

LAUREL HILL SCHOOL



**2019-2020
SECONDARY
STUDENT
HANDBOOK**



LAUREL HILL SCHOOL

Phone Number: (850) 652-4111

School Hours: 7:00 a.m. – 2:45 p.m.

PRINCIPAL

Mrs. Lee Greene Martello

Assistant Principal

Mrs. Jacqueline Craig

Guidance Counselor

Mrs. Carla Strickland

Athletic Director

Mr. Kent Zessin

School Resource Officer

Mr. Miguel Rojas

Administrative Assistant

Mrs. Cheryl Kolb

Registrar

Mrs. JoAnn Jackson

Bookkeeper

Mrs. Leslie Alford

OKALOOSA COUNTY SCHOOL DISTRICT
2018-2019 School Year Calendar

Pre-School Planning	Monday - Friday	August 5 – 9, 2019
First Day of School for Students	Monday	August 12, 2019
Labor Day Holiday	Monday	September 2, 2019
End: 1 st Grading Period	Friday	October 11, 2019
Teacher Work Day/ Student Holiday	Monday	October 14, 2019
Veterans Day Holiday	Monday	November 11, 2019
Thanksgiving Holidays	Monday-Friday	November 25-29, 2019
End of First Semester	Thursday	December 19, 2019
Winter Break Holidays	Friday - Friday	December 20, 2019- January 3, 2020
Teacher Work Day/ Student Holiday	Monday	January 6, 2020
First Day Back for Students after Break	Tuesday	January 7, 2020
Martin Luther King Jr. Holiday	Monday	January 20, 2020
Presidents' Day Holiday	Monday	February 17, 2020
End: 3 rd Grading Period	Thursday	March 12, 2020
Spring Break Holiday	Friday - Friday	March 13 – 20, 2020
Teacher Work Day/ Student Holiday	Monday	March 23, 2020
Memorial Day Holiday	Monday	May 25, 2020
End of Semester/ Last Day for Students	Friday	May 29, 2020
Last Day for Teachers	Thursday	June 4, 2019

Secondary Bell Schedule

1 st Period	7:20 am - 8:14 am
2 nd Period	8:17 am - 9:09 am
3 rd Period	9:12 am - 10:04 am
4 th Period	10:07 am - 10:59 am
Lunch	11:00 am - 11:30 am
5 th Period	11:35 am - 12:25 pm
6 th Period	12:28 pm - 1:20 pm
7 th Period	1:23 pm - 2:15 pm

ATTENDANCE

Attendance Law

Florida Statute 1003.26 stipulates that a student must be in attendance for ninety percent (90%) of the instructional time required for each course in order to receive credit (81 out of 90 days in a semester). As per school board policy July 1998, credit shall be withheld from any student who accumulates more than nine (9) absences of any kind in a course during a semester. Students with more than nine (9) days absent of any kind who are passing the course must demonstrate mastery of the performance standards through a competency test. If the competency test is passed, the student receives the grade earned in the course. If the competency test is failed, the student will not receive credit for the course.

Admit Procedures

- Students have **five (5)** school days after an absence, including the day they return, to bring in verification for an excused absence. When a student returns to school after an absence, he/she must bring a note to the Attendance office with the following information: date note written; dates of absence; student's full name; grade; parent's full name; telephone number; and signature of parent/guardian. The absence will be considered unexcused if the school does not receive verification for the absence. **It is the student/parent responsibility to check the Parent Portal to monitor unexcused absences.**
- A student who is not in class for at least 51% of the class period shall be counted as absent.
- 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 for each subsequent absence.
- Between the fifth and eighth absence (excused or unexcused) per semester in any class period, the parent will be notified.
- After the ninth absence per semester, a **student who has a passing grade will be required to pass a competency exam in order to receive credit for the course.**
- After the fifteenth (15th) absence per semester in any class period, make-up work will not be allowed. However, after the fifteenth (15th) absence per semester in any class period, the parent or legal guardian may appeal in writing to the school's attendance review committee for permission to make up missed work.
- Students on school leave are required to turn in an off campus school activity form (MIS 5185). It is the responsibility of the student to get any assignments that he/she will miss from the teacher and should be prepared to submit these assignments upon return.
- After each absence, parents will be called by the auto call phone system.
- Students who are in a year-long course which have a State of Florida EOC exam and have more than 18 absences must pass the State of Florida EOC exam to get credit for the course.
- No School Leave if a student has 9 days or more unexcused absences and an "F" average in a 90 day grading period.

Excused Absences

(Any student who has been absent from school for one or more days is required to bring a dated, written explanation signed by the parent/legal guardian for the absence upon return to school). This written explanation should be presented to the Attendance Office between 7:00 a.m. to 7:20 a.m., 2:15 p.m. to 2:35 p.m., or when otherwise authorized by school personnel. **Students have up to five (5) days to provide documentation in order for an absence to be excused.** Students will be allowed to make-up work resulting from an excused absence such as:

- Death in the family or any other family emergency
- Illness or injury requiring medical or dental attention (physician's statement required) NOTE: The physician's statement must show the exact days of the absence.
- Appointments for medical or dental care (physician's statement required)
- Religious holidays
- A written note from a parent or guardian explaining the student's absence; for example, sickness, court appearances, etc.

Unexcused Absences

Unexcused absences are absences resulting from the following conditions:

- Truancy
- Off Limits- in an area not authorized, assigned or supervised.
- Suspensions
- Any absence for which verification is not presented either beforehand or within five school days following the absence(s)

Arriving Late to School

Official school day attendance is taken during 1st period. Students arriving at school after 7:25 a.m. are to report to the Attendance Office to sign in. Classroom teachers will determine if a student is marked absent or tardy based on the following:

1st Period

- **Parent note excuses only allowed absences. Tardies are not excusable.**
- Students who attend 51% or more of 1st period will be marked present in the class period and tardy if arriving after the class period begins.
- Students who attend 50% or less of a class period will be marked absent.

