

### INAPPROPRIATE USE OF CELL PHONES, CAMERAS AND OTHER ELECTRONIC DEVICES

Students using or having on or in an operational mode any device that permits recording the voice or image of another person, unless all persons whose voices and images are being recorded are made aware of recording prior to the actual recording of their voices or images are subject to discipline. Students are prohibited from taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise data considered illegal images or photographs, whether by electronic data transfer or otherwise (commonly called, texting, sexting, or emailing, etc.) may constitute a CRIME under state and / or federal law. Any person taking, disseminating, transferring, or sharing obscene, pornographic, lewd and otherwise illegal images or photographs in such a manner in any manner that interferes with or is disruptive to the educational process or invades the privacy of students, employees, volunteers, or visitors is prohibited. If they violate this prohibition, then they are subject to discipline under the provision and /or any other provision of the Code of Conduct that may be applicable to the circumstances involved.

### STUDENT INDEBTEDNESS

In accordance with both Florida law and the Okaloosa County School Board Policy, each school principal is required to collect outstanding debt. The School Board policy states the school 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 determined by the school principal, pursuant to the policies adopted by the district school board rules. Community service hours shall be credited against the debt by forgiving \$8.00 per hour of service. If 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 senior shall not be allowed to participate in graduation activities and ceremonies unless and until such debt is satisfied.

In accordance with school board policy, students who take advance placement (AP) classes are required to take the appropriate AP examination. Students in such courses, who do not take their scheduled AP examination or the make-up, will be charged a fee to send the examination back to the vendor. For seniors, this fee must be paid at least ten (10) days before their last day of classes.

### GRADING SCALE AND GPA CALCULATIONS

Students should be aware that as final transcripts are sent to colleges, any significant changes in college candidates’ academic status or qualifications between the time of recommendation and graduation will be reported to the receiving institution upon request.

### Grade Point Average (GPA) Calculations / Quality Points Earned

Current information regarding course weights can be found on page 18/19 of the 2018-2019 edition of the Choctawhatchee High School Curriculum Catalog. The catalog can be viewed online under “Publications” at [www.choctawindians.net](http://www.choctawindians.net).

### HONORS AND AWARDS CRITERIA

Summa Cum Laude: Weighted Cumulative GPA of 4.25 and above  
Magna Cum Laude: Weighted Cumulative GPA of 4.0 - 4.2499  
Cum Laude: Weighted Cumulative GPA of 3.75 – 3.99

At the end of the seventh semester, honor graduates will be determined by the overall weighted GPA.

### Required Credits

Graduation requirements for each class are based on the year of entry into the 9<sup>th</sup> grade and can be found in the Choctawhatchee High School Curriculum Catalog. The catalog can be viewed online under “Publications” at [www.choctawindians.net](http://www.choctawindians.net).

### Homework Policy

Requests for homework due to extended absences will be made through the Student Services Office. Please call 833-3614, ext. 4618.

### Report Cards

Report cards will be given to all students at the end of each nine-week period to take home.

### Outside Food/Other Deliveries

Our cafeteria offers a variety of entrees, salads and a sandwich bar. Bringing outside food (other than sack lunches) is discouraged. Students will not be called out of class for food, balloons, flowers or other similar deliveries. Please remember that classroom time is valuable and will not be interrupted for these reasons. Lunches may be dropped off at the attendance office for students to pick up between classes. **Please do not bring drinks (other than water) or fast food items since they are not permitted in school and will not be given to students.** Parents can now load money into their student’s lunchroom account online. When using this feature, remember that it may take up to 24 hours for the funds you enter to be available for use on the lunchroom computers.

### Student Parking

**Driving and parking on the CHS campus is a privilege.** All students who park in the CHS parking lot are **required** to purchase and display appropriate decals on their vehicles. **All permits are \$20.** Students are restricted to parking in the areas designated for their specific decal. Students who park outside their restricted area (e.g., teacher parking, female athlete parking, emergency lanes, disabled parking, etc.) are subject to administrative action to include “booting” or towing at owner’s expense. Students may not park in teacher or visitor parking areas. Students who temporarily drive a vehicle that does not have a CHS decal should check in with the Resource Officer immediately upon arrival.

