

**Fort Walton Beach High School**  
**Main Number: 833-3300**

Principal	Charlene Couvillon	Ext. 3000
Assistant Principals	Ernest Green	Ext. 3325
	Joe Peterson	Ext. 3326
	Sally Henderson	Ext. 3310
Secretaries (Main Office)	Marci Johnson	Ext. 3000
	Gene Stadelhofer	Ext. 3308
Attendance Secretaries	Linda Bedsole	Ext. 3400
	Beth Craig	Ext. 3302
	Marge Kimbrell	Ext. 3301
Guidance Secretaries	Jan Clements	Ext. 3453
	Vickie Fields	Ext. 3402
	Kim Sallee	Ext. 3305
Guidance Counselors	Bobbie Bowen	Ext. 3313
	Jennifer Drew	Ext. 3314
	Cathy Ferkes	Ext. 3312
	Christy Simms	Ext. 3315
School Bookkeeper	Sandra Oldenburg	Ext. 3303
Athletic Director	Mike Owens	Ext. 4405
Band Director	Randy Folsom	Ext. 2507
Asst. Band Director	Daniel Smith	Ext. 2508
Choral Director	Bob Browning	Ext. 1533
Cafeteria Manager	Tracy Carnes	Ext. 2700
Head Custodian	Norman Butler	Ext. 2800

**ATHLETICS FACULTY CONTACTS**

Football	Mike Owens
Baseball	David Gardner
Girls Basketball	Holly McDaniel
Boys Basketball	John Lavin
Cheerleading	Barbara Britt
STARS	Charlotte Dry
Wrestling	Thom Harrison
Cross Country	Lissette Moller
Girls Softball	Andrea Gore
Tennis	Ray Totten
Girls Weightlifting	Daniel Griffin
Boys Weightlifting	Daniel Griffin
Girls Track	Lissette Moller
Boys Track	Joe Markoch
Girls Golf	Dan Bohannon
Boys Golf	Ray Totten
Girls Soccer	Bill Wilkins
Boys Soccer	Zack Keeler
Volleyball	John Key
Swimming	Lindsey Daso

**OKALOOSA COUNTY SCHOOL CALENDAR  
2007-2008**

<b>August 20</b>	<b>First day of school</b>
<b>September 3</b>	<b>Labor Day holiday</b>
<b>October 18</b>	<b>End of 1<sup>st</sup> grading period</b>
<b>October 19</b>	<b><i>Student holiday/Teacher workday</i></b>
<b>November 12</b>	<b>Veteran's Day holiday</b>
<b>November 19-23</b>	<b>Thanksgiving holidays</b>
<b>December 21</b>	<b>End of 1<sup>st</sup> semester</b>
<b>December 21- January 4, 2008</b>	<b>Winter holidays</b>
<b>January 7</b>	<b>Classes resume</b>
<b>January 17</b>	<b>M.L.King Jr. Day holiday</b>
<b>January 18</b>	<b><i>Student holiday/Teacher workday</i></b>
<b>February 18</b>	<b>Presidents Day holiday</b>
<b>March 27</b>	<b>End of 3<sup>rd</sup> grading period</b>
<b>March 28</b>	<b><i>Student holiday/Teacher workday</i></b>
<b>March 31-April 4</b>	<b>Spring break</b>
<b>May 26</b>	<b>Memorial Day Holiday</b>
<b>June 5</b>	<b>End of 2<sup>nd</sup> Semester/Last day for students</b>

MESSAGE FROM THE PRINCIPAL

The faculty and staff of Fort Walton Beach High School are dedicated to offering you, the student, the best possible education. We hope this handbook will provide information to make you aware of school policies and important dates throughout the school year. Parents and students are expected to know and understand the contents of this handbook to insure the safe and orderly learning environment at Fort Walton Beach High School.

Sincerely,

Charlene Couvillon, Principal

### DAILY BELL SCHEDULE

6:45	Teachers sign in
6:50	Teachers on duty
6:55	Warning – 1 <sup>st</sup> Period
7:00 – 7:50	First Period (50 minutes)
7:55	Tardy Second Period (5 minutes)
7:55 – 8:45	Second Period (50 minutes)
8:50	Tardy Third Period (5 minutes)
8:50 – 9:45	Third Period (50 minutes)
9:50	Tardy Fourth Period (5 minutes)
9:50 – 10:40	Fourth Period (50 minutes)
10:45	Tardy Fifth Period (5 minutes)
10:45 – 11:35	First Lunch & Warning Bell
11:10	Tardy from first lunch (4 minutes)
11:10 – 12:00	Second Lunch & Warning Bell
12:05	Tardy Sixth Period (5 minutes)
12:05 – 12:55	Sixth Period (50 minutes)
1:00	Tardy Seventh Period (5 minutes)
1:00 – 1:50	Seventh Period (50 minutes)

### WAVE Schedule

7:00 – 7:49	First Period (49 minutes)
7:54 – 8:43	Second Period (49 minutes)
8:48 – 9:37	Third Period (49 minutes)
9:42 – 9:54	WAVE (12 minutes)
9:59 – 10:48	Fourth Period (49 minutes)
10:48 – 11:13	*First Lunch (25 minutes)
10:53 – 11:42	Fifth Period (49 minutes)
11:42 – 12:07	*Second Lunch (25 minutes)
11:18 – 12:07	Fifth Period (49 minutes)
12:12 – 12:58	Sixth Period (46 minutes)
1:03 – 1:50	Seventh Period (47 minutes)

Students should not arrive before 6:30 a.m. and should not remain at school after 2:15 p.m. unless supervised by a staff member. Students attending school sponsored activities must be dropped off and picked up no later than 30 minutes before or after the event. School personnel are not liable for the supervision or control of students on school premises before or after this 30 minute time limit. Any student with a no-class pass entering school before their next class begins should report to the media center. Attendance will be taken during third period.