2nd Period thru 7th Period

- **Parent note excuses only allowed absences. Tardies are not excusable.**
- Students who attend 51% or more of a class period will be marked present and not tardy if marked excused on attendance check-in slip.
- Students who attend 51% or less of a class period will be marked present and tardy if marked unexcused on attendance check-in slip.
- Students who attend 50% or less of a class period will be marked absent.

Attendance and Extracurricular Activities

Students absent from school more than four out of seven periods of the school day may not be allowed to participate in extracurricular activities, **practice or performance**, the day of the absence. Students who violate this policy may be excluded from the extra-curricular organization. Students cannot participate in extracurricular activities while under suspension from school, or attending STP the day of the activity.

Check-in and Check-Out

Students are to remain on campus during their regularly assigned school day until properly signed out through the attendance office by a parent and/or legal guardian.

- **Check-In**

- Students arriving to school between 7:20 a.m. – 7:45 a.m. should report to the attendance office for a tardy pass. Students arriving after 7:45 a.m. should report to the attendance office to sign in - this is an absence for 1st period.
- Any student who has been absent from school for one or more days is required to bring a dated, written explanation signed by the parent/legal guardian for the absence upon return to school.

- **Check-Out**

- **Only a custodial parent or guardian may check a student out of school unless the check out is an emergency situation with administration approval.** Only the parent or emergency contact person may pick up the student.
- **If a student is to check out of school, he/she should bring a written permission note with proper notification information (date, signature, contact number) to the attendance office by 9 am so that verification can be made before the check out time.** The student is expected to stop back by attendance to pick up the check out receipt. Attendance personnel will pull all copies and make changes where appropriate. Approved/verified check-out slips will be available for the student to pick up in the attendance office between classes or during lunch.
- **We will not accept phone calls to check students out.**
- **Checking students out for lunch is discouraged.**

College Visits

Juniors may take one day for college visits within the year. Seniors may take up to two days for college visits within the year. Prior approval is required before the date of the actual visit. Students can pick up visit forms in the main office. Students should see an Administrator for signature on forms prior to the visit. **Proof of visit must be provided to the Attendance Office within five days upon returning to school.**

Driving Privileges/Florida Statute 1003.27

Any student who has 15 unexcused absences within 90 calendar days is classified by the state as "habitually truant" and is reported to the Department of Highway Safety and Motor Vehicles for the suspension of driving privileges. Suspended licenses may be reinstated only after the student has attended school for 30 consecutive days or through a hardship hearing.

Make Up Work

Students will be allowed to make up missed work in a course per semester under the following conditions:

- Absences 1 – 9 A parent's note received within five (5) days.
- Absences 10 – 15 A Doctor's note received within five (5) days.
- **NO** make-up work will be allowed for any student who exceeds fifteen absences of any kind. Students with over fifteen (15) absences may appeal through an Administrative Attendance hearing.
- Work should be completed within 5 days of returning to school.
- Student on school leave should be prepared to submit assignments upon their return.
- **NO** make-up work for an unexcused absence.

NOTE: Students who are in attendance for any part of a day that an extended assignment is due must make every effort to get the assignment to the teacher (i.e. Leave in attendance, give to another student, leave in front office) if he/she should check in or out of school. *Tests, class work, and projects assigned at least five school days prior to the absence are due to be made up on the day the student returns to school.*

Tardy Referral Procedure:

Tardiness to class is defined as not being seated in the classroom when the tardy bell rings. However, a teacher may require students to be in their desks and 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 7:20 a.m., Monday through Friday. Students should be inside the school by 7:19 a.m. and inside their first period class before the 7:20 a.m. bell rings. Students who arrive at school after 7:20 a.m. must sign in with the Attendance/Tardy Desk. The first 25 minutes the student must check in at the Attendance/Tardy desk. **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 the first six (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 assigned a punishment as follows:**

Tardiness to School (1st Period), Penalty for

1st tardy – 6th tardy – warning; student is provided a tardy pass. For tardies 4, 5, and 6 parents will be contacted.

7th through 9th tardy– student will be assigned afterschool detention and parent will be contacted.

10th through 12th tardy – student will be assigned Saturday School and parent contacted.

13th and each subsequent tardy – student will be assigned Student Training Program (STP) and parent contacted.

Tardiness between Classes (2nd – 7th)

It is the student's responsibility to efficiently use the time between classes to prepare himself/herself for his/her next class and to be there on time. After the tardy bell sounds, all students in the hall who do not have an authorized pass from a school official must sign-in at the Attendance/Tardy Desk.

Note: Tardiness will be accumulated for periods 2nd through 7th.

Tardiness between Classes (2nd-7th), Penalty for

1st tardy – 6th tardy – warning; student is provided a tardy pass. For tardies 4, 5 and 6 parents will be contacted.

7th through 9th tardy– student will be assigned afterschool detention and parent will be contacted.

10th through 12th tardy – student will be assigned Saturday School and parent contacted.

13th and each subsequent tardy – student will be assigned Student Training Program (STP) and parent contacted.

Truancy / Off Limits

Truancy is being absent from a scheduled location at the proper time. **Once a student arrives on school grounds he/she is not allowed to leave campus without proper authorization.** All students are expected to be in their designated location when the bell rings. A student found in an area for which he has no pass will be subject to **off limits** violation.

- Violation 1 Detention; Administrator informs parent
- Violation 2 1 Day STP; Administrator informs parent
- Violation 3 STP and Student Expectation Agreement; Administrator informs parent

II. DISCIPLINE

General Policy

It is important for parents and students to understand that school administrators are bound by federal, state, and local regulations governing disciplinary matters. The Okaloosa County Code of Student Conduct is issued to each Laurel Hill School student at the beginning of the year and to transfer students during the year. This document, in conjunction with the Laurel Hill School Student Handbook, outlines students' rights and responsibilities with regard to school conduct. Both documents should be thoroughly reviewed by students and parents.

- These rights and responsibilities apply to students under the following conditions:
- in, on, or within school property (lockers, vehicles, book bags, etc);
- on school transportation and at bus stops (which includes any behavior observed by a school official or admitted to by a student);
- during a school-sponsored activity that is on or off campus.

