

**FLAGLER PALM COAST
HIGH SCHOOL**



**POLICIES & PROCEDURES
2017-2018**

Dear Bulldog Family,

Welcome to the 2017-2018 school year at Flagler Palm Coast High School. We are proud to be a part of a District that strives to be the Nation's Premier Learning Organization. At FPCHS are committed to empowering each and every student on our campus to reach their maximum potential through effective communication and by working together as a community. Our students continually display their Bulldog pride through excelling in academics, athletics, the performing arts, and committing to be a positive member of our community.

Our FPC family believes we can foster an environment of success for all students through focusing on the following Bulldog Expectations:

- **Be Respectful**
- **Be Responsible**
- **Be Safe**
- **Be Engaged**

Please take some time and read the expectations and policies detailed in this student handbook. Following the guidelines in this document will help to ensure you have a successful high school experience. Become a part of FPC's legacy of excellence by making the right choices and embracing the high school experience. Also, please visit the school's website at <http://fpcbulldogs.com> to obtain information on the current events, activities, and programs here at FPCHS.

At FPC we have an open door policy and encourage you to contact us at any time. We hope you take an active part in our students' education as we seek to help them learn the skills and character traits that will ensure they achieve their goals.

Yours in Education,

Dusty Sims

Principal, FPCHS

ADMINISTRATIVE STAFF

Dustin Sims	Principal
Kerri Sands	Assistant Principal
Bobby Bossardet	Assistant Principal
Stacia Collier	Assistant Principal
Jamie Pedro	Assistant Principal
Toussiant Roberson	Dean of Students
Mindi Scala-Sanders	Dean of Students
Riley Ward	Dean of Students
Roger Tangney	IB & AP Coordinator
Steve DeAugustino	Athletic Director
Cheryl Perry	Activities Director
Cheryl Massaro	Youth Center Director
Brandon Seminara	Youth Center Assistant Director

GUIDANCE

Counselor	Assignment
Phil DeAugustino	12th Grade & IB Students
Cami Brocksmith	12th Grade
Hanna Davydov- Wolcott	11th Grade H-Z
Wendy Hutchenson	10th Grade H - Z
Sue Howell	10th Grade, 11th Grade A - G
Debbie Ellis	9th Grade

BELL SCHEDULE

2017-2018

Period		Time	
Period 1		8:00 – 9:25	
Period 2		9:30 – 10:55	
Period 3	1 st lunch	<i>Lunch</i>	<i>10:55 – 11:25</i>
		<i>Class</i>	<i>11:30 – 12:25</i>
	2 nd Lunch	<i>Class</i>	<i>11:00– 11:25</i>
		<i>Lunch</i>	<i>11:25 – 11:55</i>
		<i>Class</i>	<i>11:55 – 12:25</i>
	3 rd Lunch	<i>Class</i>	<i>11:00 – 11:55</i>
<i>Lunch</i>		<i>11:55 – 12:25</i>	
Period 4		12:30-1:20	
Period 5		1:25 – 2:15	

HONOR ROLL

Students achieve Honor Roll recognition by earning all A's and B's on their report cards at the end of each 9 week grading period.

INCOMPLETE GRADES

Incomplete grades are caused by the failure of the student to complete assigned work or tests during the 18-week period. If the teacher feels it is warranted, the student has ten (10) school days (two weeks) to complete his or her missed work. If the course requirements are not completed within this time period, the incomplete automatically becomes an F. Students enrolled in a course with an End of Course Exam (EOC) who do not take the EOC will not receive a final grade until they complete the EOC. The state determines timing for EOC testing and the district will offer the EOC as soon as the next window for testing is available to any student who did not complete the EOC.

ADD/DROP CLASSES

Students may add or drop a class during the first ten (10) days of the grading period through guidance. Student Schedules will not be changed without valid reason and will be dealt with on a priority basis.

PROGRESS REPORTS

Progress reports are prepared each 9 weeks. Refer to school calendar for dates of distribution. Students will receive a progress report in each class by their classroom teachers for them to take home and share with parents.

