Student Handbook

Rights, Responsibilities, and Code of Conduct

Last Revised: September 2026

Student Rights

Students attending PBPS have the right to a quality education, which includes:

- Equal educational opportunities without regard to race, national origin, gender, disability, or sexual orientation
- A safe and orderly learning environment
- Access to school guidance services
- Treatment with fairness, kindness, and respect
- Protection of personally identifiable information under applicable laws
- Notification of academic failure or potential failure
- The right to express opinions respectfully

Student and Family Responsibilities

By enrolling at PBPS, all students agree to uphold the standards and expectations of our community. This means coming to class every day- on time and prepared- and engaging fully in the learning process. Students are expected to complete all assignments, homeworks, and projects as directed by their teachers, and to take genuine ownership of their work and actions.

Beyond academics, students are expected to treat every person and piece of property on campus with respect, conduct themselves in a safe, responsible, cooperative, and honest manner, and refrain from profane or inflammatory language at all times. Maintaining appropriate appearance and personal cleanliness is also expected as part of being a member of this community.

Students are encouraged to make use of guidance services for both educational and personal growth, and are expected to report any hazardous conditions, threats of harm, or knowledge of illegal activity to the appropriate school personnel immediately. Contraband and inappropriate items have no place on campus and must never be brought to school.

As members of our learning community, students are further expected to embody the following commitments each day:

- **Respectful Communication** - I will use kind words and a respectful tone with my teachers and classmates in every interaction.
- **Cooperative Participation** - I will follow classroom guidelines and respond to directions promptly to help maintain a productive learning environment.
- **Active Engagement** - I will stay focused on my learning by participating fully in class activities and completing my assigned work to the best of my ability.
- **Emotional Regulation** - I will practice self-control and maintain a calm, appropriate demeanor when I feel frustrated or am receiving feedback on my work.
- **Positive Contribution** - I will look for ways to support a peaceful and encouraging classroom community through my daily actions and choices.

Parents and Guardians

Families play an essential role in the success of every student at Pace Brantley. Parents and guardians are asked to review this handbook thoroughly with their child and to support the school's expectations at home. This includes ensuring regular and punctual attendance, providing the resources necessary for schoolwork, keeping emergency contact information current, and helping their child meet the school's grooming and appearance standards.

We are grateful for the partnership of our families and recognize that when home and school work together, our students thrive.

Teacher Rights

Teachers employed by PBPS have the right to teach effectively and safely, which includes:

- Maintain a safe and orderly learning environment
- Establish classroom rules, routines, and expectations to ensure that learning can happen without disruption.
- Design daily lessons and choose teaching methods based on the needs of the students.
- Evaluate student work based on professional and state standards.
- Be recognized as a professional with professional judgment regarding grading, assignments, and instructional choices.
- Refrain from responding to emails, texts, or calls instantly, over weekends, or late at night and to adhere to reasonable turnaround times (typically 24–48 hours on school days) for replies.
- Equal employment opportunities without regard to race, national origin, gender, disability, or sexual orientation

Teacher Responsibilities

Teachers have the responsibility to maintain well-managed classrooms and educate students effectively, with the right to:

- Maintain a positive learning atmosphere
- Expect students to follow instructions from all school personnel
- Implement disciplinary interventions to modify student behavior, which may include issuing verbal or nonverbal warnings, removing students from class, making referrals to Student Services, and initiating parent contact

Code of Conduct

School policies protect the rights of all students and promote a safe learning environment. Students are accountable for their behavior during school hours, school activities, and while on school grounds. As a private institution, PBPS reserves the right to dismiss any student whose attitude or behavior threatens the well-being of the school community. Students arrested for felony or misdemeanor offenses while under PBPS jurisdiction are subject to immediate dismissal.

Expectations of All Students

- Be respectful and truthful
- Treat everyone with fairness, kindness, and respect
- Be punctual, in attendance, and prepared daily

Prohibited Conduct and Violations

School administrators maintain discretionary authority to determine appropriate consequences based on the severity and circumstances of violations.

