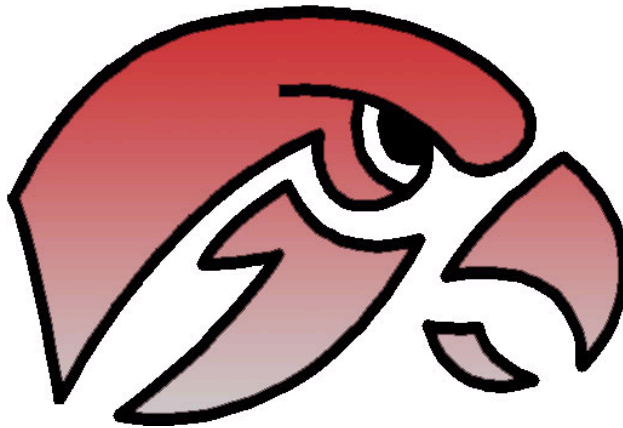


SEMINOLE RIDGE COMMUNITY HIGH SCHOOL

4601 Seminole Pratt-Whitney Road
Loxahatchee, FL 33470
561-422-2600

**STUDENT – PARENT HANDBOOK
2011-2012**



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STUDENT – PARENT HANDBOOK



MISSION STATEMENT

Our task at Seminole Ridge Community High School is to develop a community of lifelong learners who work together to impact the future. We are dedicated to providing students with a safe and academically challenging environment where they strive to become confident, competitive, responsible, and productive members of the global community.

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ADMINISTRATION

PRINCIPAL

James C. Campbell

ASSISTANT PRINCIPALS

Maria Lloyd (A-B)

John Hay (C-Ha)

Brian McClellan (Hb-Pa)

David Torres (Pb-Z)

David Carroll (Community School)

GUIDANCE COUNSELORS

Kevin Cintron (A-Ci)

Heather Woeber (Co-Gi)

Girselda Wallace (GI-Le)

Theresa Hartl (Li-Pa)

Brian Welch (Pe-Sp)

Sandy Baldwin, Coordinator (St-Z)

ACADEMIES COORDINATOR

John Walker

BELIEFS

- Students' learning needs are the primary focus of all decisions impacting the work of the school because each student is a valued individual with unique physical, social, emotional, and intellectual needs.
- A safe and physically comfortable environment promotes student learning.
- Teachers, administrators, parents, students, and the community share the responsibility for advancing the school's mission.
- Students learn in different ways and will be provided with a variety of instructional approaches to support their learning styles.
- Cultural diversity can increase students' understanding of different peoples and cultures.
- Students need to not only demonstrate their understanding of essential knowledge and skills, but also be actively involved in solving problems and producing quality work.
- A student's self-esteem is enhanced by positive relationships and mutual respect among and between students and staff.

WHERE TO GO FOR...

Academies Coordinator (422-2600)

- Business Partnerships
- Information about academies

Athletic Director (422-2611)

- Information about athletics
- FSHAA Eligibility Requirements

Attendance Office (422-2615)

- Accidents or illnesses
- Attendance information
- Excused notes

Clinic (422-2647)

- Accident/Injures (Students)
 1. Notify your teacher(s) or an administrator.
 2. Complete an accident report.
 3. School insurance from a private company may be purchased at the beginning of each school year.

Community School (422-2670)

- For G. E. D. (high school equivalency diploma) information
- Credit Lab

Guidance Counselors (422-2610)

- Academic information
- Career Counseling
- Class ranking
- Confidential information concerning suspected pregnancy
- Course counseling
- GED counseling
- Information about colleges and careers
- Information about financial aid and scholarships
- Information on drug abuse
- Personal and group counseling
- Virtual School
- Schedule and Conduct parent-teacher conferences
- Technical school information
- Personal Situations
- Peer Pressure

Main Office (422-2600)

- General school business
- Permission to leave campus

School Police (422-2600)

- Car accidents involving students
- Counseling on student personal problems relating to criminal activity
- Information on stolen student personal property
- Report suspected criminal activity

Student Services (422-2605)

- Alternative school programs
- Assistant Principals for Student Administration
- Clubs
- Disciplinary action
- Extracurricular events
- Information about assemblies
- Locks and Lockers
- Lost and found
- Parking decals
- Payment of lost or damaged textbooks
- School calendar

Data Processing (422-2618 or 422-2619)

- Medical updates

Records (422-2616)

- Student Records
- Transcripts

SEMINOLE RIDGE COMMUNITY HIGH SCHOOL



2011-2012 BELL SCHEDULES

REGULAR BELL SCHEDULE

PERIOD 1	7:30 AM – 8:20 AM
BOOK IT	8:20 AM – 8:42 AM
PERIOD 2/3	8:48 AM – 10:39 AM
<u>LUNCH A</u>	
LUNCH	10:45 AM – 11:13 AM
PERIOD 4/5	11:19 AM – 1:00 PM
<u>LUNCH B</u>	
PERIOD 4/5	10:45 AM – 12:26 PM
LUNCH	12:32 PM – 1:00 PM
PERIOD 6/7	1:06 PM – 2:48 PM

LATE START BELL SCHEDULE

LUNCH	10:00 AM – 10:28 AM
PERIOD 1	10:34 AM – 11:28 AM
BOOK IT	11:28 AM – 11:48 PM
PERIOD 2/3	11:54 PM – 12:48 PM
PERIOD 4/5	12:54 PM – 1:48 PM
PERIOD 6/7	1:54 PM – 2:48 PM

SEMESTER EXAM BELL SCHEDULE

LUNCH	10:00 AM – 10:24 AM
EXAM	10:30 AM – 12:30 PM
BREAK	12:30 PM – 12:45 PM
EXAM	12:45 PM – 2:45 PM
ANNOUNCEMENTS	2:45 PM – 2:48 PM

**Schedules for standardized testing days will be posted and viewable on Edline.*

SEMINOLE RIDGE COMMUNITY HIGH SCHOOL



2011-2012

ACADEMIC IMPROVEMENT PLAN

Students who do not meet district-set levels of proficiency in reading, writing and mathematics must be provided with a School District of Palm Beach County Academic Improvement Plan (AIP). Students whose performance is minimally below grade level MAY need an AIP.

Each AIP must include an intensive remedial program in the area(s) of weakness designed to assist the student in meeting state and/or district expectations for proficiency. Students with individual plans (IEP's, LEP Plans, and 504 Plans) will be exempt from having a separate AIP if their remediation plan is included in their existing plan. An AIP is to be written for an ESE, LEP or 504 student who is performing below grade level in reading, writing or mathematics when that performance IS NOT related to his or her disability.

As required by Florida Statute §1008.25(4)(b), schools **must** provide a School District of Palm Beach County *Academic Improvement Plan* (AIP) for students who are identified through multiple measures as performing below district-set levels of proficiency in reading, writing, mathematics and/or science. However, students scoring in achievement Level 1 on the FCAT SSS test in mathematics **must** receive an AIP. Students scoring in achievement Level 1 or Level 2 on the FCAT Reading SSS test **must** receive an AIP.

ACTIVITIES-SUPERVISION OF

Supervision of students participating in an approved school activity will be provided for 30 minutes prior to the activity and 30 minutes after the activity. Parents must drop-off and pick-up students within this time frame. Casual contact between district personnel and students shall not result in a legal duty to supervise outside the "reasonable" times set forth in policy. Students who violate this policy could be subject to denial of admittance to future school activities.

Supervision only extends to students attending school and those authorized to participate in activities. Only students under the supervision of an adult in a school authorized activity may remain on campus after school hours.

ADDRESS VERIFICATION

Each student shall be provided an address verification form at the beginning of each school year that is to be completed, signed and returned by the parent/guardian. It is the responsibility of the parent to keep the school informed of a correct, current address with home and emergency phone numbers.

Parents or guardians are requested to notify schools promptly of any changes of a student's address or phone numbers. Changes of address are made in the Guidance Office and must be verified by two proofs of residence.

ARRIVAL TO SCHOOL

EARLY

Students are supervised on this campus from 7:00 a.m. to 3:15 p.m. Parents will be held responsible for students who arrive before 7:00 a.m. or for students who remain on campus after 3:15 p.m. unless those students are on campus for a supervised approved school activity in which they are duly enrolled.

Supervision will be provided 30 minutes prior to and 30 minutes after school activities for those students duly enrolled in the approved activity. Students must remain on campus after arrival at school in the morning. All school rules are strictly enforced upon entry through the white gates.

LATE

Students arriving to school late, regardless of age, are required to sign in at the Main Office and must provide written medical documentation or must be accompanied by a parent. If a student misses more than 50% of class, it is considered an absence and the student then must follow the attendance policy as outlined in the student handbook. Students arriving to school more than an hour after the start of the school day must provide written documentation or must be accompanied by a parent. Failure to do so may result in the student receiving a discipline referral for tardiness and truancy. For further detailed information, refer to the Tardy Policy in this handbook.