ATTENDANCE IN GENERAL

1. If a student accumulates 15 unexcused absences in a 90-day period, he or she will be automatically reported to the Division of Motor Vehicles (DMV) and will lose his or her driving privilege until proving 30 school days of attendance with no unexcused absences or tardies.
2. Work made up after an UNEXCUSED ABSENCE will not receive credit.
3. If the school does not receive an absence note within 5 days of the absence, it will be marked as unexcused. Notes should include: the student's full name, the date(s) of the absence(s), the reason for the absence, parent signature, and parent contact phone number. Notes should be sent to explain all absences, even if the absence does not meet the criteria to be excused. Notes should be turned in to the Attendance Office when the student returns to school. **Phone calls will not be accepted to excuse absences.**
4. Students are allowed up to 15 absences per year to be excused as follows: 10 by parent note and 5 by administrative leave. (Parent notes are used 5 per semester)
5. Students with 10 unexcused consecutive absences may be withdrawn from school. Students aged 14 – 17 will lose their driving privilege if this occurs. Students aged 15 and younger will be referred to the State Attorney's Office for truancy if this occurs.
6. All absences above 15 per year must be excused by doctor's note or court note only.
7. If a student accumulates excessive absences and is over 16, he or she may receive referrals for additional services and may be withdrawn by administration
8. An absence for a class is when the student misses 50% or more of the period; an absence for a "day" occurs when the student misses 50% or more of the minutes in the school day.
F.S.1003.436
9. Religious holidays of the student's faith do not count as absences if they are approved. See the Attendance Office clerk for a personal leave form. This type of absence does not count against perfect attendance.
The school may require a signature from the religious official that participates in or verifies the absence.
10. Subpoena or forced absence by any law enforcement agency is excused if documented. A copy of the subpoena or summons must be given to the school within 48 hours after the absence.
11. The school administration will determine which, if any, events will be determined to be excused school wide (hurricane days, etc.)
12. An assignment to In School Placement (referred to as The ISS room) is NOT considered an absence.
13. Field trips which have been properly scheduled and approved by school staff are not considered absences and do not count against perfect attendance.

14. Family vacations, shopping trips, or other avoidable absences, are **not excusable**. Car trouble is not considered excused.

Tardy/Early Dismissal Policy:

Three unexcused incidents of either (in any combination) equal a day of absence for students in attendance monitoring. So, for example, 9 tardies is equal to 3 absences for students in monitoring.

EXCUSED ABSENCES (up to 15 per year) include those for the following reasons:

1. The student is ill.
2. Major illness in the immediate family (this means parents, brothers, sisters, grandparents or others living in the home or who are close relatives).
3. Death in the immediate family of the student.
4. Administrative approval.

MAKE UP WORK

1. After an absence, a student must arrange with the teacher for any make up work. Students have the same number of days they were absent to make up their work except in the instance of some long-term secondary school assignments.
2. If a teacher assigns a long-term project (when a student has several days to complete the work), the student is expected to turn in the project on the day of his or her return unless special arrangements are made and approved with the teacher in advance.
3. Work made up after an UNEXCUSED absence will not receive credit.

PARKING/DRIVING ON CAMPUS

ALL VEHICLES MUST BE PROPERLY REGISTERED to park on campus. Without a parking permit, you will not be allowed to park on campus. To receive a parking permit, students must:

- currently have and maintain a Grade point Average (GPA) of 2.0
- complete an FPC parking agreement and privilege registration form
- present a valid driver's license
- have current Florida registration
- proof of insurance
- pay \$25 for a parking decal
- replacement for parking decal \$25.00

Driving an automobile, whether on campus or on a public road, is a privilege, not a right. Students should follow the posted speed limit of 5 mph on campus at all times. It is our school's intention to help prevent accidents on and around campus and to provide a safe environment for all persons.

Excessive tardiness to school will result in loss of parking privileges and student must show 30 school days of attendance without an absence or unexcused tardy for privilege to be reinstated. Vehicles are not to be used as lockers. Teachers cannot write passes to a student's vehicle. Please report to the Dean's office if you need to go your vehicle during the course of the school day. Students are not allowed to bring or have weapons in a car on campus. If a student discovers he or she has inadvertently brought a weapon on campus in a vehicle, he or she must immediately notify an administrator or designee. The weapon will be turned over to school personnel. The student will not be disciplined if this procedure is followed.

SIGN IN/SIGN OUT

1. Students arriving to school after 8:00 a.m. or leaving school before 2:00 p.m. must report to the Attendance Office to sign in or sign out.
2. Students wishing to sign out early must present a note from the parent or guardian to the clerk in the Attendance Office before reporting to 1st period. The note should contain the parent's contact number and will be verified before the student is allowed to leave campus.
3. The student must present a note for an approved absence for the missed class time to be excused.
4. Under no circumstances are students allowed to wait for rides outside the building.
5. Students leaving campus early must:
 - leave campus immediately after signing out

- not take other students off campus without written administrative approval
- have their school identification card (ID) with them at all times
- upon leaving and/or returning to campus students must sign out/in at the Attendance Office.

CLOSED CAMPUS

Our school has a closed campus policy. Students must stay on school grounds from the time they arrive until they are excused by proper procedures.