Student rights and responsibilities allow for the growth and development of the individual; however, the principal has the responsibility and the authority to maintain an orderly educational process for all students as given to him by the State of Florida.

Disabled Students: Policies and procedures regarding discipline of disabled students are documented in the Special Program and Procedures for Exceptional Students and the Section 504 Plan for Okaloosa County. Copies may be obtained from the Guidance Office or on line at <http://www.okaloosaschools.com/laurelhill/>

Alcoholic Beverages

Possession, use, or under the influence of alcoholic beverages at any time by a student will result in the offender receiving an automatic ten-day suspension and a referral to the Superintendent or his/her designee - the Safe Schools Representative.

BULLYING AND HARASSMENT (4-43)

Bullying, including cyberbullying, means systematically 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, electronic or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, 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; or may involve but is not limited to: Unwanted Teasing, Social Exclusion, Threat, Intimidation, Stalking, Physical Violence, Theft; Sexual, Religious, or Racial Harassment, Public or Private Humiliation, Destruction of Property, Cyberstalking, Cyberbullying. The Okaloosa County School District Bullying Policy (4-43) may be viewed online at okaloosaschools.com at the Parents or Student link. Parents who would like a print version of the Bullying Policy may request a copy from their child's school. Parents or students who would like a print version of the Bullying Policy may request a copy from the principal's office of the school.

Cell Phone

As per School Board Policy August 2004, students may be in possession of wireless communication devices (cell phones) on school property or at a school function. No electronic devices, headphones, phones, kindles, I-pads, etc. at any time during the school day unless a teacher allows in class according to the BYOD policy. Students must insure that the device **IS NOT VISIBLE** and must **NOT BE TURNED ON** during school hours: 7:20 a.m. to 2:15 p.m.

Students are responsible for turning off the electronic devices and stowing them out of sight. Electronic devices should not be out at any time.

- Violation 1 Electronic device confiscated; Student can reclaim device from the Main Office, at end of the day.
- Violation 2 Electronic device confiscated; **Only parent or parent designee** can reclaim device from the Main Office. Student serves 1 day of ASD.
- Violation 3 Electronic device confiscated; **Only parent or parent designee** can reclaim device from the Main Office. Student serves 1 Saturday School.

*** NOTE:** It is the student responsibility to ensure that electronic devices are turned completely off, including silent mode. Any violation will result in invalidation of tests and will result in discipline action being taken.

Student's use of wireless communication devices, on school property or in attendance at a school function, that disrupts the teaching process (misconduct which is detrimental to the ongoing process of education), may be suspended up to 10 days to be determined at the discretion of the principal and/or designee.

Note: Any student who chooses to bring a wireless communication device to school shall do so at his/her own risk. Neither the School Board nor school officials shall be responsible for the loss, damage or theft of wireless communications devices brought onto school property or to school functions.

Students using or having turned on or in an operational mode any device that permits recording the voice or image of another person, unless all persons whose voices or images are being recorded are made aware of the recording prior to the actual recording of their voices or images are subject to discipline. Students are prohibited from using any type of recording device in any manner that interferes with or is disruptive of the educational process or invades the privacy of students, employees, volunteers or visitors.

Students are prohibited from taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing, etc.) may constitute a CRIME under state and/or federal law. Any person taking, disseminating, transferring, or sharing obscene, pornographic, lewd, or otherwise illegal images or photographs in any manner that interferes with or is disruptive of the educational process or invades the privacy of students, employees, volunteers or visitors is prohibited.

If a student violates this prohibition, then he/she is subject to discipline under this provision and/or any other provision in the Student Code of Conduct that may be applicable to the circumstances involved.

Cell Phone/Electronic devices- Technology Use

In classes where cell phones are used for instructional purposes, students and parents must sign the district's Acceptable Use Policy. This signed form will be kept on file in the classroom. Failure to adhere to School Board Internet Acceptable Use Policy will result in the suspension or revocation of the offender's privilege of access to district computers and Internet. Offenders found in violation of this policy may be suspended up to 10 days at the discretion of the principal and/or designee.

Any Student illegally accessing the Okaloosa County School District's computer files or network servers shall receive a ten (10) day suspension and/or may face criminal charges and a referral to the safe school designee.

Cheating

A student guilty of cheating shall receive a zero for the work and the teacher will collect the work and write a referral. A notation of this dishonesty and the action taken will be placed in the student's records. Cheating may be defined as borrowing, copying/plagiarizing, duplicating, or otherwise using class work, homework, or test work that is not the student's original creation in order to gain benefit. Cheating also includes allowing someone to borrow, copy, or duplicate classwork, homework, or tests.

- Violation 1 Zero (0); Teacher contact parent
- Violation 2 Zero (0); Teacher contact parent, STP

Discipline Actions

Misconduct occurring at any and all extra-curricular activities may result in out-of-school suspension or other discipline measures determined by the principal or his designee. This may include exclusion from extra-curricular activities for the remainder of the semester.

- **Student Training Program (STP)**
 - Students will remain in the STP room from 7:20 a.m. to 2:15 p.m. Students will do their class work and are counted present for class
 - If a student shows up late for STP, you will serve the remainder of that day, plus be assigned another day of STP
 - If a student checks out early you will have to serve another day of STP assigned by the Administrator
 - If you do not abide by the STP rules you will be sent home for the remainder of that day, and be assigned another day of STP. Student may also be placed on a Student Expectation Agreement.
 - **Any student placed in STP for 3 separate reasons will automatically be placed on a Student Expectation Agreement**

- **Out-of-School Suspension (OSS)**
 - As Per District Policy, students cannot make up class work; zeros will be given for all missed work.
 - **OSS does count** as an absence towards the nine days per semester policy.
 - Students are not allowed on campus or at school activities during an out of school suspension.
 - Students on campus during time of suspension shall warrant arrest for trespassing.

- **Student Expectation Agreement**
 - Student Expectation Agreement is used in accordance with school policies, notification will result in discipline action used being more serious and can result in alternative placement of a student. Administration has the right to forego any student expectation agreement on any step for a referral and place that student.