PARKING PRIVILEGE PROBATION/REMOVAL

Student Parking on Campus is a Privilege

Students who fail to follow school rules can have their parking privileges removed at any time during the school year without a refund. Students who demonstrate the behavior of excessive tardies to 1st period run the risk of losing their parking privileges. Students who leave campus without permission could be subject to revocation of parking privileges.

ATHLETIC ELIGIBILITY

Students are encouraged to participate in the interscholastic and extracurricular activities offered by Seminole Ridge Community High School. The GPA requirement for the first semester of the school year shall be a 2.0 cumulative average from the prior school year, with the exception of 9th graders, who must have been regularly promoted for first semester participation. A cumulative 2.0 average must be maintained to remain eligible for participation. A student who is eligible at the beginning of a semester shall be eligible during the remainder of the semester, except for lack of attendance, improper conduct or other valid reasons which may cause the principal to declare the student ineligible before the end of the semester. (School Board Policy 5.60). Ninth and Tenth Grade Students with a GPA below a 2.0 may qualify for a FHSAA sanctioned contract based on a 2.0 GPA the previous semester.

When a student has an obligation to the school, the student will not be permitted to participate in any extra-curricular activity (i.e. athletics, clubs, honor societies, performances, prom, homecoming, etc.) nor will a student be allowed to "tryout" for any athletic team, club, etc.

STUDENT RESIDENCY/ATTENDANCE REQUIREMENTS

No student may participate in the interscholastic activities of a school unless the student actually lives in the attendance area of the school, has a transfer approved by the Superintendent's Transfer Review Committee, or has been accepted into the schools bio-tech or construction choice academies. Transfers granted because of legal guardianship are not valid for eligibility unless the student actually and continuously, including weekends and summers, lives with the legal guardian for a period of one (1) full calendar year. The student must thereafter actually, currently and continuously, including weekends and summertime, live with the legal guardian. Any student who is found to have falsified his/her eligibility information shall lose eligibility permanently in all competition with any Palm Beach County School.

ATTENDANCE POLICY

Seminole Ridge Community High School's philosophy is that school attendance is essential to the learning of all students. Statistics show that students who have good school attendance have a higher academic success rate. Absenteeism, excused or unexcused, regardless of the reason, negatively affects the continuity of the learning process.

ATTENDANCE PROCEDURES

Students absent from class:

1. Must provide written documentation to the Attendance Office within 2 days after the absence (from 7:00-7:25 AM).
2. Will receive an admission to class pass from the attendance office.
3. Must have the admission to class pass signed by each teacher.
4. Should keep a copy of the signed admission to class pass for their records.
5. Are solely responsible for obtaining their make up work from their teachers.
6. Must complete all work within a period equal to the number of excused days absent plus one day.

Failure to follow the above attendance procedures will result in the absence being marked unexcused, and the student may not be permitted to makeup assignments or tests.

STATE ATTENDANCE REQUIREMENTS

1. Students absent for more than 10 classes in 1st period or more than 5 classes in any other period must show mastery of subject matter by passing the semester exam in order to receive credit.
2. Students between the ages of 14 and 18 who accumulate 15 unexcused absences will have his/her driver's license suspended Refer to Florida Statutes section 322.091.

EXCUSED ABSENCES

1. The following absences are considered excused with documentation:
 - a. Student illness
 - b. Death of an immediate family member (verifiable)
 - c. Medical/dental appointments

- d. Observance of a religious holiday (verifiable)
 - e. Required court appearances or subpoenas by a law enforcement agency
2. All other absences including but not limited to traffic problems, oversleeping, missing the bus/ride, vacations, car failure(s) and clock problems will be considered unexcused.

AUTHORITY AND RESPONSIBILITY OF THE PRINCIPAL

The Principal shall be the administrator and supervisory head of the school and shall be responsible for the enforcement of the policies of the board as directed by the superintendent.

Subject to law and to the rules of the State Board and the District School Board, the Principal in charge of the school or a designated representative shall develop policies which may be delegated to any teacher, another member of the instructional staff, or any bus driver transporting students to the school.

The Principal or designated representative may suspend a student only in accordance with the rules of the District School Board. A good faith effort shall be made by the Principal to employ parental assistance or other alternative measures prior to suspension, except in the case of emergency or disruptive conditions, which require immediate suspension. No student who is required by law to attend school shall be suspended for unexcused absence or truancy.

The Principal or designated representative may suspend any student transported to or from school at the public expense from the privilege of riding on a school bus, giving notice in writing to the student's parents or guardian and to the superintendent within 24 hours.

The Principal or designated representative may recommend to the Superintendent the expulsion of any student who has committed a serious breach of conduct including, but not limited to, willful disobedience, open defiance of authority of a member of the staff, violence against any persons or property, or any other act which substantially disrupts the orderly conduct of the school. Any recommendation for expulsion shall include a detailed report by the Principal or designated representative on the alternative measures taken prior to the recommendation of expulsion.

BULLYING/HAZING

Any form of bullying or hazing is not permitted and will result in disciplinary action against the sponsor, organization, and individual student participating in the activity. Students being bullied or hazed should inform administration immediately. Retaliation for bullying or hazing will not be tolerated and will result in disciplinary action.

Definitions.

a. *Bullying* means systematically and chronically inflicting physical hurt or psychological distress on one or more students or school employees. It is further defined as unwanted and repeated written, verbal, 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; and may involve but is not limited to:

- i. Teasing
- ii. Social exclusion
- iii. Threat
- iv. Intimidation
- v. Stalking
- vi. Physical violence
- vii. Theft
- viii. Sexual, religious, or racial/ethnic harassment
- ix. Public humiliation
- x. Damaging or Destruction of property
- xi. Placing a student in reasonable fear of harm to his or her person or property
- xii. Cyberbullying, as defined herein.
- xiii. Cyber-stalking as defined herein.

b. *Cyberbullying* means the use of electronic communication or technology devices, to include but not be limited to, e-mail messages, instant messaging, text messaging, cellular telephone communications, internet blogs, social websites (e.g. MySpace, Facebook, etc.), internet chat rooms, internet postings, digital pictures or images, and defamatory websites to engage in acts of bullying or harassment regardless of whether such acts are committed on or off school district property and /or with or without the use of school district resources. For off-campus conduct, the School District shall be responsive in cases where the off-campus conduct causes, or threatens to cause, a substantial disruption at school or interference with the rights of students to be safe and secure. The School Board recognizes that cyberbullying can be particularly devastating to young people because:

- i. Cyber bullying is often engaged in off-campus, but the harmful impact is felt at school.

- ii. Cyberbullying permits an individual to easily hide behind the anonymity that the Internet and other technology devices provide;
- iii. Cyberbullying provides a means for perpetrators to spread their harmful and hurtful messages to a wide audience with remarkable speed;
- iv. Cyberbullying does not require individuals to own their own action, as it is usually very difficult to identify cyberbullies because of screen names, so they do not fear being punished for their actions; and
- v. The reflection time that once existed between the planning of a prank - or a serious stunt - and its commission is all but erased when it comes to cyberbullying activity.

c. *Cyberstalking* means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose, as defined in Sec. 784.048(1)(d), F.S., as now or hereafter amended.

d. *Harassment* means any threatening, insulting or dehumanizing gesture, use of data or computer software, or written or verbal or physical conduct directed against a student or school employee that

- i. Places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property;
- ii. Has the effect of substantially interfering with a student's educational performance, opportunities, or benefits;
- iii. Has the effect of substantially disrupting the orderly operation of the school; or
- iv. Amounts to cyberbullying as defined herein.

e. *Bullying and Harassment also encompass*

- i. Any act of retaliation by a student or school employee against another student or school employee who alleges, asserts or reports a violation of this policy or participates in the investigation of a bullying or harassment complaint. Reporting an act of bullying or harassment that is not made in good faith is considered retaliation.
- ii. Perpetuation of conduct listed in the definition of bullying or harassment by an individual or group with intent to demean, dehumanize, embarrass, or cause emotional or physical harm to a student or school employee by:
 - A. Incitement or coercion;
 - B. Accessing or knowingly and willingly causing or providing access to data or computer software through a computer, computer system, or computer network within the scope of the School District system;
 - C. Acting in a manner that has an effect substantially similar to the effect of bullying or harassment;
 - D. Cyberstalking as defined herein; or
 - E. Hazing as defined by Section 1006.135, Florida Statutes, as now or hereafter amended.
- iii. Unwanted harm towards a student in regard to his/her actual or perceived traits or characteristics, including but not limited to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender expression and/or identity, physical attributes, physical, mental or educational ability or disability, ancestry, socioeconomic background, political beliefs, linguistic preferences, or familial status.

f. *Immediately* means as soon as reasonably possible but within 24 hours or the next school day.

g. *On school district property or at school-related functions* means all school district buildings, school grounds, and school property and property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicle approved for school district purposes, the area of entrance or departure from school grounds, premises or events, and all school related functions, school-sponsored activities, events or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities or events. While prohibiting bullying and harassment at these locations and events, the school district does not represent that it will provide supervision or assume liability for incidences at these locations and events.