TARDIES

Students arriving late to school will report to the Attendance Office to sign in and get a tardy pass. The tardy will be excused if the student has a note, which meets the same criteria for an excused absence.

Students are expected to be in class before the tardy bell rings. The classroom teacher will mark any student arriving late to a class tardy. If three or more tardies are accumulated to a class in a nine-week period the student will receive a disciplinary referral. Consequences for tardies will be enforced by the Dean's Office and are as follows:

- 3rd Tardy-2 hour after school detention
- 4th Tardy- 2 hour after school detention
- 5th or more tardies-ISS (In-School Suspension)

The tardy recording process will begin with each 9 weeks. Any student more than five minutes late for 2nd through 5th periods will be given a discipline referral for skipping.

CONSEQUENCES FOR SKIPPING CLASS ON CAMPUS

- 1st time – 2 hour after school detention
- 2nd time and up –ISS

CONSEQUENCES FOR SKIPPING CLASS OFF CAMPUS AND/OR LEAVING CAMPUS WITHOUT PERMISSION

- 1st offense—detention and driving privileges revoked for one week. (If the driver takes anyone with him or her, the driving privilege will be revoked for an additional week for each student taken off campus).
- 2nd time – ISS and driving privileges revoked for one week. (If the driver takes anyone with him or her, the driving privilege will be revoked for an additional week for each student taken off campus).
- 3rd time – Suspension and permanent loss of driving privilege.

DISMISSAL/AFTER SCHOOL HOURS

At the end of each day, students are requested to leave the building quietly. Large groups are not to remain in the halls, lobby areas, etc. At the end of the school day, students must leave the grounds unless they are participating in a school-supervised activity or athletic practice. Students remaining after school must report to their appropriate location by 2:25 and remain there until the end of the designated meeting time. **Students who are on campus after hours and do not have a specific purpose may receive disciplinary action or be trespassed by law enforcement.**

YOUTH CENTER

In order to attend the Flagler County Youth Center students must scan in with their student ID. All students staying at the Youth Center after school must arrive at the Youth Center by 2:25pm or have a pass from a teacher or coach.

While in the Youth Center all students must follow the Youth Center Discipline Policy as well as the Flagler Schools Code of Conduct. Any violation will result in the appropriate disciplinary action necessary.

EXTRA-CURRICULAR ACTIVITIES

High school is a time to get involved in school activities. Involvement is an essential part of your education. These experiences provide you with many non-academic skills that prepare you for the world of work.

ELIGIBILITY

In order to represent a school in any extra-curricular activity, a participant must be enrolled and in regular attendance at FPC or a Florida County Certified Home School Program. The student also must meet the following academic standards:

- Freshmen and sophomores must have a cumulative unweighted 2.0 GPA or meet eligibility requirements to sign a Freshman/Sophomore Participation contract. This contract requires the student to have a 2.0 for the semester preceding participation and be passing all classes at the time the contract is requested.
- Juniors and seniors must have a cumulative unweighted GPA of 2.0.

EXTRA-CURRICULAR REGULATIONS

The following regulations will apply to any student who participates in any extra-curricular activity:

- student must be present for 50% of a school day in order to participate in any extra-curricular activity
- students not conducting themselves properly in school shall not be allowed to represent FPC in any extra-curricular activity.
- no coach, sponsor or advisor shall send any student off campus to perform extra-curricular duties without proper administrative approval

AFTER SCHOOL AND EVENING ACTIVITIES

All FPCHS students who attend activities sponsored by the school are expected to conduct themselves according to the same rules and regulations as during the school day. In addition, students must:

- present his or her student ID card at any time he or she is at an event
- leave campus after the scheduled conclusion of the event. Students who refuse to leave campus after school events may be forbidden to attend future events. Students may also be remanded to law enforcement after this time period

Students that are suspended or expelled from school will be trespassed if found on campus.

Students that have disciplinary action taken against them may be subject to removal of activities such as Homecoming, Prom, Grad Night, or graduation ceremonies. This decision will be made by the discretion of the principal and/or the appointed designee (ie. Assistant Principal or Dean).

SPORTS

s. 1006.195

(1)(a) A district school board must establish, through its code of student conduct, student eligibility standards and related student disciplinary actions regarding student participation in interscholastic and intrascholastic extracurricular activities. The code of student conduct must provide that:

1. A student not currently suspended from interscholastic or intrascholastic extracurricular activities, or suspended or expelled from school, pursuant to a district school board's suspension or expulsion powers provided in law, including ss. 1006.07, 1006.08, and 1006.09, is eligible to participate in interscholastic and intrascholastic extracurricular activities.

