



Adult &  
Community  
Education  
—— SCHOOL

**2021-2022  
STUDENT  
CODE  
OF  
CONDUCT**



**SCHOOL BOARD OF LEON COUNTY, FLORIDA**

**Rocky Hanna, Superintendent**

2757 West Pensacola Street Tallahassee, Florida

32304-2998

(850) 487-7100

**Board Members**

Darryl Jones, Board Chair

Alva Striplin, Vice-Chair

Georgia "Joy" Bowen

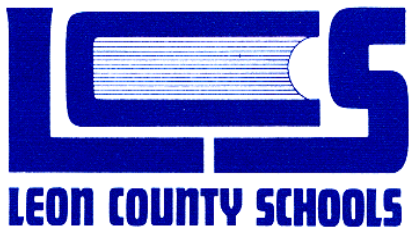
Roseanne Wood

Dee Dee Rasmussen

**Please Note:**

**You may access the Leon County Schools Student Code of Conduct at:**  
**[https://www.leonschools.net/site/handlers/filedownload.ashx?moduleinstanceid=71248&dataid=175423&FileName=2122\\_Student%20Code%20of%20Conduct.pdf](https://www.leonschools.net/site/handlers/filedownload.ashx?moduleinstanceid=71248&dataid=175423&FileName=2122_Student%20Code%20of%20Conduct.pdf)**

***This publication is developed to assist parents, guardians, and students to understand their rights and responsibilities as Leon County Schools strive to maintain a safe and orderly educational environment. The descriptions contained within this document do not supersede applicable Florida Statutes or School Board Policy. Copies of School Board Policies may be found at <https://go.boarddocs.com/fla/leon/Board.nsf/> or may be obtained by calling 487-7177.***



### **Nondiscrimination Notification and Contact Information**

“No person shall on the basis of sex (including transgender, gender nonconforming and gender identity), marital status, sexual orientation, race, religion, ethnicity, national origin, age, color, pregnancy, disability, military status or genetic information be denied employment, receipt of services, access to or participation in school activities or programs if qualified to receive such services, or otherwise be discriminated against or placed in a hostile environment in any educational program or activity including those receiving federal financial assistance, except as provided by law.” No person shall deny equal access or a fair opportunity to meet to, or discriminate against, any group officially affiliated with the Boy Scouts of America, or any other youth group listed in Title 36 of the United States Code as a patriotic society.

An employee, student, parent or applicant alleging discrimination with respect to employment, or any educational program or activity may contact:

Dr. Kathleen L. Rodgers, Assistant Superintendent  
Equity Coordinator (Students) and  
Title IX Compliance Officer  
Leon County School District  
2757 West Pensacola Street  
Tallahassee, Florida 32304  
(850) 487-7306  
[rodgersk@leonschools.net](mailto:rodgersk@leonschools.net)

Deana McAllister, Assistant Superintendent  
Labor and Employee Relations  
Equity Coordinator (Employees)  
(850) 487-7193  
[mcallisterd@leonschools.net](mailto:mcallisterd@leonschools.net)

A student or parent alleging discrimination as it relates to Section 504 of the Rehabilitation Act may contact:

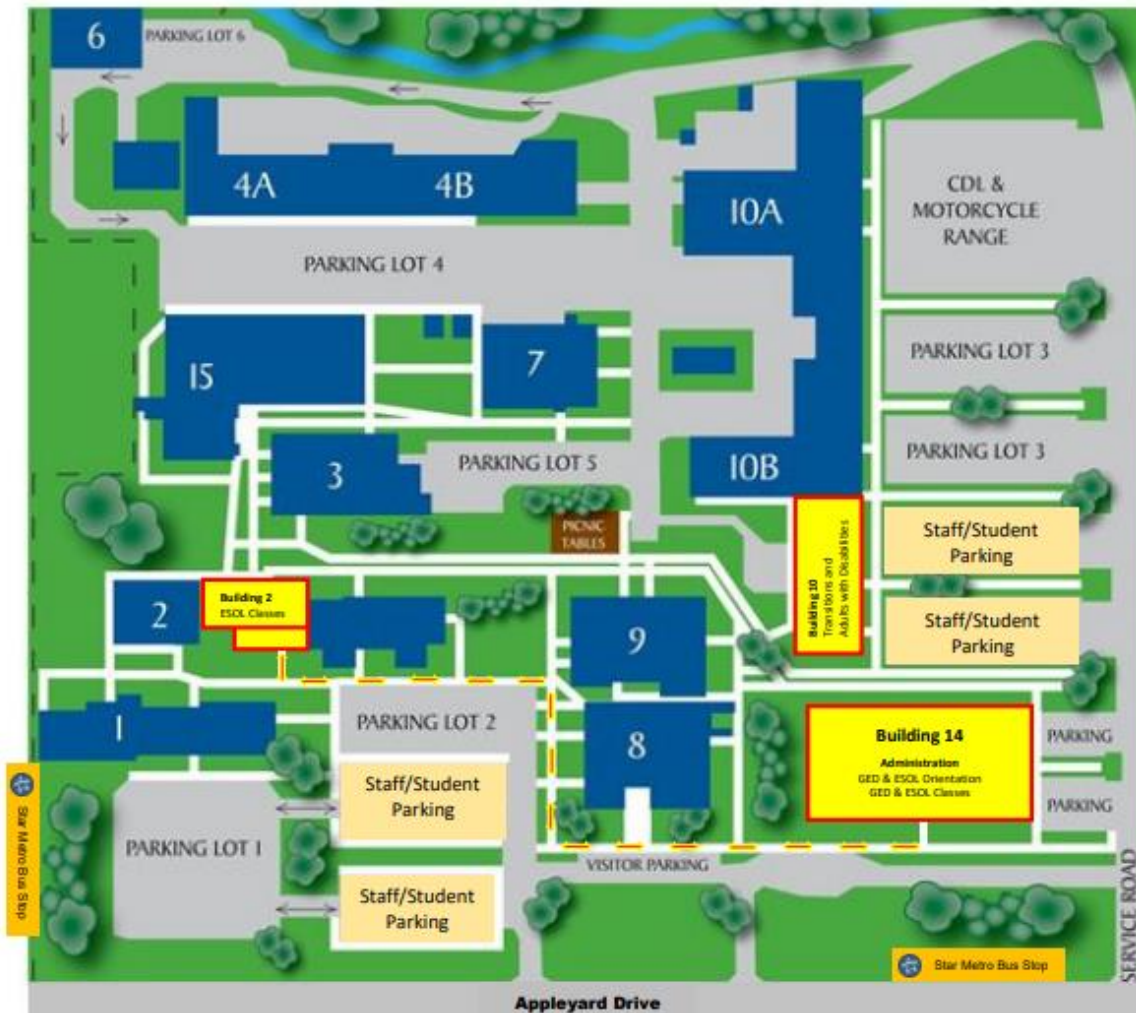
Jennifer Benton, 504 Specialist  
(850) 487-7317  
[bentonj@leonschools.net](mailto:bentonj@leonschools.net)



Adult &  
Community  
Education  
SCHOOL

## Campus Map

Adult & Community Education  
526 Appleyard Drive  
Tallahassee, FL 32304  
(850) 717-2020



**ACE Classes are located in building areas that are yellow.**

ESOL Orientation is located in Building 14, Room 113.