## GENERAL INFORMATION

### Grading System

<u>Grade</u>	<u>Percent</u>	<u>Grade Point</u>		<u>Definition</u>
			<u>Value</u>	
A	90 – 100		4	Outstanding Progress
B	80 – 89		3	Above Average Progress
C	70 – 79		2	Average Progress
D	60 – 69		1	Lowest Acceptable
Progress				
F	0 – 59		0	Failure
I	0		0	Incomplete

## SECONDARY SCHOOL ATTENDANCE REGULATIONS

### Attendance Policy

Regular attendance provides students the opportunity to master required skills at each grade level. Many integral activities, including class discussions, group experiences, field trips, guest speakers, and direct instruction, cannot be simulated or replicated with written work. **“Each public K-12 student must remain in attendance throughout the school year, unless excused by the school for illness or other Good Cause...”** Therefore, with the goal of promoting student success, the School District of Okaloosa County has adopted a uniform attendance policy. It is our intent to encourage honest, accurate, and consistent adherence to this policy by all students, parents, teachers, and administrators. **F.S. 1003.04; 1003.21; 1003.24; 1003.26.**

### Required Attendance

Students may be counted in attendance only if they are actually present or if they are away from school on field trips or other activities sponsored by the school under the supervision of school authorities (School Leave denoted by SL). A student who is not in class for at least one-half of the class period shall be counted as absent. Any student who has not been in attendance for ninety percent (90%) of the instructional time required for each course, he/she must demonstrate mastery of the student performance standards in the course to receive credit (i.e. pass the semester comprehensive exam).

### Skip Day

Fort Walton Beach High School **does not** recognize or condone a senior skip day.

### Reporting an Absence

To excuse an absence, parents must call the attendance office at 833-3300 (Choose menu option 1) to report a student's absence the day of, and send a note explaining the nature of the absence the day the student returns to school. The note should be submitted to the attendance office between 6:30 and 6:55 a.m.

**Students will have three (3) school days, including the day they return, to bring in written verification for an excused absence. The absence will be considered unexcused if the school does not receive written verification for the excused absence within that time frame.**

### Notification of Absences

After each absence, excused or unexcused, parents will be called by the auto call phone system. After the fifth (5<sup>th</sup>) excused or unexcused absence, the parent or legal guardian will be notified by mail to inform him/her of the necessity for a

doctor's excuse, an excuse from an official agency, or principal's review form should their child exceed nine (9) absences. In addition, this letter will notify parents of the consequences of any additional absences past nine (9).

#### **After Nine (9) Absences**

When a student accumulates a total of nine (9) excused or unexcused absences in any class period per semester, the student must have a note from a doctor or official agency (i.e. Department of Juvenile Justice, Department of Children and Families, etc.) for each subsequent absence to be excused. After the ninth (9<sup>th</sup>) absence, excused or unexcused, a student who has a passing grade will be **required to pass a comprehensive examination** in order to receive credit for the course.

#### **After Fifteen (15) Absences**

After the fifteenth (15<sup>th</sup>) absence per semester in any class period, **no make-up work will be allowed**. The student's parent or legal guardian can appeal to the school's attendance review committee for permission to make up missed work, provided the nature of the absence(s) was an insurmountable or extraordinary situation or event that placed an undue hardship on the student. In either case the student can still pass the class, if at the end of the semester he/she has a passing grade and passes a comprehensive exam.

#### **Absences Defined**

Excused absences are absences resulting from:

- Death in the family or any other bona fide family emergency;
- Illness or injury **requiring** medical or dental attention (Physician's statement required);
- Illness, injury, or circumstances **not requiring** medical attention will require a parent note explaining the absence;
- Appointments for medical or dental care (Physician's statement required);
- Religious holidays: Pupils are permitted to be absent in observation of established religious holidays, but they must be counted absent on all school records. Absences of a religious nature, preceded by prior parent notice, will not require written notification on the student's return to school. Religious holidays considered excused absences include Good Friday, Yom Kippur, Passover, Rosh Hashanah, and Hanukkah (Review Board Policy). Students may be excused for other religious holidays if a parent makes a request in writing five (5) days prior to the absence.

Unexcused absences are absences resulting from:

- Unverified absence
- Truancy
- Suspension (suspension absences do not impact driver's license suspension)
- Expulsion

#### **Make-up work**

For **excused absences** the student will be expected to make up the work missed during the time of absence. All such make-up work must be completed within five (5) school days after the student returns to school. However, the teacher and/or principal may grant additional time for the make-up work if the individual situation warrants. If a student has been given a due date for an assignment prior to their absence, teachers may require the assignment be turned in on the first day the student returns (teacher discretion). Also, if a student misses a scheduled test during an absence, the teacher may require the make-up test on the day of

return. It is the student's responsibility to check with each teacher before leaving on a school sanctioned activity to determine when the make-up work is due.

### **School Leave**

Students who are going on an approved school leave must see their teachers about missed work prior to leaving on the trip. Students must follow each teacher's requirements for turning in missed assignments. If a test is missed, the student will be required to make up the test on the first day back from the trip. It is the student's responsibility to make sure that he/she has gotten the required forms signed and has checked with each teacher about missed work or tests several days prior to the trip.

### **Homework for Extended Absentees**

The procedure for obtaining homework assignments as a result of extended absences is as follows:

- The student must be absent for a minimum of three (3) consecutive days.
- The request for homework assignments must come from a parent and be circulated by the Guidance Office.
- A minimum of 24 hours notice must be given to obtain homework assignments.
- Students with fifteen (15) or more absences who request homework will not receive credit for their work.

### **CHECK OUT POLICY**

Students will not be released to anyone except parents or their authorized representatives (written certification and identification are required) during school hours. These authorized representatives must be noted on the student's emergency screen by use of the emergency card.