2. A student may not participate in a sport if the student participated in that same sport at another school during that school year, unless the student meets the criteria in s.1006.15(3)(h).

3. A student's eligibility to participate in any interscholastic or intrascholastic extracurricular activity may not be affected by any alleged recruiting violation until final disposition of the allegation pursuant to s.1006.20(2)(b).

The following includes a list of examples, such as, but not limited to, which may be considered for inclusion as eligibility standards to participate in extracurricular interscholastic or intrascholastic activities:

- School attendance policy that may prevent a student from participating
- Alcohol/drug related behavior
- 2.0 GPA Required for Academic Eligibility. A middle/junior high student must have 2.0 GPA, or the equivalent of a 2.0 GPA based on a 4.0 scale, at the conclusion of each semester. A high school student must have a cumulative 2.0 grade point average on a 4.0 unweighted scale, or its equivalent, at the conclusion of each semester to be academically eligible during the next semester (s.1006.15(3)(a)1, Florida Statutes). Final grades previously earned by the student from another school shall not be converted using the scale in Bylaw 9.4.2. A district may require more stringent academic requirements (i.e. no F's)
- School/classroom discipline issues
- Social Media issues
- Bullying
- Sportsmanship
- Dress Code Policy

- Four Year Limit of Eligibility
- Age Limit-19 years 9 months (seniors) or 19 years on or after September 1 (all others)
- Physical Evaluation (EL2) and consent and Release from Liability Certificate (EL3)
- Any other district policy which would remove or prevent a student from participating in extracurricular activities.

One of the exceptions for a student who transfers schools and wishes to continue participating in the same sport at the new school is “authorized for good cause” published in district or charter school policy. The following includes a list of examples, such as, but not limited to, which may be considered for “good cause authority”:

- Move to a new resident – the student moves to a new home address due to a move by the student and person or person(s) with whom he/she has been previously living that makes it necessary for the student to attend a different school.
- Move to a new residence following the marriage of the student. The student immediately establishes a new residence that makes it necessary to attend a different school.
- Reassignment by District School Board or Charter School Board
- Transfer of school within the first twenty days – i.e. acceptance into a previously applied for magnet program.

ASSEMBLIES

Assembly programs are planned to keep the student body in touch with all activities of school life and a major emphasis is placed on student participation. An opportunity for better oral expression and student self-expression is the aim in inviting all students to participate in assembly programs.

Below are listed a few points in assembly etiquette expected of all students:

- movement into the gym/auditorium is to be in an orderly fashion with no running or pushing
- students should go quietly into the assigned area with their classes
- courtesy demands that students not talk, whisper, or create a disturbance during the programs
- programs should be viewed with appreciation and respect
- students must return to class immediately following assemblies unless otherwise directed
- students must remain with their teacher during the assembly. Students will be subject to disciplinary action if they leave their designated area without teacher consent.

ACCEPTABLE USE POLICY AND GUIDELINES FOR NETWORK ACCESS

(See Flagler County Public Schools
Code of Student Conduct)

MEDIA CENTER/ LEARNING COMMONS

“Whenever you read a good book, somewhere in the world a door opens to allow in more light.” –Vera Nazarian

Twitter: [**@FPCMediaLink**](#)

Hours: Monday - Friday 7:30 - 2:15

After school hours vary and can be reserved by appointment. Please follow us on Twitter for updates on open study hours.

Students must have a pass to enter the media center.

Furniture in the Media Center/ Learning Commons is mobile for a reason. Feel free to rearrange furniture to meet your needs.

The mission of the Media Center/ Learning Commons is to ensure that students become effective users of ideas and information by providing:

access to a full range of information in all areas of study and in many formats

a program that stimulates interest in reading, viewing, and using information and ideas

resources that contribute to lifelong learning

materials that represent diverse perspectives and experiences

The Media Center/ Learning Commons is the place to:

purchase an ID

study

collaborate with peers

create audio/digital recordings

read

check out fiction, nonfiction, biographies, graphic novels, & magazines

get laptop assistance

get research assistance

get homework help

get project help
create projects

The Media Center/ Learning Commons houses:

F.A.M.E. Cafe

Open from 7:30 a.m. - 10:00 a.m.

Visit before 8:00 a.m. or between classes

Visits during class time REQUIRE a pass and students should not be “regulars” during class time.