GED Orientation is located in Building 14, Room 123.



**Adult &  
Community  
Education**  
— SCHOOL

ASSISTANT DIRECTOR  
Regina Browning

ASSISTANT DIRECTOR  
Jennifer Ricardo

General School Information  
**Mailing Address:**  
526 North Appleyard Drive  
Tallahassee, Florida 32304-2895  
Phone: 850.717-2020  
Fax:850.717-2060  
URL: ACELeon.org

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## **MOTTO**

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***A Great Start for a Better Future!***

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## **THEME**

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***ADVENTURE AWAITS***



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## **Mission Statement**

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The mission of Adult & Community Education (ACE) is to provide educational opportunities, through the use of school and community resources, which will enable learners to become responsible, independent contributors in the community in which they live and work.

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## **Vision Statement**

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Leon County Schools Adult & Community Education will be an engaging, safe, and respectful learning environment that embraces change and produces academic achievers who appreciate diversity and become contributors to our society.



**Adult &  
Community  
Education**  
— SCHOOL

August 2021

Dear ACE Families:

Welcome to another exciting year of learning at Adult & Community Education (ACE)! We are thrilled to have you join our family for the 2021- 2022 school year. ACE has numerous opportunities for our students to develop lifelong skills.

We want to congratulate you on your decision to further your education. Our purpose is to assist you in achieving your educational goals. We will help develop your individualized educational plan, provide you with knowledgeable instructors and provide appropriate instructional materials to help you reach your goals.

The ACE Student Handbook provides a great deal of important information regarding our programs and services, as well as our policies and procedures. Please take time to read the handbook thoroughly and review this information.

We strive to keep the lines of communication open. Please feel free to contact any member of our school staff if you have any questions or concerns. We encourage a close proactive relationship with our school community and look forward to working with you. ACE is a wonderful environment for developing minds. Please remember that our door is always open for questions, comments or concerns.

Sincerely,

Regina Browning  
Assistant Director

Jennifer Ricardo  
Assistant Director

## **CODE OF CONDUCT FOR ADULT STUDENTS**

By applying and registering at Adult & Community Education (ACE), all students agree to abide by all regulations, the student handbook and other school publications, as well as federal, state and local laws.

As an adult education institution, the school expects students to be mature and responsible citizens at all times and places. Any student whose conduct or dress is in violation of the law, is a public nuisance or is deemed improper and detrimental to the school, and/or does not abide by the policies of a program may be subject to disciplinary action, including probation, suspension, withdrawal or denial of reenrollment.

All high school students that attend Adult & Community Education (ACE) or any other Adult Education sites are subject to the School District of Leon County Code of Conduct for Students.

### **SCOPE OF AUTHORITY**

The Assistant Director, or Director has the right to determine the appropriate response for the misconduct and the corresponding level of the offense based on the facts and circumstances of the incident in accordance with Florida statutes sections 1003.31 or 1006.61.

Proceedings of the investigation of each case and the action taken will be officially recorded. Students are expected to respect the rights and welfare of other members of the school community and its guests. This district recognizes that a thoughtful and reasoned search for truth can be conducted only in an atmosphere that is free of intimidation and coercion. As such, violence, the threat of violence, disruption to the learning process and intimidation are unacceptable to the adult learning community. Students are expected to assume full responsibility and will be held accountable for their individual or collective actions.

Certain conduct and actions while on campus shall be considered improper conduct and shall be subject to disciplinary action which may include suspension or withdrawal. Each case will be reviewed on an individual basis by the director or his/her designee giving each student the fundamental right of procedural due process. The degree of formality associated with a conference or hearing in the determination of a suspension or withdrawal will depend upon the nature of the offense and the severity of the sanctions that may be imposed as a result. Only the Principal, Director, Coordinator, or their designee has the authority to suspend a student. Only the Director, or Assistant Director has the authority to withdraw a student.



## **DIVERSITY**

Leon County Schools is committed to building and maintaining a diverse, accessible, civil, and supportive learning community. It fosters respect and understanding among all cultures and all individuals who work, study, live, and teach within this community. Bigotry, expressions of hatred or prejudice, behaviors that infringe upon the freedom and respect that every individual deserves, and harassment of any kind transgress the school's purposes and values. Just as learning benefits from the interplay of teaching and scholarship in a variety of disciplines, so does the school community learn and profit from diverse cultures and perspectives.

## **FEDERAL DRUG-FREE SCHOOL ACT**

Federal legislation has been passed as part of the war on drugs. This legislation is intended to convey to students of any institution receiving federal funds (contracts, grants, student financial aid, etc.) the health risks which exist for those who abuse alcohol or drugs. In addition, penalties for those who violate school standards are in place and consistently enforced.

## **DRUG-FREE SCHOOLS**

It is the intent of the School Board that all schools, school-sponsored activities, and school vehicles shall be drug free. The School Board recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the whole school community. As the educational institution of this community, the schools should strive to prevent drug abuse and help drug abusers through education. The Board, through this policy, establishes a drug-free zone within 1,000 feet of any facility used by the District for educational purposes.

Possession or consumption of alcohol or illegal drugs on school grounds, when documented, is considered serious enough to warrant the student's immediate administrative withdrawal from school. Alcohol violations are enforced as described in Florida Statute 562.111. Drug violations are enforced as described in Florida Statute 893.