### **Procedure for Checking Out**

Students may not leave campus while school is in session without receiving a dismissal slip from the attendance office. **Students must go to the Attendance office and sign-out prior to leaving campus.** Students who leave the school grounds without an authorized dismissal slip are considered truant.

### **All appointments involving students should be scheduled after school hours.**

However, if an appointment cannot be handled after school hours, the student should bring a Physician's appointment card to the attendance office between 6:30 and 6:55 a.m. the day of dismissal. The student will then be signed out for the specified time and will be given a dismissal slip. When the student has been signed out in advance, he/she may leave class at the appointed time.

### **COLLEGE VISITS (Juniors & Seniors)**

College visits will be approved by the counselors and are school-sanctioned absences (School Leave). Students must have a legitimate interest in the university or college and the qualifications for eligibility for admission. Field trip permission forms must be picked up from the counselors **five (5) days in advance and approved by the attendance office prior to the visit.** Documentation of the visit must be on college or university letterhead and returned to the Attendance office within three (3) days of the visit for verification of the school leave. If a student requests more than three visits, a committee will determine the necessity. Juniors are eligible for one college visit second semester. Due to the intense preparation for the end of course tests, students in Advanced Placement (AP) classes should plan their college visits before March or after the AP tests in June.

## TARDINESS

### Tardiness to School

The school day begins promptly at 7:00 a.m. each day Monday through Friday. Students should be inside the school by 6:55 a.m. and inside their first period class before the 7:00 a.m. bell rings. Students who arrive at school after 7:00 a.m. must sign in with the Attendance office. Prior to the student's late arrival, a parent should call the attendance office or send a note by the student explaining the reason for the late arrival. Otherwise, the student will be considered truant.

**It is the student's responsibility to make every effort to be punctual to school daily. Tardiness to school results in a disruption to the classroom learning environment. Parents, please be advised, to limit classroom disruptions, upon the 4<sup>th</sup> excused or unexcused tardy to school your student will be placed in tardy detention for the remainder of the period.**

### Tardiness to Class

It is the Student's responsibility to efficiently use the five minutes between classes to prepare themselves for their next class and to be there on time. After the tardy bell sounds, all students in the hall that do not have an authorized pass from a school official must sign-in tardy in the Attendance office.

### Penalty for Tardiness

- 1<sup>st</sup> tardy** – warning; student is provided a tardy pass and admitted into class.
- 2<sup>nd</sup> tardy** – warning; student is provided a tardy pass and admitted into class.
- 3<sup>rd</sup> tardy** – warning; student is provided a tardy pass and admitted into class.
- 4<sup>th</sup> tardy** – student will be placed in tardy detention for the remainder of the period; student will be counted as present in their class, and allowed to make up work within 24 hours; parent will be contacted by phone or written.
- 5<sup>th</sup> tardy** – student will be placed in tardy detention for the remainder of the period; student will be counted as present in their class, and allowed to make up work within 24 hours; parent will be contacted by phone or written.
- 6<sup>th</sup> and each subsequent tardy** – student will be placed in tardy detention for the remainder of the period; student will be counted as absent (unexcused) in their class and will not be allowed to make up work; parent will be contacted by automated phone.

## STUDY HALL/NO-CLASS

Parents of students who have an open period have a choice to place their child in a supervised study hall or allow their child to leave campus daily with a "no-class".

### No-Class

All students with a "no-class" in his/her schedules must have a departure badge. This badge is issued during the first two days of the semester with a parent permission form signed. The first departure badge and lanyard is free. Replacements will be at student expense of \$5.00 each. The Departure Badge must be displayed on the student when entering or leaving the building and when on campus during his/her open period. This is for the safety of all students at FWBHS. Students who refuse to provide information to duty personnel and/or provide incorrect information to duty personnel will be automatically suspended and departure pass revoked.

**"No-class" students are expected to leave campus daily or a study hall will be assigned.** A student who is occasionally on campus during a no-class must be in the media center with his/her departure badge displayed. "No-class" students are not permitted to loiter in the hallways during class time.

**Having a no-class is a privilege.** The following consequences will apply for those students not complying with the above policy.

- **1<sup>st</sup> offense** – warning
- **2<sup>nd</sup> offense** – parent notified and referral processed
- **3<sup>rd</sup> offense** – the departure pass will be revoked and student will be assigned a study hall for the remainder of the semester.

**Students with a departure badge attempting to transport other students off campus who do not have departure badges, or use their badge to leave during another instructional period will be suspended.**

### **Study Hall**

Students assigned to a study hall should report to their designated classroom where attendance will be taken daily. Students not attending study hall will be referred to administration for being truant.

### **DISCIPLINE PLAN**

Every teacher has a well defined classroom management plan that is posted. When a student reaches the 4<sup>th</sup> step of the classroom management plan he/she is sent to the appropriate administrator and activates the 12 step discipline plan outlined below.

#### **12 Step Discipline Plan**

Step 1	Student is referred to appropriate administrator Assigned extended detention Parent called-administrator Actions A, B & C should be documented on this referral
Step 2	Student is referred to appropriate administrator Assigned 2 days extended detention Parent conference
Step 3-4	Student is referred to appropriate administrator Assigned Saturday detention/parent called
Step 5-6	Student is referred to appropriate administrator Assigned extended Saturday detention/parent called
Step 7-8	Suspension – one day from school
Step 9-10	Suspension – two days from school
Step 11	Suspension three days from school
Step 12	Alternative placement/parent conference

12 Referrals will result in Alternative Placement. All incidents resulting in a referral will count in the total 12. The only exception is tardies.

