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Freshmen students will receive handbooks. All upperclassmen will receive a copy of the high points from the handbook. The entire student handbook can be accessed at <http://www.bayschools.com/mhs/>

MOSLEY HIGH SCHOOL

STUDENT BODY OFFICERS

PresidentAlexis Taylor
Vice PresidentGarrett Evans
Secretary Christina Blair
Treasurer.....Merideth Thompson

SENIOR CLASS OFFICERS

President Nathan Chapman
Vice PresidentEmily Vogler
SecretaryLaura Beth Wilson
Treasurer..... Slayton Scott

JUNIOR CLASS OFFICERS

President Jay Burkey
Vice PresidentLane Ward
SecretaryKeaton Wall
Treasurer..... Sabrina Anderson

SOPHOMORE CLASS OFFICERS

President Douglas Dick
Vice President Caitlin McNeilage
Secretary/Treasurer Britney Doll

SCHOOL TELEPHONE NUMBERS

Main Office SwitchboardExtension 767-4400
Attendance Office.....Extension 767-4424
Guidance OfficeExtension 767-4426
School Resource Officer.....Extension 767-4418

2011-2012 CLASS SCHEDULE

SESSION 1

PERIOD	CLASS	TEACHER	ROOM #

Lunch:

SESSION 2

PERIOD	CLASS	TEACHER	ROOM #

Lunch:

*** Every attempt is made to print an accurate Student Handbook, but policies and procedures contained in this handbook are subject to change at the discretion of the Bay District School Board**

WELCOME FROM THE PRINCIPAL



Welcome to the 2011 – 2012 school year. Mosley is a great school filled with wonderful teachers and staff as well as super students! We consistently achieve “A” or “B” status as measured by the Florida Department of Education and it is because of hard work on the part of you and the Mosley staff.

This handbook is to help you become familiar with or reminded of much of the information you need to be a successful student. Please read it and abide by the rules and policies. As a high school student, the responsibility to follow these policies rests with you. I am certain that you will do your very best in this area.

I would also like to encourage you to get involved with your school either with extra-curricular or co-curricular clubs, sports, drama, art and/or music programs. Being involved makes you a more well-rounded student academically, socially and physically.

I wish you a great year filled with wonderful memories of A. Crawford Mosley High School. The future is yours; make it everything it can be. And remember, “Being a Dolphin is a Lifestyle!”

Go Dolphins!

A handwritten signature in cursive script that reads "Sandy Harrison".

Sandy C. Harrison
Principal



Welcome, My Fellow Mosley Dolphins!

I am Alexis Taylor and I am honored to be your SGA President for the 2011-2012 school year. I would like to extend a sincere welcome to each of you. I am very excited about the coming school year. I anticipate it being one of the best years ever. Mosley has a lot to offer. I encourage everyone to participate in

Mosley's clubs, sports, and activities. Freshmen should get ready for the experience of a lifetime. Four years at Mosley fly by quickly. After all, time flies when you're having fun. I have great expectations for this school year. I will do my best to ensure that the 2011-2012 school year is a great success. I look forward to making memories with you. Again, Welcome Dolphins!

Remember, being a Dolphin is a LIFESTYLE!

**Alexis Taylor
SGA President**

Discrimination Reporting Procedures Bay District Schools

Any student who has a reasonable and good faith belief that he/she has been the subject of discrimination or harassment because of his/her race, color, religion, sex, national origin, handicap, age, or marital status, shall communicate the allegation in writing to the student's principal or his/her designee within 30 days of the alleged incident. If the complaint involves the student's principal, the written communication shall be directed to the Executive Director for Curriculum and Instructional Services. This person may be contacted at 767-4114.

A STUDENT CODE OF ETHICS

I will respect the rights, privileges, property and beliefs of others.

I will follow the principles of good sportsmanship in all my activities.

I will avoid any deed or habit that will harm or degrade me mentally, morally, physically or spiritually.

I will observe all rules of safety for myself and for others, being especially careful when I am the driver of an automobile.

I will support, to the best of my ability, all school activities and other activities to which I am obligated.

I will judge people by their individual worth rather than by race, class, or creed.

I will make an honest effort to take advantage of the opportunities offered to me in education.

I will be honest with myself and with others.

I will conduct myself at all times in such a manner as to be a credit to myself, to others, and to my school.

I believe that the reputation of Mosley High School and our student reputations are one. We are a team. We all share in any honor that falls to one of us.

SCHOOL STAFF 2011-2012

ADMINISTRATIVE STAFF

Sandy C. Harrison.....	Principal
Sharon Michalik.....	Assistant Principal
Carol Rine.....	Assistant Principal
Lennis Pilson.....	Administrative Assistant
Todd Harless.....	Administrative Assistant
LeAnn Kibler.....	Administrative Assistant
Tim Jennings.....	Athletic Director
Perry Brown.....	Football Coach
Tom Hedges.....	School Resource Deputy
Lora McCalister-Cruel.....	Literacy Coach
Sheila Cook.....	Administrative Secretary
Peggy Majure.....	Bookkeeper
Briana Rafiyan.....	Student Services
Pam Kirkland.....	Bookkeeper
Christal Rabbe.....	Food Service Manager
Karen Johnson.....	MAPPS Secretary
Rusty Morrison.....	Head Custodian
Glenda Nolan.....	Switchboard Operator
Donna Dale.....	Attendance
Betsy Kirkland.....	Receptionist
Colleen Jones.....	Data Entry
Debbie Rafiyan.....	ESE Clerk

GUIDANCE SERVICES

The Guidance Department offers many services to our students, including academic and personal counseling, college and career information, registration, scheduling, testing, and scholarship assistance. Dolphin Dollars, a scholarship newsletter, is published monthly and distributed to each senior classroom.

REGISTRATION, SCHEDULE CHANGES, and WITHDRAWAL FROM MOSLEY

Registration for classes, schedule changes, and withdrawal from school are handled by the guidance office. All textbooks, library books, and school materials must be returned before guidance can forward student records to another school.

SENIOR FREE PERIOD OPTION

During the second semester of a student's senior year, the student's parent or legal guardian may allow the student to opt out of one half-credit course if the following criteria are met:

1. The student has met all graduation requirements (with the exception of some required courses that the student may be completing during the second semester.)
2. The student's parent or legal guardian completes an official waiver form, delivers it to the district office, and presents identification.
3. The waiver form is approved by the Superintendent or designee.

Only parents or legal guardians may request this waiver on behalf of students, regardless of whether the student has reached the age of eighteen unless approved by the Superintendent or designee. Implementation of this policy is being handled by the Office of Student Services at Bay District Schools, therefore questions should be made directly to this office. Application forms are available on the district website. Seniors who earn this option may not stay on campus unless on "official" school business.

EARLY ADMISSION TO COLLEGE

Students who meet the requirements for an early admission and advanced studies program may be graduated in fewer than four years in grades 9-12. Information may be obtained from your counselor in the Guidance Office. This program prohibits students from participating in ALL school activities and trips or from receiving school and district awards / honors.

VOCATIONAL/TECHNICAL PROGRAMS

Students may attend a HALF DAY at Haney Vo-Tech School their junior and/or senior years and receive a Mosley High School diploma. To attend, a student must meet all requirements for grades 9, 10, and 11 as listed in the Pupil Progression Plan. For more information, see your guidance counselor.

SENIOR EARLY EXIT OPPORTUNITY

Any fourth year senior who wishes to take advantage of the Early Exit opportunity during the second session of the school year must have fulfilled all graduation requirements and must complete an application requesting

permission to participate. The student will be allowed to participate in the prom, senior recognition day, and graduation, but will be prohibited from participating in any other activities/awards ceremonies or receiving school and district awards/honors. Any senior contemplating Early Exit should consider the potential impact of this on Florida Academic Scholar, Gold Seal, and other scholarships and awards. **To participate in graduation, a student must have fulfilled all graduation requirements and be in attendance at Senior Recognition.**

TRANSCRIPTS

Most colleges require a student to send a transcript (copy of your student grades) when you apply for admission. The Guidance office will provide a transcript for a student to mail to the college of his/her choice. If we can send the transcript electronically to a Florida college or university, there will be no charge. If any student needs a transcript for out of state or other purposes, there will be a \$3.00 charge per transcript, payable in advance. A minimum of three days notice is requested.

CURRICULUM/SPECIAL PROGRAMS

Mosley High School offers a comprehensive and challenging educational curriculum. Special programs in honors, advanced placement and dual enrollment are offered, along with career academies for students with special interests. The college preparatory program at Mosley (MAPPS) provides students with a strong academic program and at the same time recognizes individual talents and special interests. MAPPS students take Honors, Dual-Enrolled, and Advanced Placement courses as part of a balanced liberal arts curriculum. Our Advanced Placement and Dual Enrollment courses offer students an opportunity to earn college credit while still enrolled in high school. Approximately twenty (20+) different courses are offered under the dual enrollment program, and approximately twenty-one (21) advanced placement courses are offered.

HONORS, ADVANCED PLACEMENT & DUAL ENROLLMENT

Honors, dual enrolled, and advanced placement courses which apply towards an associate of arts degree carry an additional (1) credit quality point. Honors, advanced placement and dual enrollment classes in English and Social Studies require summer reading as preparation. Lists are available each spring when application to these programs is made. **Placement in all special programs and courses requires an application and parent permission, as well as teacher approval. CPT (College Placement Test Requirements) using the P.E.R.T.: Most dual enrollment courses require college placement scores in reading, English, or math. Consult your guidance counselor for course specific information prior to registering.**

All courses in the advanced academic programs are designed to provide students with the opportunity to earn college credit, experience an advanced curriculum, and better prepare them for the challenges of college. In order to complete this experience, students are expected to take all corresponding examinations. Without the standardization of the exams, there is no way for colleges to measure the rigor of the academic experience. Exemptions will be at the discretion of the advanced academic program coordinator and the school principal.

NEW /MAKE-UP /TRANSFER CREDIT

Students may earn new credit during the summer or additional credit during the regular school year through college summer institutes, dual enrollment courses, accredited correspondence courses, Florida Virtual School. Administrative permission must be obtained **BEFORE** students begin such programs. Sources for make-up credit are accredited correspondence schools, Haney (limited to juniors and seniors), or Rosenwald High School. Students who fail a course may also request placement in that same course during another term of the regular school year; however, space availability and scheduling conflicts may not allow this option. Students who withdraw from Bay District high schools and enter other educational institutions may transfer no more than ten (10) credits per year (August-August) with a maximum of 5 credits per semester when re-entering Bay District schools. Credits from accredited schools will be accepted at face value, but credit from non-accredited institutions will be validated on the basis of student performance standards, with the principal's approval. In order to receive a diploma from Mosley High School, a student must be enrolled in Mosley for the last nine (9) weeks of the senior year.

INTENSIVE READING COURSES

According to State Law, students who do not pass the reading portion of the FCAT exam must receive reading remediation. The length and intensity of the reading course will be determined by the student's developmental scale score, FCAT achievement level, and fluency or disfluency status based on the *Florida Assessments for Instruction in Reading (FAIR)* or another broad screen assessment instrument.

FCAT RETAKES

All students who have attempted and not passed the tenth grade Florida Comprehensive Assessment Test will be required to retake the FCAT. Once students take the Grade 10 FCAT test 3 times (Grade 10 test and 2 Retake tests) without passing, they are then eligible to apply for an ACT/SAT concordant score to meet the graduation requirement. At this time, there is no summer retake option.