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.

CAFETERIA

Because classes are in session for part of the student body during each lunch, students on lunch break are not permitted in the halls during the assigned lunch period. Students must remain in the cafeteria or in the designated lunch area within the courtyard during the assigned lunch period.

Students may not cut in front of others in the serving lines. Each student is responsible for taking his/her paper items to the trash cans. Any and all students at a table are responsible for cleaning up all trash left on the table.

All students are issued PIN numbers, which must be entered into the computer/cash register prior to purchasing a meal. Students may pay by the week or by the month. In addition, students must present their student ID when making a purchase.

Advanced payment should be made during breakfast on Mondays. The cafeteria will not provide a student with lunch on credit. This year, the cost for breakfast will be \$1.00 and the cost for lunch will be \$2.00. These prices are subject to change.

The selling of any kind of food, candy, or beverage with the sole purpose of personal financial gain is strictly prohibited on the campus of Seminole Ridge. Students found to be in violation of this regulation will have their products confiscated immediately and they will also receive disciplinary action.

FREE OR REDUCED LUNCHES

Free or reduced lunches are available to students meeting federal guidelines. Those interested should complete an application and return it to the Cafeteria Manager for processing. Students must re-apply each year for a free or reduced meal. It is the student's responsibility to find out if he/she has been approved or denied for free lunches by the Cafeteria Manager.

CELL PHONES AND MESSAGES

According to School Board Policy, cell phones that are seen or heard on school grounds will be confiscated by any staff member and must be picked up by a parent. **Refusal to allow your cell phone to be confiscated will result in an immediate removal from class and two days of out of school suspension for insubordination.** Refer to School Board Policy 5.183.

TELEPHONES

Office telephones are for business purposes only. A student needing to make an emergency call during the school day must go to the Main Office for permission to use the phone. The use of cell phones to contact a parent is not permitted at any time during the school day.

Emergency messages from parents will only be accepted in the Main Office. Every effort will be made to see that the message is delivered as soon as possible. Due to lack of staff to deliver messages and to the large number of students, only emergency messages will be delivered.

CHEATING OR PLAGIARISM

Cheating involves giving or receiving unauthorized help by talking, by using written notes, or by any other visual, oral, or tactile means. Upon teacher discretion, students may be required to submit assignments to Turnitin.com, a website recognized worldwide as the standard in online plagiarism prevention.

The minimum penalties when a student is caught and reported for cheating are:

1. An "F" grade on the activity, project, or test on which the cheating occurred. The teacher will advise the parent of occurrence, document the occurrence in student discipline file, and refer the student to an Assistant Principal. The student's Guidance Counselor will also be informed.
2. First Offense - a one-year suspension from meritorious organizations (i.e. National Honor Society) from the date of the infraction.
3. Second Offense - permanent expulsion from the aforementioned organizations. Daily assignments and homework are considered individual assignments and sharing is cheating. The above-mentioned policy applies. NOTE:
 - a. The discipline of student cheating will be handled by the supervising teacher, the student involved in the cheating, and the sponsor of the meritorious organization, if the latter is applicable. The supervising teacher will also refer the student to the Assistant Principal's office for disciplinary action.
 - b. Any appeal of a decision made by the aforementioned teachers or student will be referred to the Principal or designee.
 - c. Prompt reporting of student cheating to the sponsors of meritorious organizations is essential.
 - d. Membership or offices held in other organizations or clubs will not be affected as a result of the above measures for student cheating unless indicated in club or organization by-laws. However, this shall not be construed to eliminate, in any manner, the grade-point average requirements (e.g. GPA for FHSAA activities), which are required for participation, in the event a student drops below this GPA requirement as a result of grade reduction due to cheating.

CLINIC

SRCHS will have a nurse on duty each day. Except in an emergency, those students who become ill after reaching school or who suffer an accident during school hours on school property must report to Guidance first. Guidance will then direct the student to the school nurse. Students who become ill during school must report to class first and obtain a pass from his/her teacher before reporting to Guidance to see the nurse. Students are not to go to Guidance to report an illness between classes or without a pass from their teacher, except in an emergency. An Assistant Principal will contact the school nurse regarding medical emergencies during lunch.

A parent / guardian will be contacted before any student is permitted to leave campus regardless of age. Every attempt will be made to contact a parent in the event of an emergency before the school contacts paramedics. In emergencies, paramedics will assist in evaluating the situation and recommending appropriate action regarding the need for transport to the hospital.

The school cannot be responsible for expenses due to emergency medical treatment. Either the insurance policy held by the parent and/or a school insurance policy purchased by the parent at the beginning of the school year may support emergency medical expenses incurred by students.

It is very important that parents keep the school updated on changes in phone numbers and emergency contacts. If parents are traveling, it is crucial that there be a designated contact for your child to assist the school in the event of a medical or other emergency.

The school nurse is on duty for student conferences regarding any aspect of physical or mental health. Referrals to appropriate agencies can also be made through the school nurse. Siblings must be authorized in advance to transport students, regardless of age.

Any prescription or over the counter drugs belonging to students must be kept by the school nurse and dispensed by the nurse.

ADMINISTRATION OF MEDICATION BY SCHOOL DISTRICT PERSONNEL (D.5.321)

The school nurse will dispense medications to students in the clinic, only if there is a Palm Beach County Medical Authorization form. The form can be obtained from the doctor and must be signed by both the physician and the parent. The signed form will be kept on file in the clinic. A medical authorization form must also be obtained for prescription and over-the-counter medications to also be dispensed (i.e. Tylenol, Midol etc.).

EXCEPTIONS:

INHALERS for the purpose of controlling ASTHMA and DIABETIC Medications. These may be on the student at all times IF there is a Medical Authorization form from the doctor on file in the clinic.

1. Notwithstanding the provisions of the Nurse Practice Act, Chapter 464, Florida Statutes, school district personnel shall be authorized to assist students with required prescription medication if the following conditions have been met:
 - a. School personnel designated by the principal to administer medication is trained by the school nurse in the proper administration of medications.
 - b. The School Board adopts policies and procedures that govern the administration of medication. Policies and procedures shall include, but not be limited to:
 - i. The student's parent/guardian provides a completed Physician's Authorization of Medicine/Treatment for a Student at School form;
 - ii. The medication to be administered shall be received in its original container. When the medication is not in use, it shall be stored in a secure fashion, under lock and key, in a location designated by the principal.
 - iii. Every attempt shall be made to administer medicine in a manner, which will not interfere with the educational process.
2. There will be no liability for civil damages as a result of medication administration, when the person administering such medication acts as an ordinarily prudent person would have acted under the same or similar circumstances.
3. An asthmatic student shall be allowed to carry a metered dose inhaler on his person while in school.
4. Students found in possession of unauthorized medication will be subject to disciplinary action.
5. School personnel shall not be responsible for the administration of medication, which is not prescribed by a physician.

Contact the school nurse with any questions, between the hours of 7 AM and 3:00 PM (422-2647).

CLOSED CAMPUS

Seminole Ridge HS is a closed campus in order to satisfy State and School Board requirements for supervision of students (FS 1001.41)

1. Students are not permitted to leave the campus during the school day without parental permission and permission from the administration.
2. During lunch, students must remain in the lunchroom, patio, or designated areas of the courtyard. All other portions of the campus are off-limits. Food deliveries are not permitted.
3. Leaving campus during the school day without proper authorization will result in disciplinary action.

COLLEGE VISITS

Students are allowed to visit colleges during school time for 2 ½ days per year in grades 11 and 12 for a total of 5 days to visit colleges. Local colleges are not included (PBSC, FAU, PBAU). Proof of the visit (including a signature from a college/university representative) must be returned to the Guidance Department for the days to be considered an excused absence. A parent/guardian must request approval for the college visit at least 5 days prior to the visit through the Guidance Department. Students must report to the Attendance Office within 2 days following the college visit to obtain an excused pass for the absence.

COMPUTERS AND TECHNOLOGY

It is the goal of the Palm Beach School District and Seminole Ridge High School to prepare all students with both the academic and technical skills to lead productive lives in the 21st century.

The District and SRCHS have provided instructional technology for the students. Access to the Internet will be allowed when the student and parent have signed and submitted the PBCNet Consent and Waiver form (available in the media center). Every student must have a completed PBCNet Consent and Waiver form on file in order to use any school computer to access the Internet. Students are expected to be responsible for technology equipment in the same manner as for textbooks and other learning materials and will be held responsible for their actions.

