



INLET GROVE COMMUNITY HIGH SCHOOL
7071 Garden Road, Riviera Beach, FL 33404

TELEPHONES

Main Office (561) 881-4600
Guidance & Student Services (561) 881-4620
Student Administration (561) 881-4618
Attendance (561) 881-4615

SCHOOL HOURS

Regular Days 8:00 a.m. – 3:05 p.m.
Learning Team Meeting Days 10:30 a.m. – 3:05 p.m.

SCHOOL CALENDAR

1st Term August 18, 2009- January 15, 2010 (91)
2nd Term January 19, 2010 – June 3, 2010 (89)
Extended School Year (To Be Announced)

NON-ATTENDANCE DAYS

July 2, 2009	Independence Day
September 7, 2009	Labor Day
September 28, 2009	Fall Holiday
November 25, 2009	Thanksgiving Holiday
November 26-27, 2009....	..Thanksgiving Holidays
December 21- 22, 2009	...Winter Holidays
December 23, 2009-January 4, 2010...	Winter Holidays
January 18, 2010	M.L. King's Birthday
February 15, 2010	President's Day
March 29–April 2, 2010	Spring Break
April 1, 2010.....	Spring Holiday
April 2, 2010.....	Spring Break
May 31, 2010Memorial Day

LEARNING TEAM MEETING (LTM) DATES
(Students arrive at 10:30 a.m.)

August 27, 2009, September 24, 2009, October 8, 2009
December 3, 2009, January 7, 2010, January 21, 2010
February 4, 2010, April 22, 2010

EMERGENCY MAKE-UP DAYS PRIORITY ORDER

October 16, 2009, November 11, 2009, November 25, 2009
January 4, 2010, February 15, 2010

EXTRA CURRICULAR ACTIVITY SCHEDULE

CLASS ALERT BELL.....7:50-8:00 a.m.
Period 1.....8:00-9:20 a.m.
Period 2.....9:25-10:45 a.m.
Period 3 (includes lunch).....10:50 a.m.-12:35p.m.
Period 4.....12:40-2:00 p.m.
Lunch A – 10:45 – 11:10 a.m. (Buildings 1 &2)
Lunch B – 12:10 – 12:35 p.m. (Other Buildings)
Activity Period2:00-3:00 p.m.
Announcements.....3:00-3:05 p.m

GRADUATION REQUIREMENTS:

Section 1003.43, FS

GRADUATION REQUIREMENTS FOR A STANDARD DIPLOMA:

STUDENTS WILL NOT PARTICIPATE IN GRADUATION OR ANY GRADUATION

ACTIVITIES IF THEY DO NOT PASS THE READING AND MATH FCAT, or SAT, or ACT.

- Passing Reading and Math FCAT (FCAT Reading scale score 300, DSS 1926 and FCAT Mathematics scale score 300, DSS 1889) 2.0 or higher GPA and the following credits:
- Language Arts – 4 credits

- Mathematics – 3 credits, one of which must be Algebra 1 or its equivalent, or a higher-level math course. (Students entering 9th grade in 2008-2009 and thereafter are required to complete 4 credits of math, one of which must be Algebra 1 or its equivalent, or a higher-level math course).
- Biology – 1 credit
- Physical Science – 1 credit
- Science Elective – 1 credit
- American History – 1 credit
- World History – 1 credit
- Economics – ½ credit
- American Government – ½ credit
- Fine/Practical Arts – 1/2 credit (Students entering 9th grade in 2008-2009 and thereafter are required to complete 1 credit of Fine Arts/Performing Arts).
- Life Management Skills – ½ credit
- Physical Education – 1 (1/2 credits must be Personal Fitness). Students entering 9th grade in 2008-2009 and thereafter are required to complete 1 credit of Physical Education to include the integration of health-HOPE).
- Electives – 8½ credits for existing high school students (students entering 9th grade in 2008-2009 and thereafter, will be required to earn at least 8 credits in the Major, Minor, or Elective category. (i.e. 4 credits in a major area of interest, 4 credits in elective courses, which may be combined to allow for a second major area of interest or a minor area of interest (3 credits), individual elective courses, intensive reading or mathematics intervention courses, or credit recovery courses.
- All 11th grade are required to take FCAT Science
- Community Service Hours - 75 hours
- Inlet Grove Community High School Policy: Unless a letter of college/university acceptance or documentation stating military enlistment is provided, students will not be permitted to graduate from Inlet Grove.

GRADE CLASSIFICATION:

The following requirements are used to determine grade classification to the next grade level:

Classification from 9th Grade to 10th Grade:

- At least 5 credits

Classification from 10th Grade to 11th Grade:

- At least 11 credits **OR** fulfillment of the graduation requirement on the FCAT Sunshine State Standards Tests for reading and mathematics.

Classification from 11th Grade to 12th Grade:

- At least 17 credits
- At the time a student earns the appropriate number of credits he/she will be classified as a 12th grade student provided the student is eligible for a Certificate of Completion or graduation by the end of the final grading period.

VALEDICTORIAN AND SALUTATORIAN:

The valedictorian and salutarian will be chosen based upon their Honor Point Average rank in class, utilizing the state requirements for determining HPA, at the conclusion of the 1st semester of their senior year. To be eligible for the valedictorian and salutarian status, students must have attended Inlet Grove Community High School for their two final years of high school and complete their high school graduation requirements in 8 or less semesters. No exceptions will be made.