## **TOBACCO-FREE CAMPUS RULE**

Students shall be prohibited from possessing and/or using tobacco products while on school property and/or when on a school bus participating in school-sponsored activities. (See Policy 5512 – Tobacco-Free Environment) For purposes of this rule, "Use of Tobacco Products" means smoking, burning, chewing, vaping, snuffing, dipping, or otherwise ingesting or deriving the effects of tobacco and shall include the use of tobacco-like substances or products intended to provide or simulate the effects of tobacco including, but not limited to, electronic cigarettes or similar devices.

## **CIVILITY IN SCHOOLS – LCSB POLICY 1380**

The School Board believes that a staff member should be able to work in an environment free of threatening speech or actions. This policy promotes mutual respect, civility, and orderly conduct among District employees, parents, and the public. This policy is not intended to deprive any person of his/her right to freedom of expression, but only to maintain, to the extent possible and reasonable, a safe, harassment-free workplace for staff members.

Threatening behavior consisting of any words or deeds that intimidate a staff member or cause anxiety concerning physical well-being is strictly forbidden. Any parent, visitor, staff member, volunteer, or agent of the Board who is found to have threatened a member of the staff will be subject to discipline or reported to the authorities. Members of the District staff will treat parents and other members of the public with respect and expect the same in return.

The Board is committed to maintaining orderly educational and administrative processes in keeping schools and administrative offices free from disruptions and preventing unauthorized persons from entering school/District grounds. Staff will take the necessary actions to protect students' and other employees' personal safety and positive work environment.

Any individual who disrupts or threatens to disrupt school/office operations; threatens the health and safety of students or staff, willfully causes property damage; uses loud and/or offensive language which could provoke a violent reaction; or who has otherwise established a continued pattern of unauthorized entry on School District property, will be directed to leave school or School District property promptly by the site administrator or designee, or shall be escorted from the property with the assistance of other staff or a law enforcement officer.

If any member of the public uses obscenities or speaks in a demanding, loud, insulting, and/or demeaning manner, the administrator or employee to whom the remarks are directed will attempt to calmly and politely admonish the speaker to communicate civilly. If corrective action is not taken by the abusing party, the District employee will verbally notify the abusing party that the meeting, conference, or telephone conversation is terminated and, if the meeting or conference is on District premises, the offending person will be directed to leave promptly.

## **SEARCH AND SEIZURE BY SCHOOL PERSONNEL – LCSB POLICY 5771**

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 random search. 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. The Board directs the school principals to conduct a routine inspection at least annually of all such storage places.

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, 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. These searches should be conducted in the presence of another authorized person. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age. These searches must have prior review and authorization of the Principal or Site Administrator. This authorization to search shall also apply to all situations in which the student is under the jurisdiction of the Board.

Administrators are permitted to conduct a random search of any student's locker and its contents at any time, providing proper notice has been posted in the locker areas of each building.

Strip searches of a student's person or intimate personal belongings by school staff are not permitted, and shall only be conducted by appropriate law enforcement or intake facility personnel.

The Board also authorizes the use of canines, trained in detecting the presence of drugs, weapons, or other harmful devices, when the Superintendent has reasonable suspicion that illegal drugs, weapons, or other harmful devices may be present in a school. This means of detection shall be used only to determine the presence of drugs, weapons, and other harmful devices in locker areas and other places on school property where such substances could be concealed. Canine detection must be conducted in collaboration with law enforcement authorities or with organizations certified in canine detection and is not to be used to search individual students unless a warrant has been obtained prior to the search. Pursuant to Policy [7440](#), the Superintendent is also authorized to use metal detectors for this purpose as well.

## **SEXUAL HARASSMENT POLICY**

Sexual harassment undermines the integrity of the academic and work environment and prevents its victims and their peers from achieving their full potential. All members of the school community are entitled to work and study in an atmosphere free from sexual overtures or innuendoes that are unsolicited and unwelcome. It is the particular responsibility of those members of the school community who hold positions of authority over others to avoid actions that are or can be considered sexually abusive or unprofessional. The school provides an equity coordinator for help in these matters.

### **SEXUAL HARASSMENT – LCSB POLICY 5517**

It is the policy of the School Board to maintain an educational and work environment that is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School District operations, programs, and activities. All students,

administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will vigorously enforce its prohibition against harassment based on sex, race, color, national origin, religion, disability, or any other legally prohibited basis, and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify the problems. The Board will investigate all allegations of unlawful harassment and in those cases where legally prohibited harassment is substantiated, the Board will take immediate steps to end the harassment. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

For purposes of this policy, "School District Community" means students, administrators, teachers, staff, and all other school personnel, including Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

For purposes of this policy, "third parties" include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off School District property).

The Board will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

Retaliating against a person who has made a report or filed a complaint alleging unlawful harassment, or who has participated as a witness in a harassment investigation. Filing a malicious or knowingly false report or complaint of harassment.

Disregarding, failing to investigate adequately, or delaying investigation of allegations of unlawful harassment, when responsibility for reporting and/or investigating unlawful harassment charges comprises part of one's supervisory duties. Any student who believes he or she has been placed in a hostile environment or harassed by another student or any other person in the school, on a school bus, or while participating in a school activity may file a complaint utilizing the Student Grievance Procedure in this Code of Conduct with the District's Equity Officer, Leon County Schools, 2757 West Pensacola Street, Tallahassee, Florida 32304, (850) 487-7306.

### **BULLYING AND HARASSMENT – LCSB POLICY 5517.01**

The School Board is committed to providing an educational setting that is safe, secure, and free from harassment and bullying of any kind for all of its students, school employees, and volunteers. The Board will not tolerate bullying and harassment of any type. Conduct that constitutes bullying and harassment, as defined herein, is prohibited: during any education program or activity conducted by the District; during any school-related or school-sponsored program or activity or on a school bus of the District; or through the use of data or computer software that is accessed through a computer, computer system, or computer network of the District. Consequences and remedial action for students who commit an act of bullying or harassment will be determined in accordance with School Board Policy 5517.01

### **BUS TRANSPORTATION**

StarMetro, the city bus, provides services to ACE. For more information call StarMetro at 850-891-5200.

### **STUDENT ID/PARKING PERMIT**

All students must have a valid ID badge while on campus and display it in a visible manner with picture facing out, on the outside of clothing between the collar and at or above the waist at all times while on campus. Students must report a lost, stolen, or misplaced ID badge to your teacher and obtain a new card.

Access/ID cards and parking permits are issued in Registration each school year. There is a replacement fee of \$5.00 for an access/ID card and \$5.00 for a parking permit.