School Board Policy 8.123

TECHNOLOGY ACCEPTABLE USE POLICY FOR STUDENTS

1. Student access to District technology resources is authorized exclusively for academic purposes.

- a. Such resources include, but are not limited to, electronic mail, Internet access, electronic records and databases, and computer software and hardware.
 - b. Students shall not use any such resource for private business, personal use or gain, non-curricular related computer gaming, and/or non-curricular related Internet browsing.
2. The Superintendent shall establish guidelines which detail the accepted standards of behavior for students while using District technology.
- a. Violation of this policy or the guidelines required by this policy, may result in disciplinary action.
- A student's access to District technology shall be contingent upon a signed written acknowledgment that the student will comply with the District's Acceptable Use Guidelines (see Directive 3.47), and that the parent or legal guardian has read and agreed to the PBCNET Consent and Waiver Form.

STATUTORY AUTHORITY: Section 230.22, Florida Statutes
 LAWS IMPLEMENTED: Section 232.25, Florida Statutes
 HISTORY: New: 10/15/97

More information is included on the District's web site www.palmbeachschools.org

INTERNET--ACCEPTABLE USE POLICY

Seminole Ridge High School and the District of Palm Beach County have a behavior code and student handbook for all students that details appropriate school behavior, outline rights, and set expectations for students.

Because 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. Viruses may cause other types of damage and information loss to a computer system. Anyone responsible for a computer becoming infected with a virus could be held liable.

These rules further apply to the electronic use of harassing and abusive or obscene language. All students are assigned a computer and are TOTALLY responsible for Internet sites explored and any inappropriate student activity on that machine.

MORAL AND ETHICAL ISSUES

The moral and ethical issues involving the use of worldwide information systems deal with the appropriate access to information, the type of information accessed, and the behavior of the user. The Palm Beach County Net wants to provide a stimulating educational environment, but at the same time, must protect students from information that is not appropriate for student use.

Access to such material is strictly prohibited. If a student stumbles onto inappropriate information while doing legitimate research, that student must contact the teacher or person responsible for technology for appropriate action. Each student assumes total responsibility for what is on his/her computer.

ELECTRONIC LIBRARIES

Guidelines for access to information have been established in the Library Bill of Rights of 1980. These principles can be applied to the Internet. School libraries are required to build collections of resources which support the curriculum and which are consistent with the philosophy, goals, and objectives of the school district.

This means that students have the right to information, but the school has the right to restrict any information that does not apply to the approved curriculum.

Each student who uses the electronic library is required to have the Consent/Waiver Form signed by: the student, parent/guardian, and the Principal of the school. These forms are available in the Media Center and will be kept on file at the school site.

No outside disk or other storage media may be used on any computers unless it has been run through a virus check.

CONDUCT, STUDENT

STUDENT AND PROPERTY, SEARCH AND SEIZURE OF PROPERTY

1. The principal, teacher, media specialist, assistant principal or principal's designee shall be authorized to 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. No student shall be temporarily detained longer than is reasonably necessary. Such temporary detention shall not extend beyond the place where it was first affected, or the immediate vicinity thereof.

2. If, at any time after a student is temporarily detained, reasonable suspicion arises that the detained student is unlawfully concealing or has unlawfully concealed, prohibited, stolen or has illegally obtained property or illegally possessed substance(s) or object(s) on the student's person, their personal property, or within the student's locker, a principal or his or her designee may search the temporarily detained student, his locker, or his personal property only to the extent necessary to determine whether prohibited or illegally possessed substance(s) or object(s) are present at the school center.
3. If, during the search of a temporarily detained student, the student's personal property, or locker reveals prohibited or illegally possessed substance(s) or object(s), those items shall be confiscated. Illegally possessed substance(s) or object(s) shall be turned over to the School Police.
4. Parking a vehicle on school site property is a privilege, which may be extended to students. All students desiring to park a vehicle on school site property shall be required to sign a consent form allowing their vehicle, upon reasonable suspicion, to be searched by the Principal or a school employee designated by the Principal upon the Principal's or designee's request. Upon execution of said consent form, a permit will be issued to the student authorizing the student to park on the school campus. Refusal of a student to cooperate in the request to search his/her vehicle shall result in the revocation of the student's parking permit for two (2) years.
5. Information received from the Crime Stoppers TIPS Hotline shall be investigated. Crime Stoppers' signs with the 1-800-458-TIPS telephone number shall be posted on all secondary schools.

The School District works to provide students with a drug and alcohol free environment, employing many strategies to combat the possession, use and sale of drugs, drug paraphernalia and alcohol, including but not limited to the following:

1. Improved drug education through the "Health Education Life Management Skills and Family and Consumer Science" classes.
2. Development of "Students Against Driving Drunk Chapters."
3. Adoption of "Drug Education Philosophy and Objectives."
4. Implementation of "Drug Awareness Week."
5. Revision of "Drug Use and Possession Penalties" to encourage counseling and treatment.
6. Development of an in service training program for counselors and others so they can refer students for counseling or treatment.
7. Drug detection canines.

Parents, students, School District employees and the public are reminded that public school campuses, including but not limited to, buildings, parking areas, athletic and recreation areas, and lockers are the property of the School District of Palm Beach County and no one using said property, whether as a student or in any other capacity, has any expectation of privacy in, on or around said property.

CONFERRING WITH STUDENT

PERSONS OTHER THAN A PARENT (D-5.22)

- (1) A school staff member must be present when persons other than a parent or guardian are conferring with a student, with the exception of a law enforcement officer or Children & Family Services (CFS) officials performing official duties in the course of an investigation.
- (2) Law enforcement officers or CFS officials must identify themselves (see D- 5.21) to the principal or principal's representative before being allowed to confer with a student.
- (3) Persons other than law enforcement officers or CFS officials may talk with student only if their identity, authority, and purpose can be established.
- (4) The Principal shall notify the parent or guardian whenever a law enforcement officer interviews a student in school unless otherwise stated in writing by the law enforcement officer.

The student's records shall be used to determine others who have authority to speak with the student. Positive identification, such as a driver's license, shall be used to verify identification. (See procedure concerning the releasing of students to law enforcement agents and other persons.)

CREDIT LAB OPTIONS

The Palm Beach County School Board offers several options to a student who needs to make up credits because of past failures or is missing grades due to transfer issues. See your counselor for information on enrolling in any of these programs.

1. **Florida Virtual School (FLVS)/Palm Beach Virtual School** – This is an internet-based program offered through the Florida Department of Education. Students register on line at www.FLVS.net, and are responsible for monitoring their own progress. Parents and counselor must approve your courses before you can begin. If you take courses through FLVS, you are really taking courses at a second high school and Seminole Ridge High School has no jurisdiction over FLVS policies. There are many academic courses available online.
2. **P.M. Credit Lab (e2020)** – This is an after-school, internet based program held in the computer lab. You report to the lab (Room 6-208) and work individually on the computer, taking computerized tests and quizzes using e2020. The lab is open from 3:00-5:00 Monday-Thursday and you must work in the lab for a minimum of 8 hours per week. You register through your counselor.
3. **Daytime Credit Lab (e2020)** - This is an internet based program run in the computer lab during all periods of the school day. You report to the lab (Room 6-208) and work individually on the computer, taking computerized tests and quizzes using e2020. You must register for your class with your counselor.

All of these options are offered to the student who may take these classes IN ADDITION TO his/her regular school day.

Forgiveness Policy: A student may repeat a class in which he/she received a D or F. If the student earns an A, B, or C in the class he/she is repeating, the D or F grade is forgiven and the A, B, or C grade is used in computing the GPA. (If the student earns another D or F, the computer adds the additional D or F grade to the GPA; in that case, grade forgiveness becomes a detriment.)

DAMAGE TO SCHOOL PROPERTY

Florida Law makes the parent responsible for any damage to school property as a result of the child's actions. Florida Statutes authorizes full recovery of civil damages (Restitution) from the parent of any child who willfully destroys any property, real or personal, belonging to the school district. In addition, school administrators may assign an out-of-school suspension, community service, and/or reserve the right to press charges.

DETENTION

An administrator may assign administrative detentions for minor behavior problems. Detentions are held Mondays through Thursdays from 3-4 PM. The administrator will give the student an official notice of the assigned detention. Failure to serve an assigned detention will result in further disciplinary action. Detentions will not be rescheduled due to a student's work and/or extracurricular activities.

A teacher may assign a "teacher detention" to a student for behavior problems. Students will be given at least a 24-hour notice. The teacher will give the student an official notice of the detention. The teacher will determine the time frame for the detention. If students do not serve a teacher's detention, teachers will refer the student to the assistant principal's office for insubordination.

DIRECTORY INFORMATION /STUDENT RECORDS

Florida Statute, Section 1002.22 requires that notice of the following be made to parents/guardians:

- It has been the practice of the school to release certain types of information concerning students to the news media and others.
- Florida Statute defines such directory information as: the student's name, address, telephone number (if it is a LISTED number,) date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, and degrees and awards received.

Parents/guardians have the right to refuse to permit the release of any or all of the categories of personally identifiable information as designated. If a parent/guardian does not wish any or all of the above-referenced information to be released they must notify the school, IN WRITING, no later than September 15th, to request that the above-referenced personally identifiable information not be considered directory information.