- **Alternative Placement**
 - Per School Board Policy students enrolled in an alternative school, due to disciplinary reasons, shall not be permitted on any other School Board property and will not be allowed to participate in any school events or activities.

Note: Students are responsible for making transportation arrangements after serving ASD and/or attending Saturday School.

Display of Affection

Student couples should conduct themselves in a manner appropriate for school. Students found openly displaying affection will be counseled by a school official and parents contacted. A progressive discipline plan will be implemented as follows; warning, STP and student expectation agreement.

Dress Code

With respect to individual expression and fashion trends, parents are primarily responsible for their student's appropriate grooming and attire while attending LHS. In adopting a code of student dress, however, it is the intent of the School Board to ensure that a student's personal hygiene, appearance, or attire is such that it does not disrupt or interfere with the educational process or endanger the health or safety of others. Moreover, a direct relationship exists between dress/conduct and success in school. **If in doubt, please don't wear it!** The administration reserves the right to modify the Dress Code Guidelines to determine what might be disruptive and unsafe.

Failure to adhere to the appropriate school dress attire will result in disciplinary actions:

- Violation 1 Office referral; verbal warning with compliance (students not in compliance will not be allowed to return to class and will receive an unexcused absence for any classes missed) parent contact
- Violation 2 Office referral; 1 day ASD/STP, student must comply with dress code, parent contact, Suspension from extra-curricular per policy
- Violation 3 Treat as disobedience

Guidelines:

- *All drinking bottles must be clear and must not leak. No cups or other containers allowed.
- * Jewelry that contains any type of sharp objects is not permitted.
- * Hair must be neat and clean and must not interfere with a student's vision.
- * All shorts, dresses, and skirts must reach or extend below the **student's extended finger tips (from every angle)**. No student can roll shorts up (prevents students from cheating dress code length). Holes in pants must be below fingertips.
- *The "fingertip" measurement applies to shirts or other garments that are worn over yoga pants, leggings, *joggings*, etc. Yoga pants, leggings, *joggings*, etc. are not in dress code without appropriate covering.
- * Pants should not sag at any time. A belt is required if pants sag or held up by the student.
- * Pajamas, house slippers, blankets, and canes (unless medically prescribed) are not appropriate school attire.
- * Clothing bearing slogans or pictures with references to alcohol, drugs, racial remarks, sexual connotations, gangs, or violence is not permitted.
- *Hats or head coverings such as visors, bandannas, scarves, berets, tams, etc. are not permitted inside the building and **should not be visible from 7:20 a.m. to 2:30 p.m.** Sunglasses are not permitted inside the building. No headbands (around the forehead) or sweatbands are to be worn. BANDANAS are not allowed, including in the hair, on clothing, etc.
- *Strapped shirts and tops must have a **3" strap**. Strapless tops and dresses are not permitted- even if covered by sweater or jacket. If a student wears a see-through shirt, shirts or sweaters with holes, etc., the shirt underneath must meet the guidelines of one worn without the top garment.
- *The midriff must be covered at all time. Back must be covered also.
- *No low cut tops or plunging necklines. Cleavage, or split between breasts; should never be visible.
- *Undergarments must be covered at all times.
- *Shoes must be worn at all times.

Note: If a student misses classroom instruction to leave campus or is sent home to change in order to comply with the dress code, he/she will be unexcused during the time period that he/she is out of class.

Drugs

The non-felony possession use, or being under the influence of a controlled substance (as defined by Chapter 893 of Florida Statutes) by a student will result in the offender receiving an automatic ten-day suspension, a referral to the Superintendent or his/her designee, the Safe Schools Representative, and a recommendation will be forwarded to the Superintendent for placement of the student in a School Board approved alternative program away from the school site. The felony possession use, or being under the influence of a controlled substance (as defined by Chapter 893 of Florida Statutes) by a student will result in the offender receiving an automatic ten-day suspension, a referral to the Superintendent or his/her designee - the Safe Schools Representative, and a recommendation will be forwarded to the Superintendent for expulsion by the School Board.

Fighting

Fighting is not tolerated on the Laurel Hill School campus or off campus school-sponsored activities. Individuals involved in a fight will be placed in STP; OSS with STP; Recommendation of Alternative Placement; Possible Expulsion at the discretion of the principal and/or his/her designee and will be placed on a student expectation agreement. Additional days in STP may also be assigned in order for the student to complete the required behavior training modules.

IF YOU HAVE THE OPPORTUNITY TO WALK AWAY- DO IT!

Note: Incitement or instigating a fight (actions, comments or written messages intended to cause others to fight or which might reasonably be expected to result in a fight) may also result in suspension from school.

Forgery

Forged signatures of parents, legal guardians, or school personnel and/or the altering of a written document with the intent to deceive by a student is an offense that may result in Warning/Detention; STP; OSS with STP and Student Expectation Agreement.

Inappropriate Language/Profanity

- Any student directing profanity towards a staff member may be placed in STP/ Student Expectation Agreement; OSS with STP/Student Expectation Agreement.
- Any student using profanity may be placed in Detention; STP; STP with Student Expectation Agreement.

Leaving Campus

Once a student arrives on school grounds he/she is not allowed to leave campus without proper authorization. Leaving campus without permission will result in disciplinary action. Any student who drives off campus without permission will lose his/her driving privileges on campus for one semester. Any student who leaves campus without permission and takes another student with him/her will lose his/her driving privileges on campus for one year. This infraction may also result in further disciplinary action.

- Violation 1: Student Training Program
- Violation 2: Student Training Program with Student Expectation Agreement

Loitering in Parking Lots

Students are not to be in the parking lot/vehicle or in the gym, cafeteria, or outside the building during the school day without a teacher supervising or permission from an administrator. This includes leaving to get a book or other items from any vehicle. Students are to leave their vehicles and enter the building immediately upon arrival at school. Vehicles should be locked as the school cannot accept responsibility for theft or vandalism. If emergencies do arise, the student may secure authorization from the main office to go into the parking area. Students should not loiter in the parking lot after school hours unless involved in extra-curricular activities. Students in the parking lot during school hours must have their checkout slip at all times.