### **FORMAL DISCIPLINARY ACTION**

**DETENTION HALL:** Before school in the morning or after school in the afternoon

**TIME OUT:** A student may be excluded from an individual class for a short period of time due to disruptive behavior.

**EXTENDED DETENTION:** A student may be placed in Extended Detention when deemed as an appropriate disciplinary measure by an administrator. Students who skip, misbehave or fail to complete their assigned work will receive out of school

suspension and will move up one step on the discipline plan. Extended detention meets from 2:00 p.m. until 3:15 p.m. Monday thru Friday.

**SATURDAY DETENTION:** When an administrator assigns one session of Saturday detention, the student can attend either the 8:00 a.m. – 10:00 a.m. or 9:00 a.m. – 11:00 a.m. session. When both sessions are assigned the student will be there from 8:00 a.m. – 11:00 a.m. Skipping Saturday detention will result in a **one day suspension** for each session missed and will count as one step on the discipline plan.

**ABSENCE FROM DETENTION:** When detention is assigned, the administrator works with the parent and/or student to establish a date for the detention. Once the date is established, the student is expected to attend detention on that date or be suspended from school. In the event that the student is absent due to an illness or death in the family, the detention will be reassigned.

**SUSPENSION:** Each school year, students are suspended for violating school policies which have been established to provide the basic right of all students to a public education. The principal or designees may suspend a pupil for serious breach of conduct. Suspension offenses include, but are not limited to, the following:

1. Possession and/or use of or under the influence of alcoholic beverages, controlled substances (drugs), counterfeit controlled substances, inhalants, or drug paraphernalia;
2. Possession or use of a weapon;
3. Violence against school personnel or other students;
4. Violation of sexual harassment policy
5. Violation of transportation rules;
6. Making of a destructive device/bomb threat (as defined in Florida Statute 790.001);
7. Initiating a false fire alarm;
8. Willful disobedience
9. Open defiance of authority;
10. Use of profane or obscene language;
11. Possession or use of tobacco products
12. Disruptive behavior on school grounds or property.
13. Skipping Saturday detention or extended detention.

Offenses numbered 1 through 7 may result in criminal penalties.

- Students that are suspended will be marked unexcused and no academic work may be accepted.
- The offenses listed above (1-12) may result in up to ten (10) days suspension and an appearance by the parents and student before the Superintendent's representative. It should be pointed out, however that this list is not all-inclusive and as such, a student committing an act of misconduct not listed will nevertheless be subject to the discretionary authority of the principal and/or designee.
- In accordance with Board Policy and state law, certain offenses or repeated offenses may also warrant a recommendation for expulsion.

#### **ZERO TOLERANCE FOR SCHOOL RELATED VIOLENT CRIME**

Students found to have committed the following offenses on school property, on school-sponsored transportation, or during a school-sponsored activity will

warrant a recommendation for expulsion and will be reported to the local law enforcement agency.

1. Homicide (murder, manslaughter)
2. Sexual battery
3. Armed robbery
4. Aggravated assault
5. Assault or aggravated assault on a teacher or other school personnel
6. Aggravated battery
7. Battery or aggravated battery on a teacher or other school personnel
8. Kidnapping or abduction
9. Arson
10. Possession, use, or sale of any firearm
11. Possession, use or sale of any explosive device
12. Making a destructive device/bomb threat (as defined in Florida Statute 790.001)
13. Sale, distribution, possession, use of, or under the influence of a controlled substance- (School Board Policy 4-33-D)
14. Possession with the intent to sell, dispense, or deliver a prescription drug
15. Use of a weapon (School Board Policy 4-33-E)

#### **OKALOOSA SCHOOL DISTRICT ALTERNATIVE SCHOOLS**

The principal has the right to place a disruptive student in an alternative school. Florida Statute, 232.26 states a student who commits a serious delinquent act or felony may be expelled or enrolled in an alternative education program. Florida Statute 230.2316 requires that students meeting the criteria for violent and disruptive behavior be assigned to an alternative school. Parental approval is not required.

#### **NATIONAL CENTER FOR SCHOOL SAFETY**

A countywide school safety hotline has been established for purposes of providing a telephone number for students to report criminal activity on and off school grounds. Students may also be eligible for cash rewards through this program. Student Crime Stoppers Program has been established for promoting student responsibility to report criminal behavior and activity. The number is - 805-863-TIPS (863-8477).

#### **FALSE ACCUSATIONS**

Assignment to the alternative school is automatic for students making false accusations that jeopardize the professional reputation, employment or certification of school staff.

#### **BATTERY ON SCHOOL PERSONNEL**

Any student who commits an assault or battery on school personnel shall be expelled and/or placed in an alternative school setting for a minimum period of one year and will face criminal penalties.

#### **BATTERY ON STUDENTS**

Physical violence against a student is defined as a physical attack by one or more individuals upon a student.

Physical violence against a student at Fort Walton Beach High School may result in up to 10 days suspension from school. Also, such an incident could result in a recommendation for expulsion from the Okaloosa County School System and/or criminal penalties.

### **BULLYING/THREATS**

Bullying/threats will not be tolerated. If a student feels that he or she is the victim of bullying/threats, it should be reported to school administration immediately.

### **STOLEN ITEMS**

The student is responsible for his/her personal items. In case of theft, students should see Resource Officers.

### **SMOKING/TOBACCO PRODUCTS**

Students are not allowed to smoke or possess tobacco products on school grounds. Students in violation will be suspended up to 10 days. Cigarette lighters and matches are not allowed. Students in violation will receive Saturday detention.

