

POLICY ON DISMISSAL OF STUDENTS

As provided for under Florida law, Royal Palm Charter School Inc., the (“School”) reserves the right to withdraw a student involuntarily for significant infractions of the School’s Code of Conduct.

Withdraw/Dismissal of Students for Violations of Code of Conduct

A School Vice Principal has the authority to recommend the dismissal of a student from the program for any significant violations of the Code of Student Conduct to the Dismissal Committee. (the “Committee”) The recommendation must be in writing and include all written materials (the “Dismissal Packet”) the Committee should consider in deciding whether to follow the dismissal recommendation. The Committee consists of the Principal or their designee as chair of the Dismissal Committee and at least one other staff member not directly associated with the student. The Principal or their Designee may appoint additional staff, administrators from School or other schools, or other persons if necessary. Included should be at least one school counselor, social worker, or mental health professional appointed by the School’s Principal or Designee who is available for consultation with the Committee but is not a voting member of the Committee. There shall be an odd number of voting members of the Committee.

Parents/guardians (the “parents”) will receive written notification (the “Notice”) detailing the reasons for the recommendation for dismissal, the Dismissal Packet, the School’s actions previously taken to support the student (if any), the student’s due process rights, and the right to appeal the final decision of the Committee. The Notice will include a time for the Committee’s meeting. The Notice will also specify whether the recommendation is for permanent dismissal or whether the student may reapply for enrollment in the future. The Notice must be submitted to the District on the same day it is delivered to the student's parents.

Prior to the Committee meeting, the parents are allowed to submit written materials. At the Committee meeting, the parents are allowed to be involved in the review of the Dismissal Packet to provide additional input or evidence. If age-appropriate, the student may be allowed to participate in that process as well. If the parents of the student fail to show up to the Committee meeting, the Committee may meet and deliberate. The Committee deliberations will determine whether the recommendation for dismissal will be followed, modified, or denied. The Committee's decision will be announced to the parents at the end of the meeting. Within one business day of the Committee's decision, written notification shall be sent to the parents and the Governing Board.

Offenses Qualifying For Dismissal

A student may be dismissed for offenses that are deemed to be non-minor offenses of the School’s Student Code of Conduct in effect for the current school year. Said offenses may include, but are not limited to: Level 3, Level 4 or Level 5 behaviors as well as repeated Level 2 or higher incidents listed on the School’s Discipline Code of Conduct. Additionally, students may be dismissed for non-minor repeated violations, such as those outlined in the School’s Attendance Policy.

Effect of Dismissal

“Dismissal” for purposes of this policy means that a student is involuntarily disenrolled from the School and barred from re-enrolling either indefinitely or for a specified period. A dismissal recommendation will not be finalized until one of the following occurs: (i) the appeal period expires without an appeal being filed, or (ii) the appeal process concludes. Once

finalized, the School will coordinate with the School District to ensure appropriate placement for the student.

Suspensions and Placement Following Recommendation for Dismissal

The administration may suspend a student who has been recommended for dismissal for up to ten (10) school days. The suspension may be extended beyond ten (10) days if such suspension period expires before the Appeal Officer can meet so long as educational services continue to be provided to the student. Whenever possible, the Appeal Officer shall attempt to meet in a meeting to avoid an extension of the suspension period.

Notwithstanding the foregoing, a student with disabilities may not be suspended for more than ten (10) consecutive days or more than ten (10) total days during the school year if such removal would constitute a change of placement without having a Manifestation Determination Hearing, as set forth below. Thereafter, the student may be required to remain at home pending the outcome of the appeal, though if required by law the School will provide educational services to the student, including providing assignments so as to enable the student to continue to participate in the general curriculum, although in another setting, and to progress toward meeting the goals in accordance with the student's IEP or 504 plan and receive, as appropriate, a functional behavioral assessment and behavioral intervention services and modifications designed to address the behavior violation so that it does not recur.