Students loitering in the parking lot will receive an off limits violation and be subject to disciplinary action. Refusal to cooperate with staff on parking lot duty will result in a student training program assignment. **Students are not allowed to leave campus for lunch.** When released for lunch all students are to report directly to the cafeteria, or courtyard area.

Off Campus Felony

Okaloosa County and Laurel Hill School have endorsed the "Zero Tolerance for School-Related Violent Crimes" policy. Following appropriate due process procedures, a student charged with a felony or delinquent act that would be a felony if committed by an adult whether or not it occurred on or off school property, will not be permitted to participate in or attend any extracurricular activities to include, but not limited to, school sanctioned clubs, athletics, or student government.

- Upon exoneration of charges, the student may be reinstated to extracurricular activity participation, or,
- Upon being convicted of charges, the student will be removed from all extracurricular activities for the duration of his or her sentence (to include but not be limited to community service or probation) and may face additional discipline measures.

Florida Statute 1006.02 (2): Any student charged with a felony or act which would be a felony if committed by an adult on property other than school property may be suspended for 10 days and depending on the outcome of administrative hearing may be placed in an alternative school setting or expelled from school.

Parking

LHS has limited parking for students. Students wishing to park on the LHS campus must purchase and have visibly displayed permits in front window. Parking permits can be purchased from the SRO. Students are permitted to park on asphalt in marked parking spots, in front of the gym and playground area.

- **Illegally Parked**
 - Violation 1 Warning
 - Violation 2 Detention
 - Violation 3 STP
- **Parking Permits**
 - \$10 Student general parking spot

NOTE: No permit will be issued if monies owed form is on file. All parking on campus requires payment. Students without a current permit will receive disciplinary action; vehicle is subject to being towed.

Prohibited Items

- Laser pointers, toys, water guns, yo-yos, games, dice, skateboards, roller blades, jewelry with sharp points of any kind are not permitted at school. Such items will be confiscated and may be returned at the end of the semester.
- No opened bottle or canned drinks are allowed in the hallways or classrooms.
- No candy or gum is allowed in the hallways or classrooms.
- No glass containers are allowed in the school building.
- Students are not to bring animals of any kind to school.
- Students are not permitted to bring small children to school.
- No hanging wallet/key chains, dog chains, or dog collars/wrist straps are allowed.

Penalty for prohibited items

- Violation 1 Item confiscated: Warning and student can reclaim item from the Main Office.
- Violation 2 Item confiscated: Detention. Only parent can reclaim item.
- Violation 3 Item confiscated: STP. Only parent can reclaim item.

Restricted Areas

Students are not to be in the parking lots during the school day. Students are not to be in the gym, cafeteria, or outside the building without a teacher supervising. Students will be subject to disciplinary action if the above is violated. When released for lunch, all students are to report directly to the cafeteria. Students are not allowed to leave campus for lunch. Any violation is subject to an off limits violation.

Right to Search

According to Florida Statute 1006.09, student lockers, automobiles parked on school premises or other storage areas are subject to search, upon **reasonable suspicion** for prohibited or illegally possessed substances or objects.

Supervision of Students/*Florida Statute 1003.31*

- Students shall be under the jurisdiction of the school from the time they arrive at school each day until they leave the school campus in the afternoon. Arrangements are to be made for all students to leave the campus after their last class, unless they are under the direct supervision of a teacher. Arrangements for rides after an activity should be made prior to the event.
- Students who ride a bus are under the jurisdiction of the school from the time they arrive at the bus stop location in the morning and until they leave their designated bus stop area in the afternoon.
- Students are under the jurisdiction of the school while attending any school-sponsored activity either at home or away. This includes time of transit if transported by the school.
- Students are under the jurisdiction of the teachers and administrators while on the school campus at any time during the period designated by the school board as a school term for that particular year.

In accordance with Florida law, parents should not rely on the school to provide supervision beyond the previously stated conditions.

Theft

Theft is not tolerated on the Laurel Hill School campus or off campus school-sponsored activities. Individuals involved in a theft may receive restitution/STP; OSS with STP; Recommend Alternative Placement at the discretion of the principal and/or his/her designee and will be placed on a student expectation agreement.

Tobacco Products

The possession and/or use of electronic cigarettes, tobacco/tobacco substitute products by a student or any individual on school property are prohibited. Students in violation will be suspended up to ten days with a student expectation agreement. Matches and lighters brought on campus will be confiscated and detention/STP assigned.

Trespassing

Students found trespassing on school property may result in the offender being suspended up to 10 days at the discretion of the principal and/or designee. Students found after school hours on school property, without legitimate school business, will be charged with trespassing by law enforcement officials. **Trespassing may result in criminal charges.**

Weapons

Use, Possession, or Sale of Weapons except as otherwise provided in this policy (4) the possession or display by a student of any sword, sword cane, electric weapon or device, **air or powered device**, destructive device, or other weapon, including a razor blade, box cutter or while on school property, on school sponsored transportation, or while attending a school sponsored activity may warrant him/her up to a ten (10) day suspension from school **and may be recommended for alternative placement** by the principal, and parent or guardian of the student shall be contacted regarding the incident. If the student sells, or displays in a careless, angry or threatening manner the presence of one or more persons any of the above, the student will be suspended from school ten (10) days by the principal and, unless expressly prohibited by law, referred to the Superintendent with a recommendation for expulsion. The Superintendent shall forward the expulsion recommendation to the School Board for a hearing. If after a due process hearing the School Board determines that the student is guilty of the offense as charged, the student shall be expelled. The student will be referred to the appropriate civil authorities for possible prosecution. Statutory Authority:1006.07;1006.13 (4), Florida Statutes Laws Implemented: Sections Florida Statutes 1006.13 (4);1006.09 (b) and (c); 1006.09 (2) and (8) School Adopted: October 23, 2000 Revised April 28, 2002; August 9, 2004.

Note: The Gun-Free Schools Act of 1994, Public Law 103-382, mandated a minimum expulsion for one full calendar year for any student who brings a weapon to school.