### **CHEATING**

Cheating will not be tolerated at Fort Walton Beach High School. Students are expected to be honest and to do their own work at all times. The following behaviors are considered cheating:

- Copying another student's homework
- Copying another student's test or quiz answers
- Allowing another student to copy your homework, test or quiz
- Taking a test and telling other students the answers
- Using a cell phone to text message questions and/or answers
- Photocopying any part of a test
- Copying work from the internet or other students and turning it in as your work
- Copying any part (i.e. a word a line, a sentence, a paragraph, or the entire piece) of someone else's work without proper documentation

On the first (1<sup>st</sup>) offense, violators will receive a zero on the assignment and the teacher will notify the parents. If a second (2<sup>nd</sup>) offense occurs, the student will be referred to the office and assigned Saturday detention. A third (3<sup>rd</sup>) offense would warrant suspension from school for up to three days.

### **DRESS CODE**

The dress code adopted by Okaloosa School district is designed to promote an environment that minimizes safety risks, disruptions, and distraction. Our staff will be informed to keep an eye out for dress code violations. Students are expected to follow this dress code and parents to support it. Students in violation of the dress code will be required to make the necessary changes in their attire/grooming. In order to make these changes with minimum loss of instructional time for your child, all students should have an extra t-shirt and/or pair of pants available in their car or locker at all times. If this is not available, parents will be called or students will remain in the office until a change of clothes can be provided. The times missed from classes will be unexcused.

#### **Guidelines: students shall not wear the following items:**

- Clothing, pins, jewelry, accessories, or other items of adornment displaying obscene, profane, derogatory, or violent or gang-related messages, themes, designs or pictures.

- Clothing, pins, jewelry, accessories or other items of adornment conveying messages related to or promoting the use of alcohol, drugs, or tobacco products, or messages that promote illegal activities.
- Clothing, pins, jewelry, accessories or other items of adornment depicting bawdy, salacious, or sexually suggestive messages.
- Clothing that is exposes the midriff, navel or cleavage
- Pants, skirts and/or shorts that sag below the waistline or must be held in place with the hands.
- Underwear as outer garments or clothing that exposes underwear; and items not appropriate for a classroom setting including, but not limited to stretch Lycra, spandex or nylon tights, leotards, biker pants, biker shorts, bathing suits, pajamas.
- Tank tops, halter tops, tube tops, fishnet tops, strapless dresses, or other clothing that is not appropriate because of slits, rips or holes in the garment.
- Accessories which could in some way pose a danger to the wearer or others and/or could be used as weapons (including, but not limited to, two-or-three finger rings, chains hanging from clothes, picks, hair chopsticks)
- Clothing that is too tight and/or inappropriate in length as measured by any of the following methods, as determined by the building principal/designee:
  - a. Shorter than 6 inches above the student's mid-knee or,
  - b. Fingertip length as determined when both of the student's hands are at his/her side.
- Inappropriate footwear (including, but not limited to, bedroom slippers and unfastened shoes or shoes missing appropriate closures).
- Head coverings or accessories that are not related to or required by student's bona fide religious practices (including, but not limited to, stocking caps, do rags, wave caps, scarves, or bandannas)
- Items that are intended for outdoor use (including, but not limited to hats, caps and similar head coverings; scarves, and trench coats)
- Trench coats are not to be worn on campus

Personal grooming for all students who voluntarily participate in extra-curricular activities (i.e., athletics, band, etc.) is as follows:

- Students who voluntarily participate in activities that require a certain uniformity in personal grooming may be required to groom themselves in a more moderate fashion during the time they are participating in that particular activity. A student must be informed of the above requirements before he or she is admitted as a participant in the activity.
- Students who are members of school sponsored groups having approved uniforms may wear the designated uniform when participating in activities approved by the principal.

The principal or designee will determine when these provisions have been violated and will make the initial decision as to conformity to policy and discipline for offenders.

#### **PUBLIC DISPLAY OF AFFECTION**

Public display of affection is considered to be in poor taste. Students found openly displaying affection will be counseled by a school official and parents contacted.

### **CELL PHONES**

The use of cellular devices by students is banned at Fort Walton Beach High School. Cellular devices will be confiscated when they are seen or heard. The confiscated device will be returned to the student's parents/guardian. The purpose of this is because cellular devices can transmit text, including exams. Cameras built into many cell phones can photograph and transmit images of people without their knowledge. The most obvious reason for banning cellular devices is because they disrupt the learning environment. A student who refuses to give his/her cellular device to a staff member when instructed to do so, will be suspended from school.

### **PARKING PERMITS**

Any student who drives to school will be required to register his/her vehicle and purchase a parking decal for \$10.00 each year. Students will be required to register each vehicle they drive to school. These permits/decal will be on sale through the student's WAVE advisor. A driver's license and vehicle information (tag- number and type of vehicle) will be required at the time of vehicle registration. This program will be monitored by our School Resource Officers.

### **LOITERING IN PARKING LOTS**

Students are to leave their vehicles and enter the building immediately upon arrival at school. Vehicles should be locked as the school cannot accept responsibility for theft or vandalism. Students are expected to stay out of the parking lots during school. If emergencies do arise, the student may secure written authorization from an administrator to go into the parking area. Students should not loiter in the parking lot or in the building after school hours. Students in the parking lot during school hours must have their dismissal form or departure pass at all times. Teacher parking areas are off-limits to students. Students loitering in the parking lot will receive an off-limits violation. Refusal to cooperate with parking duty staff will result in suspension.

### **ILLEGAL PARKING**

Students are required to park in designated areas and get a parking decal. Students who park illegally and/or do not display a school decal are subject to the following punishment:

- 1<sup>st</sup> offense – Warning
- 2<sup>nd</sup> offense – Saturday detention and parents notified
- 3<sup>rd</sup> or more offenses – Driving privilege suspended from campus for 5 days

### **ACTIVITIES**

- All school related/sponsored activities on or off campus must be cleared with the principal before final plans are made.
- All activities must be registered on the school calendar.
- All school and Country School Board policies are in effect at all extra-curricular activities.