### Emergency / Lockdown Procedures

In the rare event that the school is in a lockdown or extreme weather situation, please help us keep lines of communication open for support personnel by not phoning the school site. Information will be disseminated through media outlets as quickly as it becomes available. **Parents are reminded that due to safety considerations, students will not be allowed to leave or be checked out during these times.**

### Lockers

Annually, students may rent a locker (\$5), which becomes their responsibility. Use of lockers constitutes acceptance of responsibility for its contents. Lockers are to be used for school related materials only. Lockers or their combinations should not be shared with anyone. Valuables should never be left in lockers. The school will not be responsible for stolen or lost items. Students should not overload the space of their lockers and force the doors shut. A jammed locker is not an excuse for being tardy to class. Broken or malfunctioning lockers should be reported to the attendance office. Lockers are subject to be searched at any time by school officials or their designee.

### Medication Procedures

1. Parents must deliver all medications to the nurse or the principal’s designee. Students may only take medication under the supervision of the school nurse or the principal’s designee.
2. The student must also bring the parent release form required for dispensing said medication.
3. The form may be obtained from the nurse or the principal’s designee.
4. Unclaimed medication will be destroyed after the close of the school year.

# CHOCTAWHATCHEE

## 2018-2019 HIGH SCHOOL PARENT HANDBOOK

### Vision Statement

We inspire a lifelong passion for learning.

### Mission Statement

We prepare all students to achieve excellence by providing the highest quality education while empowering each individual to positively impact their families, communities, and the world

[www.choctawindians.net](http://www.choctawindians.net)

### SCHOOL CALENDAR 2018-2019

August 8-10, 2018.....Pre-School planning  
August 13, 2018.....Students First Day  
September 3, 2018.....Labor Day Holiday  
October 12, 2018.....End: 1st Grading Period  
October 15, 2018.....Work Day/Student Holiday  
November 12, 2018.....Veterans Day Holiday  
November 19-23, 2018....Thanksgiving Holidays  
December 20, 2018.....End of 1st Semester  
Dec 21, 2018-Jan 4, 2019...Winter Holidays  
January 7, 2019.....Work Day/Student Holiday  
January 21, 2019.....M. L. King Jr. Holiday  
February 18, 2019.....President’s Day Holiday  
March 14, 2019.....End: 3rd Grading Period  
March 15-22, 2019.....Spring Break Holidays  
March 25, 2019.....Work Day/Student Holiday  
May 27, 2019.....Memorial Day Holiday  
May 31, 2019.....End of Semester / Last Day for Students Friday  
June 6, 2019.....Last Day for Teachers

### ADMINISTRATIVE STAFF

Principal ..... Dr. Lee Hale  
Assistant Principal..... Mr. Ryan Gore  
Assistant Principal..... Ms. LuCretia Waskow  
Assistant Principal..... Ms. Melissa Bowell  
Dean of Students ..... Mr. Andy Snaith  
Director of Student Services ..... Ms. Kay Brock  
Athletic Director ..... Coach Greg Thomas  
Resource Officer ..... Deputy Tom Henry  
Resource Officer.....Deputy Jerry Hooks  
**Student Services, 833-3614, ext. 4636**  
Kitty Keck ..... Counselor (last name A-K)  
Kay Brock..... Counselor (last name L-Z)  
Melissa Ellenburg.....Testing/Special Programs  
Carol Bernich ..... Staffing Specialist/ESE  
Katie White.....AP/IB Coordinator/Counselor



### STUDENT ACTIVITIES / LEADERSHIP DEVELOPMENT – Becky Perez

Our Student Activities program is divided into three governing groups: The “Inter-Club Council” governs clubs, classes and organizations; the “Student Council” governs the entire student body; and the “Classes” govern students by grade level activities. Listed below are the clubs and organizations available to students:

## COMPETITIVE TEAMS

Academic Team, Forensics (Speech and Debate) Team, Math Team & Tech Bowl

**The Choctawhatchee Athletic Department:** Baseball, Basketball, Cheerleading, Cross Country, Football, Golf, Soccer, Softball, Swimming/Diving, Tennis, Track, Volleyball, Weightlifting, Girls Flag Football, and Wrestling.

**Note:** Choctaw fans are widely known for their enthusiasm, team support, hospitality and sportsmanship. Our image is shaped not only by our student-athletes, coaches, students and faculty, but by our parents and fans as well. Our goal is to create a first-class environment to lend support to our team while maintaining a safe and fun atmosphere for visiting fans as well.

