

Fort Walton Beach High School



**Student Handbook
2018-2019**

CONTENTS

MESSAGE FROM THE PRINCIPAL

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

Our motto is "every student is known and valued". This statement is not just words to us...it is a culture. My hope is that every student and parent feel that this motto is our practice, not just words. All in all, we at FWBHS, are committed to the community, staff, and most importantly, the student.

Most sincerely,
John Spolski, Principal

GENERAL INFORMATION

Main Number: 833-3300

Principal	John Spolski	Ext 3320
Asst. Principals	Lindsey Smith	Ext 3323
	M. Hixson-Wells	Ext 3313
	Joe Tucci	Ext 3326
Dean of Students	Gail Folsom	Ext 3387
Athletic Director	Philip Dorn	Ext 4405
Guidance Counselors	Dr. Linda Dugan	Ext 3310
	Lori Lipnicky	Ext 3314
	Christy Simms	Ext 3315
	Susan Ver Steeg	Ext 3312
Testing Coordinator	Christy Simms	Ext 3315
Secretaries (Main Office)	Marci Johnson	Ext 3000
(Attendance)	Beth Craig	Ext 3301
(Records/Transcripts)	Cindy Lemasters	Ext 3453
(Guidance)	Kristi Evans	Ext 3305
Bookkeeper	Sandra Oldenburg	Ext 3303
Band Director	Randy Folsom	Ext 2507
Asst. Band Director	Derek Fields	Ext 2508
Choral Director	Diara Morris	Ext 1533
Cafeteria Manager	Robin Brown	Ext 2700
SRO	Deputy Reeves	Ext.2308
SRO	Deputy Genrich	Ext.2111
Staffing Specialist	Carol Bernich	Ext 3325

Athletic Contacts

Baseball	Brian McDaniel
Basketball (boys)	Christopher Carswell
Basketball (girls)	Holly McDaniel
Cheerleading	Rebekah Harrison
Cross Country	Chris Sloan
Football	Philip Dorn
Golf (boys)	TBA
Golf (girls)	Krichelle Halualani
Soccer (boys)	Jonathan Roeckle
Soccer (girls)	Brett Latham
Softball	Brent Miller
STARS	Erin Longo
Swimming & Dive	Will Breehl & Susan Ver Steeg
Tennis	Pat Markey
Track	Chris Sloan
Volleyball	Dr. Linda Dugan
Weightlifting (boys)	Chip Petree
Weightlifting (girls)	Cedric Smith
Wrestling	Tobi Marez

Okaloosa County School Calendar 2018-2019

August 13	First day of school
September 3	Labor Day holiday
October 12	End of 1 st grading period
October 15	<i>Student holiday/Teacher workday</i>
November 12	Veteran's Day holiday
November 19-November 23	Thanksgiving holidays
December 20	End of 1 st semester
December 21-January 4	Winter break holidays
January 7	Classes resume
January 21	Martin Luther King Jr holiday
February 18	President's Day holiday
March 14	End of 3 rd grading period
March 15	<i>Student holiday/Teacher workday</i>
March 18-March 22	Spring Break
March 25	<i>Student holiday/Teacher workday</i>
May 27	Teacher/Student holiday
May 31	Last day of School

Bell Schedule

Mon-Fri (WAVE everyday)

6:45am ---- TEACHERS SIGN IN

6:55am ---- TEACHERS IN CLASSROOM

Period 1 ----- 7:00am - 7:50am ----- 50 minutes

Period 2 ----- 7:54am - 8:44am ----- 50 minutes

Period 3 ----- 8:48am - 9:38am ----- 50 minutes

WAVE...9:42---9:49-----7 MINUTES

Period 4 ----- 9:53am - 10:43am --- 50 minutes

Period 5 – LUNCH ----- 10:45am –11:15am --- 1st Lunch – 30 minutes

11:17am –12:07pm --- 5th Period – 50 minutes

10:47am – 11:37am --- 5th Period – 50 minutes

11:39am –12:09pm -- 2nd Lunch- 30 minutes

Period 6 ----- 12:11pm - 1:01pm ----- 50 minutes

Period 7 -----1:05pm - 1:55pm ----- 50 minutes

Students should not arrive before 6:30 a.m. and should not remain at school after 2:15 p.m. unless supervised by a staff member. Students attending school sponsored activities must be dropped off and picked up no later than 30 minutes before or after the event. School personnel are not liable for the supervision or control of students on school premises before or after this 30 minute time limit.

FERPA

Under the Family Educational Rights and Privacy Act (FERPA), schools may disclose. Without consent, 'directory' information such as a student's name, address, telephone number, date and place of birth, honors awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify Parents and eligible students annually of their rights under FERPA. *The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.* (Source: <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>)

ATTENDANCE: ABSENCES

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

Absence, Defined

Students will be counted in attendance only if they are actually present or if they are away on a field trip or other school activity. A student who is not in class for at least one-half of the class period shall be counted as absent.

Excused absences are absences resulting from:

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

Unexcused absences are absences resulting from:

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

School Leave is an approved activity or event where the student is participating during school hours.

- Students must complete MIS 5185 form and return to sponsor/coach prior to event
- Students will not be marked absent during the period(s) of leave
- Students must see their teachers about missed work prior to the event
- Students must follow each teacher's requirements for turning in missed assignments
- If a test is missed, the student will be required to make up the test on the first day back from the event

Absences, Accumulation of Nine (9)

When a student accumulates a total of nine (9) excused or unexcused absences in any class period per semester, the student must have a note from a doctor or official agency (i.e. Department of Juvenile Justice, Department of Children and Families, etc.) for each subsequent absence to be excused.