### **BUS STUDENTS**

The purpose of public school transportation is to provide school facilities to students who live two (2) or more miles from school. The responsibilities of students who are transported at public expense shall be as follows:

- To occupy a seat that is assigned by the bus driver
- To refrain from moving around while the bus is in motion

- To maintain school conduct while getting on and off and riding the bus in to and from school
- To obey the driver in a respectful manner
- To observe all safety rules issued by the driver
- To refrain from abusing or destroying school property

Misbehavior on the school bus may result in suspension of riding privilege.

#### **VISITORS**

Any individual who is not enrolled or directly related to the operation of the school should receive written authorization from a school administrator upon entering the campus. Individuals on campus without authorization will be considered trespassing on school property. Students may not bring visitors to class during the school day.

#### **TELEPHONES**

Telephones in the offices/classrooms are not for student use; however, there is a telephone in the attendance office for students to use when checking in late or in case of an emergency and a pay phone outside the front of the building, beside the gymnasium, and in the commons area. A student must have a pass to use the telephone.

#### **AGENDA BOOKS**

An agenda book is essential for the successful student. Because organization is a key skill and an agenda book is an excellent way for a student to get and stay organized, we have purchased, at great expense, an agenda book for every student at Fort Walton Beach High School. These books will be issued on the first day of school and every student is expected to have the book with him/her at all times. If a student loses his/her book, he/she must purchase a new one for \$5.00 from Mrs. Fields in Guidance. The agenda book will be used for the following purposes.

- Hall Passes – In order for a student to leave a classroom for any reason the student must fill out the required information and have the teacher sign in the appropriate place. If a student uses up all of the passes on the hall pass page of his/her agenda book, he/she will not be issued another hall pass in any class. Students who are out of the classroom without the agenda book properly signed will be referred to the administration and this will be a step on the discipline plan
- Daily assignments, tests, project due dates, and homework
- Extracurricular activities
- Personal appointments and events.

#### **HALL PASSES**

The agenda books will be used for HALL PASSES:

- Hall Passes – In order for a student to leave a classroom for any reason the student must fill out the required information and have the teacher sign in the appropriate place. If a student uses up all of the passes on the hall pass page of his/her agenda book, he/she will not be issued another hall in any class. Students who are out of the classroom without the agenda book properly signed will be referred to the administration and this will be a step on the discipline plan.

#### **SCHOOL LOCKERS**

All students are assigned individual lockers upon entering Fort Walton Beach High School.

- Different lockers are assigned each year

- Lock labels are issued which contain locker number, combination, instruction for opening, and other pertinent information.
- Students are not allowed to share lockers/locker combination.
- Students must remove all items from lockers at the end of year
- Section 232.256 Florida Statutes authorizes a school principal or his designee to search a student's locker or other area if he has reasonable suspicion that a prohibited or illegally possessed substance or object is contained within the area.

#### **TEXTBOOKS**

Textbooks are a necessary and very important aid used in education today. New textbooks range in price from approximately \$40.00 to \$80.00 and should last 5 to 7 years. Replacement costs increase each year. To ensure quality education for our students and others who follow, textbooks should be protected. If a student changes classes or withdraws from school, it is his/her responsibility to see that textbooks are returned to that teacher. Lost textbooks need to be paid for each year in order to ensure that the student's cap and gown and/or diploma are not held for payment of books at graduation or records not withheld at time of withdrawal.

#### **SAFETY DRILL**

The drill signal will be transmitted over the public address system. Evacuation maps are located in all classrooms of the building shown the nearest route from which students should exit the building. Upon exiting the building, student should always go far enough (100-200 feet) from the building to ensure their safety. Students must stay in touch with teachers for instructions. Fire lanes must not be blocked to allow the fire department use during an emergency.

#### **LOST AND FOUND**

Lost and found clothing items will be kept by the custodial office. After a reasonable amount of time, unclaimed clothing will be donated to charitable organization in our community. The custodial office should be checked for keys, wallets, glasses, etc.

#### **HEALTH SERVICES**

The Okaloosa County School Health Services Program and Fort Walton Beach High School provide a full time nurse at Fort Walton Beach High School. (The nurse costs Ft. Walton Beach High School \$20,000.) The Nurse provides emergency care and services, administers regularly scheduled medications, and performs health screening procedures as needed. A student who is unable to continue in a class due to illness should report to the Nurse in the Clinic, located between Attendance and the front of the building.

It is imperative that parents fill out an Emergency Contact Card at the beginning of each school year. One is sent home with every student at the beginning of the school year. This provides our school officials with valuable information regarding a student's physical and academic special needs, as well as information regarding who to contact in an emergency situation. Contact Cards should be turned into the WAVE advisor or school nurse.

#### **MEDICATION ADMINISTRATION**

Medications for headaches, upset stomach or other ailments must be provided by parents/guardians of the student. All medications to be administered must meet the following conditions:

- An **Administration of Medication In the School Permission form** must be filled out and signed by the responsible party for the student. These may be obtained from the Nurse, or from the Guidance Department, and must be turned in to the Nurse at the time that the medication is brought to school.
- All Medication is to be in the original container or a pharmacy labeled container. They must have the name of the student, name of the drug, dosage and administration times clearly indicated on the label. Medications are received and stored under locked conditions in the Clinic.
- When it is necessary for a student to keep medications with them at all times, (i.e. inhalers, enzymes, or Epipens) physician's order stating such must be obtained and kept with the Administration of Medications In the Schools form in the nurse's office (clinic area).
- It is the responsibility of the student to report to the clinic at the appropriate time to take regularly scheduled medications.
- Students participating in a school sponsored trip should provide a separate Administration of Medications in the Schools form and appropriately labeled medications to the trip sponsor.