Zero Tolerance Violations (Automatic Expulsion)

Weapons/Dangerous Objects

- Possession of any weapon, electric weapon, device, or dart-firing gun (operable or inoperable)
- Includes swords, razors, box cutters, metallic knuckles, chemical weapons, or any deadly weapon

Note: Common pocket knives under 4 inches may result in suspension / expulsion recommendation

Controlled Substances

- Possession, use, sale, distribution, or facilitation of all mind-altering substances.
- Including but not limited to: illicit drugs; misuse of prescription or over-the-counter medications; marijuana and synthetic cannabinoids in any and all forms (including botanicals, concentrates, infused edibles, and oils); any substance represented or marketed as producing a similar psychoactive effect; and all forms of drug paraphernalia or delivery devices.
- **Exception for Prescribed Medical Treatments:** This policy does not apply to legally prescribed medications (including those for ADHD, anxiety, or other mental health conditions) when they are registered with the school, kept in the designated location, and administered according to the school's Medication Administration Policy. Unauthorized possession, sharing, or misuse of any prescription medication, however, remains a strict violation of the zero-tolerance policy.

Tobacco/Nicotine Products

- Possession, use, distribution, or sale of tobacco, e-cigarettes, vaporizers, or electronic nicotine delivery systems

Legal Note: Unlawful for persons under 18 to possess nicotine products per Florida Statute

Sexual Offenses

- Any form of sexual misconduct, harassment, or exposure of inappropriate materials on school grounds, on school transportation (including parent driven field trips/ school events), or at any school-sponsored event.
- Any sexual contact (consensual or nonconsensual), physical advance, or willful act committed with the intention of promoting or engaging in consensual or non-consensual sexual conduct including forced exposure or violations of personal privacy or any similar non-consensual physical targeting of an individual's private areas.
- Any unwelcome verbal, written, electronic, or physical conduct of a sexual nature that creates an intimidating, hostile, or offensive campus environment.
- The possession, viewing, sharing, or distribution of sexually explicit, pornographic text, images, or media in any format (physical or digital). This includes the illegal transmission of explicit materials (sexting).

Major Violations (Suspension/Possible Expulsion)

Violence and Threats

- Fighting: Mutual physical altercation requiring restraint or resulting in injury
- Assault/Battery: Intentional physical force against another person
- Threats/Intimidation: Verbal or written threats causing reasonable fear of harm
- Bullying: Systematic infliction of physical or psychological distress

Property Violations

- Theft: Unauthorized taking of property valued under $300 (minor) or over $1,000 (major)
- Vandalism: Intentional destruction or damage to property
- Breaking and Entering: Unlawful entry with intent to damage property or harm persons

Academic Integrity

- Cheating: Unauthorized submission / use of another's work as your own or inappropriate use of materials, including generative AI, during academic assignments or testing
- Plagiarism: Using ideas or words of another as one's own without proper attribution
- Forgery: Making false written communications or signing another's name

Technology Violations

- Unauthorized access to computer systems or networks
- Bypassing security measures or filtering software
- Cyberbullying, cyberstalking, or online harassment
- Taking unauthorized photos/videos of students or staff
- Accessing inappropriate content or social media during school hours

Substance-Related Violations

- Over-the-Counter Drug / Prescribed Medication on person may result in detention / suspension / expulsion

Other Major Violations

- Defiance of Authority: Willful disrespect or interference with school personnel
- Harassment: Conduct placing others in fear or substantially disrupting educational environment
- Bomb Threats/False Alarms: Communications threatening explosions or false emergency reports
- Trespassing: Unauthorized presence on school grounds

Minor Violations (Warnings/Detention/Short-term Consequences)

Attendance Issues

- Tardiness: Late arrival without valid documentation
- Attendance Violations: Willful disobedience of attendance requirements

Dress Code and Appearance

- Non-conformity to established uniform requirements
- Inappropriate grooming or appearance standards
- Unauthorized wearable technological devices