GRADE FORGIVENESS

Any course in which a student makes a D or F may be taken over during the regular year to improve his/her GPA if space is available and scheduling permits. **The new grade will be used in lieu of the original grade to compute the GPA.** The original grade must remain on the record. Credit may not be earned twice for the same course. To compute the GPA, a student must use all unduplicated courses. If the GPA is less than 2.0, then the student may drop elective courses (above 25 credits) with the lowest grades from the calculation of GPA.

REPORT CARDS AND GRADES

Computer grade reports will be issued at the end of each term (9 weeks) and session (18 weeks) to all students. The number of tardies and absences will be included in the report. The grading scale, established by the state, determines numerical values for grades. Term grades are final. One-half credit will be granted for each term course passed.

A = 90 – 100; B = 80 - 89; C = 70 - 79; D = 60 - 69; F = 0 - 59

PARENT PORTAL

From the Bay District Schools website, parents are able to view several types of information regarding student progress- grades, attendance, discipline, test scores, schedules and other details that are critical to student success. While the information that can be provided is somewhat limited, the data here provides a valuable tool for parents to monitor their children's activities while in school. The site can be accessed at: <https://www.bayparent.com/Welcome/>.

ACADEMIC LETTERS AND HONORS

Students are honored in the spring for outstanding academic achievement. Students who maintain a 3.5 or higher weighted GPA for the first three terms receive an academic letter (or a bar to add to the letter if already earned). Students who maintain a 3.0 or higher receive an academic certificate. Students with a 4.0 GPA receive a medallion or other. In order to receive an academic honor or letter, a student must be enrolled in the school as a regular, full-time student at the time of the presentation.

EXAM POLICY

All students in grades 9-12 must take term exams. The exam will count for 1/7 of the final grade. Alternative examination provisions may be made for exceptional students.

Definition of terms:

Grading period =	4 1/2 weeks (mid-term)
Term =	9 weeks
Session =	18 weeks

ADVANCED PLACEMENT EXAM POLICY

Advanced Placement courses are designed for students to achieve college credit. Students are required to take AP exams during the same school year as they complete the high school AP course requirements. AP course credit will not be issued to a student's high school transcript until verification of participation in the corresponding AP exam. Students who complete an AP course and do not sit for the AP exam will be awarded the high school equivalent of the course and not receive the weighted AP credit. Due to limitations created by the Class Size Amendment, AP Students withdrawing at the 9 weeks will receive high school credit for the full 18 weeks. Any freshman, sophomore, or junior withdrawing from an AP course will be limited to courses available upon withdrawal and may not be able to get the high school equivalent. Some AP courses have waiting lists.

BAY DISTRICT SCHOOL DRESS CODE 2011-2012

STUDENT UNIFORM AND GROOMING

Appropriate dress is the primary responsibility of the student and his/her parent or guardian. In order to promote safety, personal hygiene, academic well being, and moral development, students shall be expected to comply with reasonable requirements relating to dress, grooming and personal appearance. Students are expected to come to school in uniform with proper attention having been given to personal cleanliness, grooming, and neatness of dress. The following is the uniform for grades K-12 except students at Margaret K. Lewis, New Horizons

Learning Center, and Tom P. Haney Technical Center.

Tops:

- Maximum of 3 color (white and 2 colors to be determined by the School Advisory Committee - SAC) (**MHS – White, Green or Orange**)
- Club and activity shirts in school colors must be nationally recognized organization, i.e. Key Club, National Honor Society, etc.
- Must be a solid school color except for school approved shirts
- Small manufacturer's trade mark is acceptable
 - a. Polo/golf shirt with collar and buttons or
 - b. collared dress shirt with sleeves (no cap sleeves) (underarm must be covered) or
 - c. turtlenecks, - all tops must be unaltered
- School approved T-shirts (club, spirit, etc) - **unaltered**
- Must be tucked in for grades 6-12
- Students may layer their tops; however, all visible tops must be in the designated colors. Tops worn as undergarments must be in designated school colors.

Bottoms:

- Belts must be worn if the pants have belt loops
- Belts must be worn in loops and pants shall be unaltered.
- Bottoms can be khaki, navy blue or plain blue jeans
- No cargo or large pocket style pants, no bell bottoms, no baggy pants, no hip huggers, no holes, no carpenter pants and no overalls (6-12 only)
- No shorts, skirts or dresses shorter than five inches (5") above the knee caps as measured standing up,
- Dresses with sleeves (underarm must be covered) must be one of the school's chosen colors and a solid color
- Small manufacturer's trade mark is acceptable

Shoes:

- Closed toes and closed backs
- No bedroom shoes

Sweaters/Sweatshirts:

- Sweaters/sweatshirts/hoodies with hoods for grades K-12 if school approved
- Must be one of the 3 approved colors
- Must be solid color (unless school approved spirit or club)
- Note: School approved means clothing carries school logo and is in school colors

Other:

- No scarves
- No head wear except sunglasses, hats or other sun-protective wear to only be worn while students are outdoors during school hours (not during class changes); however, at all other times, the sun-protective items must be properly stored by the student in their pockets, purse, locker or backpack
- No jewelry or accessory that may be used as weapons such as chains or spiked jewelry
- Jackets/Coats must have either buttons, zippers or snaps that are from top to bottom. Jackets can be any color. Jackets may be worn in the classroom at the discretion of the teacher.

Students participating in extracurricular activities shall conform to the standards of this policy while attending classes during the regular school day. Cheerleaders may wear their uniforms when required for participation in school sanctioned activities. Athletes may wear the team jerseys on game days with appropriate school uniform bottoms.

Exceptions to wearing the uniform are permitted when:

- 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 clothing complies with District policy.
- The wearing of a uniform violates a student’s sincerely held religious belief. Students enrolled in special programs such as on-the-job vocational training, or participating in school activities which require additional standards of dress or grooming shall comply with such additional standards. When applicable, students shall be required to “dress out” and wear physical education uniforms prescribed by the school.

Discipline for violating this policy shall be as follows:

- First and second offense consequences are: notification of parent or guardian; change of inappropriate attire;
- Consequences for subsequent offenses may include:
 - a. notification of parent or guardian;
 - b. change of inappropriate attire;
 - c. one to three days of in-school or out of school suspension,
 - d. three days after school detention, if available
- The fourth and subsequent offenses are willful disobedience which will result in further disciplinary action, which may include out of school suspension or expulsion;
- Any absence resulting from a violation of the Student Dress Code will be considered an unexcused absence.

Effective Date: This Revised Policy # 7.303 shall become effective on August 1, 2006 and shall replace in full the current Policy # 7.303 on the said date. *Authority: §1001.41, Fla. Stat. Law Implemented: §§1001.43, 1006.07, Fla. Stat.; History: New, June 12, 1989; Revised: July 24, 1997; November 17, 1998; June 13, 2001; January 25, 2006; September 13, 2006; April 25, 2007; September 12, 2007*

A NOTE FROM THE MOSLEY ADMINISTRATION RE: DRESS CODE

Award Ceremonies: Periodically students will be permitted to “dress up” for awards ceremonies and other appropriate functions at school. “Dressing up” means wearing business/professional and modest attire to include appropriate footwear. If students choose to dress up on permitted days, boys should wear button-down collared shirts and dress pants (no jeans). Girls should wear sleeved dresses, tops (no tank tops, spaghetti or strapless) with skirts or pants (no jeans). Dresses and skirts must adhere to the dress code policy in terms of length. “Dressing up” includes shoes with closed toes and closed backs. Students violating this policy may receive discipline as outlined in the above listed consequences. Disciplinary action may cause a student to miss part or

all of award ceremonies and/or school functions. Students who are unable to replace out-of-dress-code clothing items prior to the commencement of the ceremony or school function will likely miss the ceremony or school function. **Field Trips:** The Student Uniform and Grooming Policy will be followed for ALL field trips.

Testing: Students involved in AP Testing or other exams that require school leave must adhere to the Student Uniform and Grooming Policy at all times.

Athletics: Students who are “dressed out” for physical education courses on the MHS campus should remain in designated areas only and avoid the main campus. Gym attire is for P.E. only.

Confiscated Clothing: Administrators may confiscate articles of clothing that violate the policy (e.g. a sweatshirt that is not school approved). The clothing will be stored in the office for two weeks and released to parents or guardians only. Unclaimed articles will be donated at year’s end.

STUDENT RIGHTS AND RESPONSIBILITIES

Students are expected to attend school regularly, punctually, and to devote their energies to learning, under the supervision of the total school staff.

They are expected to assume responsibility for knowing and observing school rules and state laws which govern student conduct, including the obligation to respect others and the property of others.

SCHOOL FACILITIES: INDIVIDUAL USE/ORGANIZATIONAL USE

Any student will be allowed to enter the building for the use of the library, for conferences with teachers, or to participate in school-sponsored activities before and after school. Students are allowed in classrooms before school with teacher permission. Immediately after classes conclude, students are expected to leave the campus unless involved in such activities.

All visitors to Mosley High School must check in at the main office. Visitors may not attend classes unless they have received administrative approval. Due to liability reasons, students are strictly prohibited from bringing family members or friends to school with them. Any student enrolled and attending any school in Bay County is prohibited from entering the premises or grounds of another school without specific authority of the principal of the school in which he is enrolled. Violation of this policy may result in suspension or expulsion.

Food or drink shall not be brought or consumed in the classrooms or hallways, but must be confined to the cafeteria or the Commons or outside eating areas.

Classes or student organizations may use school facilities without charge. A member of the faculty must be present with the group and must assume responsibility for supervision of the students and care of the facilities. An organization not complying with this policy will be subject to suspension from the roll of school organizations.

HALL PASSES

At times other than before and after school, students may not be out of class or their assigned area without a hall pass signed by a teacher. The pass should indicate the date and the time issued.

LUNCH POLICY

At MHS, only seniors will be allowed to leave campus for lunch. Students must have a written notarized parent/guardian authorization form on file. Juniors, sophomores, and freshmen are not allowed to leave campus or checkout with anyone other than a parent or guardian for lunch. Violation of this rule may result in disciplinary action. Lunch badges will be pulled for more than three unexcused absences in a month, F's in core classes, or OSS for any reason.

Charge Meal Policy: Students are not permitted to charge school meals. If a student does not have meal money, they will be provided an alternative meal (sandwich, white milk and fruit). At no time will a student not be fed! Prepayment of meals is encouraged.

School Meal Prices: Full price

Breakfast	\$1.50
Lunch	\$2.50

Food Services would like to encourage parents to enroll their children at SchoolPaymentSolutions.com to enroll and deposit funds into your child's account using a Visa or Mastercard. Once your account is established, you can check balances (no charge) and fund the account anytime from your home computer (for a fee of \$2.50 at ANY school regardless of the number of children in that school). Your child's information is safe and your payment card info is protected by the most advanced Internet security. Contact us at 767-4258 for your child's 10-digit Student ID number and get started immediately. Please select correct "ALERT" for website to email you when account balance gets low.

STUDENT GOVERNMENT MEETINGS

Students will be on leave from class for SGA meetings and must assume responsibility for arranging for make-up work. Failure to make up work may be grounds for removal from office. Teachers will not prevent students from attending meetings if they have met their obligations. **Responsibility for make-up work is a student (not teacher) responsibility.**

TEXTBOOKS AND DEFICIENCIES

Textbooks used at Mosley are state adopted. Textbooks are charged to the school and must be accounted for on a yearly basis. Students are responsible for care of textbooks issued to them and must reimburse the school for lost or damaged books. **As of 2009 legislative changes, 100% of the item cost is recoverable regardless of years of use.**

Prior to term exams, each teacher will turn in textbook deficiencies to guidance and notify students of the necessity to clear such deficiencies. Textbooks will not be issued to any student who has not paid for lost books. **In addition,**

students who have not cleared textbook deficiencies will not be issued parking permits until textbooks are returned or paid for. Any student who has a deficiency will not be issued a report card or a senior diploma at the end of the year until the deficiency has been cleared. Textbooks for students who have withdrawn should also be turned into the guidance office.