Prohibited Behavior in Athletic Venues: Rowdy, threatening or inconsiderate behavior such as standing in the aisles, portals or concourses, profane and abusive language, use of tobacco on school grounds, fighting and drunkenness will not be tolerated and can result in ejection, arrest, and/or loss of ticket privileges. Throwing of any objects in the stadium, including paper and plastic cups, is also prohibited. Standing on seats and bleachers is strictly prohibited. Should you observe any of this disruptive behavior, please notify your nearest law enforcement officer or administrator.

<b>PERFORMING GROUPS</b>	<b>Co-CURRICULAR ACTIVITIES</b>
Band (Various)	AFJROTC
Indianettes	Choctawhatchee Stylemarchers
Madrigals	Choral Department (Madrigals)
Step Team	Color Guard
Thespians	Drone Team
	Link Crew
<b>INTEREST CLUBS</b>	Journalism Department
Anime Club	Robotics Team
Aviation Club	Smoke Signals (school newspaper)
Book Club	Tomahawk (school yearbook)
Couture Club	Speech/Drama Department
Diamond Dolls	WBGJ Tribal News (TV Production)
Fellowship of Christian Athletes	
Fitness Club	<b>HONOR CLUBS</b>
Future Educators of America	Art Honor
Minority Council	Beta Club (freshmen and sophomores only)
SADD (Students Against Destructive Decisions)	French Honor
Sailing Club	Math Honor (Mu Alpha Theta)
Smoke Signals News	Music Honor
TARS	National Honor Society (juniors and seniors only)
Technology Club	Science Honor
Ultimate Frisbee	Spanish Honor
Wordsmiths	Thespians Honor
	<b>SERVICE CLUBS</b> : Wheelette/Interact, Key Club & Link Crew

## STUDENT DRESS AND APPEARANCE CODE

(A) In adopting a code of student dress, it is the intent of the school board to insure that a student's personal hygiene, appearance, or dress is such that it does not disrupt or interfere with the educational process or endanger the health and safety of the student or others.

(B) The wearing of garments appropriate for school is to be encouraged. All instructors should be alert to give helpful, friendly guidance in these matters without embarrassment to the pupil. Failure of any student to dress simply and appropriately should be brought to the attention of the principal. Extremes (Extremes are defined as those dress situations that violate (A) and/or (C) with regard to safety, health, decency and/or disruption.) in dress, hair style, make-up, or jewelry are not in good taste and should be discouraged. The principal of the individual school will determine when these provisions have been violated and will make the initial decision as to conformity to policy and discipline for offenders.

(C) Students are prohibited, while on the grounds of a public school during the regular school day, from wearing clothing that exposes underwear or body parts in an indecent or vulgar manner or that disrupts the orderly learning environment. Nothing contained in this section is to be applied in a comparative way that precipitates inequity of application (i.e. different standards for different body types).

Any specific dress conditions not expressly addressed below, will be guided by the standards of appropriateness associated with letters (A) – (C) above.

(1) General:

(a) Minimum length of clothing appropriate for school should approach the top of the knee. Approach the top of the knee = not a bathing suit; sufficient to cover undergarments and body parts as noted in Part (C) above while sitting or standing.

(b) No hats are to be worn inside the building.

(c) Garments bearing inappropriate slogans or pictures are not permitted (i.e., alcohol, tobacco, drugs, racial remarks, or sexual connotations).

(d) Shoes or sandals must be worn at all times. Due to safety considerations as noted in Part (A) above, house shoes/slippers are not permitted.

(e) Hair must be neat and clean at all times and must not interfere with student's vision. Facial hair must be maintained in a neatly trimmed manner.

(f) Tank tops and similar shirts or blouses, when worn without another top, are not permitted. The midriff must be covered and undergarments must not show at any time.

(2) Personal grooming for all students who voluntarily participate in extracurricular activities (i.e., athletics, band, JROTC, etc.):

(a) 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 that they are participating in the particular activity.

(b) A student must be informed of the above requirements before he or she is admitted as a participant in the activity.

(c) Students who are members of school sponsored groups having approved uniforms may wear the designated uniform when participating in activities approved by the principal. Recognizing that different groups have different needs, programs will work closely with administration to coordinate appropriate attire.

**Any student in violation of dress code, will be required to change clothing before returning to class and will be subject to disciplinary actions.**

## ATTENDANCE

Frequent absences have a definite effect on grades and are often a direct cause of failure in school subjects.

1. No student will leave the school grounds without receiving permission from the Attendance Office

2. All absences will remain unexcused unless verified **within 5 days** by a legible note from a parent/guardian, which must include:

- printed student first and last name and grade level
- reason for absence,
- date(s) absent
- printed name and signature of parent/guardian writing note
- telephone number where parent/guardian may be reached.