In the case of a tie, the following will be used to determine the winner:

- Highest number of advanced placement courses
- Highest number of honors level courses

- Highest grade point average (GPA)

The principal will be permitted to exclude a student from this honor based upon conduct violations or date of transfer to Inlet Grove Community High School.

ATTENDANCE POLICY:

We believe that to maximize their learning and develop good habits, students should be in attendance every day and arrive on time. We ask all students and parents/guardians to make this a top priority. **Routine doctor and other appointments must be made for non-school hours.**

Daily Attendance Procedures:

- Attendance is taken during each class period. Tardiness of 30 minutes or more is considered an absence. Students who arrive at school **after the 8:00 a.m. late bell** must obtain a pass from the Office before being admitted to class.
- Students who are late to school two times in any five-day period must serve a detention issued by the front office.
- If a student is late to periods two and four he/she must serve a detention, unless it is an excused tardy. The detention is issued by the instructor.
- Period by period discrepancies of student attendance will be checked by the attendance office. Any student who skips a class or leaves campus during the day without being properly signed out will receive a discipline referral and will, as a minimum consequence, serve a detention. Parents will be called for a meeting.

Excusing an Absence:

- The parent/guardian must send a note with the student within two days following the absence. The date or dates and reason for the absence **MUST** be given. If the parent/guardian fails to send a note as required, the absence will be classified unexcused.
- **Excused Absences** will be given for the following reasons:
 - Student illness (if the student is continually or repeatedly absent from school, the student must be under the supervision of a physician to receive an excuse for absences).
 - Medical appointment that cannot be scheduled at a time other than during school hours (verified by appointment card/receipt showing date and time).

- Death in the family.
- Observance of a religious holiday of the student's specific faith.
- Subpoena for a court appearance (verified by subpoena).
- Quarantine of the home by local health officials.
- Absences for any reason other than stated above will **be considered unexcused.**
- Any discrepancies in attendance, excused or unexcused, must be clarified within **two weeks** with Student Administration.
- The administration shall notify the District Department of Charter Schools of those minors attaining age 14 within the current school year who accumulate 15 unexcused absences in a period of 90 calendar days. The District Department of Highway Safety and Motor Vehicles (DHSMV), the names of these students along with their date of birth, sex and social security number. This action sets up a file on the student at DHSMV that may result in the minor losing his/her driving privilege.
- Students absent an average of two or more days per month will require a waiver from the principal to be eligible for continued enrollment at Inlet Grove for the following school year.

RELEASE OF STUDENTS:

- Students will not be released without parent/guardian approval via phone call, written note or personal contact.
- Instructors are not to allow students to return to class following an early dismissal without an admit slip.

STUDENT PHOTO IDENTIFICATION BADGES:

For the safety of our students at Inlet Grove Community High School, every student and every staff member is required to wear an Inlet Grove Community High School issued identification badge, **at all times**, while on campus. The initial badge is provided to each student at no cost; thereafter, a replacement badge will cost \$5.00. Students may request a temporary identification badge twice during the school year. Students who do not have their badge a third time must serve a detention.

HALL PASSES:

It is important for all students to understand that they are expected to remain in their classes for the entire instructional period. When it becomes necessary to leave a classroom, students must secure a hall pass from their instructor. Students in the halls during class period without a pass must serve a detention, or if it is repeated, a referral will be served by any reporting adult.

CLOSED CAMPUS:

Inlet Grove Community High School is a closed campus.

- Students are not permitted to leave the campus during the school day without permission from the administration. Any violation of this policy will result in an unexcused absence and other disciplinary actions.
- Students are not permitted to leave the school campus for lunch.
- Students are not permitted in the parking lot or their car during the school day without written administrative permission.
- All drivers entering and leaving will be checked for ID which includes a driver's license if you are driving.

Violation to any of the above will result in students attending a court session before a Judicial Juvenile Court.

VISITORS:

All visitors must report to the office to receive a visitor's pass. Passes must be worn at all times during the regular school day while on campus. Students are not permitted to bring friends or relatives with them to class.

PARKING ON CAMPUS, SPEED REGULATIONS AND TOWING POLICY:

- Students must obtain a parking permit from administration and have it visible at all times. **CARS WITH NO VISIBLE PERMIT OR PARKED IN WRONG AREAS WILL BE TOWED AT THE OWNERS EXPENSE.** General Parking Permits cost **\$10.00.**
- All students that drive to school must park in their assigned space.

PHILOSOPHY OF DISCIPLINE:

One of the objectives of the school instructional program is to encourage and develop self-control and self-discipline rather than mere obedience to others. Intelligent self-direction is encouraged and developed. Students are provided with specific freedoms within the framework of school policies.

It is a primary objective of this publication to outline and clarify the responsibilities and rights of students and the rules of student conduct and discipline, specific grounds for disciplinary action, and the procedures to be followed for acts requiring discipline. (Additional information may be located in the booklet entitled Secondary Students Rules and Regulations of Operation 2009/2010).

COMPUTER AND INTERNET ETHICS:

Since the Palm Beach County Net is used as part of a school activity, the school's code of conduct applies to network activities as well. These rules apply to vandalism of computer equipment, unauthorized access to information, computer piracy, and tampering with hardware or software. Other types of damage and information loss to a computer system may be caused by viruses. If you are responsible for a computer becoming infected with a virus, you could be held liable.