III. GENERAL STUDENT INFORMATION

Activities

Laurel Hill School encourages participation in extracurricular and co-curricular activities on campus. Clubs and organizations provide students with an opportunity to develop leadership skills and share common interests and goals. An Extracurricular Eligibility Handbook of requirements and conditions for each club, organization, or team at LHS is available in the main office.

ATHLETIC AND EXTRACURRICULAR ELIGIBILITY/SCHOOL LEAVE

A cumulative GPA of 2.0 is required for participation.

Parental permission and student leave forms must be completed and approved prior to any school event. Students must use school-provided transportation to and from the scheduled activity. After the conclusion of the activity, a student may leave with his/her parent(s) provided the parent(s) personally contact the sponsor to take responsibility for the student and sign their student out.

Athletics

All interested students attending Laurel Hill School are encouraged to participate in the athletic program. For a student to represent Laurel Hill School in inter-scholastic athletics, he/she should meet the following requirements:

- Must have a completed physical and parent permission form for the current school year, which can be obtained from the school's website
- Must provide a valid birth certificate;
- Must have a satisfactory conduct record at all times as determined by the principal and the Florida High School Activities Association (FHSAA);
- May have only four (4) consecutive academic years of eligibility upon first successful completion of 8th grade;
- Must comply with all eligibility requirements set forth in the 2015-2016 FHSAA Handbook;
- Students with a GPA below 2.5 are required to participate in after school tutoring twice a week.
- If you have any questions, please see Coach Kent Zessin, Athletic Director.

Bus Transportation

Students who ride buses are required to maintain behavior and cooperate with their bus driver at all times. **Failure to do so will result in possible suspension of bus privileges. All rules for conduct during school apply while on the school bus.** In addition, students must not distract the driver at any time or throw objects on or out of the bus, or cause any disruption while on the bus or while waiting at the bus stop. **The bus driver has full authority to control student conduct on the bus.**

- **Bus Passes**

For their safety and protection, NO students will be permitted to ride any bus not assigned to them. In an emergency situation, a parent or guardian may request permission for their child to ride a different bus on a temporary basis. This request MUST be in writing and turned into Mrs. Jackson. Notes may also be faxed @ 652-4659. The notes must include the following information for verification: date, student name, destination, parent's name/signature and phone number. **This note should be turned into the Attendance Office at the beginning of the school day.**

- **Bus Stop Rules**

Bus stop misconduct, which is observed and/or confirmed by an admission of guilt upon investigation, shall be handled in the same manner as misconduct incidents on the bus.

Cafeteria

The school food service provides the student with complete or a la carte options. Laurel Hill School has a PIN payment system in place in the cafeteria. Students may set up a pre-paid account at the beginning of the year. Students are responsible for removing their trash from the tables and placing them in the waste receptacles. **All lunches are to be eaten in the cafeteria area; food and drink containers are not allowed in the hallways or classrooms.** Students are to remain seated in the cafeteria area while eating there lunch. Students may leave the cafeteria area after finishing their lunch. Students are permitted in the courtyard and their assigned hallway. Monitors will be in the lunchroom during each lunch period.

Prices

Breakfast	1.80	Lunch	2.70	Adult Breakfast	2.25
Reduced Breakfast	.30	Reduced Lunch	.40	Adult Lunch	4.00

- Okaloosa County School Policy does not allow students to leave campus for lunch.
- Breakfast is served from 7:00 am to 7:15 am.
- Charging will not be allowed for lunches or a la carte. Students will receive a PIN number at the beginning of the school and this should be used to purchase their lunch

Crime Watch

Laurel Hill School has a neighborhood crime watch program. Students and faculty members are encouraged to report all violations of the law and/or suspicious activity to the School Resource Officers (SRO). You may call 863-8477 and leave a recorded message without giving your name.

Dances

LHS offers two major dances during the school year. Tickets must be purchased in advance and will not be sold at the door. Once a student enters the dance, he/she is the responsibility of the school as long as he/she is at the dance. Once a student leaves the dance, he/she may not re-enter the dance.

- **Homecoming Dance**

This is a semi-formal dance that may only be attended by LHS students and a guest.

- **Ladies:**

- Semi-formals or dressy outfits (no formal gowns)
- No transparent, revealing, or plunging necklines or backs
- Appropriate shoes; no “beachy” flip-flops or slippers or athletic shoes

- **Gentlemen:**

- Suit, nice shirt (must be tucked in) and pants
- Appropriate shoes (no athletic shoes)
- No Jeans
- No hats

- **Jr.-Sr. Prom**

This is a formal dance that can only be attended by LHS students and a guest. Non Laurel Hill School attendees cannot be younger than 15 years or older than 20 years of age.

Formal attire is required of all attendees:

- **Ladies:**

- Floor length gowns or dress code length
- Backs of dresses no lower than the small of the back
- Slits in dresses no higher than mid-thigh
- No plunging necklines.
- Shoes must be appropriate for a formal occasion. (Slides, mules, or backless shoes should have hard soles. No “beachy” flip-flops or slippers or athletic shoes.)

- **Gentlemen:**

- Tuxedos or suits
- Appropriate shoes (no athletic shoes)
- Accessories in keeping with formal wear may be worn, such as a top hat.

Financial Obligations

Students who owe money to the school may work community service hours at LHS to repay the debt. The student’s account will be credited \$8.00 for every hour worked. Students who owe money to the school can be denied the following:

- Purchasing a parking permit;
- Purchasing a Year book
- Purchasing a Prom ticket
- Panoramic senior Picture;
- Participating in a student paid trip (i.e., Field Trip, chorus, athletic, etc.);
- Buying a ticket to a school dance.
- Seniors walking at graduation.

Seniors, the school can hold transcripts until the debt is cleared. Seniors will not receive cap and gown until all debt is cleared.

Students who owe money to the school may work off the debt through community service to the school. The student’s account will be credited \$8.00 for every hour worked.