#### **MEDIA CENTER**

**HOURS:** 6:45 a.m. until 2:15 p.m. Students requiring additional time in the Media Center for class assignments should make arrangements with a Media Specialist.

**ACCESS:** A pass is not needed before and after school or during lunch. During class time, student must have a signed agenda book.

**LUNCH ACCESS:** Students should enter the Media Center through the back doors during lunch and exit through the main doors. Once students enter the Media Center during lunch, they must stay the entire lunch period. Quiet, courteous conduct, and respect for materials and equipment is expected of all students while in the Media Center. Food or drink is not allowed.

**POLICIES:**

1. **For entire classes** – Teachers should sign up in advance to bring his/her class to the media center. The Media Center can accommodate two (2) classes each period. Students should be escorted to the media center in an orderly manner and ensure that all students make it to the media center.
2. For individual students – **The teacher will fill out a pass in the student's agenda book. Do not send students to the media center without a specific purpose.**
3. Number of Students on a Pass from one class – **The teacher may send up to five (5) students with agenda books at one time, per period.**
4. Substitute Teacher Policy – **Substitute Teachers may come to the Media Center only** if the regular teacher has made arrangements in advance.
5. **When students arrive in the Media Center** – Students should be instructed by the teacher to give their agenda book to a member of the Media Center staff upon their arrival to the media center. Agenda books will be returned to the student when they leave to return to class.
6. **Sign-In Sheet** – All students should sign-in at the sign-in desk.
7. **Where students on a pass sit** – Students with passes will sit in a designated area. (See a media staff member for instructions).
8. **How long students can stay** – All students will remain in the media center for the duration of the period, unless the teacher provides a return time.
9. **Media Center Staff** – Staff members will circulate throughout the media center to assist students and monitor exits.

10. **Our Goal** – It is the goal of our media center staff is to insure students and teacher have a positive and meaningful learning experience in the media center. Please do not hesitate to request our assistance if you need help locating books, periodicals or videos or if you need help with computers or software.

**CIRCULATION:** Books may be checked out for two (2) weeks and renewed for an additional two (2) weeks. Reference and reserve books may be checked out after school and are due before first period the next school day.

**MEDIA CARDS:** All students are issued a free media card when they first arrive at FWBHS. These cards are necessary to check out materials. Replacement cards cost \$2.00. Blue cards will be issued for students without Internet permission forms on file at the school. Red cards are issued to students who have Internet permission forms on file at the school. Students are responsible for all materials checked out with their card.

**COPIERS AND SCHOOL STORE:** Copier and computer printout copies are 10 cents per page and color computer printouts are 25 cents per page. Students will pay for each copy that prints, regardless of the number of copies they intended to print. School supplies and computer discs are sold in the Media Center throughout the day.

**LOST BOOKS:** Replacement cost is charged for all lost Media Center books, along with a \$5.00 processing fee.

**DAMAGED BOOKS:** Students will be held responsible for the care of any Media Center material checked out in their name. Students will pay for damaged materials. Cost will be determined according to the condition in which the material is returned, based on its age and pre-existing condition. Students will be charged 50% of the materials' replacement cost for materials returned damaged but usable. Students will be charged 100% of replacement cost plus \$5.00.

#### **COMPUTER HARDWARE AND SOFTWARE VIOLATION**

Fort Walton Beach High School has worked very hard to acquire the computer equipment hardware and software at our school. Students that test the system by tampering, altering, or deleting items from the hardware or software will be dealt with in the following manner:

- First Offense:** (Minor) – Contact parents, up to 2 days extended detention, restitution  
(Major) – Contact parents, restitution, suspension 1-5 days
- Second Offense:** (Minor) – Parent conference, suspension 1-5 days, restitution  
(Major) – Parent conference, restitution, suspension 5-10 days
- Third Offense:** (Minor) – Parent contact, suspension 5-10 days, restitution  
(Major) – Parent contact, suspension 5-10 days, restitution

#### **COMPUTER USAGE**

Students should have their Internet permission form on file at school before using the Internet. The Internet is provided for school, college, and career research only. Playing online games or accessing chat rooms is prohibited. Sending and receiving of personal email is not permitted. Students in violation of this policy will receive disciplinary action.

#### **GUIDANCE AND COUNSELING**

Parents may call and make an appointment to see the counselor at any time during the school day. Students should not hesitate to ask for assistance in

dealing with personal, vocational, academic, or other problems. Students are assigned a counselor on the basis of their last name for 10<sup>th</sup> -12<sup>th</sup> grade and will remain with the same counselor throughout their high school years. Freshmen will have Mrs. Drew as their counselor for their freshmen year. Counselor assignments are as follows:

Mrs. Ferkes	12 <sup>th</sup>	833-3300, ext. 3312
Ms. Simms	11 <sup>th</sup>	833-3300, ext. 3315
Ms. Bowen	10 <sup>th</sup>	833-3300, ext. 3313
Mrs. Drew	9 <sup>th</sup>	833-3300, ext. 3314

#### GUIDANCE SERVICES

- Assistance with educational planning
- Interpretation of test scores
- Career information
- College entrance details
- Study help
- Help with home, school and social concerns
- Scholarship information
- Registration with the Selective Service System for all 18 year old men
- Voter Registration
- Crisis intervention counseling

Students are welcome to come to the Guidance Office during office hours with a standardized hall pass to arrange an appointment with their guidance counselor. When entering the Guidance office, the student must sign-in with their appropriate counselor to schedule an appointment.