3. Students who arrive late to school must go to the tardy post for a check-in slip. After 7:25 a.m. students are to report to the attendance office for an admit form. A Student ID will be required for check-in.

4. **Students should enter the building immediately upon arriving on campus.**

5. **Choctaw follows the Okaloosa County School Board Attendance Policy:** The policy may be viewed at [www.okaloosaschools.com](http://www.okaloosaschools.com)

6. Students may be checked out if the student presents a note signed by his parent and an attendance checkout slip is completed. Notes should be submitted to the Attendance Office between 6:30-6:55 am. The preferred method of checkout is through the "Checkout" link on the Choctawindians.net homepage or by email at [ChoctawAttendance@okaloosaschools.com](mailto:ChoctawAttendance@okaloosaschools.com). The parent will be contacted before a

checkout slip is issued to the student.

7. All students must have parent/guardian permission and a check out/check in slip and a Student ID from the Attendance Office to leave the campus or to check back into the campus. **Choctawhatchee High school is a closed campus.** Students who leave or enter

the campus without prior Attendance Office authorization are subject to disciplinary action (including suspension).

## TARDY PROCEDURE

Tardy Definition - Student is not physically in the classroom when the tardy bell rings. 1<sup>st</sup> Period is a separate reporting unit from the rest of the day.

Periods 2-7, are considered 1 reporting unit (when referring to tardies).

**Tardy Progression for first period is as follows:**

Tardy 1 – 6 ..... Warning and student sent to class

Tardy 7 - 9 ..... Students serve a 30 minute after school or morning detention

Tardy 10 -12 ..... Students serve a 1 hour detention.

Tardy 13 + ..... STP; Behavior Expectation Agreement; Recommend Alt. Placement

**Tardy Progression for periods 2-7 is as follows:**

Tardy 1 – 6 ..... Warning and student sent to class

Tardy 7 - 9 ..... Students serve a 30 minute after school or morning detention

Tardy 10 -12 ..... Students serve a 1 hour detention.

Tardy 13 + ..... STP; Behavior Expectation Agreement; Recommend Alt. Placement

## BUS PASSES

Students may only ride on assigned busses. In the occasional event the student needs to ride a different bus to or from school, the students will need to present (**before 1<sup>st</sup> period**) a note written and signed by the parent. The note will be presented to an administrator for approval before the student may ride a different bus. Administrators will confirm the note by calling the parents before approving the note. The administrator-approved note must be presented to the bus driver of the bus the student wishes to ride. **Notes that are not presented with sufficient time to be confirmed by telephone will not be approved.**

## ID BADGE POLICY

All students will be issued an I.D. Badge during the first few days of school. **Students are required to possess or wear the badge while on the CHS campus and at school activities.** Students will be required to produce their I.D. badge when requested to do so by Choctawhatchee High School staff. Badges will be required for a wide variety of student activities including but not limited to the following: Checking in and out of school, reporting to the tardy post, checking out books, access to computers, buying student tickets to school events, guidance department services, taking exams etc. **Failure to possess and produce I.D. badges when required will result in disciplinary action.** Students will incur the cost of any replacement badges.

## ONLINE GRADES AND ATTENDANCE

Teachers use **GRADES** software to calculate averages and post assignments. The website can be accessed through the Choctaw web site at **www.choctawindians.net**. Parents may access student grades and attendance with the student's 10-digit Florida ID number. The full ID number is the user name, and the last 4 digits serve as the password. Users who have difficulty entering this site may call Guidance at 833-3614, ext. 4636 for assistance.

**Parents may also sign-in to this system and set-up e-mail notifications for grade alerts.**

## BULLYING POLICY

In accordance with the Okaloosa Code of Student Conduct Choctawhatchee High School has a zero-tolerance policy toward bullying. All incidents of bullying should be reported to the Choctaw staff. For more information on this policy, please refer to the Okaloosa School District website, [www.okaloosaschools.com](http://www.okaloosaschools.com).

## TRANSFER OF INAPPROPRIATE DATA

In a In accordance with the Okaloosa Code of Student Conduct, students are prohibited from taking, disseminating, transferring, or sharing data considered **illegal** or **inappropriate** in categories including, but not limited to: photographs, videos, text messages, emails, blogs, notes, etc.

## RECORDING DEVICES

In accordance with the Okaloosa Code of Student Conduct, students are not permitted to use audio or video recording devices without first obtaining express permission from the Administration.