Absences, Accumulation of Fifteen (15)

After the fifteenth (15th) absence per semester in any class period, **no make-up work will be allowed.** The student's parent or legal guardian can appeal to the school's attendance review committee for permission to make up missed work, provided the nature of the absence(s) was an insurmountable or extraordinary situation or event that placed an undue hardship on the student. Students will be assigned detention for all unexcused absences after fifteen (15).

Absences, Reporting

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

Students will have five (5) school days, including the day they return, to bring in written verification for an excused absence. The absence will be considered unexcused if the school does not receive written verification or a phone call for the excused absence within that time frame.

Absences, School Notification of

After each absence, excused or unexcused, parents will be called by the automated phone system. In addition, after the fifth, ninth, and fifteenth absences, excused or unexcused, the parent or legal guardian will be notified by mail of the attendance policy and of the possibility of consequences for any additional absences.

Absences, Suspension of Driver's License

Each public school principal or designee is required to notify the School Board of each minor who accumulates fifteen (15) unexcused absences within ninety (90) calendar days. The superintendent must report each minor who fails to meet attendance requirements to the Department of Highway Safety and Motor Vehicles to have his/her driving privileges suspended. A student who has his/her driving privileges suspended may have them reinstated when the student accumulates thirty (30) consecutive days of school without an unexcused absence. Within that 30 day period, if the student were to have an unexcused absence, they would have to restart the 30-day process. (F.S.1003.27)

Checking Out of School

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

Students will not be released to anyone except parents or their authorized representatives (written certification and identification are required) during school hours. These authorized representatives must be noted on the student's emergency screen by use of the emergency card. Students may not leave campus while school is in session without receiving a dismissal slip from the attendance office. **Students**

must go to the Attendance office and sign-out prior to leaving campus. Students who leave the school grounds without an authorized dismissal slip are considered truant.

Skip Day

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

Fort Walton Beach High School Semester Exam Policy

Fort Walton Beach High School follows the Okaloosa County Pupil Progression Plan for all attendance procedures including, but not limited to, excused and unexcused absences, truancy procedures, tardy procedures.

A student with **5 excused absences or less** (per class period) on the last school day before exams begin will be excused from school for exam week. (The student may choose to take the exam at the designated time if he or she would like to.) **All high-stakes exams DO NOT fall under this policy.**

Because of this policy, **NO EARLY EXAMS** may be scheduled (in either semester). If a student has an excused absence from a semester exam, it is his or her responsibility to schedule a make-up time with the teacher following the district attendance procedures.

First Semester

All students at FWBHS in every course will be required to take a first semester teacher-created exam at the conclusion of the first semester. If a student receives 5 or less excused absences in your class, that student may choose to take an early exam and be excused from school exam week.

Dec. 10-14	Regular Schedule	Regular Schedule	Regular Schedule Electives Early Exam	Regular Schedule Math and English Early Exams	Regular Schedule S.S. and Science Early Exams
Dec. 17-21	2 nd Period Exam	Early Release 3 rd and 4 th period	Early Release 5 th and 6 th period	Early Release 1 st and 7 th Period	No School/ Winter Break

Second Semester

All students at FWBHS in every course will be required to take a second semester teacher-created exam at the conclusion of the second semester unless the enrolled course has a high-stakes exam associated with it (Those courses are listed below). If a student receives 5 or less excused absences in your class, that student may choose to take an early exam and be excused from school exam week. Because seniors already take their exams early, they will be exempt from this policy in the second semester.

High-stakes Exam Courses:

- | | | |
|------------|------------|-------------------------------|
| English I | Geometry | All AP courses |
| English II | Biology | All AICE courses |
| Algebra I | US History | STEMM or other certifications |

May 20-24	Regular Schedule	Regular Schedule	Regular Schedule Electives Senior/ Early Exam	Regular Schedule S.S. and Science Senior/Early Exams	Regular Schedule Math and English Senior/Early Exams
May 27-31	No School Memorial Day	2 nd Period Exam	Early Release 3 rd and 4 th period	Early Release 5 th and 6 th period	Early Release 1 st and 7 th Period

ATTENDANCE: TARDINESS

Tardiness to class is defined as not being in the classroom when the tardy bell rings, however, a teacher may require students to be in their desks, ready to work when the tardy bell rings. It is the student's responsibility to understand each teacher's classroom management plan.

Tardiness to School (1st Period)

The school day begins promptly at 7:00 a.m., Monday through Friday. Students should be inside the school by 6:55 a.m. and inside their first period class before the 7:00 a.m. bell rings. Students who arrive at school after 7:00 a.m. must sign in with the Attendance office with their ID Badge. The first 25 minutes the student must check in at the tardy desk. After the first 25 minutes the student must check in and have a phone call from a parent or bring a note explaining the reason for the late arrival; otherwise, the student will be considered truant. **It is the student's responsibility to make every effort to be punctual to school daily. Tardiness to school results in a disruption to the classroom learning environment. Parents may excuse up to 6 tardies to school. Parents, please be advised, to limit classroom disruptions, upon the 7th excused or unexcused tardy to school (per semester) your student will be appropriately assigned a consequence, defined in the following discipline matrix.**

SCHOOL DISTRICT OF OKALOOSA COUNTY
STUDENT INTERVENTION SERVICES
HIGH SCHOOL DISCIPLINARY MATRIX

MIS 5444 Rev. 7/1/2010

This Disciplinary Action Chart compiled by the Administration signifies the most common infractions committed by students. Notice that repeat offenses are accompanied by a progression of more serious disciplinary response than the original violation. **PARENTS WILL BE NOTIFIED OF VIOLATIONS BY PHONE OR BY LETTER AND APPROPRIATE DUE PROCESS WILL FOLLOW IN AN ETHICAL, “GOOD FAITH” MANNER.**

Every attempt will be made to follow the appropriate consequence regarding the chart below. The Administration does reserve the right to determine the punishment based on the seriousness of a particular infraction and the previous discipline record of the student who commits the offense.