LOCKERS

Lockers assigned to students the second week of school are public school property. Therefore, the school administrators reserve the right to inspect a locker at any time there is a reasonable suspicion that the student has possession of illegal items or property that does not belong to him/her. Students are to use their assigned lockers only. Sharing without authorization is not permitted. Students are not permitted to “jam” or “rig” their lockers so as to disengage the locking mechanism. Any and all damage caused to a locker because a student does this or has this done by someone else will be the financial responsibility of that student. Locker doors are not to be slammed, kicked, marked, scratched, or have materials pasted on them

LIBRARY USE

The Marvin McCain Technology Center is the media center/library for Mosley High School. **The library will be open for student check-out sometime after the first week of school.** Students may use the library before school, during lunch, during class periods with a signed pass from a teacher, and after school, as well as at times when his/her entire class is scheduled by a teacher. Students may be required to show their identification cards or drivers’ licenses before checking out materials. Books from the general collection may be checked out for a period of three weeks. Reference books, reserve books, and vertical files may be checked out overnight. These may be checked out after 2:00 p.m. and must be returned by 7:30 a.m. the following day.

Audio-visual equipment is available for on-campus use. Computers are available for on-campus use by students who can demonstrate basic literacy skills to library staff. Word processing, Internet research, and presentation programs are typical software available in our library. A student who has lost or overdue library books or materials will not be permitted to check out additional materials until the deficiency is cleared.

TELEPHONE AVAILABILITY

Calls of an **emergency nature** may be made in the Attendance Office, if a student has a teacher note requesting this. Students are expected to use phones during the ten-minute class period changes, not during regular class periods.

WIRELESS COMMUNICATION AND ELECTRONIC DEVICES POLICY

When adhering to the rules listed below, students may possess electronic devices such as cellular phones, pagers, pocket PCs, laptops, and personal data assistants (“PDA”) I-Pods, MP3 players, etc. on school property and at school functions.

Rules concerning use: 1. May NOT be openly visible; it must be stored in a backpack, purse, locker, vehicle, etc. 2. May NOT be used during **regular**

school hours, including lunch and between classes. 3. All electronic devices MUST be turned OFF during the regular school day, including lunch and between classes.

Discipline:

1st violation – Confiscation of device and only returned to a **parent or guardian.**

2nd violation – After-school detention and confiscation of device and only returned to a **parent or guardian.**

3rd violation – Two hours of after-school detention and Confiscation of device and only returned to a **parent or guardian.**

Continued misuse – Student subject to disciplinary action, as determined by the principal. Storage of a WCD in a student’s pocket may subject that student to a search. **Medical emergencies:** The principal, or his designee, may grant permission to use phone during regular school hours in the case of a medical emergency after appropriate steps have been taken to prove immediate medical need. The **administration** reserves the right to determine what constitutes an emergency. Additional information regarding School Board policy on the possession and use of wireless communication devices can be obtained through the Bay District School Board Office.

RECORDING OF CLASSROOM ACTIVITIES

Students are not permitted to videotape, audiotape, or in any way digitally record any classroom activities without receiving prior permission from the classroom teacher.

ANNOUNCEMENTS

The administration makes every effort to keep announcements to a minimum. Following the morning televised announcements, information pertinent to students is scrolled continuously on the school ITV system available in every classroom. Students should avail themselves of the opportunity to be informed through this technology. Student organizations which wish to make announcements should obtain a DTV form from the DTV studio and get the appropriate sponsor signature before returning it for broadcast.

LOST AND FOUND

Students should exercise appropriate care for their personal belongings at school. The school will not violate the right of students to learn by interrupting classes to search for lost or stolen personal items. Students who find articles are requested to take them to student services. Lost articles may be claimed by providing proper identification.

P.E. UNIFORMS

For safety reasons and to cut down on theft and to assist physical education teachers in determining who is dressed out for class, The P.E. department sells the P.E. uniform for \$16.00.

SCHOOL-SPONSORED ACTIVITIES

All school or club activities must be chaperoned by faculty members. All club meetings must be held on campus before or after school hours, unless administrative approval has been obtained to do otherwise. Membership in

clubs not approved by school authorities is against Florida law for students. Club members who participate in activities which result in disciplinary action will be suspended and the club placed on probation. School time shall not be used for club parties.

PARTICIPATION IN SCHOOL ACTIVITIES

In order to participate in a school activity, a student must be in attendance for at least two (2) of his or her scheduled classes on the day of the activity (athletes, band members, cheerleaders, choir members, etc.)

FUND-RAISING ACTIVITIES

Each school organization will be limited to three (3) fund-raising projects per year. These projects must be approved by the administration. A request for each activity must be completed and turned in to the administrator at least two weeks prior to the scheduled fund-raising project. Request forms are available from the main office.

OUT-OF-TOWN TRIPS

Going on a school sponsored field trip (e.g. sports, GradNite, etc.) is a privilege. The faculty and staff reserve the right to deny any student permission to attend any trip based on behavior, discipline, and/or attendance. Out-of-town activities must be school-sponsored or approved by F.H.S.A.A. A statement from parents, giving consent and assuming responsibility, must be obtained from each participating student. Travel time is limited to hours of 6:00 a.m. to 10:00 p.m., except when traveling by commercial vehicle or school-approved bus transportation. Experienced chaperones must be provided. All trip details must be planned in advance and approved by the principal. There will be no variations from these plans unless the principal is contacted and approval given. All rules and regulations, as well as responsibilities, of both students and chaperones must be explained and assumed by all parties concerned. This should be done at a meeting with the principal or his designee prior to departure.

STUDENT OFFICES

A student may hold only one of the offices listed below unless permission is obtained from the sponsors of both organizations. While serving in one of the offices listed below, a student may fill no more than one other office not listed during a given school year. In regards to all other offices, a student may hold a **maximum of three.**

SGA President	Drum major/majorette	President of Club
Cheerleader Captain	President of Class	Concert Choir President
SGAVice-President	Editor of Poseidon	

CAMPUS SALES--CANDY SALES

Items sold on campus must have administrative approval.

POSTING OF SIGNS AND POSTERS

Signs and posters displayed on campus must have prior administrative approval before posting.

DRIVING AND PARKING PRIVILEGES

Driving a vehicle to high school is a privilege, not a right. There are a limited number of parking spaces available; therefore, a student/administration committee developed the following policy and procedures to govern this privilege. Any student driving to school must have a registration form completed and approved to be assigned a parking spot. Driving and parking at school without the proper authorization may result in disciplinary action. Each student who desires to acquire a parking space on campus at Mosley High School shall meet the following qualifications:

- Must be a junior or senior before the beginning of the school year
- Pay a \$15.00 fee per year (non-refundable if privilege is revoked)
- Must have a valid Florida Driver's License* and proof of car insurance (*Military residents are an exception.)
- Must have a 2.0 cumulative GPA by the end of the previous school year (includes summer school)
- Must maintain a good attendance record
- May not have been suspended (in-school or out-of-school for the previous school year)
- Must have cleared all deficiencies (e.g., textbooks, uniforms, club dues and monies, library books, etc.)

If a student does not meet these qualifications, he/she will not receive a parking assignment. The student body, senior class, and junior class presidents will receive assigned parking spaces. All other spaces will be issued based on a lottery system, with seniors being given parking spaces in the "Senior Parking Lot" located directly behind the band and choir room areas. The date and time for issuance of parking spaces will be announced publicly so that all students will have an equal opportunity to get a parking space. Only seniors will be allowed to move to the "Senior Parking Lot" when spaces become available. This will be accomplished through a waiting list.

Any student who receives an in-school or out-of-school suspension during the school year may lose his/her parking space. That space will be re-issued based on the above criteria and the waiting list. Any student receiving a parking space may lose that privilege for any and all types of disciplinary issues (e.g., suspensions, deficiencies, etc.). An appeal board of students and staff will review appeals. Appeals will be filed for revoked parking only. Appeals must be filed with Student Services by the last Monday of each month in order to be reviewed the following month.

In addition, no student may loiter in or around vehicles in the parking areas. Students shall not occupy vehicles during class hours, between classes, during lunch, or before or after school, except as they arrive and leave for the school day. The principal shall cooperate with law enforcement officers, and any student who receives a citation for a traffic violation while traveling to or from school, or who is known to be operating a vehicle in such a manner as to endanger his/her own safety or that of others may be directed by the principal not to drive a vehicle to school. Any student violating such a directive shall be subject to suspension or dismissal from school.

If a student fails to observe the procedures herein, the principal may

revoke his/her privilege of driving a vehicle to school for an appropriate period of time. Any vehicle parked on School Board property in violation of any procedures outlined herein may be towed at the owner's expense. Violation of School Board policies or rules may result in the loss of a student's parking privilege.

All parking spots are distributed on a first-come, first-served basis. After-school detention will be assigned if students park on school grounds without a permit or park in prohibited areas such as the teacher parking lots and the athletic parking lot located behind the gym. Students may not go to their vehicles during the school day without administrative permission.

NOTE: Exceptions may be made under conditions as prescribed in the policy written by the parking committee. The administration reserves the right to amend this policy as needed.

AUTOMOBILE SEARCH POLICY

Student lockers, other student storage spaces provided by the school system, **and student vehicles** are subject to search by school authorities at any time, upon reasonable suspicion, for prohibited or illegally possessed substances or objects. *Authority: §1001.41, Fla. Stat., Law Implemented: §§1006.07, 1006.09(9), Fla. Stat., History: New, June 12, 1989, Revised: July 24, 1997; December 10, 2008*

Students who receive parking assignments must be aware of and consent to the Automobile Search Policy in place at this school. *"By entering this area, the person driving any vehicle is deemed to consent to complete search of the vehicle for any reason. Such search may be conducted by school officials or by law enforcement officers at school request. If any person in the car other than the driver is the current custodian of the vehicle, consent to search is deemed given by the custodian also. The area of search will include the entire passenger compartment, engine compartment, trunk and undercarriage, and all containers therein, locked or unlocked."*

ATTENDANCE POLICIES

Leaving School During the Day. Before releasing a student from school, the principal or his/her designee shall establish the identity and authority of any individual who seeks the release of a student from school. A student shall be released only to the parents or legal guardians or other person authorized by the parents or legal guardians on the student's Registration Card. If an individual other than the student's parents or legal guardians requests release of a student, the principal or his/her designee shall obtain the parents or legal guardians consent prior to releasing the student. Parents or legal guardians shall fill out and return to the school a new Registration Card at the beginning of each school year. At the discretion of the principal, the parents/guardians may be asked to physically sign the student out. Parents/Guardians must have a picture ID to prove they have authority to remove the student from campus.

Absences: A student who wishes to be absent from school for permissible reasons shall have the verified permission of his/her parents or legal guardians and the approval of the principal. By the next school day after an absence, it shall be the responsibility of the parents/legal guardians to notify the school

regarding the reason for each absence that was not pre-approved. The school shall thereafter contact the student's parent or guardian to determine the reason for each unexcused absence or absence for which the reason is unknown. Parents or legal guardians shall be required to justify the student's absence. Justification will be evaluated based on the policy below regarding excused or unexcused absences. The final decision for approval will rest with the school principal. Failure to successfully notify parents will NOT negate the attendance policy. Further, Florida Statute 1003.26, stipulates that a student must be in attendance for 90% of the instructional time required for each course in order to receive credit (81 out of 90 days).