The school may release directory information without a parent/guardian's written consent if the parent does not notify the school by September 15th their desire not to have directory information released. The Statute requires that this notice be given annually to parents.

ANNUAL NOTICE

Parents, if you do NOT want the school or the District to disclose one or more of the listed categories (below) of directory information from your child's education records without your prior written consent, you must notify the school principal in writing within 10 days after the distribution of this Student Handbook.

The Board designates the following categories of data as student directory information as allowed by FL Stat. 1002.22(2)(b): The student's name, address, telephone number if it is a listed number, date and place of birth, major field of study (i.e. grade level), participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student.

DISCIPLINE

Control and supervision of the students are the responsibility of every member of the school staff. Those infractions found in the District Student and Family Handbook will be considered grounds for disciplinary action when occurring on school grounds, and during school hours, at school functions on or off campus, or en route to or from school, or if directed toward the persons, family, or property of school personnel (staff, chaperons or volunteers). This includes use of any mood-modifying substance prior to attending class or a school event. Attending extra curricular functions is a privilege and not a right. In order to be approved for certain activities, discipline records will be researched and background checks will be done. For Senior's to be granted permission to attend Grad Bash, they must have a clear discipline record free of Out of School Suspensions for the entire year. Refer to the District Student and Family Handbook for rules and consequences regarding unacceptable behavior.

Per State mandate, all discipline information will now be sent with student's academic transcripts.

Lost & found items and confiscated items such as radios, CD players, and other equipment or articles (i.e. hats, video cameras, iPods, and cell phones etc.) not retrieved by a parent by Thursday, June 21, 2012 will be given to local charity organizations.

DISMISSAL

Upon written request from a parent, a student may sign out of school early for certain reasons (i.e., doctor's appointment, orthodontist, etc.). This request must be brought to the Main Office before school. Per School District policy, no dismissals by phone request will be permitted.

Early dismissal requests from parent(s) must be specific as to the reason and must have a phone number where the parent can be reached during the day. Parent contact will be made, and the student will be allowed to sign out. An official early dismissal form will be issued to the student, which will serve as a pass to leave campus and/or to return to campus. For educational purposes, parents, please attempt to dismiss your son/daughter within the last 15 minutes of the class period. Due to safety and traffic concerns, dismissals after 2:15 are discouraged except in the case of emergency.

If a student decides to go home, parent contact must be made and a permission to leave form must be approved through the Main Office. Students who leave campus without signing out through the Main Office will be considered truant and will be subject to disciplinary action.

If a parent comes to the campus to pick up a student, the parent must come into the Main Office to sign the student out.

Students returning to campus after an approved early dismissal must provide official written documentation of the appointment or be accompanied by the parent.

Failure to follow these procedures could result in absences being classified as unexcused as well as other disciplinary actions.

These rules apply to all students regardless of age.

DRESS CODE

School is a student's place of business and appropriate dress is important.

The primary responsibility for personal appearance rests with the students and parents. Personal appearance should not be disruptive to the normal education or social processes.

When a student's appearance at school and/or a school activity becomes a disruptive factor, a safety hazard or exhibits impropriety, the principal shall take appropriate steps to correct and control these situations from the opening to the closing of the school day. "Students and teachers need to concentrate on the learning/teaching process. In order to be sure they can focus on learning in the classroom, it is important to have as few distractions as possible. Appropriate dress and grooming can help create that focus." (*Dress Code Page in the PBC Student and Family Handbook*)

Any article of clothing bearing a symbol, design or emblem that has sexual overtones; is indecent, obscene or offensive; represents affiliation with an unlawful organization or advertises drugs, tobacco or alcohol is PROHIBITED. Students who wear items of clothing, which, because of fit, design, color, texture or inadequate coverage of the body, create classroom or school disruption, or which create a safety or health hazard, will be required to change the clothing to eliminate the disruption, distraction or hazard. Special clothing may be required for health and safety reasons or for specific programs.

Repeat violations of the Dress Code will result in progressively more stringent disciplinary action.

DO's	DON'Ts
<u>Tops</u>	<u>Tops</u>
<ul style="list-style-type: none"> ✓ Solids ✓ Stripes ✓ Plaid ✓ Camouflage ✓ Approved Seminole Ridge attire ✓ Quarter size logo (i.e. polo) ✓ University/college themed shirts, sweatshirts, and jackets (No jerseys) ✓ Writing consisting of brand name only. (ex: Nike, Hollister). No slogans or sayings 	<ul style="list-style-type: none"> ✓ No graphics, images, pictures, shapes, designs, symbols, numbers ✓ No divisive or suggestive images or writing on any item or clothing ✓ No home-made Seminole Ridge attire ✓ No visible undergarments ✓ No spaghetti straps, tank tops, or sleeveless shirts ✓ No midriff ✓ No inside out clothing ✓ No plunging necklines or low tops ✓ No holes or torn clothing
<u>Bottoms</u>	<u>Bottoms</u>
<ul style="list-style-type: none"> ✓ Solids ✓ Stripes ✓ Plaid ✓ Camouflage ✓ Approved Seminole Ridge attire ✓ Skirts, shorts, shirts worn over leggings must be 4 inches from the center of the kneecap or longer 	<ul style="list-style-type: none"> ✓ No graphics, images, pictures, shapes, designs, symbols, numbers ✓ No divisive or suggestive images or writing on any item or clothing ✓ No home-made Seminole Ridge attire ✓ No visible undergarments ✓ No shorts, skirts, or dresses 4 inches or more above the kneecap ✓ No inside out clothing ✓ No pajama pants or slippers ✓ No holes or torn clothing
<u>Additional Guidelines</u>	
<ul style="list-style-type: none"> ✓ Knit caps 49° or below allowed ✓ No headwear ✓ No blankets/Snuggies ✓ No pillows 	
<p>Cell phones, iPods, and other electronic devices must be kept out of sight and turned off while on campus. These items will be confiscated and must be picked up by a parent.</p>	
<p>Headwear will be confiscated and not returned until after dismissal on the last day of school.</p>	
<p>Failure to comply with the dress code will be considered insubordination and subject to disciplinary action.</p>	

Students not in dress code during exam days will not be permitted to take the exam. However, they will have the opportunity to take the exam during the exam make up days.

ADMINISTRATION RESERVES THE RIGHT TO MAKE THE FINAL DECISION ON DRESS CODE MATTERS.

DRUG ABUSE PENALTIES (D-5.132)

In compliance with Florida Statute 1006.07 the following penalties for students in schools regarding possession/use and distribution of drugs have been established. Definitions of terms are present for clarification and apply to enrolled students of the Palm Beach County School System:

POSSESSION/USE/SALE:

Having on one's person or within one's personal property or under one's control by placement of and knowledge of the whereabouts or reasonable belief that one has assimilated, or reasonably appears, in the judgment of appropriate school officials, to be under the influence of any controlled, uncontrolled, unauthorized prescription and O.T.C. substance including, but not limited to, those substances listed in Chapter 893, Florida Statutes, and including alcohol and tobacco, while on school property or under the jurisdiction and control of the School Board of Palm Beach County.

Students in possession of legitimate prescriptions in their names and following appropriate guidelines of the School Board Policy for medications are exempt from this directive.

DISTRIBUTION:

The transfer of any controlled, uncontrolled, unauthorized prescription and O.T.C. substances including, but not limited to, those substances listed in Chapter 893, Florida Statutes, prescribed medications, including alcohol and tobacco, to another person, with or without exchange of money or consideration of other valuables while under the jurisdiction of the School Board of Palm Beach County. Under this directive, possession is included in any case of distribution.

1. Possession and/or use:

A. First Offense:

1. Mandatory 10-day suspension; however, up to 5 of the 10 days may be held in abeyance if the student agrees to attend a licensed counseling program.
2. Required reinstatement conference with principal and/or designee and parent.
3. Provide follow-up support services for students.
4. Report to legal authorities all details related to the incident.

B. Second Offense:

1. Mandatory 10-day and a recommendation for expulsion.
2. Required reinstatement conference with principal and/or designee and parent.
3. Provide follow-up support services for returning students.
4. Report to legal authorities all details related to the incident.

2. Distribution (on first offense)

- A. Mandatory 10-day suspension and a recommendation for expulsion. In this case, students are not eligible for an alternative to suspension program.
- B. Required reinstatement conference with principal and/or designee and parent.
- C. Provide follow-up support services for returning students.
- D. Report to legal authorities all details related to the incident.

PENALTIES MAY BE INCREASED BASED ON QUANTITY OF THE SUBSTANCE INVOLVED AND PAST RECORD OF THE INDIVIDUAL.

EVACUATION DRILLS

Evacuation routes are posted inside of each classroom. The signal to evacuate will be a fire alarm or an announcement over the P.A. system. Students should remain calm and follow directions as they are given. An up to date crisis plan is available to all teachers in case of an emergency or an evacuation.