ACE's facility is a limited-access campus. Student IDs are to be worn at all times while students are on campus. Parking in all lots other than designated visitor parking is by permit only. Student vehicles are required to be registered and must display a valid ACE parking permit. Temporary parking permits must be displayed in plain view on the vehicle's dashboard. Unauthorized and improperly parked vehicles may be ticketed and/or towed at the owner's expense.

### **STUDENT BACKPACKS**

**Students may carry a backpack while on campus providing that the following requirements are met:**

- All backpacks ***MUST BE SEE THROUGH*** (plastic or mesh material)
- All items in the backpack must be visible at all time

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA) RELEASE**

For adult students, the Family Educational Rights and Privacy Act of 1974 (FERPA) Release provides for the confidentiality of student education records. ACE may not disclose educational information nor permit inspection of a student's education records without the written permission of the student unless such actions are covered by certain exceptions as stipulated in FERPA.

### **REFUNDS**

A new GED, ESOL, or Adult High School Credit Classes, student may withdraw and be entitled to a 100% refund if it is requested during the **original orientation week**. It is the **student's responsibility to request the refund** if they do not wish to attend classes. The student must bring the paid tuition receipt to the ACE campus at 526 Appleyard Drive, Building 14, **during the original week** to request a refund. For **returning students no refunds** will be given. Tuition **will not** be refunded if the student is **withdrawn for disciplinary reasons.**

## **STUDENT SERVICES**

ACE's Student Services is comprised of multiple resources for students, including Testing, Guidance, and Career Counseling.

### **Hours of Operation**

7:30 a.m. – 4:00 p.m. Monday - Friday

For the week proceeding each semester and the first week of classes, Registration and Student Services hours may be extended. Summer and holiday hours may vary and will be posted.

## **GRADUATION**

Students who have completed all program requirements are eligible to participate in the graduation ceremony. The ceremony is held annually and family and friends are invited. The graduation/completion requirements are outlined in each program. Information will be provided to eligible students nearing completion. There is a fee to participate in graduation ceremonies. This fee is non-refundable.

## **ENROLLMENT INFORMATION**

Adult & Community Education has open enrollment. To enroll in one of our programs you will need to adhere to the following:

### **Adults with Disabilities**

The Adults with Disabilities Program has an admissions process that includes an application and interview. Further information may be acquired by contacting the Assistant Director or their designee.

### **Adult High School**

To enroll in our Adult High School:

- All students 16 and have four or fewer high school credits to complete
- Contact your former high school and secure your official transcript and FCAT/FSA test scores and submit them to ACE Student Services.
- Upon approval, schedule an intake interview and register for classes

### **ESOL Program**

To enroll in ESOL:

- All students 16 and older start registration online at [www.aceleon.org/register/](http://www.aceleon.org/register/)
- Once student completes the Pre-Registration form they will receive an email in 1-2 days that includes links to complete Registration and Orientation online.
- Once students have completed both the Registration and Orientation they will receive an email to schedule an appointment for Placement Testing and Advising on our main campus.

### **GED® Prep Program**

To enroll in GED® Prep Classes:

- All students 16 and older start registration online at [www.aceleon.org/register/](http://www.aceleon.org/register/)
- Upon completion of the online orientation and submission of an online registration form, then you will need to come to our main campus, on the days specified for Testing and Advising.

### **High School/Co-Enrollment**

To enroll in our high school credit recovery classes, high school students and/or their parents should contact their respective high school counselors.

### **Transition Program**

Program Qualifications include students must be:

- 18-21 years of age and has deferred their Standard High School diploma with Access Points from a Leon County High School
- Is a client of Vocational Rehabilitation (VR) or is on their waitlist
- Is a client of additional agencies as appropriate (i.e. Agency for Persons with Disabilities-APD) so that support and funding continues after the student exits the program at age 22
- Have employment, community participation, and community living as goals on their Transition IEP

### **The application and acceptance process**

1. The student and applicant's family fill out a referral packet (available through mail or e-mail from the Transition Program). The applicant sends the referral packet to the district transition specialist.
2. The intake committee reviews the application and the Transition IEP to determine appropriateness for the program.
3. The district transition specialist reviews the application and visits each applicant at their high school. This visit includes a short questionnaire to gather information about the student's employment and post-school interests.
4. The student applicant hears of the decision by U.S. mail.
5. A Transition IEP meeting takes place at the student's high school with transition-related goals put into place.

### **TUITION**

The Leon County School Board, within the guidelines set forth by the Florida legislature, approves tuition fee schedules. Tuition is \$30.00 per term.

### **ADULTS WITH DISABILITIES**

#### **District Policy**

The Leon County School District does not discriminate against any person on the basis of sex (including transgender status, gender nonconforming, and gender identity), marital status, sexual orientation, race, religion, ethnicity, national origin, age, color, pregnancy, disability, or genetic information.

Leon County Schools adheres to a policy of nondiscrimination in educational

programs, activities and employment and strives affirmatively to provide equal opportunity for all as required by Section 504 of the Rehabilitation Act of 1973 which prohibits discrimination against persons with disabilities.

Adults with Disabilities enrolled in Adult & Community Education Programs have the right to: Request accommodations to take part in and receive benefits from programs, services, and activities without discrimination because of your disabling condition. Have the school district advise you of your rights under federal law. Receive services and be educated in facilities that are comparable to those provided to non-disabled students. Examine all relevant records relating to decisions regarding your accommodations. File a grievance. Procedures for filing a grievance are maintained by the school administrator. Receive a copy of your rights as identified herein.

## **PROCEDURES FOR 504 STUDENTS**

### **504 Student Referral**

Adult students must self-disclose that they have a disability and complete an Accommodation Conference Request Form. This information is recorded on the ACE 504-Referral Form when the referral is made.

### **Student Eligibility**

The Section 504 Committee Review Team will determine if the student meets the requirements of an eligible individual under Section 504 by discussing the following: (a) if a mental or physical impairment exists, (b) if the impairment substantially limits any of the student's major life functions, (c) how the impairment affects the student across the educational program, and (d) if the student is eligible for an accommodation plan.

Conditions primarily the result of cultural, environmental, or economic factors (e.g., homeless, migrant, ELL, poverty, cultural factors, attendance problems, transiency, divorce, death of family member and other family crises, or military deployments) may not be considered disabling conditions under Section 504.