Excused Absences: Documentation must be filed with the principal's office within 3 days of the absence. Excused absences may be given for the following reasons:

- Illness of student (Written physician's statement may be required after 5 days absence.)
- Appointments for medical or dental care (Physician's statement required)
- Death in the family or other bona fide family emergency
- Legal reasons
- Religious reasons (Specific policies regarding leave for religious holidays may be obtained from the attendance office).
- School-sanctioned activities
- Approved educational trips
- Pre-approved family leave
- Visits to licensed therapist
- Administrative leave

Unexcused Absences: Unexcused absences are those absences that are not justified according to this policy by parent or legal guardian. Parents may appeal in writing to the principal for these absences within five days of notification. **In addition, truancy, out of school suspension, expulsion and/or skipping are considered unexcused absences.**

Signing In and Out of School: Students arriving at school after 7:35 a.m. (5 minutes after the opening of school) must report to the attendance office, sign in, and obtain a pass to enter class. Students will not be allowed to leave school during the day except in cases of emergency illness or dental and doctor appointments, and only then with prior administrative approval. Any student will be allowed to check out at any time without prior approval when the parent or guardian comes to the school. Students who do not sign in and out according to procedure could seriously jeopardize an absence appeal. Students may not sign out to leave campus for lunch.

At the discretion of the principal, the parents/guardians may be asked to physically sign the student out. Parents/Guardians must have a picture ID to prove they have authority to remove the student from campus.

Further, due to the high rate of absenteeism after the lunch hour, any student who leaves campus during lunch and does not return will be given an **unexcused** absence. In order for the absence to be excused, the parent **must** provide the attendance office with verification of a bona fide emergency or medical reason as to why the student did not return at the specified time. Additionally, if a student is **planning** on not returning after lunch for the purpose of **legal, medical, or dental reasons**, the proper procedure is for students to check out through the attendance office. Failure to do so **shall** also result in an **unexcused**

absence. The Principal or his/her designee **shall** have the word in deciding if the absence is excused or unexcused.

Skipping class is defined by one or more of the following criteria.

- Failure to check out when leaving school before the end of the official school day
- Absent from class without parent knowledge and/or permission
- Absent from class without teacher knowledge and/or permission

The teacher's grade book will be the final authority in determining the number of absences for each student.

PRE-APPROVED FAMILY LEAVE

Requests for family leave must comply with the following.

- The request must be in writing.
- The student must have a C average or higher in all classes for the grading period.
- It must be demonstrated that the leave cannot be taken during school breaks.
- The requested leave cannot be for more than five days per school year and may not be during term exam days.
- The leave form must be turned into the attendance office three (3) days prior to the requested beginning date of leave.

MAKE-UP WORK

Excused Absences: Students are expected to make up all work missed during excused absences. A teacher has the prerogative to require a student on school or administrative leave to complete work assigned in advance prior to the date of the absence. A student making up work missed during excused absences must meet the following conditions:

- The student must contact the teacher on the first day back in school in order to make arrangements to make up the work.
- **It is the student's responsibility to make-up the work within five (5) school days.**
- The teacher and/or the principal may grant additional time for making up work if warranted by the individual situation.

Unexcused Absences: Students are responsible for making up all work missed, including tests and exams, during ANY unexcused absence. The student will receive a grade no higher than 60% on all work made up. All passing grades will be recorded as a 60. All earned grades below a 60 will remain as the earned grade. If the unexcused absence is due to a suspension of one to three (1-3) days, the student must contact the teacher upon the student's return to class to make arrangements to make up within five (5) school days work missed. Parent(s)/ guardian(s) of students suspended for more than three (3) days are responsible for contacting the school by the end of the third day of suspension and obtaining the missed work assignments.

Unexcused Absences and Driving Privileges: Each principal or his/her designee shall notify the School Board and the superintendent of each minor in its jurisdiction who accumulates fifteen (15) unexcused absences in a period of 90 calendar days. The superintendent must provide the Department of Highway Safety and Motor Vehicles the legal name, sex, date of birth, and social

security number of each minor who has been reported under this paragraph and fails to otherwise satisfy the requirements of Florida State Statute 322.091. Appeals based on hardship waivers shall be the responsibility of the school principal or his/her designee and shall meet the requirements of Florida State Statute 322.091(3). The Department of Highway Safety and Motor Vehicles **may not** issue a driver's license to, and **shall suspend** any previously issued driver's license or learner's driver's license of, any such minor, pursuant to the provisions of this Statute.

Procedures for Suspended/Blocked Driver's License

Listed below are the procedures that must be followed for a suspension or block on a student's driver's license. A license will be suspended/blocked if the student is between 14 and 18 and:

1. the student has 15 or more unexcused absences in any class period within 90 calendar days; or
2. the student drops out of school; or
3. the student withdraws to attend adult education (W26) or another Bay District School (W02) and does not enroll within 3 weeks; or
4. home school evaluations are more than 30 days past due.

Once the Department of Highway Safety and Motor Vehicles identifies a student as meeting this criteria, a letter is sent to the parents and students by DHSMV stating that their license is in danger of being suspended/blocked. From the date of this first letter, the parent has **15 days** in which to dispute the unexcused absences with the school or file a hardship waiver. If no hardship waiver is filed within that 15 days, a second letter is sent out by DHSMV giving a specific date of the suspension/block. **If the District Office is not notified within the 15 days, the process continues even if the student's attendance improves.**

In order to have a license reinstated or a block lifted, a student must turn 18 years of age, or:

1. Attend school for 30 **school** days without an unexcused absence (beginning the day after the last unexcused absence, excused absences are not part of the 30 days); or
2. Attend adult education classes for 6 weeks; or
3. Graduate or obtain a GED

Students must get a completed form HSMV 72870 (10/03) from the District Office and take it to the local driver's license office along with \$35 to have the license reinstated.

Letters from the school or copies of diplomas are not accepted by DHSMV.

Attendance Incentive: Students in grades 9-12 with perfect attendance including the day of the exam in a term/semester and an average of 85% and above or students in grades 9-12 with no Unexcused Absences and no more than three Excused Absences including the day of the exam in a term/semester and an average of 90% or above may elect to drop a test or project grade that the students has turned in from the current grading period which does not count for more than 1/7 of the student's grade in that class within the current grading period. Additionally, the test grade must be within 20 points of the student's average for the class in order to drop the final exam. School Leave and Religious Leave shall not count as an absence for the purpose of this section.

- Any student placed in in-school or out-of-school suspension during the

term/semester shall not be eligible under this policy to drop any test or project grade.

- Any student who has three unexcused Tardies in a class during the term/semester shall not be eligible under this policy to drop any test or project grade.
- Any student who transfers into a District school or a student who transfers from one school to another in Bay County shall not be eligible to drop any test or project for the term/semester of their transfer.

Administrative Probation: Students with four or more unexcused absences in a grading period shall be placed on Administrative Probation which shall include denial of participation in extracurricular activities through the end of the current grading period.

Minimum Attendance: A student may be in jeopardy of being retained if he/she fails to attend school for at least 160 days in a school year.

Tardiness: Students are responsible for regular and punctual class attendance. They must be inside the classroom by the end of the ringing of the tardy bell in order not to be considered tardy. The teacher will determine if a tardy is excused or unexcused. **Students who are less than 5 minutes late will be given a Tardy. Students who are more than 5 minutes late to a class or leave more than 15 minutes before the class is over will be given a Late Absence.** The school office will determine if the period of absence is excused or unexcused. Chronic Tardiness/Late Absences will be investigated by a designated school representative.

In order to clarify some misunderstandings as related to Tardies and Late Absences, the following will be followed in regards to disciplinary action.

- When a student has three Tardies or Late Absences, or any combination thereof, the student will be assigned one day of After-School Detention.
- On the fourth Tardy or Late Absence, or any combination thereof, the student will be assigned one additional day of After-School Detention.
- On the fifth Tardy or Late Absence, or any combination thereof, the student will be considered to have a chronic attendance issue and will be given three days of In-School Suspension.
- For the purpose of this section pursuant to Bay District School Board Policy (Chapter 7, Section 7.104), a grading period shall be defined as the 4 ½ week period which corresponds to the grading periods at the high schools operating on a 4 x 4 schedule. At the end of the grading period, all Tardies/Late Absences shall start over. This follows Bay District School's policy of progressive discipline and is designed to enhance student attendance and achievement.
- MHS detention is held once a week, on Wednesdays only, from 2:45-3:45 p.m.

Withdrawal From School: Any student withdrawn from school may not re-enter that term unless he/she has the permission of the principal. Any student wishing to withdraw should report to the guidance office.

Absence During Exams: Any student who signs out or is absent during a term exam due to illness may be required to bring a doctor's note in order to make up the exam. Those absences not verified by medical statement from a licensed physician will be subject to administrative review on an individual basis. All arrangements for make-up of term exams must be made within five (5) days of absence.

Falsification of Attendance Information: Falsification of attendance information (reason for absence, forged signature, unauthorized use of medical

stationary, incorrect telephone number or mailing address, etc.) by students or parents will result in the denial of any absence appeal.

Health Certificates: All students must have a completed Florida Certificate of Immunization as required by Florida Statutes to attend school. In addition, all freshmen are required to have a physical examination and have on file a record of such examination. This also applies to any new student entering Mosley High from an out-of-state school.

Medication: If it is necessary for a student to take any form of medication while at school, Permission to Administer Medication Form must be obtained in the attendance office, signed by the prescribing physician and parent or guardian, and returned to the attendance office. Storing and dosage accommodations must be made through the office. Students are allowed to carry and self administer epi-pens or metered dose inhalers with parental and physician written authorization.

DISCIPLINE POLICIES

All students suspended from school may not attend any school function, nor come to the school until suspension is completed. Essentially there are two types of student misconduct. The first behavior invokes informal disciplinary procedures, while repeated behaviors qualifying for informal disciplinary measures or more serious misconduct requires formal disciplinary procedures.

Grounds for Disciplinary Action: Since misconduct of any degree or frequency is undesirable and not conducive to a positive learning environment for all, students should understand that certain consequences are applicable to their behaviors. Because some behaviors are more serious and disruptive than others, the frequency, nature and degree of the misconduct will determine the specific disciplinary action which shall be taken. The following is a non-exhaustive list of behaviors for which disciplinary action of some type will be taken.