Tech Dawgs

Student Help Desk

Hours are in development

Come here for laptop help

The Sound Pound

Recording Studio

Check out microphones to record music, podcasts, instrumentals

Bulldog Business & Canine Conference

Meeting & Collaboration Rooms

Makerspace

An area to create projects with various formats/mediums

NETWORK WARNING

With access to computers and to people all over the world, there will be some material that may not be considered to be of educational value. There may be some material, individual contacts or communication, which is not suitable for students. The FCSB supports only those materials, which will enhance the research and inquiry of the learner within the context of a school setting. However, on a global network it is impossible to control all materials, and an industrious user may discover inappropriate information. The FCSB cannot prevent the possibility that some users may access material that is not consistent with the school district’s educational mission, goals and policies.

In order to protect our students from inappropriate material accessible on the internet the district has denied access to websites deemed inappropriate. Any student circumventing these blocked sites will be suspended from school for no less than three days and computer access will be revoked for a specified period of time. Also, any student using programs not intended for educational purpose such as I-Chat, YouTube, etc, will be subject to disciplinary consequence.

Repeated offenses of such will result in loss of computer privileges at school and out of school suspension.

TECHNOLOGY 1 TO 1 INITIATIVE

With the District 1 to 1 Initiative all students will be receiving a laptop computer this school year. It will be the student's responsibility to review the acceptable use policy along with all documents for appropriate and lawful use of the laptop. At the time of distribution all documents must be signed and turned in to the appropriate staff. Please see the following link to access all documents such as policies and agreements:

<http://flaglerschools.com/district/technology/digital-learning-movement>

ZERO TOLERANCE FOR SCHOOL RELATED VIOLENT CRIME

The Florida Board of Education has established a **ZERO TOLERANCE POLICY** on school violence, crime and the use of weapons as a part of a comprehensive approach to reducing school violence. It is an effort to provide an environment that is drug-free and protects students' health, safety, and civil rights as stated in Goal Five of the State Education Goals. The goal emphasizes the personal responsibility of students and the necessity of involving all stakeholders, including parents, in achieving this goal.

This policy requires school districts to invoke the most severe consequences provided in the Code of Student Conduct in dealing with students who engage in violent criminal acts such as homicide (murder, manslaughter) sexual battery; armed robbery; aggravated battery; battery or aggravated battery on a teacher or other personnel; kidnapping or abduction; arson; possession, use, or sale of any firearm; "possession with intent to sell a controlled substance," or possession, use or sale of any explosive device on school property, on school-sponsored transportation, or during school-sponsored activities.

In addition to this Zero-Tolerance for school related crime, Section 1006.15 F. S. places certain restrictions on affected students' participation in interscholastic extracurricular activities. This states that ". . . a student must maintain satisfactory conduct and, if a student is convicted of, or is found to have committed a felony or a delinquent act which would have been a felony if committed by an adult, regardless of whether adjudication is withheld, the student's participation in interscholastic extracurricular activities is contingent upon established and published School Board Policy.

STUDENT RIGHTS

You have a right to an education, regardless of your race, color, creed, religion, gender, marital status, heritage, age, disability, or sexual orientation. Some of your basic rights include the right to:

- learn
- disagree
- petition
- publish
- assemble
- privacy
- freedom of expression

Your exercise of these rights must conform to the *Code of Student Conduct*. Things you cannot do include:

- violate the rights of others
- disrupt the classroom
- disrupt the operation of your school
- bring drugs, weapons or contraband to school

STUDENT RESPONSIBILITIES

To be successful, the student should:

- attend school each day
- arrive on time
- be prepared with proper materials and supplies
- keep a planner/agenda
- complete all assignments to the best of your ability and on time
- dress according to the school's dress code
- be acceptant of and respectful to others
- see teachers about make-up work and complete it in a timely manner
- contact the principal, assistant principal, guidance counselor, teacher or dean regarding conflicts or concerns
- set goals for success
- get enough sleep
- set responsible working hours outside of school

A student must participate in school crisis planned activities and practices such as a lock-down and fire drills.(Failure to meet these requirements will lead to disciplinary action.)

EMERGENCY DRILLS

It is necessary to conduct various safety drills in the event of fire, bomb threat, hurricane, or tornado and practice procedures for a lockdown. It is extremely important that each student take these drills seriously and follow these procedures in an orderly manner. Horseplay will not be tolerated. Students should refrain from talking. Failure to follow directions given by your teacher, administrative staff or emergency personnel during these drills or an actual emergency may result in suspension out of school.

BULLYING

What IS bullying?

Bullying is unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Both kids who are bullied and who bully others may have [serious, lasting problems](#). Bullying behavior must be aggressive and include:

- 1.Repeated (not one time)
 - 2.Show some sort of power imbalance (physical, social, etc.)
 - 3.Malicious (not playful or unintended)
- Students who are being bullied, or who are witnesses to bullying, should always tell an adult on campus. Parents are welcomed to call and speak with a counselor, dean, or administrator about any concerns, or use the computer reporting system if they would rather be anonymous. We anticipate that parents will join us in helping students understand that bullying is not “OK”—not in school, not anywhere.