### **504 Accommodation Plan Development Meeting**

Eligible students receive a written Plan that shall be developed by The Section 504 Committee within a reasonable timeframe, within 30 calendar days after eligibility determination and documented on the ACE 504/ADA Accommodation Plan Form. Written notification of intent to conduct an Accommodation Plan Development Meeting for Section 504 services provided to the adult student and instructor.

Accommodations shall be included in the Plan, along with any modifications or services the student needs. Educational services, testing accommodations, and extracurricular activities shall be considered during the decision-making process. Accommodations and adaptations shall not lower, or substantially or fundamentally, alter the school division's standards. The academic success to any particular educational outcome of accommodations or modifications is to equalize access to



programs/activities, and as such, does not necessarily ensure academic success.

The accommodations or services provided will be determined by a consensus of the committee. Signatures of participants at this meeting shall be recorded on the aforementioned form.

The members of the Section 504 Committee include: (1) the 504 Chairperson; (2) administrator/designee; (3) one or more of the student's instructors; (4) the parent/guardian (if Student Consent for Parent Participation Form is provided); (5) the student; and (6) other staff knowledgeable of the student's functioning and the meaning of the data (e.g., psychologist, outside agencies).

Members of the committee and instructors are to review and select the most effective strategies/accommodations that will assist students' success within the program. Within the scheduled 504 meeting, members of the committee (including the student) will collaborate to select the most suitable accommodations.

### **Review Procedures for Plan/Reevaluation**

Section 504 Plans shall be reviewed at least annually, prior to the anniversary date. The Section 504 Committee will meet to review student information, which may include: current progress, attendance data, student records (including group-administered achievement tests), work samples (as appropriate), and any information the parents may provide. Revise the 504 Plan as needed based on the present level of functioning and confirm the reevaluation date with the committee.

During the Section 504 annual review meeting, the Section 504 Committee will complete the 504-Plan Follow-up Form following the guidelines in the Selection of Accommodations and Plan Development section of this document. Signatures of all persons participating in Section 504 annual review meeting shall sign the 504-Plan Follow-up Form.

### **CHANGE OF NAME OR ADDRESS**

Students are required to promptly notify the Student Services Office in Building 14, as well as the instructor, of any change in name, address, or phone number. A name change requires legal documentation. Students may obtain a change of address form in Student Services to request an update.

### **STUDENT COMMUNICATION**

ACE is committed to the following:

- Giving clear directions and guidance as to the status of our programs and general school operations
- Developing electronic communications with students
- Utilizing the following web platforms:
  - ACEFOCUS Student Portal Messaging Platform for all enrolled

students

- Facebook, Instagram, and Twitter: for the Public, students and staff
- School website: communication to the public, students and staff
- Office 365 Applications: for email and office applications
- Remind App: for communicating with staff

In the event of a sudden campus closure, or change in academic delivery method, all students will be initially notified through the FOCUS Student Portal with follow-up guidance will be sent electronically via email, text, and social media announcements.

### **ACADEMIC HONOR CODE**

ACE expects all students to conduct themselves with complete honesty in all academic work. Any form of academic dishonesty is a serious offense and can result in removal from the school.

ACE will not excuse a lack of awareness or understanding of what constitutes academic dishonesty. Any attempt to commit any of the following infractions constitutes academic dishonesty.

Academic dishonesty includes but is not limited to:

1. Plagiarism: Offering the words, facts, or ideas of another person as your own in any academic exercise. Including the submission of work as one's own that has been prepared by another person.
2. Stealing, altering, redirecting, or otherwise tampering with the form or content of digital media created or presented by another person without explicit permission of that person.
3. Forgery, fabrication or falsification of academic documents/projects.
4. Cheating: To give or receive assistance from material, another person, or any other source (books, notes, etc.), including electronic sources, or to attempt to do so.
5. Facilitating Academic Dishonesty: Helping other student(s) commit an act of academic dishonesty.
6. Lying: Deliberately making a statement known to be false or untrue with the intent to deceive.

### **DRESS CODE REQUIREMENTS**

#### **DRESS CODE**

All students shall practice appropriate dress and grooming at all times. Appropriate dress is clean, safe, modest, and non-disruptive. Inappropriate dress will be handled according to disciplinary procedures. Classroom instructors of technical training programs will provide students with dress guidelines appropriate to the students enrolled training program. Students are expected to adhere to the proper dress code

policy for their training program.

### **DISCIPLINARY SANCTIONS/CONSEQUENCES**

1. **Warning:** A written reprimand to the student indicating that repetition of said act will be cause for further disciplinary action; copies of which will be placed in student discipline files.
2. **Restitution:** Reimbursement or payment for damage to or misappropriation of property.
3. **Suspension:** Exclusion from classes and other privileges or activities, as set forth in the notice of suspension for a defined period of time.
4. **Withdrawal:** Disenrollment of the student from school, terminating their status as an enrolled student in the school. In accordance with State Statute 1006.61, this is for a minimum of 2 years.
5. **Other:** Other types of discipline, as set forth in school regulations and consistent with the incident involved, such as: a letter of apology to aggrieved parties, community service, repair of damages, mandatory attendance of an anger management seminar, etc.

### **DISCIPLINE INFRACTIONS AND CONSEQUENCES**

**ACADEMIC INTEGRITY AND CLASSROOM BEHAVIOR:** Students are expected to be honest in all of their academic coursework and activities. Academic dishonesty, such as cheating on examinations, course assignments or projects, plagiarism, misrepresentation and the unauthorized possession of examination or course-related materials, is prohibited. Intentional obstruction or disruption of teaching, research or lab activities is prohibited.

Offense Consequences: Suspension and/or Administrative Review.

**ADJUDICATED VIOLATIONS OF STATE OR FEDERAL LAW:** Any adjudicated violations of Florida or federal criminal statutes on school premises or at school-sponsored events held off campus will result in disciplinary action.

Offense Consequences: Suspension and/or Administrative Review.

**ALCOHOL:** Possession, use, or under the influence of any alcoholic beverage.

Offense Consequences: Administrative Review.

**ARSON:** Damaging, or attempting to damage, any real or personal property by

fire or explosion; intentionally setting a fire on/with school property.

Offense Consequences: Withdrawal from school.

**BATTERY:** Physical use of force or violence by an individual against another; uninvited physical contact with another person, including but not limited to, pushing, shoving, and/or contact via an object.