These rules further apply to the electronic use of harassing and abusive or obscene language. Students may not use the network to annoy, harass, or offend other people. Each student who uses any electronic resources is required to have the School District of Palm Beach County PBCNet Consent and Waiver form signed by the student, parent/guardian, and the Director/Principal or designee of the school. **Students are not guaranteed privacy when utilizing school computers and/or networks. Tracking software will be used to insure compliance with this section.**

MEDIA CENTER:

The Library Media Center facilitates and supports the total instructional program of the school. It encourages students and teachers to broaden and expand learning through the use of cutting edge twenty-first century technology, as well as traditional resources.

Library orientation classes encourage the values of reading and the appropriate use of research materials to develop the potential of students in preparation for the future. Recognizing new and challenging areas open to today's students, the IMC reviews, and evaluate a variety of materials that reflect the diversity of our multicultural population and its cultural richness. It seeks to meet the needs of students with individual learning differences by providing books and materials suitable to meet Individual Educational Plans.

Media Center Hours: 7:45 a.m. to 3:45 p.m. daily, or by special appointment. Teachers may reserve use of the Media Center by signing up with the media specialist.

For access to the School District of Palm Beach online catalogue, click on "Webcat." Books and videos available on WEBCAT may be borrowed by request through our Media Center.

HONOR CODE:

Honesty is a fundamental requirement for all academic/career endeavors. All students at Inlet Grove

Community High School are responsible for adhering to the school's Honor Code, which defines **cheating** as any action intended to defraud, swindle, obtain by deception, or deliberately pervert the truth. The three categories of cheating are as follows:

- Academic is any form of dishonesty in academic endeavors including taking tests and quizzes; preparing reports and homework; term paper and thesis writing; passing off any other person's work as one's own or knowingly allowing such misrepresentation. Any student giving test information to another student is considered equally as guilty of cheating as the student receiving the information.
- Falsifying Records or Documents includes any form of tampering with records or documents either for one's own purpose or to alter records of others for any purpose. It also includes the writing and signing of notes and papers by any person not authorized to do so.
- Unauthorized Access To or Use of Computers includes unauthorized access, modification, use, creation or destruction of computer-stored data and programs.

Dishonesty in any of the areas listed above and/or plagiarism are serious offenses to the faculty and administration of Inlet Grove Community High School. These offenses violate the standards of scholarship, which Inlet Grove Community High feels are important.

Students who are found to be guilty of these offenses can expect at minimum the loss of membership in the National Honor Society or eligibility for membership. In addition:

FIRST OFFENSE:

- The teacher will notify the student's parents.
- The student will receive an F on the assignment.
- The incident will be held in abeyance pending no recurrence of this violation.
- In the case of a test, the test will be invalidated and the student will be required to make it up after school under close administrative supervision.
- Since good character is a stipulation for entry and continued participation in extra curricular activities, students found to have violated the Honor Code will be reported to the sponsors of activities in which the student is a member.

SECOND OFFENSE:

- The student will receive an F on the assignment.
- The incident will be documented in the student's discipline file.
- The parents will be required to come in for a conference.
- The student will be suspended from all extracurricular activities for up to 9 weeks from the date of the infraction.

After two offenses, the student will return to his/her home school.

DISCIPLINARY PROCEDURES FOR VIOLATION OF CONDUCT CODE:

Inlet Grove Community High School has adopted the Palm Beach County School District progressive policies and procedures for violations of the student conduct code. Parents or students may pick up a copy of the discipline Coding System from the main office.

JUDICIAL JUVENILE COURT – All students involved in a disciplinary problem WILL have to go to Juvenile Court with a parent.

The following acts, by any student, have been deemed serious misconduct and shall be subject to action by disciplinary and legal means:

- The possession, display, or use of any object that could be used to harm another person.
- Being present on any school campus without the permission of the principal/designee of the school center, including being present on the campus of the student's assigned school while on an out-of-school suspension.

- Pushing, shoving, fighting or threatening bodily harm towards a student, member of the school staff, volunteer, or visitor.
 - The use or possession of tobacco products on PBCSD property.
 - The possession, sale, use or distribution of any mood-modifying drug or substance, including alcohol, or being present on any school campus under the influence of any mood-modifying drug or substance, including alcohol.
 - The use of profane or obscene and abusive language or gestures. The use of language, which tends to socially humiliate, verbally abuse, or tease.
 - To invade the privacy of any student or staff member through actions which were not consented to by that person. This includes behavior, which constitutes stalking, as defined in FS784.048.
 - Disobeying or threatening physical harm to any staff member, volunteer, or chaperon; threatening the family or property of any staff member, volunteer, student, or chaperon at a school center or at any school sponsored activity at or away from the school center. Threats may include conditional, imminent and/or future acts.
 - Defacing, stealing, or threatening to deprive the owner of real or personal property belonging to the District, a student, or members of the school staff, volunteers, or chaperons.
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- Threatening the school, a teacher, or any person on school grounds with a verbal threat referencing “gun,” “bomb” or any other serious instrument of destruction.
 - Participating in or encouraging any activity that is disruptive to the general peace and welfare of the school center or classroom.
 - Discriminating against any other student, staff member, volunteer or chaperon on the basis of his or her sex, race, creed, color, disability, or national origin.
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- Displaying behavior on the part of a student which is self-defacing or injurious to the student.
 - Participating in a walkout, sit-in, strike or other action which is disruptive to the good order or functioning of the school.
 - Sexual harassment.