LOCKERS

Locks will be distributed through the Dean’s office. Each student will rent a lock for \$5 at the beginning of the school year. If the lock is returned in good condition at the end of the previous school year, the student will be reissued a lock the following year without fee. Students have their choice of any locker with a lock already on it on a first come, first served basis. This locker number must be issued through the Dean’s office and the lock used must be the lock issued through the Dean’s office. Any lock NOT issued through FPC, will be cut and items removed. Additionally, the locker MUST be issued by Dean’s office personnel. All lockers are subject to search at any time. The school is not responsible for any items left in an unlocked locker.

SEARCHES AND SEIZURES

Your locker, vehicle, purse, backpack and other personal possessions may be searched if there is a reasonable belief any of them contain drugs, weapons, contraband or other items not permitted on campus. Trained sniff-screening dogs are allowed in the schools to prevent drugs and weapons at school. The routine checks by the dogs are not considered a search by law. They are safety preventions to give you a safe and healthy school in which to learn.

F .S. 1006.09 (9)

ID CARDS

Identification (ID) cards will be issued to each student and employee at FPC. These ID cards are a very important part of our School Safety Program. All individuals on our campus must be easily identified at all times. You must be able to present your ID upon request, hard copy or electronic. Students can obtain a temporary ID before **8:00** a.m. Students who are directed to an ID station after **8:00** a.m. for an ID violation will receive a tardy. Students should have their ID in their possession at extra-curricular events after school. This ID is also necessary in order to receive breakfast and lunch from the Dining Hall, media checkout, and boarding all after school buses. Failure to meet these requirements will lead to disciplinary action as follows:

- 6th and 7th offense-2 hour after school detention.
- 8th and 9th offense-2 hour after school detention.
- 10th and over offense-ISS

INVESTIGATIONS AT SCHOOL

(See Flagler County Public Schools Code of Student Conduct)

MISCONDUCT THAT MAY RESULT IN DISCIPLINE (INCLUDING SUSPENSION, REASSIGNMENT OR EXPULSION)

*(See Flagler County Public School
Code of Student Conduct)*

ELECTRONIC DEVICES

A wireless communication device that is used in a criminal act while the student is on school property or in attendance at a school function will be reported to the proper law enforcement agency. This includes videotaping any inappropriate activity on or off campus and sharing with other students during school. Legal action may occur as well as

disciplinary actions including, but not limited to, Saturday school, out of school suspension, and/or review in front of the Multidisciplinary Team (MDT) for extended consequence or alternative placement.

If you choose to bring an electronic device on campus, school staff is not responsible if these items are stolen, lost or broken. Investigations of lost or stolen property WILL NOT take place. (Therefore, we strongly encourage all electronic items remain at home). In addition, any sale or purchase of items not approved by administration is prohibited. Any student violating this policy will be subject to disciplinary consequence.

CELL PHONE USE IN SCHOOL

Cell phone use inside the school will be limited to non-instructional times throughout the day. Phones may be used before school, at class change, during lunch and after school. Phones must be put away upon entering any classroom. Any student seen with their phone out during class will have their phone confiscated and turned into the Discipline Office. Consequences for having a phone out during class will be as follows:

- 1st offense-2 hour after school detention and phone is confiscated till end of day.
- 2nd offense- 2 hour after school detention and phone is confiscated till end of day.
- 3rd offense-ISS and confiscated till end of the day.
- Upon receiving a third offense the student will sign a contract stating he will be placed on a check in/check out policy. If the student continues to violate the policy, he/she will be suspended for each offense.

School staff is not responsible for any electronic devices (including cell phones) that are lost or stolen. Students bring these items at their own risk and are responsible for their safekeeping.

SORORITIES, FRATERNITIES AND SECRET SOCIETIES

These organizations are not allowed in schools. You cannot participate or join in any type of initiation to such organizations. FS 1006.14

(PBIS) POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORT

At FPC all students, faculty and staff will be treated with dignity and respect. PBIS (Positive Behavioral Interventions Support) are used to recognize individuals who are going above and beyond in areas such as Academics, Acts of Service, Attitude, Arts, Acts of kindness and Athletics. These attributes will allow the culture and climate of FPC to be a responsible, engaged and safe environment.