Offense Consequences: Suspension and/or Administrative Review.

**BULLYING/HARRASSMENT:** Unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment, cause discomfort or humiliation, or unreasonably interfere with the individual's school performance or participation.

Offense Consequences: Suspension and/or Administrative Review.

**BREAKING/ENTERING:** Unlawful entry or attempted entry or unauthorized presence in a building or other structure, or conveyance with evidence of the intent to damage or remove property or harm a person(s).

Offense Consequences: Withdrawal from school.

**CELL PHONE USE:** Use of any communication or recording device, such as cell phone, text messaging devices, or digital cameras, during instructional activities, (which is not instructor approved or directly associated to the lesson).

Offense Consequences: 1<sup>st</sup> –Warning, 2<sup>nd</sup> Suspension, Repeated incidents; Administrative Review.

**CHEATING (HONOR CODE):** ACE expects all students to conduct themselves with complete honesty in all academic work. Any form of academic dishonesty is a serious offense and can result in dismissal from school. Deliberate distribution or use of information, notes, materials, or work of another person in the completion of an academic exam, test, or assignment.

Offense Consequences: Zero Grade and Administrative Review.

**COMPUTER MISUSE:** Manipulation of computer hardware, software or data, and or the misuse of telecommunication services, including but not limited to: improper use of technology devices, accessing or posting inappropriate information on the internet, at any time on school-owned equipment, or school-owned or maintained network that may interfere with the educational process.

Offense Consequences: Suspension and/or Administrative Review.

**DISRUPTIVE BEHAVIOR:** Participating in and/or encouraging any activity that

substantially disrupts the classroom environment or its related function

Offense Consequences: Suspension and /or Administrative Review.

**DRESS CODE VIOLATION:** Failure to comply with dress code requirement(s) (Including failure to wear student ID). Repeated violations constitute insubordination.

Offense Consequences: Warning and Correction or Suspension.

**DISRUPTION ON CAMPUS:** Disruptive behavior that poses a serious threat to the learning environment, health, safety, or welfare of others, including but not limited to: making a bomb threat, inciting a riot, initiating a false fire alarm, etc.

Offense Consequences: Withdrawal from school.

**DRUG SALE/DISTRIBUTION:** Manufacture, cultivation, sale, or distribution of any drug, narcotic, controlled substance, substance represented to be a drug, including giving prescription drugs prescribed for someone else to another person.

Offense Consequences: Withdrawal from school.

**DRUG USE/POSSESSION:** Use possession, or under the influence of any drug, narcotic, or controlled substance, including any possession of drug paraphernalia or a student possessing prescription drugs that are not prescribed for him/her.

Offense Consequences: Administrative Review.

**FIGHTING:** Two or more persons mutually participating in the use of force or physical violence that requires physical or verbal restraint or results in injury that requires first aid or subsequent medical attention.

Offense Consequences: Administrative Review.

**FALSIFICATION OR FORGERY:** Deliberately making any false or misleading verbal or written statements on any official correspondence or application, or attendance record keeping device, or falsify any school records.

Offense Consequence: Suspension and/or Administrative Review.

**GAMBLING:** Participating in any form of gambling activities on campus.

Offense Consequences: Suspension and/or Administrative Review.

**HATE CRIMES:** Incidents of criminal acts that evidence prejudice

based on race, religion, ethnicity, color, ancestry, sexual orientation, gender identity, disability, or national origin.

Offense Consequence: Withdrawal from school.

**HAZING:** Hazing is defined as any group or individual action or activity that endangers the mental or physical health or safety or which may demean, disgrace, or degrade any person, regardless of location, intent, or consent of participant(s).

Offense Consequence: Administrative Review.

**INSUBORDINATION/DISRESPECT:** Refusal or failure to follow a direction or an order from a school staff member, or any adult in authority including guest teachers and security personnel. Use of words or acts which demean, degrade, antagonize, or humiliate a person or group of persons.

Offense Consequence: Suspension and/or Administrative Review.

**OTHER MAJOR DISRUPTION:** Any serious, harmful incident resulting in the need for law enforcement intervention.

Offense Consequences: Withdrawal from school.

**SEXUAL HARRASSMENT:** Unwanted verbal or physical behavior with sexual connotations that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment, cause discomfort or humiliation or unreasonably interfere with the individual's school performance or participation.

Offense Consequences: Administrative Review and/or Withdrawal from school.

**THREAT/INTIMIDATION:** Threat to cause physical harm to another person with or without the use of a weapon that includes all the following elements:

- (1) Intent - an intention that the threat is heard or seen by the person who is the object of the threat.
- (2) Fear - a reasonable fear or apprehension by the person who is the object of the threat that the threat could be carried out.
- (3) Capability - the ability of the offender to actually carry out the threat directly or by a weapon or other instrument that can be easily obtained.

Offense Consequences: Suspension and/or Administrative Review.

**TRESPASSING:** Entering or remaining on school grounds/campus or at a school-sponsored activity off campus without authorization or being told to leave or while on suspension.

Offense Consequences: Suspension and/or Administrative Review.

**VANDALISM:** Intentional destruction, damage, or defacement of public or private property.

Offense Consequences: Suspension and/or Administrative Review.

**WEAPONS POSSESSION:** Possession of any instrument or object that can inflict serious harm on another person or that can place a person in reasonable fear of serious injury, including but not limited to: any firearms, handguns, Tasers, zip guns, knives, brass knuckles, razor blades, chains, chemical sprays, sharp objects, etc. (Possession includes any location within reach or control of the person, concealed or carried openly, including in vehicle, lockers or back pack.)

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 Board for the purpose of school activities approved and authorized by the Board including, but not limited to, property leased, owned, or contracted for by the Board, a school-sponsored event, or in a Board-owned 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.

Students shall report knowledge of dangerous weapons and/or threats of violence by students, staff members, or visitors to the site administrator. Failure to report such knowledge may subject the student to discipline.

The Superintendent shall require that any student possessing a weapon or other device designed to inflict serious bodily harm, including a concealed weapon, is reported immediately to the appropriate law enforcement agency. As well, the student shall be subject to disciplinary action, up to and including expulsion, consistent with law and due process.

A weapon may be brought on District property for educational purposes under controlled circumstances when authorized by the Superintendent.

Offense Consequences: Suspension and/or Administrative Review.