VIOLATION	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	FOURTH OFFENSE
ALCOHOL/DRUGS: Possession or Use	Zero Tolerance- 10 day suspension (OSS), recommendation for alternative placement and/or expulsion per School Board Policy 4-33			
BOMB THREAT/USE SALE OR POSSESSION OF EXPLOSIVES	Zero Tolerance – Recommendation for Expulsion per School Board Policy 4-33			
BULLYING	Refer to Bullying Policy 4-43			
CHEATING	Teacher refers to office and makes parent contact; Additional sanctions per PPP may be imposed by the teacher	Teacher refers to office and makes parent contact; STP: ; Additional sanctions per PPP may be imposed by the teacher		
COMPUTER/ Electronic Media VIOLATION	Level of infraction will determine discipline level. OPTIONS: Suspension of electronic device privileges; Financial reimbursement; Recommendation for Alternative Placement.			
DESTRUCTION/ DEFACING OF SCHOOL PROPERTY: locker, book, vandalism, pranks	Detention; Saturday School; 1 – 10 days STP; 1 – 10 days STP coupled with OSS; Student Expectation Agreement: Financial reimbursement; possible recommendation for Alternative Placement			
DETENTION: Failure to attend	Detention or Saturday School	Saturday School/STP		
DISOBEDIENCE	Warning; Detention; STP; Saturday School	Detention; Saturday School; STP; Student Expectation Agreement	Detention; STP; OSS & STP; Student Expectation Agreement; Recommend for Alternative Placement	

VIOLATION OF ELECTRONIC DEVICE POLICY	Confiscation (Pickup at end of school)	Confiscation (Parent Pickup)	Confiscation; Detention/ STP (Parent Pickup)	Treat as Disobedience
DISTRIBUTION OF ILLEGAL SUBSTANCE	Refer to School Board Policy 4-33/Contact Office of Student Services			
DISRUPTIVE OR INAPPROPRIATE BEHAVIOR	Warning; Detention; Saturday School; STP	Detention, STP; Saturday School; Student Expectation Agreement	Detention; STP; OSS & STP; Student Expectation Agreement; Recommend for Alternative Placement	
DRESS CODE VIOLATION	Verbal Warning; Required to change; Parent Contact	Required to change; After School Detention; STP; Parent contact; Suspension from Extra-curricular Per Policy	Treat as Disobedience	
EXTORTION	Warning; Detention; Saturday School; STP; Possible Expulsion			
FIGHTING/BATTERY	STP; OSS coupled with STP, Student Expectation Agreement ; recommendation for Alternative Placement; Possible expulsion			
FIRE ALARM	5-10 days OSS	Recommendation for Alternative Placement		
FORGED NOTES	Verbal Warning; Detention	STP	STP; Student Expectation Agreement	
HARRASSMENT/ EQUITY POLICY VIOLATION	Warning; Detention; STP; Equity office referral; Recommendation for Alternative Placement			
LEAVING SCHOOL GROUNDS	STP	STP; Student Expectation Agreement; Possible Loss of Campus Privileges		
MINOR PHYSICAL/ VERBAL ALTERCATION	Warning; Detention; STP	Detention; STP	STP; Student Expectation Agreement	
OFF-LIMITS VIOLATION	Warning; Detention	STP; Saturday School	STP; Student Expectation Agreement	
PROFANITY	Detention	STP; Saturday School; Detention(s)	STP; Student Expectation Agreement	
PROFANITY: Directed at Staff	STP (1-5 days); Saturday School; Student Expectation Agreement.	STP coupled with OSS (1-5days); Student Expectation Agreement; Saturday School, Recommend for Alternative Placement		

TARDY (Per Semester)	1 - 6 to 1 st Period- warning	7 -9 to 1 st Period 30 min. detention	10—12 to 1st Period 60 min. detention; Saturday School	13 & beyond- Saturday School, STP,; Student Expectation Agreement; Recommend for Alt. Placement
	1 - 6 to All Other Periods --warning	7-9 to All Other Periods—30 min. detention	10-12 to class- 60 min. detention; Saturday School	

THEFT	Return of property; Restitution; STP	STP; STP coupled with OSS; Recommend Alternative Placement, Student Expectation Agreement
TOBACCO/ ELECTRONIC SMOKING DEVICES: Chewing, smoking or possession of product	Refer to School Board Policy 4-33	
THREAT: Verbal/Written/ Electronic	Warning; Detention; Saturday School; STP; STP coupled with OSS; Behavior Expectation Agreement; Alternative Placement; Possible Recommendation for Expulsion	
WEAPONS	Refer to School Board Policy 4-33/Contact Office of Student Services	

- **Per School Board Policy, a student will receive “zeros” or no credit in academic subjects during periods of Out of School suspension. Any student who is under suspension or expulsion from the Okaloosa County School System shall not be allowed to attend a school sponsored activity or function, nor be allowed on school property for the duration of the suspension or expulsion.**
- **Students assigned STP shall not be allowed to attend a school sponsored activity or function, nor be allowed on school property after school hours on the dates of STP.**
- **The administration may place a student on a Behavior Expectation Agreement for chronic misbehavior or if the severity of the incident warrants a contract.**
- **The administration may recommend a student for alternative placement at another educational institution for chronic misbehavior or a severe isolated offense that warrants such action. Once a student displays chronic misbehavior, a formal disciplinary meeting will be held. The formal disciplinary meeting will evaluate the student’s attendance, current discipline record as well as history and academic status.**