Manifestation Determinations for Students with Disabilities

The dismissal of a student with disabilities shall be handled only in accordance with Rule 6A-6.03312, Florida Administrative Code (F.A.C.), the Individuals with Disabilities Act, Section 504 of the Rehabilitation Act, and other applicable laws. No dismissal of a student with disabilities shall be finalized until a manifestation determination meeting has been held in accordance with Rule 6A-6.03312, F.A.C., and it has been determined that the conduct was not a manifestation of the student's disability. The parent/guardian shall be notified of procedural safeguards.

The manifestation determination team shall be composed of a representative from the School District (if the School District accepts an invitation to attend), the parent(s), and relevant members of the IEP team (as determined by the parent and the School). The manifestation determination team will follow all procedures and requirements set forth in Rule 6A-6.03312, F.A.C. A student may not be dismissed from the program if the manifestation determination team finds that the conduct in question was a manifestation of the student's disability. In such a case, the School will implement all required measures in Rule 6A-6.03312, F.A.C.

If it is determined that the conduct was not a manifestation of the student's disability, the Principal shall notify the parent/guardian that the Committee will meet to review the recommendation for dismissal.

Appeal Process

The parent/guardian of a student who has been notified that their student will be dismissed from the program must be given a period of three (3) calendar days to submit a written appeal if they desire. Upon receiving the written appeal, the Officer shall review the appeal. When the Officer is reviewing the appeal, an attorney from the General Counsel of the School shall attend to advise on legal issues and prepare the Final Order of the Officer. Additionally, during the review, at least one school counselor, social worker, or psychologist appointed by the Principal or Designee must attend

and be available for consultation. The Officer shall attempt to hold the hearing within ten (10) days of the submission of the appeal. The parent/guardian shall be notified of the date and time of the hearing and informed of their right to have an advocate or attorney represent them at the hearing.

The Officer must be provided with a copy of the parents' written appeal and the Dismissal Packet in advance of the meeting. At the meeting, a hearing will be conducted on the dismissal. The parents have the right to have an advocate or attorney represent them at the hearing. The Vice Principal recommending the dismissal, or his or her Designee shall be given twenty-five (25) minutes to present pertinent facts and information about the decision. The parent/guardian, or his or her designee, shall then be given thirty (30) minutes to present additional facts and information for the Officer to consider. The Vice Principal or his or her Designee, will then be given five (5) minutes for rebuttal. The Officer may extend time limits at their discretion.

Following the presentation by both parties, the Officer may ask the parties questions, seek additional information, and discuss the issues before making a decision. After the discussion, the Officer shall then either approve or deny the appeal. The Officer also reserves the right to uphold but modify the terms of any dismissal, including whether the student will be eligible to reapply for enrollment at a future date. The decision of the Officer is final and may not be further appealed.

Within three (3) business days following the decision of the Officer, the Principal shall issue a written notification to the parent/guardian communicating the decision of the Officer. A copy of the notification will be provided to the School District. If the Officer decided to grant the appeal and overturn the dismissal, the student should immediately resume participation in the program.

Confidentiality of Student Information During an Appeal

Under Florida's Sunshine Law, a dismissal appeal hearing must be open to the public if the parent elects a public proceeding. The Officer may not move the hearing into an executive session to consider an appeal under Florida law without the parents' consent. At all times, the Officer and those people presenting during the hearing should be sensitive to the confidential nature of the information. In the initial notification regarding the dismissal, the parent/guardian should be fully informed that any hearing before the Appeal Officer to consider an appeal will be open to the public. The parents should be notified that their request for a hearing before the Officer constitutes consent to the disclosure of confidential information about the student at the hearing relevant to the Officer's consideration. Notwithstanding the foregoing, School shall protect the confidentiality of all education records that are considered as part of the appeal and shall not release such records to any person who does not have a legitimate educational interest or legal right to review such education records in accordance with Florida law and the Family Educational Rights and Privacy Act.

Expulsions

A "dismissal" under this policy is not an "expulsion" as that term is utilized in the applicable Code of Student Conduct. The School shall recommend for expulsion any offense constituting an expellable offense according to School District policy or Florida law.

This Policy on Dismissal of Students was approved by a majority of a quorum of the Governing Board of School at a duly noticed meeting held on 11-20-25.

Rachel Costa
Board Secretary Signature
Rachel Costa
Print Name
2-6-26
Date