**OFF-CAMPUS FELONY:** Any student who has been charged with a felony, other than on school property, involving violence, drugs, sexual offense, or weapons.

Offense Consequence: Administrative Review

**PROFANITY:** Use of profanity, and/or vulgar, abusive, or inappropriate language or gestures.

Offense Consequence: Student to Adult Staff: Administrative Review  
Student to Student: Suspension and/or Admin. Review

**SAFETY VIOLATION:** Engaging in an act that endangers the safety of self or others.

Offense Consequence: Suspension and/or Administrative Review.

**OTHER RULE VIOLATIONS:** Other rule violations that do not fall into categories or other offenses as indicated.

Offense Consequence: Administrative Review

**PORNOGRAPHIC MATERIAL:** Possession and/or distribution of any pornographic material.

Offense Consequence: Administrative Review.

**UNAUTHORIZED AREA:** Being present in buildings, rooms, or other areas on school campus that are restricted to student access during all or part of the day.

Offense Consequences: Suspension and/or Administrative Review.

Repeated misconduct during the school year or multiple incidents requiring disciplinary action may result in an Administrative Review and withdrawal from school.

Note: During a period of suspension, the suspended student is prohibited from returning to campus or a school related activity off campus. Violation without the permission of the School Director or designee could result in that student being subject to arrest and prosecution for trespassing.



## **RESPONSIBILITY TO CARRY OUT DISCIPLINARY PROCEDURES**

The Coordinator, Assistant Principal, or Assistant Director (herein referred to as the judicial officer) is designated by the school Principal or Director as the staff member having primary responsibility for the administration of student discipline, including the investigation of alleged student violations of the School's code of conduct. Alleged violations of student regulations or other student misconduct shall be referred to the judicial officer or designated representative by any member of the School community. The judicial officer or designated representative will immediately investigate the situation. The judicial officer or designated representative shall take whatever steps are necessary to determine probable foundation for the alleged infraction.

Leon County Adult & Community Education will abide by all Florida Statutes and Florida Board rules applicable to student discipline. Deliberate care shall be taken to provide for due process and to ensure that students receive fair and equitable treatment and are clearly aware of all their rights.

### **DISCIPLINARY PROCEDURES**

1. Alleged violations of student regulations or other misconduct are to be referred to the judicial officer or designated representative by any member of the school community. The charges will be investigated by the judicial officer or designated representative, and after careful consideration of the facts, the judicial officer or a designated representative will determine the degree of disciplinary action to be taken, if any. If extenuating circumstances exist, the judicial officer or a designated representative may temporarily suspend a student from attending classes and ban the student from campus, pending the outcome of an Administrative Review.
2. If a formal complaint is to be filed against a student, the student will be notified in writing of the nature of the charges against him/her and the date and place of the Administrative Review with the judicial officer or designated representative.
3. The student will be notified in writing of the disciplinary action to be taken by the School, if any, as soon as possible following the Administrative Review.
4. Action of the judicial officer or a designated representative that would impose a suspension or withdrawal from school may be appealed to the Assistant Director of the School, and if needed, to an appeal committee to the Director of Career, Technical and Adult Education.

### **STUDENT GRIEVANCE PROCEDURE**

The following student grievance procedure is for the resolution of student complaints concerning school policies or possible violation of legislation against

discrimination. The procedure is provided in an effort to comply with Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1976, and section 504 of the Rehabilitation Act of 1973 and the Americans With Disabilities Act of 1990 applies to all educational programs offered by Adult & Community Education. A copy of the grievance form is available in student services. Secondary Student Grievance Procedures shall follow School Board Policy 9130.

### **Definitions**

**Grievance:** A dispute or alleged dispute initiated by a student of the Adult & Community Education arising out of the interpretation of the application of School Board policy or alleged discrimination in school programs on the basis of race, sex, color, religion, age or disability.

**Grievant:** A student who has been directly affected by the application or misapplication of a school procedure or district policy or one who has been discriminated against. An example of a grievance would be a situation when a student feels that he/she has been unfairly withdrawn from a program.

### **ADULT STUDENT GRIEVANCE PROCEDURES**

Adult Student Grievance Procedures are intended to provide students due process when a student feels that their rights have been violated and that they have been treated unfairly with regard to school policy. In the event that an adult student believes there is a basis for a grievance that is specifically not permitted by this document:

1. The grievant must discuss the alleged grievance with the individual with whom there is a complaint to seek an informal resolution to the problem.
2. If the dispute is not resolved by informal discussion, the student may complete a grievance form and submit to the Assistant Director no later than the close of the fifth (5) school day following the alleged incident. If this time frame is not met, the issue shall not be grievable.
3. If the grievant is not satisfied with the disposition of the grievance or if no disposition has been made within three working days of such filing, the same written grievance shall be submitted to the Director of Adult & Community Education for resolution. Grievance must be delivered to the Director within ten days from the date of the alleged incident to remain grievable.
4. The Director shall, within three working days, appoint a review panel of three to seven members. Adult students may be utilized as committee members, but at no time will the number of student committee members exceed the number of school staff serving on the committee. The Director or a designee shall preside as chairperson of such a panel. The review panel shall review the written grievance and hear evidence from both sides on the written grievance. No other issues shall be considered or discussed. The committee shall respond in writing to the Assistant Director within 5 days of receiving the request to hear the grievance.
5. The Director will respond in writing to the grievant within three working days as to the disposition of the grievance after receiving the written recommendation of the grievance/appeals committee.
6. If the student is not satisfied with the disposition of the grievance, the same written grievance must be submitted to the Assistant Superintendent within five (5) school days of receipt of the written response from the Director.

## **FAIR & EQUITABLE TREATMENT**

All grievants will be entitled to fair, reasonable and equitable treatment. A grievant who participated or intends to participate in any grievance under Title IV, IX and Section 504 of the Rehabilitation Act of 1973, and Americans With Disabilities Act of 1990, shall not be subjected to discipline, reprimand, warning, or reprisal because of such participation or initiation.

## **RECORDKEEPING**

All documents, communications and records dealing with processing of a grievance will be filed separately from the grievant's cumulative student folder.

## **RE-ADMISSION AFTER DISCIPLINARY SUSPENSION**

Students under disciplinary suspension may re-enter after the specified time period identified in the suspension notice. Students who have been withdrawn may request re-admission to the school after a minimum period of one school year from the withdrawal notice. Such requests for re-admission must be made to the Assistant Director in writing. A record of previous disciplinary action shall be admissible in subsequent determinations for re-admission.