**School District of Okaloosa County
Student Intervention Services
Secondary Bus Discipline Matrix**

MIS 5445
5.2018

This Bus Disciplinary Action Chart compiled by the Administration signifies the most common infractions committed by students. Notice that repeat offenses are accompanied by a progression of more serious disciplinary response than the original violation. **PARENTS WILL BE NOTIFIED OF VIOLATIONS BY PHONE OR BY LETTER AND APPROPRIATE DUE PROCESS WILL FOLLOW IN AN ETHICAL, “GOOD FAITH” MANNER.** Every attempt will be made to follow the appropriate consequence regarding the chart below. *The Administration reserves the right to determine the punishment based on the seriousness of a particular infraction and the previous discipline record of the student who commits the offense.*

Offense	1st	2nd	3rd or more
Out of seat	Verbal warning and call parent(s)	1 day bus suspension and call home with letter	Bus suspension(s) and call home with letter
Shoving/Pushing	Warning; Detention; Bus Suspension(s); STP	Bus Suspension(s); STP	Bus Suspension(s); STP; Behavior Agreement
Throwing objects/ out of window	Detention; Bus Suspension(s); STP	Bus Suspension(s); STP	Bus Suspension(s); STP; Behavior Agreement
Inappropriate behavior/ language/Profanity	Detention; Bus Suspension(s); STP	Bus Suspension(s); STP	Bus Suspension(s); STP; Behavior Agreement
Destruction/Defacing: Bus	Detention; Bus Suspension(s); STP & Restitution	Bus Suspension(s); STP & Restitution	Bus Suspension(s); STP; Behavior Agreement & Restitution
Disrespect/Disobedience to driver/assistant	Warning; Detention; Bus Suspension(s)	Bus Suspension(s); STP; Behavior Agreement	Bus Suspension(s); STP; Behavior Agreement
Fighting	Bus Suspension; STP; OSS coupled with STP; Behavior Agreement; Recommendation for Alternate placement; Possible Expulsion	Bus Suspension; STP; OSS coupled with STP; Behavior Agreement; Recommendation for Alternate placement; Possible Expulsion	Bus Suspension; STP; OSS coupled with STP; Behavior Agreement; Recommendation for Alternate placement; Possible Expulsion
Possession of weapon	Refer to School Board Policy 4-33/Contact Office of Student Services		
Drugs: Possession, Use, Under the influence or Distribution	Refer to School Board Policy 4-33 for appropriate action which will include OSS and alternate placement or OSS and a recommendation for expulsion		
Possession of alcohol	10 Days OSS & Behavior Agreement (SB policy 4-33)	Refer to School Board Policy 4-33.	
Racial/sexual comments	Warning; Detention; STP; OSS; Equity Office Referral; Recommendation for Alternate Placement	Refer to Equity Policy; STP; OSS; Equity Office Referral; Recommendation for Alternate Placement	Refer to Equity Policy; STP; OSS; Equity Office Referral; Recommendation for Alternate Placement

****Progressive discipline will be applied up to 9 weeks bus suspension or permanently off the bus and/or Alternative Placement.**

Bullying Policy

4-43 PROHIBITION OF BULLYING AND HARASSMENT

The Okaloosa County School District is committed to encouraging and assisting each student in developing his/her individual talents. In order to accomplish these purposes, it is necessary that the school climate be free of disruptions that interfere with teaching and learning activities. All students and employees are entitled to a safe, secure, and equitable environment free from harassment and bullying of any kind.

Bullying or harassment will not be tolerated and shall be just cause for disciplinary action. This policy shall be interpreted and applied consistently with all applicable State and Federal laws and the Board's collective bargaining agreements. Conduct that constitutes bullying or harassment, as defined herein or in applicable State and Federal laws, is prohibited.

(A) Definitions

(1) Bullying means systemically and chronically inflicting physical hurt or psychological distress on one or more students or employees. It is further defined as unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by a student or adult, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation; and may involve but is not limited to:

- (a) Unwanted Teasing**
- (b) Social Exclusion**
- (c) Threat**
- (d) Intimidation**
- (e) Stalking**
- (f) Physical violence**
- (g) Theft**
- (h) Sexual, religious, or racial harassment**
- (i) Public or private humiliation**
- (j) Destruction of property**
- (k) Cyberstalking**
- (l) Cyberbullying**

(2) Harassment means any threatening, insulting, or dehumanizing gesture, use of data, technology or computer software, or written, verbal or physical conduct directed against a student or school employee that:

- (a) Places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property;**
- (b) Has the effect of substantially interfering with or limiting a student's educational performance, opportunities, or benefits;**
- (c) Has the effect of substantially disrupting the education process or orderly operation of a school.**

3) **Cyberstalking**, as defined in Florida Statute 784.048(d), 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 or about a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.

(4) Cyberbullying means bullying through the use of technology or any electronic communication which includes, but is not limited to, any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo electronic system, or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage or web blog in which the creator assumes the identity of another person, or the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of Bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of Bullying.

(5) Bullying and harassment also encompasses:

(a) Retaliation against a student or school employee by another student or school employee for asserting or alleging an act of bullying or harassment. Reporting an act of bullying or harassment that is not made in good faith is considered retaliation.

