



Choctawhatchee High School

110 Racetrack Road, NW
Fort Walton Beach, Florida 32547
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J. Lee Hale, Ed.D., Principal

July 18, 2017

Dear Choctawhatchee students and families:

We are excited to start the new school year! We have hired new teachers, cleaned the carpets, waxed the floors, and have everything in place. Now, all we need is you!

Make sure that you are making the necessary preparations for a great 1st day of school. Whether you are a freshman, sophomore, junior or a senior, every day and everything you do counts. Our goal is for you to be involved in our school and community, to have a great high school experience, and to be college and career ready when you graduate from Choctawhatchee High School. A quality education is the key to bridging the gap between where you are and where you want to go.

Your Guidance Counselor is someone you should get to know very well. We have four outstanding counselors this year. They are:

Ms. Keck	Students with last names beginning with A-K	ext. 4634
Ms. Brock	Students with last names beginning with L-Z	ext. 4641
Ms. White	AP/IB Coordinator	ext. 4640
Ms. Ellenburg	Testing and Special Programs	ext. 4684

If the counselor doesn't answer the phone, please leave a message. Each counselor spends a lot of time with students and parents and is not always able to answer her phone. She will get back with you the same day or the first thing the next day if you call late in the afternoon. The counselors work the same daily hours as the teachers—6:45 AM until 2:15 PM. If you need to have a parent/teacher conference, the counselor will set the conference up and if requested, will attend the conference.

Enclosed is some important information concerning the day to day operations of Choctawhatchee High School. We have provided this information for you so that you can be informed about policies and procedures that we need everyone to follow to ensure a smoothly operating school.

We want you to be successful in high school and the world beyond. In order to provide the best educational opportunity possible, we need to form a partnership with your family. Parents know their children better than anyone and we need their input. Parents, please feel free to contact us at any time to discuss any concern you have about your child or our school.

I can't wait to see you on August 10th!

Sincerely,

A handwritten signature in black ink, appearing to read 'J. Lee Hale', is written over a white background.

J. Lee Hale, Ed.D.
Principal

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Please read the following carefully. If you have any questions, please feel free to contact any of the administrators, guidance counselors, or teachers at Choctawhatchee High School.

Florida Standards Assessment (FSA): For our 9th and 10th graders, this assessment is a graduation requirement. The test has three parts – writing from evidence, reading, and editing. All three parts are computer based and will be given in the spring. [Http://www.fsassessments.org/](http://www.fsassessments.org/) is a website sponsored by Florida Department of Education that has a wealth of information concerning this assessment. Our professional development will continue to focus on different instructional strategies to maximize your students' learning.

Cell Phones – District cell phone policy will be followed. While students are permitted to have cell phones in their possession, they must remain hidden and silenced except under specific conditions. They are only to be used for educational purposes in those venues specifically approved for their usage. If you have a question about approved venues, please ask the teacher or an administrator.

Also please note: Several cell phone related instances in the recent past have caused some student test scores to be invalidated. Under NO circumstances, should cell phones be present during testing.

Schedule Corrections – Our master schedule is crafted under very rigid enrollment and budget restraints. Our faculty and staff are placed in assignments based on certifications and enrollment needs. Arranging classes is a complex task. It is critical each spring that your registration selections are well thought-out because it is these registrations that dictate our master schedule needs. It is also for this reason that schedule corrections can only be made under certain specific conditions (listed below).

During the first week of school, scheduling meetings in the guidance office are limited to situations where:

1. A student is in a class they have already passed
2. A senior is missing a class needed for graduation
3. A student has a period without a class or has a class period twice on his/her schedule.

Students get very frustrated when they do not get in to see a counselor immediately. The counselors are busy registering new students and making sure all current students have the classes they need. Students will be able to fill out a request and return to the guidance office. The counselor will read the requests and either call for the student or send the request back, explaining why the request isn't possible. Your partnership in this process is appreciated.