CLASSROOM DISCIPLINE PROCEDURES:

Every student has a right to expect fair rules and disciplinary measures. Instructors will post specific classroom/lab behavior guidelines for all students. When a student's conduct is disruptive to classroom learning, teaching, or the effective functioning of the school, the instructor will discuss the behavior with the student in an attempt to correct the behavior. If the behavior continues, the following actions will be taken and documented in an attempt to attain a more positive student attitude:

- A conference will be scheduled with the student and/or parents/guardian of the student.
- Contact will be made with an Administrator to determine the need for additional support services.
- Referral of the student will be made to the Administration for disciplinary action.

SCHOOL CONTROL:

Florida Statutes Section 1002.31 describes circumstances when each student is under the control and direction of the School District. (See also State Board of Education Rule 6A-3.0121 and School Board Policy 5.80 (1).) These circumstances include:

- During the time the student is being transported to or from school at public expense;
- During the time the student is attending school;
- During the time the student is physically present at a school activity, or physically on the property or in a facility which is owned by or operated under the jurisdiction of the School Board and;
- During a reasonable time before and after the student is on the premises for attendance at school or for authorized participation in a school-sponsored activity, and only when on the premises.

In defining reasonable time, the Statute provides that the term “reasonable time” may mean 30 minutes before or after the activity is scheduled or actually begins or ends, whichever period is longer.”

Subsection (2) of the Statute also sets forth limitations to the School District's duty of supervision following notice:

Casual or incidental contact between School District personnel and students on school property shall not result in a legal duty to supervise outside of the reasonable times set forth in this section... (Parents should not rely on additional supervision. The duty of supervision shall not extend to anyone other than students attending school and students authorized to participate in school-sponsored activities.

Parents, guardians and students are notified, as allowed by State Board of Education Rule 6A-3.0121, that they have the following responsibilities in relation to transportation:

- To ensure the safe travel of their students during the portions of each trip to and from school and home when the students are not under the custody and control of the School District, including during each trip to and from home and the assigned bus stop when the School District provides bus transportation.
- To ensure that students ride only in their assigned school buses and get off only at assigned bus stops, except when the District has approved alternative buses or arrangements.
- To ensure students are aware of and follow the District's adopted code of student conduct while the students are at school bus stops (School Board Policy 5.186) and to **provide necessary supervision during times when the bus is not present.**
- To ensure that, when the physical disability of the student renders the student unable to get on and off the bus without assistance, the parent or guardian provides the necessary assistance to help the student get on and off at the bus stop, as required by district policy or the student's individual educational plan.

School District Policy 5.002 Prohibiting Bullying and Harassment (Jeffrey Johnston Stand Up for All Students Act, Section 1006.147) (5) (6):

(5) Expected Behaviors On School Property or At School Related Functions:

The School Board expects students to conduct themselves in keeping with their levels of development, maturity, and demonstrated capabilities with proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment. In addition to conducting themselves in a professional manner with supervisors, colleagues, and students, school administrators, teachers, staff, and volunteers will treat others with civility and respect, and will refuse to tolerate bullying or harassment. The School District finds that bullying and harassment, in an active or passive form, of any student or school employee is prohibited:

- a. During any school related education program, function or activity conducted by the School District;
- b. During any school-related or school-sponsored program, function or activity;
- c. While on school district property as defined by this policy; or
- d. Through the use of any electronic device, computer, or computer software that is accessed through a computer, computer system, or computer network of the School District. The physical location or time of access of a computer-related incident cannot be raised as a defense in any disciplinary actions.

The Board believes that standards for student behavior must be set cooperatively through interaction among the students, parent(s) or legal guardian(s), staff and community members, producing an atmosphere that encourages pupils to grow in self discipline. The development of this atmosphere requires respect for self and others, as well as for school district property on the part of students, school staff and community members.

All administrators, faculty, and staff, in collaboration with parents, students, and community members, will incorporate systemic methods for student and staff recognition through positive reinforcement for good conduct, conforming to reasonable standards of socially acceptable behavior, respecting the person, property, and rights of others, obeying constituted authority, responding to those who hold that authority, self-discipline, good citizenship, and academic success, as seen in the required school plan to address positive school culture and behavior.

Students are encouraged to support other students who walk away from acts of bullying and harassment when they see them, constructively attempt to stop them, and report such acts to the School Principal or his/her designee.

Students are required to conform to reasonable standards of socially acceptable behavior: respect the person, property and rights of others; obey constituted authority; and respond to the educational, support and administrative staff.

