

**Appeal:** Students seeking to appeal any outcome of these processes shall do so in writing to the Vice President of Student Life within five (5) days of a decision being shared with the student.

**Readmission:** Students seeking readmission for involuntary withdrawals follow the same procedures as students seeking readmission

## APPENDIX C INFECTIOUS DISEASE

### Campus Reporting

Reporting of cases of infectious diseases and related conditions has been, and remains, a vital step in controlling and preventing the spread of communicable diseases. Any person who has knowledge of an outbreak of infectious disease or a cluster of unexplained illness on campus, infectious or non-infectious, should promptly report the information to school administration.

The person who is ill will be advised to seek medical care. Some community resources include, but are not limited to:

- Lake Miriam Urgent Care, 4710 South Florida Avenue, Lakeland, FL 33813, (863)284- 5000. Monday – Friday: 8am to 8pm. Saturday – Sunday: 8am to 5pm.
- Gateway Walk-In Campus, 2815 Lakeland Hills Blvd, Lakeland, FL 33805, (863)284- 5000. Monday – Friday: 8am to 5pm;
- Lakeland Regional Health Emergency Room, 1324 Lakeland Hills Blvd. 33804, (863) 687-1100. 24 hours/day, 7 days/week.
- Owl Now Urgent Care, 3242 South Florida Avenue 33803, (863) 644-7337. 9am to 9pm., 7 days/week.
- Watson Clinic
- Urgent Care at Main, 1600 Lakeland Hills Blvd. 33805, (863) 680-7271. 7 days a week, 8am to 6pm.
- Urgent Care South 1033 North Parkway Frontage Road, Lakeland, FL 33803, (863) 647- 4047. Weekdays: 8 am - 6 pm. Saturday & Sunday: 8 am - 6 pm
- XpressCare at Highlands, 2300 E. County Road 540A, 33813, (863) 393-9472. Monday – Saturday: 8am to 6pm. Sunday: 9am to 3pm

### Medical Emergencies and First Aid

If serious injury or illness occurs on campus, ensure your own safety first. Then immediately dial 911 (9-911 from campus phone). Give your name and be prepared to describe the nature and severity of the medical problem and the campus location of the victim. If possible, then call the switchboard (extension 400 from a campus telephone) with the same information.

In case of serious injury or illness, Red Cross-trained personnel should quickly perform the following steps while waiting for the arrival of trained medical personnel:

- Keep the victim still and comfortable. DO NOT MOVE THE VICTIM.
- Ask victim, “Are you okay?” and “What is wrong?”
- Check breathing and give artificial respiration if necessary.
- Control serious bleeding by direct pressure on the wound.
- Continue to assist the victim until help arrives.
- Look for emergency medical I.D., question witness (es), and give all information to responding medical personnel.

In case of minor injury or illness, if necessary, provide first aid care or recommend the person be seen at a medical facility. If treating a wound at the scene, it is desirable to use sterile first aid supplies. If these are not available, use clean material to treat the wound.

Once the victim is safe, notify the administration that an emergency medical situation has occurred. Training is available to anyone through the local American Heart Association/Citizen CPR, Inc.