## **EMERGENCYPROCEDURES**

### **GENERAL EMERGENCY PROCEDURES**

When you become aware of an emergency situation where life or property is threatened, immediately call 9-1-1 then contact ACE Administration at 850.717.2020.

### **EVACUATION PROCEDURES**

Different emergencies require different protective actions to keep the members of the campus community safe. The unpredictable nature of emergency situations requires quick action and clear thinking to avoid death or injury. The procedures in this handbook contain guidelines for protecting yourself during most emergencies, but will not provide an absolute solution or every circumstance. During an actual disaster or emergency, the ACE Administration and first responders may supplement these procedures with detailed instructions via ACE's emergency communications protocols. Any specific instructions given during an incident are to take precedence over information in this handbook.

### **WHEN TO EVACUATE**

- Anytime you hear the fire alarm bells or siren in your building. EVACUATION IS MANDATORY DURING FIRE ALARMS, UNLESS OTHERWISE DIRECTED.
- If you smell smoke or know an actual fire is burning.
- During an active shooter situation, when you can carefully escape an active shooter and a safer alternative is not available (i.e., locking doors).

- When instructed to do so by a police/sheriff officer, by local fire/EMS personnel, or when directed by emergency alerts.

### **WHEN NOT TO EVACUATE**

- When a tornado warning is given, (go to the designated shelter location for the building you are in). This will be reviewed by instructors each semester.
- When it is unsafe to do so (i.e., active shooter nearby, fire blocking exit).
- During a power failure.
- When instructed not to evacuate by a police/sheriff officer, by local fire/EMS personnel, or when directed not to by emergency alerts.

### **WHAT TO DO IF YOU MUST EVACUATE**

1. Listen carefully to instructions of emergency personnel.
2. Remain calm and quiet (please keep talking to a minimum so instructions can be clearly heard).
3. If time allows, quickly gather critical personal belongings (ID cards, keys, purses, wallets, etc.). If imminent danger exists, do not attempt to gather belongings!
4. Exit via closest exit.
5. Proceed to the building's designated indoor or outdoor evacuation area, or to an alternate area, if instructed to do so.

### **LOCKDOWN**

Lockdown is a tool used by emergency responders during situations when it may be more dangerous to evacuate a building than to keep occupants inside. By controlling entry/exit and movement within a facility, emergency personnel are better able to contain and handle any threats (e.g., active shooters, terrorists). An emergency lockdown notification may be sent from ACE Administration, the Leon County Schools Department of Safety and Security, or from local law enforcement.

It is essential for the safety of the campus community and emergency responders that individuals comply with instructions provided via alerts and by emergency personnel at all times. A lockdown will not prohibit you from exiting a building if you are in immediate danger and safe escape is possible.

### **UPON ALERT TO LOCKDOWN**

1. If you are in a classroom, room or office, stay there, secure the door and windows and await further instructions or escort from emergency personnel.
2. If the door does not lock, or the lock can be easily bypassed and the door breeched, consider barricading the door with tables and chairs.
3. If you are in a corridor go into the closest office not already secured and lock or barricade the door and windows.
4. Close curtains or blinds where possible.
5. Stay low, quiet and keep away from windows and doors.
6. Cell phones should be put on quiet or vibrate mode. Do not make non-essential calls.

## **SEVERE WEATHER / TORNADO**

### **DEFINITIONS OF SEVERE WEATHER CONDITIONS**

- Thunderstorm Watch - High winds, lightning, and hail are possible.
- Thunderstorm Warning - Large hail, lightning, and damaging winds are expected.
- Tornado Watch - Tornadoes and severe thunderstorms are possible.
- Tornado Warning - A tornado has been detected. **TAKE SHELTER**

### **IMMEDIATELY!**

- High Winds Warning - Winds of at least 40 miles per hour are expected.

### **WHAT YOU SHOULD DO IF A TORNADO WARNING IS ISSUED**

1. Do not wait for instruction. Follow procedures and move to your designated tornado shelter area, or center hallway of the building you are in if you are unable to reach your designated area.
2. Stay away from windows and doors with glass panes.
3. Sit or crouch in an inner hall or room.
4. Do not leave the tornado safety area until given the all clear from emergency personnel or ACE staff.

## **ACTIVE SHOOTER**

An active shooter emergency involves one or more persons, using a firearm, engaging in a random or systematic shooting spree. While the vast majority of shootings in this country are over in a matter of minutes, involving persons known to one another, and are confined to a particular area, the active shooter incident does not necessarily follow this template.

This type of incident can last for minutes or hours, range over a large and constantly changing area, and threaten everyone within close proximity of the shooter(s). Persons may or may not receive advance warning of an active shooter. A witness, personal observation or the sound of gunshots may be the only alert you receive, leaving little time to react. The sound of gunshots, unlike special effects in movies and television, may sound muffled and make a “pop, pop, pop” noise.

It is reasonable to assume that a series of such noises are gunshots and you should begin to take necessary precautions. Traditional response to this type of incident has been to shelter in place and wait for the police to arrive. While this type of response is not completely wrong, case studies of several active shooter incidents have shown that using only this response has resulted in an increase in casualties. ACE has adopted the “ALICE” response plan to assist you in your response should this type of incident occur.

## **ALICE**

“ALICE” is an acronym for 5 steps you can utilize in order to increase your chances of surviving a surprise attack by an Active Shooter. **ALICE means Alert, Lockdown, Inform, Counter and Evacuate.** It is important to remember that the “ALICE” response does not follow a set of actions you “shall, must, will” do when confronted with an Active Shooter. Your survival is paramount in this situation. Deal with known information and don’t worry about unknowns. You may use only 1 or 2 parts of the

response plan or you may have to utilize all 5. In this type of incident, your perception is the reality and you will be deciding what the appropriate action for you to take.

## **NEW LEGISLATION**

### **Alyssa's Law: Alert Systems in Public Schools**

SB 70, Alert Systems in Public Schools, by Senator Lauren Book (D-Plantation), creates "Alyssa's Law," requiring each public school to implement an interoperable mobile panic alert system, known as "Alyssa's Alert", capable of connecting diverse emergency services technologies to ensure real-time coordination between multiple first responders. The bill is named after Alyssa Alhadeff, a student at Marjory Stoneman Douglas High School in Parkland, Florida, who was among the 17 killed on February 14, 2018.