(6) Consequences for Prohibited Conduct, False Reporting and Reprisal or Retaliation

- a. *Act of Bullying or Harassment.* Concluding whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances. The physical location or time of access of a computer-related incident can not be raised as a defense in any disciplinary action. For the commission of an act of bullying or harassment, the following consequences shall be applicable:
- i. Consequences and appropriate remedial action for students who commit acts of bullying or harassment may range from positive behavioral interventions up to and including suspension or expulsion, as outlined in the *Student Codes of Conduct*, as provided in School Board Policies 5.18 through 5.1899.
 - ii. Consequences and appropriate remedial action for a school employee found to have committed an act of bullying or harassment shall be determined in accordance with the District's policies and applicable collective bargaining agreements. Additionally, egregious acts of harassment by certified educators may result in a sanction against an educator's state issued certificate as provided in *The Principles of Professional Conduct of the Education Profession in Florida*, Rule 6B-1006, F. A.C.
 - iii. Consequences and appropriate remedial action for a visitor or volunteer, found to have committed an act of bullying or harassment shall be determined by the School Principal after consideration of the nature, severity and circumstances of the act, including reports to appropriate law enforcement officials.
- b. *False Reporting.* The consequences for a student or employee found to have wrongfully and intentionally accused another of an act of bullying or harassment shall be as follows:
- i. Consequences and appropriate remedial action for a student found to have wrongfully and intentionally accused another of bullying or harassment range from positive behavioral interventions up to and including suspension or expulsion, as outlined in the *Student Code of Conduct*.
 - ii. Consequences and appropriate remedial action for a school employee found to have wrongfully and intentionally accused another of bullying or harassment shall be determined in accordance with District policies, procedures and agreements.
 - iii. Consequences and appropriate remedial action for a visitor or volunteer found to have wrongfully and intentionally accused another of bullying or harassment shall be determined by the School Principal after consideration of the nature, severity and circumstances of the act, including reports to appropriate law enforcement officials.
- c. *Reprisal or Retaliation.* The School District will discipline and take appropriate action against any student, teacher, administrator, volunteer, or other employee of

the school district who retaliates against any person who makes a good faith report of alleged bullying and harassment or against any person who testifies, assists, or participates in a proceeding or hearing relating to such bullying or harassment.

i. The consequences and appropriate remedial action for a student, teacher, school administrator or school volunteer who engages in reprisal or retaliation shall be determined by the Principal or his or her designee after consideration of the nature, severity and circumstances of the act, in accordance with case law, Federal and State laws, School Board policies and any applicable agreements.

ii. Any student found to have engaged in reprisal or retaliation in violation of this policy shall be subject to measures up to, and including, suspension and expulsion.

iii. Any school teacher or school administrator found to have engaged in reprisal or retaliation in violation of this policy shall be subject to measures up to, and including, termination of employment.

iv. Any school volunteer found to have engaged in reprisal or retaliation in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

AUTHORITY OF PRINCIPAL:

The Principal is the highest authority in the school on discipline and policy, subject to laws and to the rules of the state and local school boards. The Principal may designate school personnel to attend to matters of policy and discipline, but the Principal is the ultimate authority.

AUTHORITY OF TEACHER:

Subject to law and to the rules of the Governing Board, each teacher or other member of the staff of any school shall have such authority for the control and discipline of students as assigned by the Principal or designated representative and shall keep good order in the classroom and in other places in which the teacher is assigned to be in charge of students.

MEDICATION:

Requests from a parent or guardian for their child to receive medication during school hours must be made by submitting to the school a completed *Physician's Authorization of Medicine/Treatment for a Student at School* form which details the student's name, the name of the drug, dosage and time interval, route of administration and adverse effects, for the medication which the student is to receive. This form requires a physician's signature and must be signed by the parent/guardian. A separate *Authorization of Medication/Treatment for a Student at School* form must be submitted for medication/treatment, each dosage change and each school year. School personnel shall not be responsible for the administration of medication which is not prescribed by a physician.

Medication which has been prescribed by the physician must be brought to school in the original container.

- Pills must be counted and signed for by the authorized personnel
- The container must be appropriately labeled by the pharmacy or by the physician with the:
 - Student's name
 - Medication dose and time
 - Prescription number
 - Date the prescription was filled
 - The name of the physician
 - Expiration date on medication container
- Medications are to be kept locked in a secure place at all times. Exceptions may be made for medicine which requires refrigeration.
- Any deviation from this medication policy needs to be assessed on an individual basis by the

school nurse.

Over the counter medication ordered by the physician must be in the original container and labeled with the child's name and an *Authorization of Medication/Treatment for a Student at School* completed by the physician and parent.

CAFETERIA AND FOOD:

- Food or drinks are not allowed in classrooms or in the hall ways.
- No food or candy may be sold on campus for fund-raising purposes unless approved through administration.

- Students must remain in the cafeteria, the patio or other designated area during their respective lunch period. This applies to all students, regardless of whether or not they eat lunch. Students are subject to disciplinary action if they leave a designated area during lunch.
- Food deliveries to campus are not permitted during school hours.
- Free/reduced lunch applications are available in the Main Office.

TELEPHONES:

Students are allowed to use office phones **only** in emergencies with staff approval during the school day. At the end of the school day office phones are available to students at 3:15 p.m.

CELLULAR PHONES, PAGERS AND OTHER ELECTRONIC DEVICES:

Inlet Grove Community High School has implemented a zero tolerance policy with reference to electronic items confiscated from students. Students are not allowed to have anywhere on the premises; any electronic devices including cell phones, iPods, video games [PSP etc.], walkmans, cd players, hand held palms, hand held video players/recorders, and other personal items which will include ostentatious jewelry. These items will be turned over to administration and will only be returned when the student pays a fee. The student will have two chances to "buy back" their item(s).

In order to have the device or personal item returned, the student must pay \$10.00 per device/item, and a \$5.00 payment per month for first offense. In the event of a second offense, the student must pay \$20.00 per device/item, and a \$10.00 payment per month. This money will be used to open a savings account for the student. When the student graduates, he/she will get their savings account book showing all the deposits that have been made. If for any reason the student does not recognize the importance of following school policy and has any personal device/item taken the third time, they will not get it back. If the student fails to keep up their account, Inlet Grove Community High School will become sole owner of the account and the funds will be placed in the School's scholarship fund.