Classroom Disruption

- Unintentional conduct interfering with learning environment or disrupting school processes
- Behavior inappropriate for the school setting including public displays of affection and inappropriate language

Technology Misuse

- Failure to follow device guidelines during instructional time including cell phone and wearable technology (smart watches, AI smart glasses, etc)
- Inappropriate but non-harmful technology use

Bullying and Harassment Policies

Definitions

- Bullying: Systematic infliction of physical or psychological distress
- Cyberbullying: Electronic harassment causing substantial emotional distress
- Harassment: Conduct placing others in reasonable fear or substantially disrupting education
- Relational Aggression: Behavior intended to harm relationships through manipulation

Reporting Procedures

Students must immediately report bullying, harassment, or aggressive behavior to teachers, counselors, or Student Services personnel.

Disciplinary Procedures

Progressive Discipline

- Verbal/Nonverbal Warning
- Class Removal
- Student Services Referral
- Parent Communication
- Suspension (1–10 days)
- Expulsion Recommendation

Search and Seizure Authority

Administration may conduct warrantless searches of student possessions, lockers, vehicles and storage areas when reasonable suspicion exists that prohibited items may be present. This includes electronic devices suspected in being used in a manner that violates the acceptable use policy.

Attendance Policy

Class Attendance Requirements

- Students must be present for at least 75% of each class period
- Arriving 1–15 minutes late = tardy
- Arriving 15+ minutes late = absent
- Maximum of 9 hours' absence per course, per semester
- Exceeding 9 hours requires make-up time to receive credit

Florida State Attendance Statutes

- Compulsory attendance until age 16
- Habitual Truancy: 15 unexcused absences within 90 calendar days
- Three tardies or early releases equal one unexcused absence
- Violation may result in court action and misdemeanor charges for parents/guardians

Extenuating circumstances including extended medical or psychological support resulting in extended or frequent absences will be considered on a case by case basis.

Dress Code Policy

Required Uniform Standards

- Royal blue/cobalt or white polo shirts (one PBPS logo shirt required from Lands' End)
- Khaki uniform bottoms (MUST follow specifications of uniform bottoms listed on Lands' End website)
- Closed-toe shoes with backs are always required (Tennis shoes are preferred)
- All sweatshirts, hoodies, jackets, and sweaters must be a solid color, free from images and have minimal lettering

Prohibited Items

- Cargo pants/shorts, joggers, sweatpants, skinny khakis, leggings, or corduroys
- Sleeveless shirts, tank tops, or revealing clothing
- Flip-flops, sandals, boots, or backless shoes
- Extreme hairstyles, unnatural hair colors, or shaved patterns
- Visible tattoos, facial piercings, or inappropriate jewelry
- Clothing with inappropriate language, symbols, or references
- AI Smart glasses

Special Dress Days

Spirit Day (Fridays):

- PBPS Spirit shirt (any PBPS club, activity) with jeans permitted

Free Dress (non-uniform) Days:

Free dress days can be found on the official school calendar. Additional days may be granted and will be communicated to students and families.

Students may not wear:

- See-through or revealing clothing
- Sleeveless shirts or tank tops
- Shirts with wording, images, or messaging inappropriate for the school setting (e.g. drugs, weapons, etc.)
- Clothing with holes, rips, or tears
- Skin tight clothing (e.g. leggings, body suits, compression tees, etc.)
- Dresses
- Crocs, heels, sandals

Students may wear:

- Clothing that does not violate the list of prohibited items above.

Holidays / Spirit Weeks
All special dress code days (Fall Colors day, Star Wars Day- may the Fourth, etc) must adhere to the free dress day guidelines with the following prohibitions:

- Full-face masks, full-face paint, balaclavas, or any items that prevent faculty or security cameras from instantly identifying a student
- Hand held accessories (e.g. swords, wands, baskets, etc)

Students found in violation of the stated dress code may be asked to change into clean school owned clothing or have clothing within the dress code guidelines dropped off. Repeated violation of the stated dress code will result in disciplinary action.