Students are to evacuate quickly and as quietly as possible to the area designated. Teachers will check rolls at their designated area. Students and teachers are to return to their classroom in a timely manner when the all-clear signal is given. Failure on the student's part to not return to class in a timely manner will result in disciplinary action.

Setting off, damaging, defacing, or in any way disturbing fire alarms or fire-fighting equipment, except during emergencies, will result in a ten (10) day suspension and possible legal action.

FEEES AND CHARGES TO STUDENTS

No fee or charge may be required of any student as a condition of attendance and full participation in any class. Principals are permitted to request that students voluntarily purchase prescribed consumable items, which might aid in their learning. No penalty may be imposed upon any student who fails to purchase a requested item. Provision for equal learning opportunity must be made for any student who fails to purchase a requested item. It is the responsibility of the parent/student to inform the school if such a provision is required.

Students will normally pay for materials used in the production of a major project, which is to be kept by the student. If the school furnishes materials that are consumed or used in the learning process the student is not necessarily entitled to the finished product. **STUDENTS AND THEIR PARENTS ARE RESPONSIBLE FOR REPAIR OR REPLACEMENT OF LOST OR DAMAGED SCHOOL PROPERTY.**

FIELD TRIPS

Students going on field trips or on Temporary Learning Elsewhere (TLE) must first complete the TLE request form, including parent/guardian signature and media center clearance verifying student has no outstanding media center obligations and second have signed parent/guardian permission form (PBSD 0755).

Students must have no unpaid obligations to Seminole Ridge High School and signed parental approval to be eligible for a TLE. Teachers will provide vital academic information on the TLE Form that should be reviewed by the parent prior to signing. This information will consist of grades, conduct, and comments from each teacher and must be taken into consideration for the overall academic well being of the student before granting permission. Parents and TLE Sponsors are expected to review the information provided by each teacher to determine the student's eligibility for participating in the activity. The information the teachers will be providing on the form will give you their professional opinion as to whether or not the absence due to the TLE will hinder your child's ability to stay on pace with the curriculum. An approved TLE and permission form (PBSD 0755) must be on file with the teacher sponsoring the trip at least three days before the activity, if the student is to participate in the trip.

Class absences due to an approved TLE do not count under the attendance policy. TLE procedure:

1. The TLE is signed by each teacher, the media center, and by the parent.
2. The teachers should mark in their attendance records the date(s) of the TLE.
3. The TLE is returned to the sponsor who reviews it to determine the student's eligibility based on the above criteria. The sponsor then retains the TLE to be filed with the approved field trip request.
4. TLE's are considered only for school-sponsored trips, supervised by school personnel. TLE requests for out-of-district events are approved for recognized state and national school-sponsored competition. Other out-of-district, school-sponsored activities may be considered, upon review, on an individual basis.
5. Students are responsible for obtaining all assignments missed due to a TLE. Students must turn in all work by date given by teacher.
6. Students will not be permitted to participate in extracurricular field trips if they have outstanding obligations.
7. In addition to the school generated TLE, the parent/guardian must sign the PBSD 0755 form to be generated by the teacher sponsoring the trip.

The school provides transportation for most field trips. Each person transporting the students in a private vehicle must show proof of current automobile liability insurance to the school supervisor and to the parents/guardians of the student traveling in the vehicle upon request. Volunteer drivers are required to carry minimum insurance requirements as specified by FL Statute 627.736 and complete the School Volunteer Application (PBSD 0887).

OVERNIGHT FIELD TRIPS

1. General instructional field trips are open to all members of the class involved as long as the students meet the TLE guidelines above.
2. Competition trips are open only to the members of the "competition team" and alternates, not the entire class.
3. Students are expected to follow all school rules while on any school trip. A parent, even if that parent is a chaperon, may not exempt a student from following school rules while on a field trip.
4. Students breaking rules, which result in suspension, will not be permitted to participate in any school trips for the remainder of the semester in which the incident occurs and for one full semester following the semester in which the incident occurred. The term "serious infractions of rules" include, but is not limited to: use of drugs and/or alcohol, infractions of a sexual nature, destruction of property or vandalism, theft, being AWOL or major curfew violation, and violence.
5. Students arrested for violations of state, local or federal law while on a school trip will be banned from any school trip for the remainder of the student's school career or until adjudicated as innocent.
6. The sponsor/chaperone can exercise discretion as to whether he/she is willing to accept responsibility for a given student or group of students on an overnight field trip.
7. In addition to the school generated TLE, the parent/guardian must sign the PBSD 0755 form to be generated by the teacher sponsoring the trip.

GANG CONTROL POLICY

Refer to policy 5.0921 in the District Student and Family Handbook.

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 FOR GRADUATION OPTION A STUDENTS: At least 17 credits and a 2.0 cumulative GPA. At the time a student earns the appropriate number of credits and GPA, 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 grading period.

CLASSIFICATION FROM 10TH GRADE TO 12TH GRADE FOR GRADUATION OPTIONS B, C, E OR OPTION F STUDENTS: At least 12 credits. A 2.0 GPA in the required credits for Option B and C is required for Grade 12 classification (GPA 18).

12th grade students who require less than 6 credits in order to graduate may opt to complete all needed credits through the Florida Virtual School, the district's Adult Credit Lab and /or dual enrollment program, if eligible. These students need not enroll in a full schedule of at least six courses through the high school. However, if a student enrolls in a high school course at the high school campus, the student will be required to enroll in 6 courses. Students intending to complete more than two post-secondary level courses during a semester may be required to submit an appeal with the respective post-secondary institution.

Students taking courses through the Adult Credit Lab may not earn more than eight (8) credits for acceleration within the four years of high school. With the exception of students who have been accepted into an early admission program, grade 12 students transferring into the district will be required to enroll in 6 courses (8 courses in schools on a 4 by 4 block schedule). At least one-half of these courses must be complete at the home school in order to receive a diploma from that school.

The school district will classify students to grades 10 and 11 two times per year:

1. Following the completion of the final grading period.
2. Following completion of the first semester for students who have been previously retained in high school, in order to move to the grade level of their cohort class.

GRADES

Teachers shall inform students in writing of the method by which 9-weeks and final grades will be determined (i.e. value of homework, class participation, notebooks) along with the 9-weeks objectives.

For high school students, there are no full year grades; only semester grades, (D-8.05, D,1).

Grades in repeated classes:

- A. No credit for 2nd attempt (unless no credit is earned in the 1st attempt).
- B. Second grade is given on GPA and HPA.
- C. Both grades remain on transcript.

Students who withdraw from a class after the two-week schedule change period will be withdrawn with a "W" to indicate a class attempted but not completed. The grade of "W" will not be calculated into the GPA. Students in attendance in a class less than 68 hours must take and pass the exam to earn credit.

ONLINE GRADE ACCESS

Edline is a complete Internet web hosting solution that is geared to enhance parent-teacher communication. Our goal is to improve the flow of information between parents, students, and teachers. Visitors to our school's Edline website will be presented with personalized links to the classroom, team news/events, and club homepages. (www.edline.net)

Everything from progress reports to lunch menus will be available to parents and students. The site is secure enabling the school to utilize personalized secure access so that private grades and reports for our students can be posted. Edline has tremendous impact on school performance and will provide the following benefits:

- Increased parental involvement (Parents/students will be able to view current grades and progress reports.)
- Improved student achievement
- Improved internal communication
- Reduced paper-based costs (photocopying, envelopes, etc.)
- Parents' and students' shortcut links reflect their current classes and permit current class web pages to be easily accessed.
- All classes and school approved groups at Seminole Ridge Community High School will receive a complete website with no page or traffic limit.
- Every class may develop its' own website/homepage (with homework, grades, calendars, and more).
- Every team and club will have the capability to have its own website.
- Teachers and administrators can transfer/publish files.
- State mandated tests and final exam schedules.

REPORT CARDS

(Uniform Marking System D-8.05)(Portions have been deleted for brevity.)

Report card grades will be issued each 9-weeks (D-8.05.3). Students are advised to retain their report cards throughout their high school years for reference purposes and occasional crosschecking with permanent transcript records.

PROGRESS REPORTS

Students will receive a progress report in the fifth week of each quarter. As required by the district Pupil Progression Plan, students will be given an alpha or numeric grade indicating current grade average or progress to date in each class.

Progress Report Dates for 2011-2012

1 st Quarter	Week of September 19
2 nd Quarter	Week of November 21
3 rd Quarter	Week of February 6
4 th Quarter	Week of April 23

Teachers may issue individual progress reports at any time if it is believed that parents need to be informed of changes in a student's progress.

Parents may request weekly progress reports as needed. Students may pick up progress report forms from the Guidance office. It is the student's responsibility to take the form to the teachers to be completed for weekly academic assessments and then home to their parents.

Student's grades shall be based on a combination of test grades, home assignments, and class work and not on a single project. In addition, the SRHS school-wide reading initiative (Book It) shall constitute 10% of the student's 1st period class grade. There shall be sufficient marks recorded in each teacher's roll book to justify the grade received as the 9-week grade D-8.05.2.