BOOKS AND REQUESTS FOR PAYMENT FROM STUDENTS:

The School provides textbooks for instructional purposes on a loan basis. It is important that students care for and return these books at the end of the school year. Books that are lost or damaged will be paid for by the student who was assigned the book. Replacements costs will be charged if the book is lost or unusable.

Some courses and programs at Inlet Grove Community High School require that a student have personal equipment, uniforms, and/or insurance. Students may also have voluntary lab, activity, or program fees

used to enhance the instructional program. Specific information can be obtained from the course/program instructor.

Any such voluntary request for money from a student shall be in writing, addressed to the student's parent or legal guardian. If a student fails to pay a fee associated with the regular curriculum, no penalty of any type will be imposed against the student nor shall they be denied the right to participate. The principal may, however, forego a planned activity or use of a particular item based upon the collection of insufficient funds to cover the cost.

SMOKING PROHIBITION:

Smoking is prohibited by anyone on any part of the school campus. This includes all grounds as well as buildings. Florida Statute also makes it unlawful for any person less than 18 years of age to smoke within 1,000 feet of any public or private school between 6:00 a.m. and midnight.

SAFETY RULES:

Safety Rules in all programs are emphasized throughout the school year. Replications of the actual work environment including the use of electrical tools, machinery, appliances, engines, chemicals, etc., are part of the individual program "hands-on" or laboratory activities. Students who fail to abide by the safety rules set up by a particular program (including wearing program/job specific clothing) will be considered a danger to themselves and others and will be removed from class pending disciplinary action.

EYE PROTECTIVE DEVICES:

Eye protective devices must be worn by students, instructors, and visitors whenever they are engaged in or observing an activity, or using a hazardous substance, which may cause injury to the eye.

LOST AND FOUND:

Students or staff members who find lost articles are requested to take them to the Office. This includes textbooks or library books.

CLUBS AND ORGANIZATIONS:

Students will be required to choose and participate in a club that applies to their academic and career programs. These clubs will be held after school with adult supervision. Contact individual club sponsors for more information.

TRANSPORTATION:

Inlet Grove students will receive transportation on school buses or public transportation if they reside more than two miles from the school. Transportation will be provided using arterial bus routes and established pick up points. After-school transportation is provided from Inlet Grove to enable students to participate in extracurricular activities. Parents are encouraged to contact the school for more information on transportation. All students who ride school buses are subject to disciplinary action including suspension from the privilege of riding the bus.

INSTRUCTIONAL DELIVERY SYSTEM:

Individualized instruction is provided through a variety of methods including the use of individual learning guides, computer-based instructional applications, project-based collaborative learning, one-on-one facilitation, peer tutoring, cooperative learning, team-building activities, work-based experience and internships. Laboratory practice assignments are a major component of all career instructional programs and are designed to replicate the actual workplace activities and environment. Because Inlet Grove Community High School subscribes to this concept of individualized instruction and learning, lectures and discussion may not be used to the same degree as in the traditional classroom setting. Instructional methods, therefore, are utilized that enhance learning by meeting the specific needs of individual learning styles.

INTERNSHIPS & COMMUNITY SERVICE:

Students will be required to participate in paid and unpaid internships, job shadowing experiences, and clinical experiences, to enhance their overall learning experience. Also, all students are required to

perform 75 hours of Community Service by the end of their senior year in order to be eligible for Bright Futures, Gold Seal Scholarships, and to graduate. This should include at least 20 hours related to their career area.

ASSESSMENT OF STUDENT:

Quality of work will be assessed by a combination of procedures including but not limited to: Teacher observations (oral presentations or reports, speeches, recitations, impromptu speaking, student participation, laboratory practical, and demonstrations); Classroom assignments (paper and pencil assignments, reports, term or research papers, models, projects, exhibits, posters, computer programs, and homework); Examinations (paper and pencil tests including essay, multiple choice, and completion; oral tests; and skill tests requiring demonstration); Alternative methods (portfolios and performance assessments and peer assessments).

GRADING:

Our goal is for students to earn at least a B average in all courses. In an effort to hold students accountable for completing their work in a timely manner as they work towards this goal, the following policy will be followed:

- Any student who completes the required coursework on time, but does not earn a B or above at the end of two full grading periods, will be given one additional (a third) grading period to bring his/her grade to a B.

EXTRA TIME TO BRING GRADE UP TO A “B” OR BETTER

It is important to remember that the concept is to raise a grade that already exists. A grade that already exists reflects work completed, but perhaps not to the standard of a “B”. The policy of allowing students an extra grading period to raise their grade to a “B” or better in any class will be in force under the following conditions:

- The student has attempted to complete ALL work required in the course on time to the best of his/her ability prior to being granted the additional time.
- The student has taken the responsibility of asking for extra assistance AT THE TIME that assistance is needed from the instructor rather than waiting until the due date.
- The student has reviewed his/her grades with the instructor continually and at the end of the grading period to determine which assignments need to be revisited and revised to demonstrate mastery of the appropriate material.

Description and Definition of Grades:

Grade of **A**: Outstanding Progress (90% - 100%)

Indicates thorough mastery of the subject or area as reflected in daily work, reports, tests, examinations, etc.