#### PARENT CONFERENCES

All teacher conferences are scheduled by the Guidance Office. The Guidance Office extension is 3305. These conferences are held after school from 1:50 until 2:15 p.m. Should you need to talk with one teacher, the Guidance Office can arrange a conference during that teacher's planning period or at 6:45 a.m. Twenty-four hour notice is required. **No conference will be held without the student being present.**

#### SCHEDULE CHANGES

Complying with the constitutional class amendment mandating class size has made granting a schedule change very difficult. Once a student has registered for a course and verified that course, he or she will not be allowed to change that schedule. If a teacher change is requested by a parent, it will be considered after a conference is held with the parent, teacher, student, and assistant principal. Should a student be registered for a course that they do not have the prerequisite course work or grades to complete, guidance counselors will consider appropriate alternatives with the student and/or parents. If a student is lacking a course for graduation or enrolled in a course they have passed, their schedule will be changed. No schedule change will be granted that puts a class out of compliance with the class size amendment.

#### GRADE LEVEL CLASSIFICATION

For classification purposes, a student must have earned six (6) credits to be a Sophomore, Junior (12) and eighteen (18) credits to be a Senior.

All thirteenth year students, that is those students who have failed the FCAT Test, will be remediated during the summer immediately following their normal graduation date. If they still do not pass after this remediation, they can be placed in a remediation program at their high school. Any student who has passed the normal graduation date and not passed the FCAT Test will be classified as a thirteenth year student and his/her diplomas will be dated to reflect the school year in which he/she met all graduation requirements.

#### **WEEKLY PROGRESS REPORTS**

Weekly progress reports are sent out **ONLY** at a parent's direct request. Once a request has been made, it is the responsibility of the student to pick up the progress report and circulate it. Students should pick up progress reports on Monday of each week.

#### **PROGRESS REPORTS**

Progress reports are given at the mid-point of every 9 week grading period. Every student will receive a progress report.

#### **EXTENDED DAY**

Extended Day is assigned by teachers for academic makeup. Extended Day meets from 2:15 to 4:15 p.m. in assigned areas. Students are required to have their parents sign the extended day form and return the form to their teacher. Students that do not return the form will be referred to the appropriate administrator. If a student does not attend extended day the parent and the student are required to have a conference with his or her counselor at 6:45 a.m. before he or she can attend class that day.

#### **HOMEBOUND STUDENTS**

The procedure for classifying a student as homebound is as follows:

1. The student must be expected to be out three (3) or more weeks.
2. An application for Homebound/Hospitalized Instruction may be picked up in the Guidance office.
3. The classification is done by the county office upon receiving a signed doctor's statement on the application form.
4. The county Homebound Coordinator contacts the Guidance Department to make arrangements.

#### **CAREER CONNECTION CENTER**

The Career Connection Center is located and managed in the Media Center. It offers a wide variety of materials focused on preparing all students for proud, productive employment. The Career Connection Center has computers with Internet access and many software programs that help students with career interests, personality profiles based on careers, employability outlook, financial aid information, college and university information and other post-secondary training institutions. There are videos on over one hundred occupations, books and catalogs and applications for scholarships. There is much to do and see in this center, so parents and students should make plans to visit.

#### **EQUITY POLICY FOR STUDENTS**

It is the policy of the School Board of Okaloosa County to offer students the opportunity to participate in appropriate programs, services and activities without regard to race, color, religion, sex, age, nation or ethnic origin, disability, sexual orientation, or social and family background.

Students, while they are in school or participating in school-related activities, are entitled to an environment free from discrimination and/or harassment by other students or adult employees or volunteers. Students should not be subjected to nor should they subject others to:

- Slurs or innuendoes about any characteristics regarding race, color, religion, sex, age, nation or ethnic origin, disability, sexual orientation, or social and family background.
- Any activity or talk related to race, color, religion, sex, age, nation or ethnic origin, disability, sexual orientation or social and family background that creates an offensive educational environment or unreasonable interference with the individual's school performance or participation in educational opportunities.
- Sexual advances, requests for sexual favors, or physical conduct of a sexual nature.

Students should report complaints pertaining to the Okaloosa School District's Equity Policy to a teacher or the principal's administrative designee in charge of the school's discipline office. Students should file a formal complaint by completing an MIS Form 2083 "Equity Complaint Form-Students" in the school's discipline office. The school's administrative staff will investigate the student's allegations. A substantiated charge against a student shall subject that student to disciplinary action, including but not limited to suspension or expulsion. A substantiated case of a false claim in which a student willfully, intentionally, in bad faith wrongfully accuses another student or adult, shall result in disciplinary action.

#### **ELIGIBILITY OF ATHLETES**

In order for a student to participate in and practice for a school athletic contest he/she must have the following items on file in the principal's office:

- A physical health form for the *current school year* (kept in Guidance).
- A parental permission form for the *current school year*, stating that he/she has medical insurance (kept in Guidance)
- Birth certificate (copy)

Before a student may participate in an athletic contest he/she must have the following items on file in the principal's office:

- Name on the annual eligibility list by submitting a certified birth certificate one time during his/her high school enrollment.
- An emergency medical authorization form
- Meet the scholastic requirements set by the Florida High School Athletic Association (F.H.S.A.A.)

#### **STUDENTS ACADEMIC ELIGIBILITY**

Criteria for academic eligibility.

- All students must maintain a cumulative 2.0 grade point average on a 4.0 scale or its equivalent, in all courses he/she takes to be eligible each.
- Exceptional students who are pursuing a special high school diploma shall be required to maintain a cumulative GPA of 2.0 on a 4.0 scale in all those courses necessary for the completion of the requirements for the special diploma as prescribed by the district school board.

#### **FORT WALTON BEACH SUCCESS ACADEMY**

The mission of Fort Walton Beach Success Academy is to provide an alternative educational program for students who have been unable to function successfully in a regular school setting. Students are enrolled in this school by a referral from their

administrator and/or guidance counselor. This program is designed to be flexible in a way that encourages students to complete high school requirements for graduation. Success Academy students may participate in the graduation activities for Fort Walton Beach High School, however, the diploma the student receives will be from Fort Walton Beach Success Academy.