(b) Perpetuation of conduct listed in the definition of bullying or harassment by an individual or group with intent to demean, dehumanize, embarrass, or cause emotional or physical harm to a student or school employee by:

- 1. Incitement or coercion;**
- 2. Accessing or knowingly and willingly causing or providing access to data or computer software through a computer, computer system, or computer network within the scope of the district school system;**
- 3. Acting in a manner that has an effect substantially similar to the effect of bullying or harassment.**

(6) Bullying, Cyberbullying, Harassment, and Discrimination (hereinafter referred to as bullying, as defined in Section A. for the purpose of this policy) also encompass, but are not limited to, unwanted harm towards a student or employee in regard to their real or perceived: sex, race, color, religion, national origin, age, disability (physical, mental, or educational), marital status, socio-economic background, ancestry, ethnicity, gender, gender identity or expression, linguistic preference, political beliefs, sexual orientation, or social/family background or being viewed as different in its education programs or admissions to education programs and therefore prohibits bullying of any student or employee by any Board member, district employee, consultant, contractor, agent, visitor, volunteer, student, or other person in the school or outside the school at school-sponsored events, on school buses, and at training facilities or training programs sponsored by the district.

(B) Expectations. The Okaloosa County School District 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.

The School District prohibits the bullying of any student or school employee:

- (1) During any educational program or activity conducted by Okaloosa County School District;
- (2) During any school-related or school-sponsored program or activity or on an Okaloosa County school bus;
- (3) Through the use of any electronic device or data while on school grounds or on an Okaloosa County school bus, computer software that is accessed through a computer, computer system, or computer network within the scope of the Okaloosa County School District. (“Within the scope of the Okaloosa County School District” means, regardless of ownership, any computer, computer system, or computer network that is physically located on school property or at a school-related or school sponsored program or activity.) 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
- (4) Through the use of data or computer software that is accessed at a non-school-related location, activity, function, or program or through the use of technology or an electronic device that is not owned, leased, or used by the Okaloosa County School District or one of its schools. This paragraph does not require a school to staff or monitor any non-school-related activity, function, or program;
- (5) 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 an Okaloosa County school bus.

(C) Disciplinary sanctions (consequences) and due processes for a person who commits an act of bullying under this policy.

Concluding whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances, followed by the determination of the disciplinary sanctions appropriate to the perpetrator’s position within the district.

(1) Consequences and appropriate interventions for students who commit acts of bullying may range from positive behavioral interventions up to and including suspension or expulsion, as outlined in the Code of Student Conduct, School Board Policy 4-32 and this policy.

(2) Consequences and appropriate interventions for a school/district employee found to have committed an act of bullying will be instituted in accordance with district policies, procedures, and collective bargaining agreements. (School Board Policy Chapter 6-27 and Chapter 6-28). Additionally, egregious acts of bullying by certified educators may result in a sanction against an educator’s state issued certificate (Rule 6B-1.006 F.A.C.).

(3) Consequences and appropriate intervention for a visitor or volunteer, found to have committed an act of bullying, shall be determined by the school administrator after consideration of the nature and circumstances of the act, and may include reports to appropriate law enforcement officials.

(4) These same actions will apply to persons, whether they are students, school employees, or visitors/volunteers/independent contractors, who are found to have made wrongful and intentional accusations of another as a means of bullying.

(D) Consequences for a student or employee who is found to have wrongfully and intentionally accused another of an act of bullying or harassment.

Consequences and appropriate remedial action for a student found to have wrongfully and intentionally accused another as a means of bullying or harassment range from positive behavioral interventions up to and including suspension or expulsion, as outlined in the Code of Student Conduct. Consequences and appropriate remedial action for a school employee found to have wrongfully and intentionally accused another as a means of bullying or harassment may be disciplined in accordance with district policies, procedures, and collective bargaining agreements (School Board Policy Chapter 6-29).

(E) Procedure for reporting an act of bullying or harassment.

(1) At each school, the principal or the principal's designee is responsible for receiving complaints alleging violations of this policy. All school employees are required to report alleged violations of this policy to the principal or the principal's designee. All other members of the school community, including students, parents/legal guardians, volunteers, and visitors are encouraged to report any act that may be a violation of this policy anonymously or in-person to the principal or principal's designee.

(2) The principal of each school in the district shall establish and prominently publicize to students, staff, volunteers, and parents/legal guardians, how a report of bullying or harassment may be filed either in-person or anonymously and how this report will be acted upon. The victim of bullying or harassment, anyone who witnessed the bullying or harassment, and anyone who has credible information that an act of bullying or harassment has taken place may file a report of bullying or harassment. A school employee, school volunteer, student, parent/legal guardian or other persons who promptly reports in good faith an act of bullying or harassment to the appropriate school official and who makes this report in compliance with the procedure set forth in the district policy is immune from a cause of action for damages arising out of the reporting itself or any failure to remedy the reported incident. Submission of a good faith complaint or report of bullying or harassment will not affect the complainant or reporter's future employment, grade, learning or working environment, or work assignments.

(3) Written or oral reporting of an act of bullying or harassment shall be considered an official means of reporting such act(s). Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report.