Grade of **B**: Above Average Progress (80% - 89%)

Indicates above average achievement, consistent effort reflected in daily work, tests, reports, examinations, etc.

Grade of **C**: Average Progress (70%-79%)

Indicates average achievement in daily work, tests, reports, examinations, etc.

Grade of **D**: Below Average Progress (60%-69%)

Indicates below average achievement in daily work, tests, reports, examinations, etc.

Grade of **F**: Failing (below 60%)

Indicates unsatisfactory or failing work in daily work, tests, reports, examinations, etc.

All Ds and Fs shall be retaken.

INSTRUCTIONAL SUPPORT:

The district provides remedial instruction for those students with substandard reading, writing, science, and/or mathematics deficiencies as identified by district or state norm-referenced testing (grade 9), the Florida Writing Assessment (grade 10), the Florida Comprehensive Assessment Test (grade 10), and/or classroom performance. Instructional support shall be provided through implementation of an individual Progress Monitoring Plan (PMP), or Limited English Proficient Plan (LEP Plan), Individual Educational Plan (IEP), or 504 Student Plan, developed in consultation with parent or guardian. Credits earned in remedial instruction courses must be in addition to, but **not** be in lieu of, English and mathematics credits required for graduation.

EDLINE:

Many students and parents have benefited from Edline and the communication opportunities with teachers for several years in our District. Teachers, parents and students will join the Edline family during the first semester of the 2008-2009 school year. Our teachers will be trained during the first semester of the school year on the uses and advantages of Edline. Activation codes will be distributed, before the end of the first semester, to all parents in at Inlet Grove, along with detailed instructions on how to utilize Edline.

CERTIFICATE of OCCUPATIONAL PROFICIENCY:

Students will be eligible to receive a Certificate of Occupational Proficiency in their chosen career area based on the following:

- The completion of all Student Performance Standards for a specific Exit Point as stipulated by the State of Florida.
- A grade point average of 3.0 in their career classes.

SCHEDULE CHANGES:

Schedule changes are permitted during the first week of class if they are administratively approved and will be granted only for the following reasons:

- Incorrect class assignment
- Graduation requirement
- Level change (i.e., honors, regular, etc.)

NOTE:

- Schedule change requests are initiated through the guidance counselor.
- Students **MUST** maintain their current schedules, until officially notified of an approved schedule change.
- Students return to their counselor to pick up a schedule change form. Students must have all **sending** and **receiving** teachers sign the form before returning it to guidance.

TRANSCRIPTS (REQUESTING):

- When requesting transcripts, student must sign the appropriate request form in the records office, guidance department.
- The following fees will apply when requesting transcripts:
 - transcript request at graduation (one) – FREE
 - electronic transcripts - \$1.00 each
 - all other transcripts - \$3.00 each

Student Records D-5.05 (12) (a) states that any request for directory information including name, birth

date, school address, telephone number or dates of attendance about a specific student, as well as request for lists of students, must be screened through the District Department of Charter Schools. Parents/guardians and adult students have the right to refuse the release of such information, but must state their refusal in writing to the District Department of Charter Schools.

Request For Lists of Students D-5.31 states that (1) Lists of students, their addresses or telephone numbers shall not be provided by schools to any person or agency and (2) All requests for lists of students should be referred to the District Department of Charter Schools which will serve as the central agency for screening of request for lists of students.

DETENTION OF STUDENT/SEARCH AND SEIZURE OF PROPERTY:

Parents, students, Inlet Grove employees, and the public are reminded that public school campuses including buildings, parking areas, athletic or recreation areas, and lockers are the property of the School District and no one using said property, whether as a student or in any other capacity, has any exception of privacy in, on, or around said property.

Authorized personnel may temporarily detain and question a student under circumstances which reasonably indicate that such student has committed, is committing, or is about to commit a violation of law. If reasonable suspicion arises that the detained student is unlawfully concealing stolen property, authorized personnel may search the student, the student's locker, or the student's personal property. Any prohibited or illegally possessed substances or objects may be confiscated and turned over to the Police.

CAREER APPROPRIATE REQUIRED DRESS & GROOMING:

Much of the feedback we receive from business and industry leaders deals with appropriate appearance of workers. As part of our goal to prepare students for the world of work, students will be required to dress and groom themselves in a manner that conforms to the generally accepted standards set by business and industry. Following are the standards as they relate to the general student population followed by those career areas that have more specific requirements that must be adhered to:

General Standards:

Each student will be identified specifically by career path and each career path will wear a specific color polo shirt (with the exception of medical students and automotive students). Please see the chart below for your career appropriate dress:

Dress Code:

Inlet Grove is committed to providing a safe, friendly learning environment for students. Attire is not only a reflection of the individual student, but also of the general learning environment. Therefore, students have the responsibility to wear clothing that projects a positive attitude of pride in self, school and the community. Students are required to wear appropriate, comfortable and safe clothing that is neat, clean and appropriate for their respective career.

All students MUST have a minimum of five (5) sets of their career attire before they are allowed to attend Inlet Grove Community High School.