Technology Acceptable Use Policy

Authorized Use

Network access is a privilege granted for educational purposes under teacher supervision.

Prohibited Activities

Students must not attempt to:

- Access others' accounts or penetrate security systems
- Use unauthorized devices on school networks
- Share login credentials or passwords
- Access, download, or distribute inappropriate content
- Engage in cyberbullying or online harassment
- Use social media platforms during school hours
- Install unauthorized software or games
- Connect to unauthorized wireless networks
- Using available technology to produce work in lieu of producing original work themselves
- Wear AI smart glasses on campus
- Utilize a VPN while using any network connected devices while on campus

Cell Phone Policy (HB 1105, July 1, 2025)

- All devices must remain off or silent during the instructional day
- Elementary students are not allowed to wear wearable technology including smartwatches and AI smart glasses to school
- MS and HS students are allowed to wear smartwatches as time-telling devices, NOT for communication purposes or other uses unless given permission by and in front of a staff member
- Parents must contact front office, not student devices directly
- Violation during testing constitutes cheating (automatic zero)
- School is not responsible for lost, stolen, or damaged personal devices

Student iPad Requirements & Device Insurance

At Pace Brantley Preparatory School, technology is seamlessly integrated into daily learning. As a 1-to-1 iPad school, every student utilizes an iPad as an essential tool for classroom instruction, organization, and creative problem-solving.

Hardware & Accessory Requirements
As part of your child's acceptance to Pace Brantley Preparatory School, each child must have an iPad that they will bring with them to and from school and home, that is provided by the parent/ guardian. Pace Brantley does not supply students with an iPad (unless it has been submitted for repair- see below). To ensure students can run all required educational applications smoothly and access the full suite of learning tools, devices must meet the following criteria:

- **Device Type:** Full-size iPad (iPad Mini models are not permitted).

- **Screen Size:** Minimum display size of 10.9 inches.
- **Operating System**: Must support and run the most current version of iOS/iPadOS.
- **Protection**: A durable, high-protection case is mandatory, and a glass screen protector is strongly recommended to guard against accidental drops or scratches.

Device Insurance & Coverage Policy
Student iPads used on campus are insured by the school through Worth Ave. Group. Parents are required to provide all requested device information so devices can be properly covered.

- **Determining Device Value**: Parents should verify their child's iPad replacement value directly on Apple's Official Website.
- **Standard Coverage**: Our school device insurance covers iPads up to $449, which reflects the cost of a standard iPad replacement.
- **Higher-Value Devices & Coverage Options**: If your child's iPad has a replacement value higher than $449 based on Apple's pricing, you have two options for coverage:
    - **Option 1:** Upgrade Coverage – Pay the difference in premium cost so that your child's iPad is fully covered at its current value. Payment is due by the communicated deadline.
    - **Option 2:** Keep Standard Coverage ($449) – If you choose not to upgrade, your child's iPad will be insured for $449. In the event of damage requiring replacement, your child will receive a standard replacement iPad valued at $449 rather than a replacement of the exact higher-tier model.

Policy Updates & New Devices
Our insurance policy updates quarterly, allowing new devices to be added throughout the school year. If you purchase a new device mid-year, please fill out the iPad Registration Form immediately so it can be insured.

- **Repairs & Maintenance**: Two iPad repairs per school year are provided at no cost to parents/guardians. Subsequent repairs within the same school year incur a maintenance fee of $100.00 per incident.
- **Loaner Devices**: Students whose iPads are sent out for repair by the school will be given a Pace Brantley-owned loaner iPad for school use until their device is returned.
- **Uninsured Devices**: Any iPad that has not been submitted to the school will not be eligible for repair through the school. Uninsured devices do not qualify for loaner iPads, and the family will be responsible for providing a working device for the student. If you purchase a new device mid-year, please fill out the iPad Registration Form immediately so it can be insured.

iPad Management & Setup
To maintain a secure learning environment and deliver necessary classroom tools, Pace Brantley manages campus devices through Apple Classroom.