Behavior Qualifying for Informal Disciplinary Measures:

- Absences
- Disrespect for school staff
- Distribution of unauthorized materials
- Excessive Talking
- Failure to follow instructions
- Libelous statements
- Loss or damage of materials belonging to the school
- Minor disruption of class or school activities
- Possession or use of skateboards
- Skipping class or off campus without permission (includes leaving campus after arrival)
- Tardiness
- Teasing and horseplay
- Unauthorized assembly
- Unauthorized use of school property
- Violations of School Board policy regarding computer and Internet usage

Behavior Qualifying for Formal Disciplinary Measures:

- Aiding and abetting another person in committing an act which would be a violation of School Board Policy
- Assault (threat of physical harm)
- Attempting to or gaining unauthorized access to school's or the district's

- computers or network
- Battery
- Breaking and entering
- Bullying, Harassment, or Cyberstalking as defined herein
- Bus conduct violation
- Cheating or plagiarism, including unauthorized grade changes
- Commission of any felony
- Class disturbance or disruptive behavior
- Damage to personal property of students or staff members
- Excessive tardies
- Extortion
- Falsely activating a fire alarm
- Failure to report to or refusal to accept detention or work detail
- Fighting (mutual altercation)
- Forgery
- Harassment and/or physical or verbal abuse or bullying of students
- Indecent exposure
- Insubordination or defiance
- Intentional false accusations that jeopardize the professional reputation, employment, or professional certification of a teacher or other member of the school staff
- Intimidation
- Larceny or theft of personal or school property
- Lewd or lascivious behavior
- Lying to school officials
- Motor vehicle infraction
- Obstruction of an investigation by school officials or other authorities
- Participation in or leading a riot or disturbance
- Participation in secret societies
- Possession, use or sale of matches or cigarette lighters
- Possession, sale, use or under the influence of any controlled substance as per Florida Statute or the possession, use or sale of any paraphernalia designed for use of such substances
- Possession, use or sale of dangerous articles, or chemical propellant sprays
- Possession, use or sale of fireworks or other destructive devices
- Possession of knives of any type, razor blades, box cutters, or similar devices with a blade less than 4”
- Possession or sale of pornographic material
- Possession, use or sale of tobacco products
- Public display of affection
- Refusal to accept corporal punishment
- Robbery
- Rude or obscene behavior and/or language (profanity)
- Sexual offenses
- Sexual harassment
- Trespassing
- Unauthorized use of a free and/or reduced lunch number
- Unauthorized entrance on grounds of another school or campus
- Use of wireless communications devices
- Vandalism or defacement of school property

- Violation of vehicle use or parking regulations
- Violation of detention/work detail
- Violation of a re-entry plan following a prior expulsion

Behavior Qualifying for Discipline Based upon a Zero Tolerance Policy:

- **Drug and/or alcohol abuse:** Any student possessing or under the influence of any controlled substance under Chapter 893, Fla. Stat., any counterfeit controlled substances as defined in §831.31, Fla. Stat., model glue or other inhalant, or any over-the-counter or prescription drug, medication, supplement, or alcohol or commercial non-alcoholic beverage as advertised by the beer and liquor industries, or the possession, use or sale of any paraphernalia designed for use of such substances except under the direction of a licensed physician for said student, shall be immediately suspended for ten (10) days from school, and required to seek immediate professional substance abuse counseling, when such violation is verified by school administrator.
 1. Upon verification of substance abuse counseling from the counselor, the school administrator may reduce the suspension to five (5) days.
 2. However, failure to complete counseling will result in the immediate reinstatement of the remaining part of the ten (10) day suspension not previously served.
 3. A repeat violation of this policy will result in an immediate ten (10) day suspension and a recommendation of expulsion to the school board.
 4. When the violation is for transferring or selling drugs, the student will be recommended for expulsion.
- Behavior which shall result in a ten (10) day suspension and expulsion and **referral for criminal prosecution:** Homicide (murder, manslaughter); sexual batter; armed robbery; aggravated battery; battery or aggravated battery on a teacher or other school personnel; kidnapping or abduction; arson; possession, use, or sale of any explosive devise; the unauthorized alteration or changing, or aiding and abetting or participating in the alteration or changing of a student's grades or attendance records.
- Behavior which shall result in a ten (10) day suspension, expulsion for no less than one (1) full year and a referral for criminal prosecution: **Possession, use or sale of a firearm or weapon.** Any threat, regardless of the location from which it is made, to throw, project, place or discharge any destructive device with intent to do bodily harm to any person or with intent to do damage to any property of any person, OR the making of **a false report with intent to deceive, mislead, or otherwise misinform any person, concerning the placing or planting of any bomb, dynamite, or other deadly explosive.**

Parents, guardians, and adult students shall be financially responsible for any damage done by students to property.

Informal Disciplinary Measures

References to such misconduct, of course, involve a matter of degree, and some behaviors are more serious than others. The following is a list of possible alternative solutions and other actions deemed necessary by an administrator

or teacher.

- Verbal Correction
- Counseling by teachers, student services personnel, and/or counselors
- Contacting parents through notes, letters, phone calls, e-mails or conferences
- Administrative warning and/or probation
- Detention
- Changes in class or teacher assignment
- Withdrawal of school privileges
- Assigning school clean-up services
- In-School Suspension

Repeated occurrence of such violations will be dealt with in the same manner as misconduct of a more serious nature which invokes formal procedures.

A note about detention: After three hours of after-school detention, a fourth disciplinary action will be automatically upgraded to in-school suspension.

I.S.S. (In-School Suspension) OVERVIEW 2011-2012

As an important part of A. Crawford Mosley High School's comprehensive school improvement plan, the existing in-school suspension model has proven to be a successful approach for effectively disciplining the disruptive student in a positive and supportive environment. The current "rate of success" for students assigned to Mosley's ISS program for the past ten years is an amazing 85.3%.

Sometimes referred to as P.A.S.S. (Positive Alternative to School Suspension), the in-school suspension paradigm is presently in its twenty-second year of existence in Bay District Schools.

As a dropout prevention initiative, the ISS class is a proven discipline strategy which serves students by offering them the chance to overcome a potentially negative learning situation with a positive one. Through this program, a student "voluntarily" agrees to attend the in-school suspension class in preference to receiving an out-of-school suspension from an administrator or dean at our school.

Currently, the in-school suspension assignments are given for 3, 5, 7, or 10-days each.

The decision to attend the in-school suspension class benefits the student in several important ways. These benefits include, but are not limited to: attendance, academics, improved self-esteem, improved self-discipline, and permission to participate in extra-curricular activities. For attendance purposes, the student who chooses to attend the ISS class is not marked "absent" from school. Academically, this option permits the student the opportunity to continue to receive full credit for all class work completed and returned to their regular academic teachers. Students in ISS may also be allowed to participate in extra-curricular activities. (This is solely the decision of the specific extra-curricular activity's faculty sponsor or coach.)

Students who attend the ISS class are required to “start and finish” their in-school suspension assignment. Additionally, the individual student is responsible for staying on-task and following all rules. These two requirements are clearly and consistently communicated, repeated, reinforced, and enforced at all times for all students.

Students who do not complete their ISS suspension assignment will be immediately reassigned to an out-of-school suspension. District policy states that students who receive an out-of-school suspension are marked absent (unexcused), receive the grade of 60 or below for all class work assigned, completed, and returned during this suspension, and may not participate in extra-curricular activities.

The role of the program administrator (teacher or paraprofessional) in the in-school suspension classroom is threefold. That is, to serve the students as a disciplinarian, a tutor, and a counselor.

As a disciplinarian, the program administrator explains, clarifies, and enforces the rules that have been implemented to insure the integrity of the in-school suspension program. The rules that have been established for the ISS class are administered in a fair and consistent manner for all students. As a tutor, the teacher or paraprofessional assists the student with problems they may be experiencing in academic areas. This includes assisting all “special needs,” “regular,” and “gifted” students. As a counselor, the program administrator offers the student the opportunity to discuss the specifics of the violation(s) that led to their suspension. Additionally, they may suggest or assist the student in formulating possible alternative behaviors or solutions for future situations the students may face upon returning to their regular school environment.

Once a student agrees to attend or is assigned to in-school suspension, the student’s academic teachers are notified. Upon this notification, these teachers assemble and send the appropriate assignments, books, and/or materials for their ISS students to the in-school suspension teacher or classroom. Students are expected and required to stay on-task at all times. It is the sole responsibility of the ISS student to complete and return all assignments to their academic teachers for assessment. The student will receive the grade of “0” for any assignments NOT RETURNED as required.

ISS students are also required to be present and on time. They must arrive prepared for the class ISS room before 7:30 a.m. Tardiness or dress code violations will carry an immediate penalty. Upon arrival, one of several on-task strategies is immediately applied to the first time students in attendance. These students also receive a detailed individual student orientation designed to clearly communicate the expectations and benefits for success, and the consequences for non-compliance. Repeating ISS students receive a detailed review of these original orientation requirements.

The administration and faculty at Mosley agree that the strong, effective ISS program at our school is a successful dropout prevention strategy that benefits

everyone in the educational community by meeting or exceeding program objectives.

Formal Disciplinary Measures

Behavior qualifying for Formal Discipline Measures may result in any of the disciplines under Informal Disciplinary Measures, Out of School Suspension, or Expulsion, as deemed appropriate.

Criminal Referrals: Some of the violations of school rules are also violations of the laws in the Criminal Code of the State of Florida. If students violate these laws, they will be subject to suspension from school and other more serious actions. All felonies and violent misdemeanors, whether committed by a student or adult, and delinquent acts that would be felonies or violent misdemeanors if committed by an adult, shall be reported to law enforcement. For such students and those formally charged with a felony, the suspension may exceed ten days. The suspension must not affect the delivery of educational services to the students, and the students must be immediately enrolled in a daytime alternative education program. Any pupil enrolled as a student who is formally charged with a felony by a proper prosecuting attorney for **an incident which allegedly occurred on property other than public school property**, but which incident is shown to have an adverse impact on the educational program, discipline, or welfare in the school in which the student is enrolled, shall (following an administrative hearing upon notice provided to the parents or parent or guardian of such pupil by the principal of the school pursuant to rules promulgated by the State Board of Education, if such suspension is recommended) be suspended from all classes of instruction until the determination of his guilt or innocence, or the dismissal of the charge, is made by a court of competent jurisdiction. If the pupil is adjudicated guilty of a felony, the district school board shall immediately expel him.

Fighting:

Due to the Mosley High school's zero tolerance policy, fighting on campus results in an automatic ten (10) day suspension. On a first violation, students can choose to participate in an anger management training program with our on-campus counselor, which **may**, with administrative approval, result in a reduction of the suspension to five days. In addition, striking, pushing, shoving, etc., by a student against school personnel to inflict bodily harm may result in ten (10) days suspension and possible recommendation to the Board for expulsion.

Smoking

Possession or use of any tobacco products by students is prohibited while on any school property. Violation of this policy may result in suspension, fine, and community service hours. Florida Law prohibits the smoking by students under the age of 18 within 1000 feet of a school. Violation of this law can result in a \$25.00 fine.

Use of Profanity

The use of profanity will not be tolerated on campus and especially in the classroom. A student will be subject to suspension for violating this policy.

Bus Conduct

All students who ride a bus must conduct themselves in an appropriate manner so as to ensure safety. Failure to do so could result in suspension or expulsion from bus riding privileges for an appropriate period of time. A student who

skips off-campus may not ride the bus home on that day. The student must contact his/her parent and make other transportation arrangements. **A student who wishes to ride a different bus or get off at a different stop must have a note signed by a parent/guardian and an administrator.**

The following minimum penalties shall be applied for violations of school bus rules. If warranted, the penalties for the first three referrals may be bypassed and more severe penalties imposed.

- First referral—Administrative warning, parent conference, or loss of bus riding privilege for 3 days
- Second referral--Conference with parent or loss of bus riding privileges for 3 days
- Third referral--Loss of bus riding privileges for three to five days
- Fourth referral--Loss of bus riding privileges for five to ten days or recommendation of expulsion from bus transportation for the remainder of the semester
- Fifth referral--Recommendation of expulsion from bus transportation for the remainder of the school year

Students will have six (6) minutes following the final bell to board buses. For safety reasons, students will not be allowed to board a bus once the bus door closes and the bus starts to move.