POLO SHIRTS

<u>Programs</u>	<u>Colors</u>
Automotive	Royal Blue
Web Design	White
Pre-Architecture	Grey
Graphic Arts	Red
Culinary Arts	Black
TV Production	Black
Bio-Tech	Burgundy

Journalism
Criminal Justice
Pre-Engineering

Light Blue
Navy Blue
Yellow

All students in the programs listed above must wear their career polo shirts tucked in, Dockers-style pants (no Capri's, jeans, or jean material), skirts at knee length or below only, belts, and closed shoes or sneakers.

If students are not in appropriate dress, they will not be allowed to attend class.

AUTOMOTIVE:

Automotive students are required to wear navy blue Dickies.

MEDICAL:

All first and second year medical students will wear navy blue scrubs and white sneakers.

Upon passing Writing, Math, and Reading 10th grade FCAT:

- Pre-Med students will wear teal scrubs and white sneakers.
- Practical Nursing students will wear purple scrubs and white sneakers.

Medical students who have not passed both math and reading FCAT will remain in navy blue scrubs.

Additional requirements for medical students can be found in the Medical Student Handbook that will be distributed via your Medical Instructors.

The following **ARE NOT ACCEPTIBLE** at Inlet Grove:

- Head coverings (hats, bandanas, sweat bands, hooded jackets, do rags, etc.).
 - Tee shirts of any kind, short or long sleeve.
 - Markings, slogans or writing of any kind on any article of clothing other than a pocket-style or sleeve logo.
 - Backless, strapless, low-cut or sleeveless shirts and blouses.
 - Baggy pants; shorts (except those approved for automotive students).
 - Spiked clothing or jewelry; pocket chains or any chains worn as jewelry.
 - Velour or sweat pants or tops.
 - No Spandex leggings.
 - No Capri's, City shorts, or Bermuda shorts.
 - No frayed articles of clothing.
 - Flip-flops or other footwear that do not have backs or minimally fasten in the back.
 - Excessive and/or ostentatious jewelry, facial make-up, or hairstyles.
 - Visible body piercing jewelry except single earrings worn on the ear lobe that is no bigger than a quarter in size. Medical students can only wear studs for safety reasons.
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- No grills or gold teeth inlays.
 - No dreadlocks.
 - No braids (Boys only). They must have low hair cuts.
 - No hair dye colors either temporary or permanent allowed other than your natural hair color.

GRIEVANCE PROCEDURE:

Step #1 – Most grievances can be resolved at the school level through informal conferences with teachers

or other school personnel. This action should be the first step taken by the grievant in seeking clarification of questions or concerns before the formal grievance procedure is utilized. If efforts to resolve the grievance in this informal manner fail, the grievant may file a formal complaint with the school Grievance Coordinator. Forms for filing grievances are in the school office and shall be provided upon request.

Step #2 – The initial grievance form (Form “A”) shall be presented to the Grievance Coordinator no more than five (5) school days after conclusion of Step #1. The Grievance Coordinator will assign a Grievance Number to the form, record the number on Form “A” and place a copy in the Grievance Log Book and also provide the grievant with a copy of the form.

The Coordinator will discuss the nature of the complaint with the grievant and arrange for an informal conference to be held with the individuals involved within ten (10) school days. The Coordinator will notify the participants of the date, time and location of the conference and record the proceedings on Form “B”. The Coordinator will notify all individuals involved, in writing, of the decision reached within five (5) school days.

Step #3 – If the grievant is not satisfied with the decision reached in Step #2, it may be appealed to the principal, within five (5) school days. In unusual, extreme, or critical circumstances, the principal may request the assistance of the Board of Directors Grievance Committee, if needed to resolve the grievance.

If the grievance involves the principal, the Step #2 conference will be scheduled and conducted by the Board of Directors Grievance Committee consisting of three (3) members of the Board of Directors or their designates at a mutually acceptable time and place but no longer than thirty (30) calendar days from initiation of Step #2. A decision is to be rendered within ten (10) calendar days after conclusion of the conference.

NO CHILD LEFT BEHIND

The No Child Left Behind Act of 2001 (NCLB) amended the Protection of Pupil Rights Amendment (PPRA) to require that the Department of Education (Department) notify annually each State Educational agency (SEA) and each local educational agency (LEA) of their obligations under PPRA and under the Family Educational Rights and Privacy Act (FERPA). The general requirements placed on the LEA by each law are discussed separately below.

The Family Educational Rights and Privacy Act (FERPA)

Statute: 20 U.S.C. § 1232g. Regulations: 34 CFR Part 99.

FERPA provides that an LEA that receives Department funds may not have a policy or practice of denying parents the right to:

- Inspect and review education records (34 CFR § 99.10).
- Seek to amend education records (34 CFR §§ 99.20, 99.21, and 99.22).
- Consent to the disclosure of personally identifiable information from education records except as specified by law (34 CFR §§ 99.20 and 99.31).

These rights transfer to the student when he or she turns 18 years of age or enters a postsecondary educational institution at any age (“eligible student”) A’s must annually notify parents and eligible students of their rights under FERPA. 34 CFR § 99.7. The annual notification must also include:

- The procedure to inspect and review education records.
- The procedure to request amendment of education records.
- A specification of criteria for determining who constitutes a school official and what constitutes a legitimate education interest if the agency or institution discloses or intends to disclose personally identifiable information to school officials without consent; and

- The right of parents to file a complaint with the Family Policy Compliance Office (FPCO) in the Department. (A model FERPA notification for LEAs available on FPCO's Website www.ed.gov/policy/gen/guid/fpc).

No student is allowed to skip class to make up work for another teacher.