- **Enrollment Credentials**: As part of your child's acceptance to Pace Brantley Preparatory School, parents must input iPad information and Apple ID credentials directly to their enrollment application through the FACTS website or on our website at Student iPad Requirements & Insurance Information.
- **Privacy & Security**: All Apple ID passwords and restriction codes are kept strictly confidential by school staff and will not be shared with your child. They are used solely by Pace Brantley to install required educational applications.
- **Virtual Private Networks (VPNs)**: All student iPads are monitored by teachers and staff via Apple Classroom. Students are not permitted to use a VPN while on campus because it inhibits the use of Apple Classroom. VPNs must be able to be disconnected while students are on campus.

Required Software & Apps
To participate in classroom activities and complete assignments, students must have the following required applications installed on their iPads:

Google Workspace Apps:

- Google Classroom
- Google Docs
- Google Slides
- Google Drive
- Google Calendar

- Gmail app

Learning & Practice Apps:
- Kahoot!
- NWEA
- Wayground (formerly Quizizz)
- Quizlet
- Khan Academy
- ClassGaga (add to homepage: https://www.classgaga.com/student/login)
- HMH for Read180/ Into Literature (add to homepage: https://www.hmhco.com/ui/login/?connection=02086438)
- Duolingo

Notability: Required for note-taking, organization, and coursework across most classes. This app requires an **annual subscription** fee of $11.99/ month or a **one-time fee** of $39.99 (as of 9/2026).

Note: Individual teachers may require additional applications specific to their grade level, subject, or content area.

iPad Student Responsibilities

- Maintain device in protective case and bring fully charged daily
- Use only for educational purposes as directed
- Protect passwords and security settings
- Register replacement devices with school administration
- Manage storage capacity appropriately

Academic Policies: Grading, Late Work, and Missing Assignments

PBPS enforces a structured grading and assignment policy, particularly for Middle and High School students, to promote consistency and support the development of executive functioning skills. These policies provide predictable structure for students with ADHD, processing challenges, or anxiety — reducing cognitive load and preparing students for the deadlines they will face after graduation.

Missing Assignments in FACTS/Gradebook

- Missing assignments are entered into FACTS/Gradebook as an “M,” which averages into the final grade as a zero.
- Once a missing assignment is submitted and graded, the “M” will be updated to reflect the grade earned.

Absence Makeup Work

- When a student is absent, he/she will be given one (1) day per day absent to make up assignments.
- When a student is absent two or more consecutive days, a Student Makeup/Missing Work Plan will be completed by the student’s teachers and shared with the student, parent/guardian, and other teachers.

Middle and High School Late/ Missing Work Policy

Daily Deductions:
- For every day an assignment is late, 10% of the final grade earned is deducted.

Final Deadline:
- Assignments are not accepted for credit after five (5) school days have passed.
- Once the five-day window closes, the assignment is recorded as a zero in the gradebook.

Minimum Grade for Incomplete Work:
- If a student submits an incomplete late assignment on the fifth day, they will receive a minimum grade of 20% of the original assignment value.

Mandatory Study Lunch:

- Middle and High School students who do not complete their homework must attend Study Lunch daily until the missing assignment is finished.
- It is the teacher's responsibility to notify students that they are required to attend Study Lunch each day their work remains incomplete.

Grading and Communication Standards

Grade Entry:

- Teachers are required to enter grades into FACTS in a timely manner.

Marking Missing Work:

- Teachers must enter missing assignments as "M" in FACTS and include comments as needed to keep parents informed.
- A grade of "M" is calculated as a 0% in the gradebook.

Parent Notification:

- If a student's grade drops to a "D," the teacher will contact parents within 24 hours.
- Teachers are also encouraged to communicate with parents when a student's grade drops below a "C" or when a student receives a low grade on a specific assignment.