A standard grading policy is used to calculate semester grades. The semester grade is based on grades from the two 9-week periods in one semester, and on the semester final exam. Each semester grade is worth .50 credit. The semester grade point average for each course is calculated by:

1. Converting the nine-week letter grade to a point value-using Table A,
2. Converting the exam letter grade to a point value using Table B,
3. Adding the point values
4. Dividing that sum by 5
5. Finding the result of #4 on Table C to determine the semester grade.

TABLE A	TABLE B	TABLE C
A = 8 POINTS	A = 4 POINTS	A = 3.6 OR ABOVE
B = 6 POINTS	B = 3 POINTS	B = 2.6 THRU 3.59
C = 4 POINTS	C = 2 POINTS	C = 1.6 THRU 2.59
D = 2 POINTS	D = 1 POINTS	D = 0.6 THRU 1.59
F = 0 POINTS	F = 0 POINTS	F = BELOW 0.6

MAJORITY "F" RULE

Each semester contains three grades (two nine-week periods and an exam). A student must pass at least two of the three grades to receive semester credit. Standard grading scale in Palm Beach County Schools:

100-90 = A
89-80 = B
79-70 = C
69-60 = D
59-0 = F

GRADUATION REQUIREMENTS

Students are required to satisfy the graduation requirements in effect at the time the student first enters the ninth grade regardless of the date the student graduates, unless the requirements change for the entire class, **or** unless

requirements are changed for all students by Florida Statute, or unless the student is scheduled to graduate more than two years after the student's original class.

For Students Entering Grade 9 In 2011-2012 School Year			
Subject Area	Graduation Requirements of 24-Credit Program	Graduation Requirements of 3-year/18-Credit College Prep Program ¹	Graduation Requirements of 3-year/18-Credit Career Prep Program
English	4 credits, with major concentration in composition, reading for information, and literature	4 credits, with major concentration in composition and literature	4 credits, with major concentration in composition and literature
Mathematics	4 credits, one credit must be Algebra 1 or its equivalent or a higher-level math course; one credit must be Geometry or its equivalent or a higher-level math course	4 credits, one credit must be Algebra 1 or its equivalent or a higher-level math course; one credit must be Geometry or its equivalent or a higher-level math course	4 credits, one credit must be Algebra 1 or its equivalent or a higher-level math course; one credit must be Geometry or its equivalent or a higher-level math course
Science	3 credits in Science, one credit must be Biology 1 or its equivalent	3 credits in Science, one credit must be Biology 1 or its equivalent	3 credits in Science, one credit must be Biology 1 or its equivalent
Social Studies	1 credit World History 1 credit US History .5 credit US Govt. .5 credit Economics	1 credit World History 1 credit US History .5 credit US Govt. .5 credit Economics	1 credit World History 1 credit US History .5 credit US Govt. .5 credit Economics
Foreign Language	Not required for high school graduation, but required for admission into state universities	2 credits in the same language or demonstrated proficiency in a second language	Not Required
Fine/Performing Arts	1 credit in Fine or Performing Arts, Speech and Debate, or Practical Arts (eligible courses specified in Course Code Directory)	Not Required	Not Required
Physical Education	1 credit in Physical Education to include the integration of health	Not Required	Not Required
Electives	8 credits	2 credits	3 credits in single vocational/career education program and 1 elective credit OR 3 credits in single career/technical certificate dual enrollment and 1 elective credit OR 4 credits in vocational/career education (including 3 credits in one sequential career and technical education program)
Total	24 credits	18 credits	18 credits
State Assessment Requirements	Passing scores on the Grade 10 FCAT 2.0 Reading or scores on a standardized test that is concordant with passing scores on the FCAT (ACT or SAT)	Passing scores on the Grade 10 FCAT 2.0 Reading or scores on a standardized test that is concordant with passing scores on the FCAT (ACT or SAT)	Passing scores on the Grade 10 FCAT 2.0 Reading or scores on a standardized test that is concordant with passing scores on the FCAT (ACT or SAT)
Grade Point Average (GPA) Requirements	Cumulative GPA of 2.0 on a 4.0 scale	Cumulative GPA of 3.5 on a 4.0 scale in the required courses and a weighted or unweighted grade that earns at least 3.0 points or its equivalent in each of the 18 required credits	Cumulative weighted GPA of 3.0 on a 4.0 scale in the required courses and a weighted or unweighted grade that earns at least 2.0 points or its equivalent in each of the 18 required credits

¹All courses earned toward the 3-year/18-credit College Prep Program must satisfy admission requirements for the State University System (SUS). To determine which courses meet State University System admission requirements, please use the [Comprehensive Course Table](#) or see high school counselor for assistance. At least 6 of the 18 credits must be in courses that include dual enrollment, Advanced Placement (AP), International Baccalaureate (IB), and Advanced International Certificate of Education (AICE), or are specifically listed as rigorous by the Department of Education.

For Students Entering Grade 9 in 2010-2011 School Year			
Subject Area	Graduation Requirements of 24-Credit Program	Graduation Requirements of 3-year/18-Credit College Prep Program ¹	Graduation Requirements of 3-year/18-Credit Career Prep Program
English	4 credits, with major concentration in composition, reading for information, and literature	4 credits, with major concentration in composition and literature	4 credits, with major concentration in composition and literature
Mathematics	4 credits, one credit must be	4 credits, one credit must be Algebra 1 or	4 credits, one credit must be Algebra 1 or its

	Algebra 1 or its equivalent or a higher-level math course; one credit must be Geometry or its equivalent or a higher-level math course	its equivalent or a higher-level math course; one credit must be Geometry or its equivalent or a higher-level math course	equivalent or a higher-level math course; one credit must be Geometry or its equivalent or a higher-level math course
Science	3 credits in Science, two of which must have a laboratory component	3 credits in Science, two of which must have a laboratory component	3 credits in Science, two of which must have a laboratory component
Social Studies	1 credit World History 1 credit US History .5 credit US Govt. .5 credit Economics	1 credit World History 1 credit US History .5 credit US Govt. .5 credit Economics	1 credit World History 1 credit US History .5 credit US Govt. .5 credit Economics
Foreign Language	Not required for high school graduation, but required for admission into state universities	2 credits in the same language or demonstrated proficiency in a second language	Not Required
Fine/Performing Arts	1 credit in Fine or Performing Arts, Speech and Debate, or Practical Arts (eligible courses specified in Course Code Directory)	Not Required	Not Required
Physical Education	1 credit in Physical Education to include the integration of health	Not Required	Not Required
Electives	8 credits	2 credits	3 credits in single vocational/career education program and 1 elective credit OR 3 credits in single career/technical certificate dual enrollment and 1 elective credit OR 4 credits in vocational/career education (including 3 credits in one sequential career and technical education program)
Total	24 credits	18 credits	18 credits
State Assessment Requirements	Passing scores on the Grade 10 FCAT 2.0 Reading or scores on a standardized test that is concordant with passing scores on the FCAT (ACT or SAT)	Passing scores on the Grade 10 FCAT 2.0 Reading or scores on a standardized test that is concordant with passing scores on the FCAT (ACT or SAT)	Passing scores on the Grade 10 FCAT 2.0 Reading or scores on a standardized test that is concordant with passing scores on the FCAT (ACT or SAT)
Grade Point Average (GPA) Requirements	Cumulative GPA of 2.0 on a 4.0 scale	Cumulative GPA of 3.5 on a 4.0 scale in the required courses and a weighted or unweighted grade that earns at least 3.0 points or its equivalent in each of the 18 required credits	Cumulative weighted GPA of 3.0 on a 4.0 scale in the required courses and a weighted or unweighted grade that earns at least 2.0 points or its equivalent in each of the 18 required credits

¹All courses earned toward the 3-year/18-credit College Prep Program must satisfy admission requirements for the State University System (SUS). To determine which courses meet State University System admission requirements, please use the [Comprehensive Course Table](#) or see high school counselor for assistance. At least 6 of the 18 credits must be in courses that include dual enrollment, Advanced Placement (AP), International Baccalaureate (IB), and Advanced International Certificate of Education (AICE), or are specifically listed as rigorous by the Department of Education.