Sexual Harassment

Sexual harassment will not be tolerated on the school campus or at any school function. Examples of sexual harassment include **unwanted sexual advances, flirtations, or propositions; demands for sexual favors in exchange for favorable treatment; unwanted sexually oriented remarks; verbal abuse of a sexual nature; graphic verbal commentary about an individual's body or sexual prowess; coerced sexual acts or assault; physical contact such as grabbing, pinching, or patting unnecessarily; leering, whistling, or gestures of a sexual nature.** Students guilty of sexual harassment will face severe disciplinary action.

Hazing and Initiations

There will be no school hazing. Hazing is defined as “any conduct or method of initiation into any student organization or activity, whether in school or off-campus, which willfully or recklessly endangers the physical or mental health of any student.” All initiations must be approved by the administration; this includes off-campus initiations. The Department of Education has issued a memorandum 2005-103, regarding the Chad Meredith Act Pertaining to School Hazing – Chapter 2005-146, Laws of Florida. The memorandum may be viewed at http://info.fldoe.org/dscgi/ds.py/Get/File-3135/k12_05-103.pdk

Bullying

It is the policy of the Bay District School Board that all students and school employees have an educational setting that is safe, secure, and free from harassment and bullying of any kind. **The District will not tolerate bullying and harassment of any type.** Conduct that constitutes bullying and harassment is prohibited. Bullying may involve but is not limited to: **teasing; social exclusion; threat; intimidation; stalking; physical violence; theft; sexual, religious, or racial harassment; public humiliation; and destruction of property.** Harassment means **any threatening, insulting or dehumanizing gesture, use of data or computer software, or written, verbal or physical conducted against a student or school employee. Cyberstalking means**

to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.

Expectations of Bay District School Board in regard to bullying (Policy 7.207)

The School Board expects students and employees to conduct themselves in keeping with their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment.

1. The School Board prohibits the bullying of any student or school employee:
 - a. during any educational program or activity conduct by the District;
 - b. during any school-related or school-sponsored program or activity or on a District school bus;
 - c. through the use of any electronic device or data while on school grounds or on a computer system, or computer network of the District. The physical location or time of access of a computer-related incident cannot be raised as a defense in any disciplinary action initiated under this section;
 - d. through threats using the above to be carried out on school grounds. This includes threats made outside of school hours, which are intended to be carried out during any school-related or school-sponsored program or activity, or on a District school bus; or
 - e. while the District does not assume liability for incidences that occur at a bus stop or en route to and from school, a student or witness may file a complaint following the same procedures for bullying against a student and the school will investigate and/or provide assistance and intervention as the principal/designee deems appropriate, which may include the use of the School Resource Officer.
2. All administrators, faculty, and staff, in collaboration with parents, students, and community members, will incorporate systemic methods for student and staff recognition through positive reinforcement for good conduct, self discipline, good citizenship, and academic success, as seen in the required school plan to address positive school culture and behavior,
3. Student rights shall be explained as outlined in this policy and in the Student Code of Conduct.
4. Proper prevention and intervention steps shall be taken based on the level of severity of infraction as outlined in this policy and in the Student Code of Conduct.

The full policy is available at www.bay.k12.fl.us or your child's school.

Weapons on Campus

Students WILL NOT have weapons of any kind (or objects which might be used as weapons), including laser pens, on the school campus, in their vehicles, or at any school function. Violation of this policy will result in severe disciplinary

action which may include suspension or possible expulsion. It is a third degree felony to exhibit on school property a sword, sword cane, firearm, electronic weapon or device, destructive device, or other weapon, in front of one or more persons in a rude, careless, angry or threatening manner, except in lawful self-defense. Toy weapons such as guns or knives WILL NOT be brought on the school campus. A student may be suspended for bringing such items on campus.

Fire Alarms

The fire alarms at Mosley High are fully activated and will alarm when a pull station is pulled. A student who falsely pulls a fire alarm or reports a bomb threat will be suspended up to ten (10) days and may be recommended for expulsion. Under Florida Statute 806.101, a person who pulls a false fire alarm could be charged with a first degree misdemeanor.

TECHNOLOGY CODE OF ETHICS

The use of technology is an opportunity extended to students, faculty, and staff to enhance learning, productivity, and information processing. The computer hardware and software at Mosley High School shall be used for educational purposes. The responsibility for appropriate use resides with the student. At school, student access will be under teacher direction and will be monitored as any other classroom activity. The use of computer, related equipment, and software for the purpose of sending or receiving information or images of a prurient nature is expressly prohibited. The District, however, cannot prevent the possibility that some users may access material that is not consistent with the educational mission, goals and policies of the District, since BayNET access may be obtained outside the school setting.

Students who wish to access BayNET (including the INTERNET and Worldwide Web) must complete a Student/Parent-Guardian application which can be obtained from the media center. Users must acknowledge their understanding of the general policy and guidelines as a condition of receiving an account.

Serious violations may result in school disciplinary action or legal action.

Possession of "hacker material" or any software or hardware, etc., which, if used, could disrupt or corrupt any computer or computer system(s) will be cause for discipline, including but not limited to detention, suspension, and/or expulsion. In addition, **criminal charges may be filed.** Students are required to sign in to use the computer lab in the media center, to use their student identification codes to sign-on to computers, and to conform to acceptable use policies of the district. Students may not visit chat rooms, nor load personal software on school computers. In addition, students must provide their own storage devices for saving their work.

STUDENT BODY ACTIVITIES

ELECTIONS

Election of SGA officers and class officers occurs in the spring. SGA officers are elected school-wide, while class officers are elected by their respective classes. Incoming freshmen elect their class officers in the fall. Candidates for office must not have any serious attendance or disciplinary infractions and maintain a 3.0 GPA.

HALL OF FAME

Ten seniors are recognized each year through election to the Hall of Fame. Students are nominated for this honor by teachers. To be eligible, a student must have a 2.0 or better GPA, may not have any discipline offenses for the current school year, and may not have outstanding legal charges against him or her. Final selections are made through student and faculty voting.

HOMECOMING

Homecoming occurs during the fall football season and is an occasion for Mosley alumni to visit their alma mater. Only seniors are eligible to be candidates. In the week leading up to the Homecoming game, candidates for Homecoming Queen and King are featured at **Fantasia**, and a parade and a bonfire/pep rally are held.

PEP RALLIES

Pep rallies are held throughout the year to build school spirit and feature athletes in all sports. Students are urged to support our teams through attendance at these events. Students must attend pep rallies as directed.

DANCES

Students have the opportunity to participate in several dances, including the Winter Formal, victory dances following football games, Sadie Hawkins Dance in February, and Junior-Senior Prom in the spring.

SENIOR RECOGNITION DAY

Each spring, seniors are recognized at Senior Recognition Day. Academic and leadership achievements are recognized, and scholarships are presented by school and community members. **ATTENDANCE IS MANDATORY FOR ALL SENIORS.**

GRADUATION

All students who are eligible to earn diplomas from Mosley High School during the school year are eligible to participate in commencement activities. Attendance at all practices is mandatory.

CLUBS AND ORGANIZATIONS

Clubs and organizations must be approved by the principal before they can operate within a school and must comply with established policies. The purposes, qualifications for members, and rules of conduct of clubs are available to all students and instructional personnel. Initiation ceremonies must be submitted to the faculty sponsor for review and approval by the principal. Dues are required for many clubs but must be reasonable. Meetings are to be held on school property in school facilities, although special events may be exempt from this through request by the faculty sponsor from the administration. Club monies are accounted for through the school's internal accounting system. Students are encouraged to become involved in the opportunities for school and community service, leadership, and personal growth offered by school clubs and organizations.

Anchor Club: Anchor Club is a service club for students sponsored by the Panama City Chapter of the Pilot International. Its aims are to develop initiative, leadership and personal integrity while serving the school and community.

Students must maintain a 2.5 GPA and complete service projects to remain in good standing. Applications for new members are accepted at the beginning of each new school year.

Annual Staff/Yearbook: The **POSEIDON**, the school yearbook, is published annually by the yearbook journalism class under the direction of the faculty sponsor. Pictures of all classes, teams, clubs, faculty, and student activities are included in the publication which is sold through reservation several times a year. The yearbook is distributed at the close of school.

Anime Club: The anime club meets after school to watch and discuss the Japanese form of animation.

Art Club: Art Club is an organization for fostering excellence among students who wish to pursue their interests and creative talents in art. Students are responsible for the painting of murals around campus.

Band: The **Sound of the Southland** or MHS Marching Band provides musical entertainment and school spirit. This award-winning group is composed of musically talented students who both perform and compete in music festivals and parades throughout the year. The band is well-known for its outstanding drum-line and its steel drum band, which performs frequently at community events and celebrations. Membership is by try-out, and students study under the direction of the faculty band director.

Beta Club: Beta Club draws its membership from students who demonstrate high standards of character, scholarship, leadership, and service. A 3.0 GPA is required for this elite honor and service club. After applications are submitted, students are tapped on an honors day in the fall.

Bible Club: The Bible Club meets on Thursdays to worship and study the Holy Scripture.

Cheerleaders: Several cheerleading squads for various sports offer opportunities for students interested in both performing and competing. Past squads have won first place in national competition. Try-outs are held in the spring.

Chess Club: This club meets to study strategy and skill involved in chess play in an attempt to take it to the next level. Chess tournaments are held in room 522.

Choir and Ensemble: These organizations are regular, daily classes which perform and compete at both district and state levels. Auditions are held in the spring.

Civic Club: Civic Club is for students in grades 9 -12, who are interested in servicing the community. Civic Club is continually making sure all aspects of our community receive the adequate assistance. Civic Club has participated in activities such as the Glenwood Revitalization Project, Adopt-A-Mile, Red Ribbon Week, Relay For Life, Muscular Dystrophy Charity Drive, and tutoring local school children.

Colorguard/First Mates: Colorguard try-outs for students interested in precision flag twirling performance and First Mate try-outs for the dance-team are held each spring. These auxiliary units perform with the band, as well as compete at various levels.

Computer Club: This group is composed of computer enthusiasts who are interested in learning more about technology. Members meet regularly after school in the computer department lab.

Culinary Club: Members explore the science of cooking through a variety of methods and engage in hands on cooking opportunities.

Diamond Girls: This group supports the baseball team during the baseball season.

Dolphin Television Club: The Dolphin Television staff is responsible for the production and broadcast of our two daily announcement shows on the school instructional television channel, as well as the video bulletin board that gives information to the school about events and activities. Membership in the club is by application only, and students must have completed at least one Communication Technology class. Applications are available in the spring of each school year. In addition to our daily broadcasts the club also produces other shows for local broadcasts on cable-access networks. They also are members of Florida Scholastic Press Association.

Drama Club: Drama Club is open to students interested in all phases of drama, including acting, scenery construction, lighting, and make-up. Students present several first-rate dramatic and musical performances each year and compete in district and state dramatic competition.

Fellowship of Christian Athletes: FCA is a Christian faith sponsored club. Our purpose is to uplift the name of Jesus Christ in the high school arena through the venue of athletics. Our enrollment is open to all students at Mosley.

Fellowship of Christian Students: Membership in FCS is open to all young men and women at Mosley High School who wish to confront students with the challenge and adventure of serving Jesus Christ.

I.C.C.: Interclub Council consists of the presidents of all clubs at Mosley. Its leadership coordinates the activities of clubs so that functions support the overall goal of school and community service.