(F) Procedure for the prompt investigation of a report of bullying or harassment and the persons responsible for the investigation. The investigation of a reported act of bullying or harassment is deemed to be a school-related activity and begins with a report of such an act. Incidents that require a reasonable investigation when reported to appropriate school authorities shall include alleged incidents of bullying or harassment allegedly committed against a child while the child is en route to school aboard a school bus or at a school bus stop. Computers without web-filtering software or computers with web-filtering software that is disabled shall be used when complaints of cyberbullying are investigated

DRESS CODE

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

Students shall not wear the following items:

1. Accessories which could in some way pose a danger to the wearer or others and/or could be used as weapons (including, but not limited to, two-or-three finger rings, chains hanging from clothes, picks, hair chopsticks)
2. Clothing, pins, jewelry, accessories, or other items of adornment displaying obscene, profane, derogatory, or violent or gang-related messages, themes, designs or pictures.
3. Clothing, pins, jewelry, accessories or other items of adornment conveying messages related to or promoting the use of alcohol, drugs, or tobacco products, or messages that promote illegal activities.
4. Clothing, pins, jewelry, accessories or other items of adornment depicting bawdy, salacious, or sexually suggestive messages.
5. Clothing that exposes the midriff, navel or cleavage
6. Clothing that is too tight and/or inappropriate in length (climbed fist length as determined when both of the student's hands are at his/her side).
7. Head coverings or accessories that are not related to or required by student's bona fide religious practices (including, but not limited to, stocking caps, do rags, wave caps, scarves, or bandannas)
8. Inappropriate footwear (including, but not limited to, bedroom slippers and unfastened shoes or shoes missing appropriate closures).
9. Items that are intended for outdoor use (including, but not limited to hats, caps and similar head coverings; and trench coats).
10. Shirts and or blouses, such as: tank tops, halter tops, tube tops, fishnet tops, strapless dresses, and other clothing that is not appropriate because of slits, rips or holes in the garment. (Shirts or blouses similar to tank tops, must have a one inch width strap)
11. Underwear as outer garments or clothing that exposes underwear; and items not appropriate for a classroom setting including, but not limited to biker pants, biker shorts, bathing suits, and or pajamas.
12. Pants, skirts and/or shorts that sag below the waistline that must be held in place with the hands. Any student in violation of number 1-13, please refer to discipline matrix.

****Chronic dress code violations will result in further disciplinary consequences, under disobedience in the discipline matrix.**

Personal grooming for students who voluntarily participate in extra-curricular activities is as follows:

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

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

EQUITY POLICY FOR ALL STUDENTS

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

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

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

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

GENERAL RULES AND POLICIES

Activities

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

Buses, General

Per School Board policy, bus transportation is available to students living more than two miles from the campus. The following guidelines should be followed for maintaining appropriate behavior and high standards of discipline on the school bus. The driver of the school bus shall have authority over pupils being transported to and from the school. Any pupil who persists in disorderly conduct on the bus shall be reported to the administration of the school he/she attends and may be suspended from riding the bus.

The responsibilities of pupils transported at public expense shall be as follows:

- To occupy a seat that is assigned by the bus driver
- To refrain from moving around while the bus is in motion
- To maintain school conduct while: getting on and off; riding in the bus to and from school; and while waiting at the bus stop
- To obey the driver in a respectful manner
- To observe all safety rules issued by the driver
- To refrain from abusing or destroying school property
- A bus pass is **REQUIRED** and must be verified by **attendance** if your student will be riding a different bus home.

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

Buses, OATC

Starting with the third day of school, the morning OATC bus will depart FWBHS at 6:45 a.m. The afternoon OATC bus departs at 10:45 a.m. 4th period teachers will release OATC students from class at 10:30 to get lunch.

Computer Usage

Students should have their Internet permission form on file at school before using the Internet. The Internet is provided for classroom research, college scholarship information, and career research only. Playing online games or accessing chat rooms is prohibited. Sending and receiving of personal email is not permitted.

Crime Stoppers

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

Hall Passes

Students must obtain an **official** hall pass from their teachers before leaving the classroom. The pass must include the student's name, date, time, destination, and signature of the sending teacher. **Students will not be allowed out of class during WAVE and the last two (2) minutes of every class period (except in the event of an emergency).** Students are not allowed to congregate at the door or stand outside the classroom during the last couple of minutes of class. It is important to listen to the announcements during WAVE and work in class, bell-to-bell.

Hall Passes to Offices

Students needing to see an administrator, guidance counselor, or other staff member (non-emergency) are required to get a hall pass from their teachers. **If it is between classes, students are required to report to class first and get a hall pass from their teachers before going to the office.**

Departure Badge

All students are issued a photo ID card upon entering school (either 9th grade or as a new student) at no charge. After the initial issuance, ID badges can be purchased at **\$3.00** per badge in the media center. ID badges must be presented when checking in or out of school, receiving a tardy pass, checking books in or out in the media center, and purchasing tickets. Students who have a No-Class must have a departure badge to enter or leave campus. Replacement badges are \$3.00 each.

Lockers- Fee \$5.00

Upon receipt of 5.00, students will be assigned individual lockers upon entering Fort Walton Beach High School.

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

Lost and Found

Lost and found clothing items will be kept by the custodial office. After a reasonable amount of time, unclaimed clothing will be donated to charitable organizations in our community.

Lunch/Breakfast/Food and Drink

Students are required to stay in the cafeteria, commons area, or Media Center (no food or beverage is allowed in media center) during their lunch period. All other areas are closed to students during lunch. Students should immediately get in the lunch line when they arrive in the cafeteria to ensure they have enough time to eat their lunch. **No one is permitted to leave campus during lunch.** Food is confined to the lunchroom and commons area only. Food and beverages are not permitted in classrooms. Students are responsible for cleaning up after themselves. A student shall not carry food or drinks in the hallway during the school day. (Exception-bottled water)

Breakfast: \$1.80, Lunch: \$2.70.