Grades On-Line – We will continue to input grades online. You will need your student's student number and PIN code (the last four digits of the student number). Our teachers are required to input a minimum of one grade per week. Please contact the teacher if you believe that the gradebook is not up to date. Our teachers are very good about posting grades within 72 hours of a test or assignment.

Dress Code-- Another area in which we desire your partnership is regarding the dress code. We know that we live in a beach area and that the dress is very relaxed, but clothing does affect the learning environment. Please remember: no pajamas at any time. Pajamas encourage laziness! Girls' shorts should be midway on the upper leg. (A good rule of thumb is a 4" above the knee). The straps on tops should be a minimum of one inch in width, and should not be revealing in the upper torso area. For males, pants must be at the waist and shirts must have sleeves. Tank tops are not

appropriate school attire for boys. No one should wear shirts advertising alcohol or tobacco or any illegal drug.

Communication—Choctaw’s website, www.choctawindians.net, is our primary means of disseminating information. Although we do encourage you to follow us on all of our social media platforms (Facebook, Instagram, Twitter, iOCSD app), they are not to be considered a primary information source. Also, we encourage you to frequent the online Parent Portal for up-to-date, grades information. For additional information, please refer to each teacher’s syllabus.

Honors Graduation— Honors graduation requirements have changed as of last year. The information below is important for all grade levels, but especially for seniors. If your child is a senior, all requirements for Honors Graduation must be completed by the end of the first semester (December 19, 2017). This requirement holds whether the student is taking the class at CHS, through virtual school, or through dual enrollment.

The requirements, according to the 2017-2018 Okaloosa County Pupil Progression Plan are as follows: *Students must be on track for graduation. The weighted GPA, listed below, delineates the selection of Honors Graduates, which includes high school courses taken during middle school, dual enrollment, and virtual/online courses. In order to be considered an Honors Graduate, students must be enrolled in the same year-long course at the same level and receive a grade for the 8th semester or have completed their four (4) required courses by the end of the 7th semester.*

- *Summa Cum Laude: 4.25 and above*
- *Magna Cum Laude: 4.0-4.2499*
- *Cum Laude: 3.75-3.99*

Parking and Student Drop Off – Student drop-offs and pickups are always a challenge with our location on Racetrack Road. We ask that those who choose to drop students or pick students up in front of the school, please pull all the way to the furthest point along the sidewalk prior to loading or unloading. This will assist with efficiency and safety. We want to avoid lines in Racetrack Road AND protect your student! Student parking permits will once again be \$20 for the year for students wishing to drive to school. Additionally, a student may wish to pay an additional \$30 and participate in our brand new parking spot painting project and paint their parking spot in a creative way. Information about this fundraiser can be found on our website at www.choctawindians.net.

Important Dates

August 2	Freshman Orientation* 8:00 a.m. – 11:00 a.m. in Gym Parent Orientation 8:00 a.m. in Auditorium New Student Orientation 9:00 a.m. in Auditorium
August 3	Schedule Distribution for grades 10-12 from 9:00 a.m. – 1:00 p.m.*
August 4	Schedule Distribution for grades 10-12 from 9:00 a.m. – 1:00 p.m.*
August 10	First Day of School
August 25	Freshman Elections
September 4	Labor Day Holiday
September 5	Open House / Big Green Fan Night in Gym - 6 p.m.
September 22	Homecoming (HC Dance on Sept 23)
October 6	End of 1 st nine Weeks
October 9	Teacher Workday / Student Holiday
October 23–27	Spirit Week
November 10	Veterans Day Holiday
December 19	End of 1 st Semester
March 15	End of 3 rd Nine Weeks
March 19-23	Spring Break
May 24	Graduation
May 25	Last Day for Students

*Freshmen will receive their schedules during orientation on the 2nd.

Sophomores, Juniors, and Seniors may pick up their schedules in the cafeteria on the 3rd or 4th.

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