Health Records

All students attending Okaloosa County Schools must have a valid Florida Certificate of Immunization (HRS Form 680). Students transferring from out-of-County schools must present this form prior to enrollment. Students transferring into the county will be allowed to attend classes up to 30 days until his/her physical records can be obtained. All students must have an up-dated HRS-H Form 3040, Physical Health Form. Any student who has not given the school their immunization record and physical will be excluded from attending school until these records are obtained.

Insurance

School insurance is available for students and will be discussed during 1st period meetings during the first week of school.

Internet Access

Students must have their Internet permission form on file at school before using the Internet. The Internet is provided for school, college, and career research only. Any Internet access not school related is prohibited and may be subject to disciplinary action. Sending and receiving of personal email is not permitted. Students in violation of this policy will receive disciplinary action.

Note: Any student attempting to circumvent the Okaloosa County School District's electronic security system shall receive a ten (10) day suspension and/or may face criminal charges.

Lockers

Lockers are the property of the school district. Lockers rent for \$2 per year. Students may purchase their locker during the first week of school in their 1st period class. Students are responsible for keeping their lockers clean and in good working order.

- Sharing of lockers is discouraged. The school will not accept any responsibility for lost, stolen, or damaged items.
- All items are to be removed from lockers prior to or on the last day of school.
- Personal locks are not permitted on school lockers.
- If shared locker, person renting is responsible for all possessions in locker.

Lost and Found

Any item found in the school building or on campus should be brought to Lost and Found located in the Cafeteria. Any clothing items or other miscellaneous items not claimed by the end of the semester will be turned in to Goodwill.

Media Center

The Media Center is open from 7:30 a.m. to 3:00 p.m. each day. Students should have a purpose for visiting the Media Center, whether it is to read, check out a book, or do research. The media center will occasionally be closed for testing, and students will not be allowed access.

- Students are required to enter the Media Center using a pass signed by their teacher (5 per class at a time).
- Students MUST sign up for computer use. A sign in sheet will be provided for the students—proof they were in the Media Center.
- Book bags must be left at the designated area at the front of the Media Center.

- Books may be checked out for two weeks and renewed for an additional two weeks. No fines will be charged for late books; however, students with overdue items cannot check out any materials until the books are returned or paid for.
- If a book is lost the student will be responsible for the replacement price.
- A student must clear his/her name before withdrawing from school.
- Lost materials must be paid for before withdrawing.
- Reference books are checked out on a daily basis.
- Students using the internet in the Media Center will be required to sign for a computer and use the one assigned them by the staff. Parent permission is required before students are allowed to use the internet.
- Printing from the printers in the Media Center will be \$.10 a page. Please ask permission first, as the printers are networked together.
- No eating or drinking is allowed in the Media Center.
- Please be considerate of others.

Photo Release Forms

All students are encouraged to have a Parental Release for Use of Student Images in All Formats (MIS Form 1171) on file. Student Image Release forms authorize the use and publish recognizable images of a student in any medium deemed appropriate by the School Board. These mediums include, but are not limited to: Web pages, Newspapers, TV, Multimedia Presentations and Pictures for Professional Journals. Contact Attendance (Mrs. Jackson) for information and forms regarding Parental Release for Use of Student Images in All Formats. Forms completed in previous years are still valid. Completed forms should be returned to Mrs. Jackson in Attendance.

Prescribed Medication

A parent/guardian will need to complete a medication permission form (MIS 5183) and turn it in to the clinic. All medication including prescriptions and over-the-counter medication should be delivered to the clinic by a parent or legal guardian in the original container(s) with proper labeling indicating names, dosage and time. Teachers are not allowed to dispense any medications (i.e. aspirin, cough drops, Tylenol, etc...) to students. A student who is injured or ill while at school should get a pass from his/her teacher to the clinic, which is located in the old cafeteria. Students are required and responsible for signing in to the clinic upon arriving and sign out when leaving. In case of a serious injury or illness, parents will be contacted and the student cared for until parents arrive.

Safety Drill

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

No cell phones are to be used during any drill.

Skip Day

Laurel Hill School does not recognize or condone a skip day for seniors or any group of students.

Telephone

All school phones are off limits to students for personal use. Emergency calls can be made by the secretaries in the main office. Telephones in the classrooms **are not** for student use.

Textbooks

Students are responsible for the textbooks issued to them by their subject teacher. Textbooks must be returned to the subject teacher upon completion and/or withdrawal from the class or school.

Reimbursement must be made for lost or damaged books.

Visitors

All visitors must report to the Front Office or Student Services office and present a valid I.D. upon arrival at school. Visitors will be issued an electronic visitor's badge which must be worn at all times while on campus. Visitors on school property without legitimate school business will be asked to leave and are subject to trespassing violations. Parents are encouraged to visit the school. Arrangements for a classroom visit may be made through the administration with a 24 hour notice. Should it become necessary for a parent or guardian to speak to a student, the student may be called to the Attendance Office to receive the message. **Friends and relatives of students will not be allowed to visit during school hours.**

IV. ACADEMICS

Guidance Office hours are from 7:30 a.m. to 3:00 p.m. A counselor works with students and parents on an appointment system. Students desiring to see the counselor may request an appointment pass from the Guidance Office before, after school, or during their lunch period. Any other time students must have a pass from their teacher. Counselors will see students who have an emergency at any time.

Parents may schedule counselor appointments or parent/teacher conferences by calling the guidance secretary at 652-4111. Parent/teacher conferences are scheduled after school 2:20 p.m. – 2:40 p.m. Teachers must be given at least 24 hours notice. **Students should be present during conferences.**

In the event a student is absent for a minimum of **two days**, requests for homework assignments can be made by calling 652-4111. Teachers are given 24 hours to provide assignments. Parents or siblings may pick up assignments in the Main Office.

The following table reflects the statewide, uniform grading system used on report cards for grades 1-12. Definition of letter grades and the grade point value apply to Okaloosa County.