PLAGIARISM/CHEATING

Plagiarism is a form of cheating. Plagiarism is using someone's work without giving the appropriate credit and this can mean several things:

- copying and pasting from online media, such as encyclopedias, Encarta, biography, etc.
- copying and pasting text from any website
- transcribing text from any printed material (books, magazines, newspapers, reference books, etc.)
- simply modifying text from any of the above sources is not acceptable (just changing a few words does not constitute original work)
- using another student's work (even with permission) is not acceptable
- using photographs, video, or audio without permission or acknowledgement is unacceptable

Students need to be aware that credit must be given to the original author or photographer when using their material in a paper he or she is writing (bibliography). Allowing another student to copy your work is also cheating; the consequences are the same. If there is any question, the student should verify their sources with his or her teacher.

Plagiarism may affect club memberships, honors, awards, and scholarships and will also result in the following disciplinary action:

- 1st time—Student receives a zero (0) on the work/test/assignment, referral is written and parent is contacted.
- 2nd time – Student receives a zero (0) on the assignment, referral is written and an Out of School Suspension.
- 3rd time – Student receives no credit for the class, referral is written and an Out of School Suspension.

FALSIFYING DOCUMENTS

Any student found to have falsified a document used in the school process will receive:

- 2 hour after school detention and parent contact
- ISS
- Out of School Suspension

This includes but is not limited to parent notes to excuse absences or tardies, forging hall passes for themselves or for others, etc. This does include adding a student's name to a legitimate hall pass written for another student.

DRESS CODE

All staff members will enforce the dress code. The administration/designee will be the final judge about whether a student's clothing meets requirements of policy. We rely on the good taste and judgment of the students and the responsibility of the parents to advise their children of the appropriate dress in accordance with the Flagler Public School Dress Code Policy. You are required to be appropriately dressed at all times while attending school or any school sponsored activity during the school day.

Specific Requirements:

Pants/Bottom Attire

- Must be solid in color. May include shorts, skirts or jumpers.
- Bottom attire must be plain without any holes, tears, tatters, or unfinished hems, and must be worn securely at the waist.
- If pants have belt loops, a belt must be used.
- Sweatpants or athletic shorts are not acceptable.

Shirts

- Shirts must be standard short or long sleeve polo style, oxford style, or button-up dress shirt with a collar.
- Sheer, lace or cutout shirts are not acceptable even with solid shirt underneath.
- FPC spirit shirts may be worn.
- It is recommended shirts be tucked in.
- Cleavage must be covered.

Outer or cool weather attire

- Zip- or button-up or "over the head" sweatshirts or sweaters are acceptable as long as required dress attire is worn beneath.

The following general rules apply to dress code:

- Shorts, skirts or jumpers are acceptable if they are within 4" above the knee.
- Hats, headgear, or any head covering (bandanas, sweatbands, and du-rags) will not be allowed.
- No undergarments are to be seen at any time.
- Wearing apparel which tends to identify association with secret societies or gangs as prohibited in Florida Statutes is not allowed.
- No sunglasses can be worn inside buildings.
- All chains that hang outside clothing are not allowed.

- Any jewelry or accessory that presents a safety or health hazard or causes a major disruption to the educational process is not allowed.
- Footwear that is a safety hazard will not be allowed. (i. e. footwear with wheels, including but not limited to Heelys.)
- All clothing must be the appropriate size for the student; it may not be oversized or undersized. The waist of the garment shall be worn so that the waistband is worn at waist level and not below the waist.
- Tattoos deemed inappropriate by staff must be covered.
- Contact lenses that alter the appearance of the eye (other than to another naturally occurring color) are not allowed.
- No trench coats.
- School ID's must be available upon request either a hard copy or electronic version.

Exceptions

- If you enter the Flagler County School system after the start of the school year, you will have a grace period of ten (10) school days before being required to wear the school uniform.
- The Superintendent, in consultation with the principal, may waive the school uniform policy on a case-by-case basis for reasons such as, but not limited to, medical necessity or sincerely held religious belief, documented by a medical physician or religious leader.
- A student wears a uniform of a nationally recognized youth organization, such as the Boy Scouts or Girl Scouts, on regular meeting days.
- A student wears a costume, special clothing or dress attire necessary for participation in a school-sponsored or extracurricular activity provided the clothing complies with District policy.

Financial Considerations/Assistance

- You will not be denied attendance at school or be otherwise penalized for failing to wear clothing that complies with the school uniform if such failure is due to financial hardship. Your parent/guardian should notify the principal if assistance is needed.

Discipline

- 1st offense-Verbal warning
- 2nd offense-Referral, parent contact, 2 hour after school detention

- 3rd offense- Referral, 2 hour after school detention. (NOTE: For this and subsequent offenses, if clothing worn “exposes underwear or body parts in an indecent or vulgar manner or disrupts the orderly learning environment”, participation in extra-curricular and interscholastic activities may be impacted if applicable.)
- 4th offense and up-Referral, 1 day ISS.