Interact Club: The purpose of Interact is to provide an opportunity for young people to work together in a world of fellowship dedicated to service and international understanding. Members of Interact will develop constructive leadership, personal integrity, practice thoughtfulness, and helpfulness towards others. Interact will build respect for rights of others, create an awareness of the importance of home and family, and emphasize acceptance of individual responsibility on the basis of personal success, community improvement, and group achievement. Finally, Interact will provide opportunities for increased knowledge and understanding of community, national, and world affairs.

International Thespian Society: I.T.S. is available to students in the drama club, and offers students the opportunity to perform competitively in solo, duet, musical, monologue, and ensemble scenes, a small and large group musical, pantomime, and other technical performances.

Junior Exchange Club: This club is a national exchange club and is dedicated to helping our local community.

Juniorettes: This club is a service club sponsored by the GFWC Woman's Club of Panama City. Juniorettes are organized nationwide to be the leaders of tomorrow.

Key Club: Kiwanis Educating Youth is a national service club sponsored by the local Kiwanis club. Applications for membership are taken in the fall, and students are involved in many community service projects such as the Rescue Mission and the Margaret K. Lewis fall festival.

Latin Club: Officially the Junior Classical League, Latin Club provides an opportunity for students taking Latin to meet other Latin students around the state through the Latin Forum each year in the spring. Students hold social gatherings as well as study to participate in competition.

Math Team: This group is an extension of Mu Alpha Theta. The different teams are: Calculus, Pre-Calculus, Statistics, Algebra II, and Geometry. The teams meet weekly in preparation for competitions.

Mock Trial Team: Mock Trial Team is an organization for students wishing to pursue careers in law. Students who have a 3.0 GPA may make application in the fall for this award-winning team who present a mock trial in a real courtroom setting.

Mu Alpha Theta: This honors club for students who excel in math requires a 3.14 GPA in math and sponsors Mosley's math teams, raising funds through the annual Calendar Girl Competition to support competitive activities. Upperclassmen are tapped at the honors ceremony.

National Honor Society: NHS is an elite honor society for students with a cumulative 3.5 GPA. Members, who must be juniors or seniors, apply for membership in the fall and are tapped at the honors ceremony. Students participate in school and community service projects such as the fall canned food drive.

Outdoor Ed Club: For students who love the great outdoors, this club offers an opportunity to participate in cookouts, hunting and camping lessons, and nature trail design in a regular class setting.

Pep Club: Pep Club is open to all seniors who want to show school spirit through attending football games. Senior members are chosen to be "letter people" who wear shirts spelling out Dolphin spirit phrases at the games.

Quill and Scroll: This organization is a national student journalistic group comprised of members from the **Making Waves** and **Poseidon** staffs who publish works in school publications. New members are tapped in the fall at the honors ceremony.

R.O.T.C.: The Marine Corps Junior ROTC group at MHS is recognized as a Naval Honor unit and as a Distinguished Unit for its outstanding school and civic performance. Members participate in numerous service activities in addition to their classroom duties and competitions. The program requires application.

Semper Fi Club: This club is a service-oriented organization made up of cadets from the Marine Corps JROTC unit. The club supports many community and school related activities.

Science Club: Students interested in protecting the environment and school beautification make up the membership of this club who seek to make the school community more environmentally aware.

SGA: Student Government Association leaders are elected by the student body to coordinate student interests and concerns. SGA is made up of class officers. Representatives are involved in community service, as well as school activities such as the football dances and the Holiday Ball.

Spanish Club: Students who take Spanish classes and are interested in Spanish culture have the opportunity to take field trips and participate in community service through Spanish Club. Members participate in fundraisers to finance attendance at the annual Spanish Convention.

SWAT: Students Working Against Tobacco is a student-led organization that is dedicated to spreading the word about the harmful effects of tobacco.

Tri-M Music Honor Society: Tri-M is the international honor society recognizing secondary music students for their musical ability, academic excellence, school involvement, and community service.

ATHLETIC ELIGIBILITY

To be eligible to represent the school in athletic contests, a student

- Must be a bona fide student, an undergraduate, enrolled within ten school days of the beginning of the school year, living with his/her parents, or others with whom he/she has resided continuously for a full calendar year, in the school community.
- Must be under 19 years, 9 months of age on August 31 (middle school limit 15 years)
- Must maintain a 2.0 grade point average during the first grading period and each grading period thereafter to be eligible during the succeeding grading period throughout the school year.

In addition, a student

- May have a maximum of four consecutive years of opportunity for athletic eligibility from the date of entering the ninth grade.
- Must have been in school the previous school year and met the GPA academic requirement as mandated by the legislative enactment.
- Must have a doctor's certificate as to physical condition and the signed consent of his parent or guardian on file in the office of his school, both bearing a date for the current school year.

Ineligible students are prohibited from attending interscholastic contests in uniform.

If a student, following his/her initial enrollment at or engagement in an athletic practice at a District school voluntarily transfers to another school within the District during the school year, he/she may not participate as a member of any of the new school's athletic teams for the duration of the school one calendar year. This rule shall not apply to students who have a corresponding change of residence by their parent or other individual with whom the student has lived continuously for a full calendar year. A student who feels the one calendar year suspension of athletic participation by the District is an undue hardship may appeal their suspension to the Extracurricular Appeals Council. Students attending alternative schools, charter schools, or a district certified home school are eligible to participate in interscholastic athletics at their District assigned home zone school, provided the student meets the same eligibility requirements as students in other District schools.

Undue Hardship: This refers to a case which has been submitted, in writing by the principal of a member school, to the Executive Committee on behalf of a student who is ineligible because of circumstances beyond the control of the student.

Unsportsmanlike Conduct: A student who strikes, curses, or threatens an official during a game or at any other time because of resentment over occurrences or decisions during a game, or who fails to maintain a standard of conduct satisfactory to the principal of the school he/she attends and the Florida High School Activities Association, shall be ineligible to participate in interscholastic athletics for a period of six weeks.

Ejection for Unsportsmanlike Conduct: Any student ejected for unsportsmanlike conduct or flagrant fouls will be ineligible for the next one or possibly two contests. It is the responsibility of the local school authorities to ensure this regulation is enforced. When an ineligible student is allowed to participate, forfeiture of the contest is mandatory. This regulation shall apply to all regular season and post-season play.

CRIMINAL EPISODES AND PARTICIPATION IN EXTRACURRICULAR ACTIVITIES

A student who participates in extracurricular activities will not commit any felony criminal episodes on or off school board property. Should this occur, the student will be suspended from participating in all extracurricular activities for one calendar year on the first criminal episode. For subsequent criminal episodes, the student will be suspended from participating in all school-sponsored extracurricular activities for one calendar year. The balance of any unfulfilled sanction shall be completed, if necessary, the following school year.

THE STUDENT AND THE LAW

As a student at a Florida high school, you need to realize that many school laws, rules and regulations are tied directly to many Florida Criminal Statutes. The following are some examples of school violations that are criminal violations.

- Battery of a school official--This school law is punishable by suspension

and recommendation for expulsion. It is also a Florida Criminal Statute and carries the punishment of a third degree felony.

- Selling drugs within 1000 feet of the school property--For controlled substance felonies of the first degree, a minimum term of imprisonment of three years
- Carrying a weapon--Third degree felony
- Burglary--Third degree felony
- Assault on a School Official--First degree misdemeanor
- Destruction or defacing school property--First degree misdemeanor
- Fighting on a school campus--Battery--First degree misdemeanor
- Consuming drugs on school property--Third degree misdemeanor
- Consuming alcohol on school property--Third degree misdemeanor
- Drivers passing a stopped school bus--Fine of \$100.00
- Driving with disregard for others--Fine of up to \$500.00 and driver's license suspension
- Operating a vehicle radio or tape deck too loud--Florida Statute 316.3045
- False bomb threat--Florida Statute 790.163--Second degree felony--Expulsion from school
- False fire alarm--Florida Statute 806.101--First degree misdemeanor

FACTS YOU SHOULD KNOW ABOUT ALCOHOL, DRUGS, & DUI OFFENSES

ALCOHOLIC BEVERAGES

Florida Statute 562.11 (2)

It is unlawful to misrepresent or misstate your age when trying to buy alcoholic beverages. In addition to criminal penalties imposed upon conviction of this offense, your driver's license can be suspended.

Florida Statute 562.111

It is unlawful for anyone under 21 to possess alcoholic beverages. In addition to criminal penalties imposed upon conviction of this offense, your driver's license will be suspended.

Myths about Consumption of Alcohol

- Mixing different kinds of drinks will make you drunk faster. (No way! The amount of alcohol consumed, not the flavor, causes drunkenness.)
- You can drive well after drinking if you concentrate. (Wrong! In fact, possibly dead wrong! Even a couple of drinks can affect vision, judgment and reaction time.)
- Coffee helps you sober up. (Sorry, wrong again! Coffee may help you to stay awake, but it won't make you any less drunk.)
- A cold shower will make you sober. (Anyone who believes that is all wet! Time is the only sure way to sober up.)
- Milk coats the stomach and keeps you from getting drunk. (Ridiculous! Food, including milk, slows down alcohol's effects. However, the only sure way to keep alcohol from entering the bloodstream is not to drink.)

DRUGS

Florida Statute 877.111

It is unlawful to sniff, or to possess with intent to sniff, any harmful chemical substances for the purpose of getting “high.” In addition to criminal penalties imposed upon conviction, you may be required to attend a substance abuse program.

Florida Statute 893.13 & 893.147

It is unlawful to possess, sell, deliver, purchase, manufacture, or possess with intent to sell, deliver, purchase or manufacture any controlled substance, cannabis, anabolic steroids, and any drug paraphernalia. In addition to criminal penalties imposed upon conviction, your driver’s license will be suspended.

DUI AND TRAFFIC OFFENSES

Florida Statute 316.193

It is unlawful to drive a vehicle when under the influence of alcohol or drugs or when having a blood or breath alcohol level of 0.08% or higher. Penalties: 1st offense--\$250-\$500 fine and up to 6 months jail; 2nd offense--\$500-\$1000 fine and up to 9 months in jail; 3rd offense--\$1000-\$2500 and up to 12 months in jail. Fourth or subsequent offense becomes a felony, and the punishment increases. Your driver’s license will be suspended upon **ANY** conviction.

Florida Statute 322.34

It is unlawful to drive any vehicle when your license has been canceled, suspended, or revoked. ; **Florida Statute 322.212** It is unlawful to possess any forged, fictitious, counterfeit, or unlawfully issued driver’s license or ID card and to trade, sell, or give away any driver’s license or ID card. ; **Florida Statute 322.32** It is unlawful to possess a canceled, revoked, or suspended driver’s license; to lend your license to another; or to display as your own a license not issued to you. ; **Florida Statute 316.191** It is unlawful to drag race on any street or highway. ; **Florida Statute 316. 2015** It is unlawful for anyone to ride anywhere on the exterior of any vehicle being operated upon any street or highway. ; **Florida Statute 316.2074** No person under 16 shall operate or ride an all-terrain vehicle unless wearing a safety helmet. **Florida Statute 327.39** ; No person under 14 shall operate any personal watercraft on the waters of this state. Everyone riding on or being towed behind any personal watercraft must wear a personal flotation device.

DRINK CHART

Est. # of Drinks in 1 Hr.	Alcohol Percentage					
	Body Weight in Pounds					
	100	120	140	160	180	200
1	.03	.02	.02	.01	.01	.02
2	.07	.06	.05	.04	.03	.03
3	.12	.10	.08	.07	.06	.05
4	.16	.13	.11	.10	.08	.07
5	.20	.17	.14	.12	.11	.10

One drink = 1 beer or 1 glass wine or 1 1/2 oz. 80 proof liquor

HELP LINES

Your guidance counselor is **ALWAYS** available to assist you when you are facing major problems, but there are also many community agencies available to help students. Such agencies are completely confidential.