Grade	Percent	Definition	Grade Point Value Non-weighted	Grade Point Value Weighted: IB, AP, Dual Enrollment, CHOICE courses receiving college Credit	Grade Point Value Weighted: all other district approved weighted courses
A	90-100	Outstanding Progress	4	5	4.5
B	80-89	Above Average Progress	3	4	3.5
C	70-79	Lowest Acceptable Progress to Average Progress	2	3	2.5
D	60-69	In Danger of Failing	1	2	1.5
F	0-59	Failure	0	0	0
I	0	Incomplete (Secondary Only)	0	0	0

Curriculum

A great deal of careful planning and preparing should be done before the student is ready to choose a secondary school program. Strengths and weaknesses, interests, aptitudes, and past achievements should all be considered. A successful secondary school experience prepares the groundwork for your future vocation or career. For classification purposes a student entering his/her first year of high school will be classified as a freshman. For classification purposes, a student must have earned six (6) credits to be a sophomore, twelve (12) credits to be a junior, and eighteen (17) credits to be a senior.

To graduate from any Okaloosa County School with that school's diploma, a student must (a) attend and receive graduation credit in both semesters of their twelfth-grade year at that campus, (b) acquire a total of 4 credits on-site with a minimum of one credit earned in the senior year, and (c) meet all high school graduation requirements. Students entering a high school for the second semester of their twelfth-grade year, and meeting all graduation requirements, will receive an Okaloosa County School District diploma and not a diploma for a specific school of enrollment. The exceptions to parts 11 .a and 11.b of this policy would be:

- A student who completed both semesters of his/her eleventh-grade year at the school, transferred from the school, and returned to complete the final semester at the same school.
- A student who enrolled for the second semester of school due to a bona fide move and received graduation credit for that semester.

Graduation Requirements

24- Credit Plan

4.0 English credits
4.0 Math credits
3.0 Social Science credits
(W. Hist., Am. Hist., Gov't, Econ)
3.0 Science credits
1.0 PE Credit (1/2 personal fitness)
1.0 Fine Arts
8.0 Elective Credits
24 Credits Total

Graduation Requirements

18-Credit College Prep Plan

4.0 English credits
3.0 Math credits
3.0 Social Science credits
(W. Hist., Am. Hist., Gov't, Econ)
3.0 Science credits
2.0 Foreign
3 Elective Credits
18 Credit Total
NOTE: Six (6) must be in AP

Honor Graduates

In determining rank in class, honor graduate status for those on the 24 credit plan will be determined by averaging the 19 credits listed below. Students on one of the 18 credit graduation plans should see their guidance counselor for the credits used to determine honor graduate status.

3.5 English credits
3.5 Social Studies credits
3.5 Math credits
3.5 Science credits
1.5 Foreign Language credits of the same language (Level 1 & 2 courses only)
3.5 Elective credits
19.0 Total

The determination of the Top 1% of students will be based on cumulative GPA.

Laurel Hill School Academic Honors Awards Banquet

The Laurel Hill School Award Program is held in the spring of each year. Invitations to this event are extended to those students who have performed academically in an outstanding manner. To qualify for an invitation, you must meet the following requirements:

12th grade - All Honor Graduates are invited to attend the Awards Program.

11th grade - Earn a 4.0 weighted cumulative GPA or 3.9 unweighted cumulative GPA.

10th grade - Earn a 4.0 weighted cumulative GPA or 3.9 unweighted cumulative GPA.

9th grade - Earn a 4.0 weighted cumulative GPA or 3.9 unweighted cumulative GPA.

9th-12th grade – Earn a weighted cumulative GPA of 3.5 or higher.

6th-12th grade – Earn “A” or “AB” Honor Roll all school year.

Parent Portal

Parent Portal can help teachers and parents communicate. Teachers put information into their electronic gradebook, and the changes or additions to student information are instantly available. A student ID number and PIN code are required and can be obtained from the attendance office. To get to the Parent Portal, type www.okaloosaschools.com in the address line of any web browser, it will take you the school district website. Parent Portal is located on the right side of the home page.

Schedule Correction Policy

Schedule changes will be made for the following reasons:

- Incorrect course sequence
- Duplicate Course
- Blank period on schedule
- Course prerequisite not met
- Credit already received for course
- Course needed for graduation
- Academic recommendation from teachers

Schedule changes will NOT be made for the following reasons:

- Desire for a different instructor
- Dissatisfaction with elective course requested
- Failure to earn a passing grade in a course.

Due to class size amendment these policies will be strictly enforced. Students should not expect to be able to change a schedule or course after June 1st.

Scholarships

Scholarship information will be available through the Scholarship Center in Guidance. Students register for Florida Bright Futures Scholarships in their senior year at the web site www.FloridaStudentFinancialAid.org. Registering in December is recommended.

Standardized / State Testing

Students will be participating in many forms of testing during their years at LHS. It is to be understood that all forms of testing are serious in nature and any attempt to invalidate the testing procedure is subject to administrative disciplinary action.

TRANSCRIPTS

Transcripts can be obtained by going to our school website, www.okaloosaschools.com/laurelhill On the Laurel Hill School site you will find a link to order transcripts.

WITHDRAWALS

A student who is withdrawing must have his/her parent/guardian come to the Attendance Office and complete the withdrawal form. Student must be present at time of withdrawal to return books and other materials to teachers and have each teacher sign the withdrawal form. Students cannot be officially withdrawn until he/she has been cleared through his/her teachers and paid all debts.

Discrimination Complaint Procedures

If students need assistance with a situation involving these policies, a Student Equity Complaint should be filed in writing (MIS) 2083 and submitted to a teacher, guidance counselor, or an administrator at the school or to the District contact listed below.

If a parent needs to report an alleged violation of these policies, an informal Equity Complaint should be made to a principal or department director. If the situation cannot be resolved informally, a Formal Equity Grievance (MIS 5139, REV 10/00), in compliance with School Board Policy 6-29, should be directed to the Superintendent's designee listed below. Employees have the option of filing a grievance through appropriate Master Contract procedures in lieu of the Formal Equity Grievance.

Superintendent's Designee:

Steve Chatman, (850) 689-7108, contact for information regarding Equity Policies and Procedures. This policy is in accordance with the Florida Education Equity Act (FEEA) and the Section 504 of the Rehabilitation Act of 1973 and other applicable laws and rules. Melody Sommer, (850) 833 – 3164.