****Checking students out for lunch is discouraged.**

Parking Permits

Any student who drives to school will be required to register his/her vehicle and purchase a parking decal for \$25.00 each year. Students will be required to register each vehicle they drive to school. These permits/decals will be on sale through the student's WAVE advisor or a school resource officer. A driver's license, vehicle information (tag- number and type of vehicle) and insurance information will be required at the time of vehicle registration. This program will be

monitored by our School Resource Officer. Students are permitted to park only in areas designated as student parking. The east parking lot and gym area are for seniors only. The west parking lot (bus ramp side of school) is designated for underclassmen. The south parking lot, along Wright parkway and the track (old driver's ed.), is designated for all students. **The parking areas in the front (north side) of the school are designated for staff and visitors.**

Pledge of Allegiance to the Flag

The Pledge shall be recited at the beginning of each school day. Students will not be exempt from participating unless a written request from the parent or guardian is submitted to Mr. Tucci who will keep it on file. FL. Statute 1001.41(2)

Safety Drills

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

Skateboards

Riding a skateboard on campus is strictly prohibited. In the event that a student rides a skateboard to school, the skateboard must be secured in a locker or classroom during the school day.

Stolen Items

Any student who chooses to bring valuables to school shall do so at his or her own risk. Neither the School Board nor school officials shall be responsible for the loss, damage or theft of valuables brought onto school property or to school functions. The student is responsible for his/her personal items at all times. Lost and Found is located in the Attendance office and in the Custodial office in the cafeteria. In case of theft, students should see the School's Resource Officer.

Student Financial Obligations

Satisfying all financial obligations is the responsibility of the student. All financial debts must be paid prior to purchasing parking decals, receiving a graduating cap and gown, or participating in some extracurricular activities.

Telephones for Student Use

There is a telephone in the attendance office for students to use when checking in, checking out, or in the case of an emergency.

Textbooks

Textbooks are a necessary and very important aid used in education today. New textbooks range in price from approximately \$90.00 to \$250.00 and should last 5 to 7 years. Replacement costs increase each year. To ensure quality education for all students, textbooks should be protected. If a student changes classes or withdraws from school, it is his/her responsibility to see that textbooks are returned to that teacher. Lost textbooks need to be paid for each year in order to ensure that the student's cap and gown are not held at graduation or records are not withheld at the time of withdrawal.

School Board Policy concerning lost textbooks: The principal shall collect from each student or the student's parent, the purchase price of any instructional materials the student has lost, destroyed, or unnecessarily damaged. The failure of the student or the student's parent to pay such sum upon reasonable effort by the school principal may result in the suspension of the student from participation in extracurricular activities until such debt is satisfied or satisfaction of the debt by the student through community service activities at the school site as assigned by the school principal. Community service hours shall be credited against the debt by forgiving \$8.00 per hour of service. **If any**

such debt is owed by a graduating senior, and is not paid at least ten (10) days prior to the student's last scheduled day of classes, then that student shall not be allowed to participate in graduation activities and ceremonies unless and until such debt is satisfied.

Tobacco Usage

The use of tobacco products of any kind is strictly prohibited on school district property. **This includes electronic devices/cigarettes.**

Visitors

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

GUIDANCE AND COUNSELING

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

- Assistance with educational planning
- Interpretation of test scores
- Career information
- College entrance details
- Study help
- Help with home, school and social concerns
- Scholarship information
- Crisis intervention counseling

Athletes, Eligibility of

Information on Athletic Eligibility can be found in our Curriculum Guide located in the Guidance office. All questions should be directed to Athletic Director Philip Dorn, at extension 4405.

College Visits

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

Conferences, Parent/Counselor

Parents may call and make an appointment to see the counselor at any time during the school day. Students should not hesitate to ask for assistance in dealing with personal, vocational, academic, or other problems. Counselor assignments are as follows:

Dr. Linda Dugan	(A-F) Ext. 3310	Mrs. Susan Ver Steeg	(K-R)	Ext. 3312
Mrs. Christy Simms	(G-J) Ext. 3315	Mrs. Lori Lipnicky	(S-Z)	Ext. 3314

Conferences, Parent/Teacher

All teacher conferences are scheduled by the Guidance Office. The Guidance Office extension is 3305. These conferences are held after school from 1:50 until 2:15 p.m. Should you need to talk with one teacher, the Guidance

Office can arrange a conference during that teacher's planning period or at 6:45 a.m. Twenty-four hour notice is required. **No conference will be held without the student being present.**

Grade Level Classification

For classification purposes, a student must have earned six (6) credits to be a sophomore, twelve (12) to be a junior, and seventeen (17) credits to be a senior. The Twenty-Four Credit Program (1003.4282 F.S., 1003.4285 F.S.) takes the traditional four years to complete high school and requires students to take at least 24 credits in core and elective content areas. Foreign language credit is not required for this program, although it is recommended for Florida college preparation and is required for admission to Florida's state universities and is required for Florida's Bright Futures Scholarships. Students are required to take .5 credit in physical education and .5 credit in personal fitness.

Grades Online

Parents and students can check their grades online by logging on to www.okaloosaschools.com and clicking on the "Parents/Students" tab found on the right side of the screen. Select "Parent Portal" from the dropdown list. Click on the words, "Parent Portal" and enter the student's ID number and PIN, (The PIN is the last 4 digits of the ID number.) A variety of grade reports and attendance are available. This is an excellent tool to monitor a student's progress.

Grading System

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

Graduation, Eligibility for

Criteria for academic eligibility for graduation can be found in the Curriculum guide located in the Guidance office. Questions should be referred to your school counselor.