Anchorage Children's Home: Help for runaway youth or for neglected or abused youth. (no fee) 763-7102

Drug Abuse Hotline: 1-800-662-4357

Teen Abuse Hotline: 1-800-422-4453

Runaway Line: 1-800-RUN-AWAY (1-800-786-2929)

C.A.R.E.: Chemical Addictions Recovery Effort. Outpatient counseling related to drug/alcohol abuse (low cost or no fee) 872-7676

Family Health Services Center: Special clinics for teens addressing sexually-transmitted diseases. Testing for HIV and pregnancy (low cost or no fee) 872-4720

Life Management Center: Personal and family counseling for youth experiencing emotional/mental distress. Available are support groups and training with problems such as anxiety, depression, anger control, self-esteem. Diagnostic services available for serious disorders (low cost or no fee) 769-9481

Pregnancy Center: Pregnancy testing and counseling (no fee) 763-1100

Domestic Violence & Rape Counseling Center: Medical and counseling services for victims of physical, mental, sexual abuse. Temporary emergency shelter (no fee) Salvation Army program 769-7989, (emergency) 763-0706.

Crime Stoppers: www.pcstips.com. (850) 785-TIPS. No name required-cash rewards.

Help to protect yourself, your friends, and your school! Show that you care... report incidents and prevent danger.

BAY DISTRICT SCHOOLS ANNUAL NOTICE REGARDING PUBLIC EDUCATION RECORDS

Pursuant to Florida law and School Board Policy 7.304, adult students and the parents or guardians of a student under age 18, currently or formerly in attendance in the Bay District School system, shall have the following rights with regard to public education records maintained by the District.

- *Right of access.* The right to review and inspect student records, including the right to reasonable requests for explanation and interpretation of the records, and the right to obtain copies of said records. The District shall presume that either parent of a student has a right to inspect their child's records unless the District has been provided with a legally binding instrument or court order which provides to the contrary.
- *Right to privacy.* The right to privacy with respect to personally identifiable records held on each student, whether a current or a former student.
- *Right to waiver of access.* The right to allow another party access to all personally identifiable student records.
- *Right to challenge and hearing.* The right to challenge the content of any

record which the parent, guardian, or adult student believes to be inaccurate, misleading or a violation of their privacy.

Student records are maintained at the school the student currently attends or, in the case of former students, the school last attended. The procedures for exercising the aforementioned rights are explained in further detail in School Board Policy 7.304, copies of which are in each school office, the District offices at 1311 Balboa Avenue, and via the Internet at www.bay.k12.fl.us/district/policy.

Bay District School system will forward records to other schools that have requested the records and in which the student seeks or intends to enroll (34CFR §§ 99.7 and 99.34(a) (ii)). Such records will include disciplinary records, which will include suspension or expulsion.

Parents and students over 18 years of age (“eligible students”) have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office

U. S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202-5920

STUDENT SURVEYS 7.310

The District shall cooperate with the federal government and state agencies such as the Florida Department of Health in conducting student surveys. These surveys shall be conducted anonymously and shall contain no personally identifiable information from or on any individual student. Parents shall be notified of upcoming surveys that reveal information concerning one or more of the following items:

- political affiliations or beliefs of the student or the student’s parent;
 - mental and psychological problems of the student or the student’s family;
 - sexual behavior or attitudes;
 - illegal, anti-social, self-incriminating, or demeaning behavior;
 - critical appraisals of other individuals with whom respondents have close family relationships;
 - legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
 - religious practices, affiliations, or beliefs of the student or student’s parent;
- or
- income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

No student shall be required to participate in such surveys if the student’s parent objects in writing to the student’s participation. Parents shall have the right to inspect any such survey instrument before the survey is administered or distributed if the request is made within a reasonable period of time. Parents shall be notified annually at the beginning of each school year of this policy

and the notice shall include approximate dates during the school year when any such survey is administered.

Authority: §1001.41 , Fla . Sta t.; Law Implemented: PPRA, Public Law 107-110, Title X, Part F, Section 1061; History: New, December 10, 2003

BAY DISTRICT SCHOOLS ANNUAL NOTICE REGARDING DISCLOSURE OF STUDENT DIRECTORY INFORMATION

Federal and State laws require that Bay District Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from a student's education records. However, Bay District Schools may disclose appropriately designated directory information without written consent UNLESS you advise Bay District Schools to the contrary.

Parent(s), adult students or former students shall have 30 days from the date of this notice to inform the student's school principal, in writing, that any or all of the directory information should not be released without their consent. Such directory information includes Bay District Schools has designated the following information as directory information:

- A student's name, address, and telephone number (if there is a listed number)
- Image or likeness in photographs, videotape, film or other medium
- Date and place of birth; Major field of study; Current grade level
- Participation in officially recognized activities and sports
- Weight and height of athletic team members; Dates of attendance
- Degrees and awards received
- Most recent previous educational agency or institution (school or center) attended by the student.

Directory information is generally not considered harmful or an invasion of privacy if released. Directory information relating to students shall be released only to the following:

- In-school use of student directory information for official school business.
- Student directory information, without addresses or telephone numbers, for school annuals, school newspapers, honors lists, and printed materials or programs for extracurricular activities.
- Student directory information of junior and senior students may be furnished, upon request, to Armed Forces Recruiting Officers, including the U.S. Coast Guard, for their use in providing for mail out information to students in regard to opportunities available to them in the United States Armed Services; provided, however, that any student may request that his/her name not be given for this purpose; Florida public universities and colleges; and United States Congressman and Senators and Florida legislators.

BAY DISTRICT SCHOOLS' SECTION 504 PROCEDURAL SAFEGUARDS, GRIEVANCE PROCEDURES AND IMPARTIAL HEARING

Parents/guardians must be advised of their rights with respect to Section 504 of the Rehabilitation Act of 1973. They should also receive notice and give consent whenever their child is evaluated, identified, or is involved in a significant change of placement. All decisions made about a student should

be based on information acquired from a variety of sources and provided by individuals knowledgeable about the student, the evaluation data, and the placement options. Parents/guardians also have the right to examine all relevant records relating to decisions involving identification, evaluation and placement. Parents/guardians have the right to request mediation, file a local grievance or request a due process hearing to resolve issues relating to the identification, evaluation or placement of their child. These three complaint processes are separate, distinct, and voluntary.

MEDIATION

When parents/guardians request mediation with respect to the decisions of the Section 504 Intervention Team or Child Study Team considering their child for Section 504 eligibility and/or the recommended accommodations, the request should be given in writing to the school principal who will attempt to resolve the issue within ten (10) school days of the receipt of the written request. The school principal will consult with the Section 504 Coordinator to help resolve complaints.

GRIEVANCE

Should an attempt to mediate prove unsuccessful, parents or guardians have the right to a District-level grievance process accomplished by filing a written complaint to the District's Section 504 Coordinator. Use of this procedure is not a prerequisite to the pursuit of other remedies and use of this procedure does not extend any filing deadline related to the pursuit of other remedies. The purpose of Section 504 Grievance Procedures is to settle equitably, at the lowest possible administrative level, differences and issues relating to discrimination against students based on Section 504 of the Rehabilitation Act of 1973. These proceedings shall be kept as informal and confidential as may be appropriate at all levels of procedure.

IMPARTIAL DUE PROCESS HEARING

Parents or guardians also have the right to voluntarily request an impartial due process hearing at any time. They may do so without first seeking mediation or filing a district level complaint/procedure. An impartial due process hearing shall be conducted through the Florida Division of Administrative Hearings ("DOAH") pursuant to the Florida Administrative Procedures Act (FS Chapter 120). DOAH follows the Uniform Rules of Procedure, which may be accessed at its website. To obtain a due process hearing, a written request should be made to the Section 504 Coordinator. Parents or guardians and the school district have the right to examine all relevant educational records of the student, call and examine witnesses, provide testimony, and to be accompanied and advised by legal counsel in any due process proceeding and any related appeals.

The District will contract with the Division of Administrative Hearings (DOAH) to appoint an Administrative Law Judge (ALJ) as a Due Process Hearing Officer. Upon receipt of a written request for a due process hearing, the District will schedule such a hearing within thirty (30) school days. The Recommended Order of the Hearing Officer will be communicated to all parties within ten (10) school days of the hearing date.

Please note that if you seek a due process hearing under Section 504 of the Rehabilitation Act of 1973, and the relief sought is also available under the Individuals with Disabilities Education Act (IDEA), then the due process hearing will be processed under IDEA procedures since if the matter would later be pursued in Federal Court, such a Court would need to have the IDEA claim before it jurisdictionally in order to be able to review a Section 504 claim.

Parents or guardians may request a review of the Due Process Hearing Officer's Recommended Order by the full School Board as final administrative action. The School Board cannot reject or modify the findings of fact made in the recommended order of the ALJ unless it determines that the findings have no basis in fact or that the proceedings on which the findings were based did not comply with essential requirements of law. Any party aggrieved by the findings and decision in the hearing may obtain review by bringing a civil action in any State court of competent jurisdiction or in a District Court of the United States.

OFFICE OF CIVIL RIGHTS ASSISTANCE

Parents/guardians may at any time also request mediation or involvement by the Office for Civil Rights, the federal agency charged with the enforcement responsibility for Section 504. Efforts should be made to assist parents/guardians to resolve disputes on a local level as a first priority. The Office of Civil Rights may be contacted at:

United States Department of Education, Office for Civil Rights, 61 Forsyth Street, SW, Suite 19T70, Atlanta, Georgia 30303, Voice Phone: (404) 562-7886, FAX: (404) 562-7881, TDD: (404) 331-2867

CHARACTER QUOTES

Character is higher than intellect. A great soul will be strong to live as well as think. Ralph Waldo Emerson

Weakness of **character** is the only defect which cannot be amended. Francois de La Rochefoucauld

Patriotism is your conviction that this country is superior to all other countries because you were born in it. George Bernard Shaw

Patriotism is easy to understand in America. It means looking out for yourself by looking out for your country. Calvin Coolidge

Whatever happens, take **responsibility**. Anthony Robbins

Those who enjoy **responsibility** usually get it; those who merely like exercising authority usually lose it. Malcolm S. Forbes

There can be no daily democracy without daily **citizenship**. Ralph Nader

You cannot do a **kindness** too soon, for you never know how soon it will be too late. Ralph Waldo Emerson

Kindness is the language which the deaf can hear and the blind can see. Mark Twain

There is no **respect** for others without humility in one's self. Henri Frederic Amiel

Respect yourself if you would have others **respect** you. Baltasar Gracian
Honesty is the first chapter in the book of wisdom. Thomas Jefferson

Drawing is the **honesty** of the art. There is no possibility of cheating. It is either good or bad. Salvador Dali

Self-reverence, self-knowledge, **self-control**; these three alone lead one to sovereign power. Alfred Lord Tennyson

By constant self-discipline and **self-control** you can develop greatness of character. Grenville Kleiser

Tolerance implies no lack of commitment to one's own beliefs. Rather it condemns the oppression or persecution of others. John F. Kennedy

Tolerance means excusing the mistakes others make. Tact means not noticing them. Arthur Schnitzler

A final note about the handbook- All policies within are subject to board approval and/or change.