Students must be able to correct Dress Code violation in order to return to class otherwise will remain in ISS.

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.

LAWS IMPLEMENTED: 1001.43, F.S.

HISTORY: ADOPTED: September 15, 1998

REVISION DATE(S): January 20, 2004

March 21, 2012

FORMERLY: Policy 529

AMNESTY CLAUSE

When a student discovers they have inadvertently brought an item not allowed on campus (ie. lighter, weapon, tobacco product, etc) on campus, on the bus, or in their vehicle, they must immediately notify an administrator/designee, teacher, or bus driver. The item will be turned over to school personnel and or the school resource deputy. The student may not be disciplined if he/she follows this procedure.

DISCIPLINARY ACTIONS

Discipline measures used by Flagler Palm Coast High School include but are not limited to:

AFTER-SCHOOL DETENTION

Students will be assigned to a supervised area and must stay in this area until they are dismissed by the detention teacher. Students must make their own transportation arrangements if they choose not to ride the after-school bus. After School detention begins at 2:25 pm. Late arrivals will be considered a no-show to detention.

CLASSROOM EXCLUSION

You can be assigned and sent to the ICE room during the school day. You will receive full credit for class work completed while in the assigned room or program and your absence will be excused. Upon the student's' first day back to class following the suspension, homework is to be given to the appropriate teachers for grading and credit.

OUT-OF-SCHOOL SUSPENSION

You can be suspended from school. Number of days will be determined by DDRC.. This may be extended by the Superintendent's designee at the school's request. If you are suspended you cannot be on school grounds or attend any school activities.

ALTERNATIVE PLACEMENT

A student receiving multiple referrals may be placed on a Behavior Contract. Future violations of school policy may result in placement to FPC's Bulldog Academy (B.A.) or through a referral by the Multidisciplinary Team (MDT). There are instances where a student may be alternatively placed based on the severity of the violation. Examples for immediate placement include but are not limited to:

- Fighting
- Alcohol/Drug Use/Possession
- Disorderly Conduct
- Major School Disruption

Note: Once a student has been referred to an alternative program, s/he cannot reenter the home-zoned school without the completion of the assigned program. Students will not participate in any programs, events or sports on any campus while assigned to these programs. Permission may be granted to attend special events on a reward status as deemed appropriate by the program designee.

REMOVAL FROM CLASS

Your teacher may require that you be removed from class if it has been documented that your behavior has seriously disrupted the teaching or learning in the classroom. If you are removed from a class, the principal may place you in another appropriate classroom, in-school suspension, an alternative education program, or the principal may recommend you for suspension or expulsion. You cannot be returned to that teacher's classroom unless the teacher consents or a school-based placement review committee

has determined that doing so is the best or only available alternative. A decision on whether to return you to the classroom must be made by the teacher, principal designee, or the committee within five (5) days of the removal.

HOMEWORK PROCEDURES FOR OUT OF SCHOOL SUSPENSIONS

1. Homework assignments will be made available to students suspended for more than one school day.
2. Homework assignments will be made available to suspended students within 24 hours after receiving an out of school suspension.
3. The “Notice of School Suspension” form serves as the official Notice of suspension to parents. Parents should make arrangements to pick up homework within 24 hours after suspension.
4. Upon the student’s first day back to school following the suspension, homework is to be given to the appropriate teachers for grading and credit. Failure to complete and turn in assigned work at this time will result in no credit for the assignment.

CONDUCT ON SCHOOL BUSES

(See Flagler County Public Schools
Code of Student Conduct)

MEDICATION AND HEALTH PROCEDURES

(See Flagler County Public Schools
Code of Student Conduct)

STUDENT INSURANCE 2017-18

Flagler County School District does not carry student insurance on any of our students. However, we understand that accidents happen occasionally and can become costly for those who do not carry insurance on their students. Therefore, FCSB does offer to our parents, School Time Accident Coverage and /or 24-hour Accident Coverage for students. This is a supplemental insurance that can be taken out on your students that starts out as low as \$26.00 for an annual premium.

This insurance is offered at the beginning of every school year for parents to take advantage of. Every year these brochures/applications are given out to every student to take home for parents to review and fill out and submit the premium if interested. The brochures will be available this year at the "Meet the Teacher" meetings before the school year starts. For those who do not make it to this meeting, they will be given to each and every student the first week of school to take home.

For more information please contact the Risk Management Department at 386-437-7526.