Homebound Students

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

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

Make-up work

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

Make-up work, Extended Absentees

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

- The student must be absent for a minimum of three (3) consecutive days.
- The request for homework assignments must come from a parent and be circulated by the Guidance Office.

- A minimum of 24 hours' notice must be given to obtain homework assignments.
- Students with fifteen (15) or more absences who request homework, whose absences are not excused, **will not** receive credit for their work.

Open Periods - No Class

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

(1) No-Class: All students with a "no-class" in his/her schedule must have a departure badge. This badge is issued during the first two days of the semester with a parent permission form signed. The first departure badge and lanyard is free. Replacements will be at student expense of **\$3.00** each. For the safety of all students at FWBHS, the Departure Badge must be displayed on the student when entering or leaving the building and when on campus during his/her open period. **Having a no-class is a privilege. "No-class" students are expected to leave campus daily or a study hall will be assigned.**

- **If a student has a no class 7th period he/she must leave campus. If he/she is dependent on bus transportation or any means that requires the student to be on campus later than 1:05, he/she cannot have a no-class 7th period.**

*** If a student has a no class 1st period, they should not arrive at school until 7:50 a.m.**

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

SAT/ACT Schedule

SAT/ACT Schedule – Dates can be obtained in the guidance office for SAT/ACT Schedule.

Schedule Changes

Complying with the constitutional class amendment mandating class size has made granting a schedule change very difficult. Once a student has registered for a course and verified that course, he or she will not be allowed to change that schedule. If a teacher change is requested by a parent, it will be considered after a conference is held with the parent, teacher, student, and guidance counselor. Should a student be registered for a course that they do not have the prerequisite course work or grades to complete, guidance counselors will consider appropriate alternatives with the student and/or parent. If a student is lacking a course for graduation or enrolled in a course they have passed, his/her schedule will be changed. No schedule change will be granted that puts a class out of compliance with the class size amendment. There will be no schedule changes after the 4th week of the semester without penalty.

HEALTH SERVICES

Nurse

The Nurse provides emergency care and services, administers regularly scheduled medications, and performs health screening procedures as needed. A student who is unable to continue in a class due to illness should report to the Nurse in the Clinic, located between Attendance and the front of the building.

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

Medication Administration

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

- An **"Administration of Medication" in the School's Permission form** must be filled out and signed by the responsible party for the student. These may be obtained from the nurse, or from the Guidance Department, and must be turned in to the nurse at the time that the medication is brought to school.

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

MEDIA CENTER

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

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

Access

A pass is not needed before and after school or during lunch. During class time, student must have a signed pass from their teacher.

Checking In upon Arrival to the Media Center

When a student arrives in the Media Center, he/she should show his/her hall pass to a member of the Media Center staff and sign-in at the sign-in desk. During Lunch hours students should enter the Media Center through the back doors and exit through the main doors. Staff members will circulate throughout the media center to assist students and monitor exits. Quiet, courteous conduct, and respect for materials and equipment is expected of all students while in the Media Center. **Food or drink is not allowed.**

Checking Out Books

Books may be checked out for two (2) weeks and renewed for an additional two (2) weeks. Reference and reserve books may be checked out after school and are due before first period the next school day. Students must have an ID badge to check out books.

Copiers and School Store

Copier and computer printout copies are 10 cents per page. Color printing is not available. Students will pay for each copy that prints, regardless of the number of copies they intended to print. Basic school supplies are available for students to purchase before school and throughout the day. A list of items and their cost is posted in the Media Center.

Damaged Media Center Books

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


Lost Media Center Books

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



SCHOOL DISTRICT OF OKALOOSA COUNTY
TECHNICAL ASSISTANCE MEMORANDUM
FINANCE

FINANCE TAM: 2017-035
CONTACTS: Melissa O'Malley, Director
Kenneth Macdonald, Specialist
Accounting & Financial Reporting
TELEPHONE: 833-6310

TO: School Principals
FROM: Rita R. Scallan, Chief Financial Officer 
DATE: May 10, 2017
SUBJECT: FY 2015-2016 School Financial Report

Section 1002.20 F.S. requires the School Financial Report to be included in the student handbook in addition to being distributed to parents.

Section 1010.215 F.S. requires school districts to report certain financial information in the form of a School Financial Report as part of the Annual School Public Accountability Report. Florida Statute stipulates the content of the report and requires comparative data for each school to the district and to the state.

A significant amount of the data contained in the School Financial Report is derived from information contained in the District's Annual Cost Report. School districts submit their cost report to the Florida Department of Education (DOE) each September for the preceding fiscal year. DOE reviews and compiles district and statewide cost report information during the November through January time period.

The Annual School Report is due January of each year. Unfortunately, due to the above process, DOE is not able to provide school districts with the necessary information required to prepare the School Financial Report at the same time. Consequently, the School District is required to distribute the School Financial Report as an addendum to the Annual School Public Accountability Report.

The School Financial Reports may be accessed on the District's website as follows:

- Choose "School District (Click here for valuable links and resources)"
- Choose "Taxpayer Resources"
- Choose "Audit & Financial Information"
- Choose "School Financial Reports for FY 2015-2016"
- Print and/or download your school's report

Please review and distribute the report to the parents and/or guardians of each student at your school. The report must also be included in your school's Fiscal Year 2017-2018 Student Handbook.

Should you have any questions or need additional information, please call Melissa O'Malley or Kenneth Macdonald at 833-6310.

C: Superintendent
School Board Members
Executive Staff Members
School Budget Bookkeepers