Grading Categories:

- Elementary: Homework (10%), Classwork (60%), Assessments (30%)
- Middle and High School: Homework (20%), Classwork (40%), Assessments (40%)

Extra Credit:

- Extra credit assignments or points are not permitted in high school classes.

Health Services and Medication Policies

When Students Should Remain Home

- Fever of 100°F or higher (must be fever-free 24 hours before return)
- Vomiting or diarrhea (24 hours symptom-free required)
- Contagious conditions (conjunctivitis, strep throat, lice, ringworm)
- Any condition preventing comfortable participation in school activities

Medication Administration

ALL medication and over-the-counter medication MUST be checked in with the School Nurse and required forms completed. No medication of any kind may be carried by students.

Prescription Medications:

- Must be delivered by parent/guardian to the School Nurse in original container with current prescription label
- Requires completed Prescription Medication Consent Form
- Maximum 4-week supply permitted on campus
- First dose cannot be administered at school
- Special procedures for inhalers and EpiPens

Non-Prescription Medications:

- Must be delivered by parent/guardian to the School Nurse in original sealed container
- Requires parental written consent on approved form
- 72-hour maximum without physician's standing order

Campus Celebrations and Birthday Policy

PBPS values every student and recognizes the importance of birthdays and personal milestones. In order to maintain a safe, inclusive, and allergen-aware environment for all students, the following guidelines are in place:

- **On-Campus Birthday Parties** are not permitted at PBPS.
- **Treats, Goodie Bags, and Food Items** may not be brought to school to distribute to classmates.

- **On-campus celebration** expectations will be shared via school staff

Transportation and Campus Safety

Arrival/Dismissal Procedures

- Campus speed limit: 5 mph
- Required PBPS decal/hang tag visible
- No cell phone use while driving on campus
- Designated drop-off/pickup areas must be used
- Front office dismissal unavailable after 2:30 PM (1:30 PM Wednesdays)
- Refrain from arriving to school for dismissal before 3:10 PM (2:10 PM Wednesdays)
- Students will not be dismissed to adults that are not listed as a pick-up contact in FACTS

Changing Your Dismissal Plan

- All changes to a students' regular dismissal procedures must be submitted to the front office via email (and the student's teacher if in elementary). frontoffice@pacebrantley.org
- 24 notice is required when changing a student's dismissal procedure
- Students will not be dismissed to adults that are not listed as a pick-up contact in FACTS

Student Driving Privileges

High school students may drive to campus with:

- Written parental consent, compliance agreement and parking fee
- Maintenance of 80% minimum GPA
- Satisfactory behavioral standing
- Student drivers may not drive other students to or from school without written consent from both sets of legal guardians.

Note: Students responsible for all vehicle contents; school reserves search rights

Extracurricular Eligibility Requirements

Academic Standards

- Must maintain a C or higher in current classes.
- Minimum 2.0 cumulative GPA required for participation
- First semester ninth-grade students automatically eligible
- Ineligible students may regain eligibility through academic performance contracts
- All high school credit courses included in GPA calculation

Behavioral Standards

- Good behavioral standing required for all activities
- Students with academic or behavioral concerns may be excluded from activities, special events, field trips, and privileges

Medical Clearance

- All student athletes participating in an after school activity or club must complete the State of Florida mandated medical clearance. The following forms must be submitted to school personnel prior to a student being permitted to participate in athletic competition, practice, tryouts, or workouts.
    - Sports physical completed and signed by physician
    - Electrocardiogram (ECG) Clearance
    - Concussion in Sports course completion certificate

Detailed information and resources regarding these medical clearance requirements can be found on the school's website.

Legal Compliance and Authority

This Code of Conduct complies with Florida State Statutes Title XLVIII K-20 Education Code, Chapters 1000–1013. PBPS reserves the right to amend policies and may involve law enforcement for illegal activities. Students and families acknowledge that violation of state truancy laws may result in court action and legal consequences.

Parent/Guardian and Student Signature Required:

Acknowledgment forms must be completed through the FACTS enrollment system, indicating understanding and agreement to comply with all Handbook provisions.