For Students Entering Grade 9 in 2007-2008, 2008-2009, or 2009-2010 School Year			
Subject Area	Graduation Requirements of 24-Credit Program	Graduation Requirements of 3-year/18-Credit College Prep Program ¹	Graduation Requirements of 3-year/18-Credit Career Prep Program
English	4 credits, with major concentration in composition, reading for information, and literature	4 credits, with major concentration in composition and literature	4 credits, with major concentration in composition and literature
Mathematics	4 credits, one of which must be Algebra I or its equivalent ² , or a higher-level mathematics course	3 credits at the Algebra I level or above from the list of courses that qualify for state university admission ³	3 credits, one of which must be Algebra I or its equivalent ²
Science	3 credits in Science, two of which must have a laboratory component	3 credits in Natural Science, two of which must have a laboratory component	3 credits in Natural Science, two of which must have a laboratory component
Social Studies	1 credit World History 1 credit US History .5 credit US Govt. .5 credit Economics	1 credit World History 1 credit US History .5 credit US Govt. .5 credit Economics	1 credit World History 1 credit US History .5 credit US Govt. .5 credit Economics

Foreign Language	Not required for high school graduation, but required for admission into state universities	2 credits in the same language or demonstrated proficiency in a second language	Not Required
Fine/Performing Arts	1 credit in Fine or Performing Arts, Speech and Debate, or specified Practical Arts	Not Required	Not Required
Physical Education	1 credit in Physical Education to include the integration of health ⁴	Not Required	Not Required
Electives	8 credits	3 credits in electives	3 credits in single vocational/career education program and 2 credits in electives OR 3 credits in single career/technical certificate dual enrollment and 2 credits in electives OR 5 credits in vocational/career education (including 3 credits in one sequential career and technical education program)
Total	24 credits	18 credits	18 credits
State Assessment Requirements ⁵	Passing scores on the Grade 10 FCAT or scores on a standardized test that is concordant with passing scores on the FCAT (ACT or SAT)	Passing scores on the Grade 10 FCAT or scores on a standardized test that is concordant with passing scores on the FCAT (ACT or SAT)	Passing scores on the Grade 10 FCAT or scores on a standardized test that is concordant with passing scores on the FCAT (ACT or SAT)
Grade Point Average (GPA) Requirements ⁶	Cumulative GPA of 2.0 on a 4.0 scale	Cumulative GPA of 3.5 on a 4.0 scale in the required courses and a weighted or unweighted grade that earns at least 3.0 points or its equivalent in each of the 18 required credits	Cumulative weighted GPA of 3.0 on a 4.0 scale in the required courses and a weighted or unweighted grade that earns at least 2.0 points or its equivalent in each of the 18 required credits

¹All courses earned toward the 3-year/18-credit College Prep Program must satisfy admission requirements for the State University System (SUS). To determine which courses meet State University System admission requirements, please use the [Comprehensive Course Table](#) or see high school counselor for assistance. At least 6 of the 18 credits must be in courses that include dual enrollment, Advanced Placement (AP), International Baccalaureate (IB), and Advanced International Certificate of Education (AICE), or are specifically listed as rigorous by the Department of Education.

²See high school counselor for assistance with Algebra I equivalents. Courses or series of courses deemed "equivalent" for satisfying the Algebra I graduation requirements are: Algebra I, Algebra I Honors, Algebra Ia and Ib, Applied Mathematics I and II, Integrated Mathematics I and II, and Pre-AICE Math. Pacesetter Mathematics I is not available to students entering grade 9 in 2008-2009 and thereafter.

³Students seeking admission to a SUS institution must complete an additional mathematics academic unit of Algebra I or higher (bringing the mathematics requirements to 4 units) [[Rule 6.002](#), B.O.G.].

⁴[View additional information on meeting the Physical Education requirement](#) or see high school counselor.

⁵Students must earn passing scores on the Grade 10 FCAT in Mathematics and Reading (or scores that are concordant with the passing scores on the Grade 10 FCAT). [View additional information on state assessment requirements.](#)

⁶Students in grades 6-8 who take any high school-level course(s) for high school credit and earn a grade of "C", "D", or "F" may replace the grade with a grade of "C" or higher earned subsequently in the same or comparable course(s) in accordance with the district school board's forgiveness policy.

ONLINE CLASS REQUIREMENT

- All students entering ninth grade in 2011-12 must complete a class online in order to graduate.
- An online course taken by a student in grades 6-8 or enrollment in a full-time or part-time virtual instruction program can meet the requirement.
- The online course graduation requirement can be met by an online course offered by Florida Virtual School, a district high school, or an online dual enrollment course.

END OF COURSE (EOC) EXAMS

The primary purpose of the FCAT and FCAT 2.0 criterion-referenced tests and EOC assessments is to assess student achievement of the high-order thinking skills represented in the Sunshine State Standards (SSS) and the Next Generation Sunshine State Standards (NGSSS) for Reading, Writing, Mathematics, and Science. For more information on these assessments please visit the Department of Education website at <http://fcats.fldoe.org/eoc>. Once a passing score on an EOC is required for HS credit:

- A student who fails the course, but passes the EOC will receive credit.
- A student who passes the course, but fails the EOC will not receive credit.
- A student who does not take the course, but passes the EOC will receive credit.

FCAT WAIVER FOR ESE STUDENTS

For ESE students graduating in 2003 and thereafter, a waiver is provided from the FCAT graduation requirement under the following conditions:

- The students are high school seniors with Individual Education Plans (IEPs).
- The students have taken the FCAT at least once in 10th grade and once in 11th grade, and **must** take the FCAT in grade 12 but have not attained a passing score.

- The IEP team determines that the FCAT cannot accurately measure the students' abilities, taking into consideration allowable accommodations.
- The students have met the requirements for a regular diploma.

EARLY GRADUATION FOR 24-CREDIT-OPTIONS STUDENTS

Students who complete the requirements for graduation before the semester of graduation for their cohort class may elect to:

- Graduate at the end of the semester in which the requirements have been completed **OR**
- Continue enrollment as full-time students in the School District of Palm Beach County. The grades earned by the student will become a part of the student's permanent record and calculated in the student's GPA/HPA.

Such students **must** submit a request to graduate or continue enrollment to the principal prior to the beginning of the school year in which the student will complete the requirements for graduation. The students may continue as students in the school district until the end of the regular school year in which their cohort class graduates. The principal may deny continued enrollment for a student who has met graduation requirements. Early graduation students may participate in the end-of-year graduation ceremonies.

BRIGHT FUTURES SCHOLARSHIP

Students interested in receiving the Bright Futures Scholarship must complete the Florida Financial Aid Application and the Free Application for Federal Student Aid (FAFSA) at the beginning of the second semester of their senior year. It is the student's responsibility to complete the application. At the time of application submission, students must answer a felony question. The Florida Legislature approves the requirements to earn a Bright Futures Scholarship on a yearly basis. For the most recent set of requirements, please see <http://www.floridastudentfinancialaid.org/ssfad/bf>

MINIMUM STATE UNIVERSITY SYSTEM ADMISSION REQUIREMENTS

The number of English, math, science, social science, foreign language, and elective credits within the three-year standard college preparatory program aligns with the minimum state university admissions standards listed in current law.

High school counselors must continue to encourage students interested in pursuing university studies to take the designated courses within these categories regardless of whether students choose the three or four-year graduation option.

The three graduation programs are simply options. Each student and his or her parents must select the graduation option and curriculum that most appropriately prepares the student for his or her post-secondary education or career plan. Students and parents should consider the benefits of other acceleration opportunities, such as dual enrollment, advanced placement, early admission, and the International Baccalaureate program, and are encouraged to discuss these plans with their school counselor on a regular basis in grades 6-12.

Information found within publications and on websites is currently being updated. The Florida Counseling for Future Education Handbook is recommended for use in advising students seeking admission to Florida's post-secondary institutions and can be viewed online from the Department of Education's website at www.fldoe.org. Under the web site index, search for Publications & Papers and then choose the Florida Counseling for Future Education Handbook.

HONOR POINTS

The School District of Palm Beach County uses a weighted system to calculate the student's honor point average (HPA). The standard scale is based on 4.0(A), 3.0(B), 2.0(C), 1.0(D), and 0 for any other grade. The grade received in a course is weighted according to the level of the course as dictated in the course descriptions provided by the Department of Curriculum and Instruction.

- Basic-level and regular-level courses use the standard scale.
- Honors-level courses are weighted at 1.125 of the standard scale.
- Advanced Placement (AP) courses offered through the College Board are weighed at 1.50 of the standard scale. In order to obtain the 1.50 weighing, a student must take the standardized AP examination in May and sign the AP Commitment agreement.

NOTE: If a student fails to take an AP examination, the weighted level of credit earned reverts to honors-level weighting.

Students taking courses through the Dual Enrollment Program will receive advanced placement points. All courses will be considered for weighting at the advanced placement level which is 1.50 of the standard scale. Students may earn up to 1.0 credit for each course taken.

ALTERNATIVE PROGRAM CREDITS

Students enrolled in Seminole Ridge Community High School may earn a maximum of two credits through approved alternative programs and the Adult Community School credit program. These programs cannot be used for acceleration, as it is not permitted.

GRADUATION REQUIREMENT OF COMMUNITY SERVICE

You **must** provide documentation of 20 hours of community service as a graduation requirement. As you complete community service hours throughout your high school career, bring the completed original log form to the guidance office to be kept in school records. Always be sure to keep a copy for your own records. A maximum of five of the required 20 hours may be submitted for donated goods. Additional hours beyond five for donated goods will not be accepted until you have met the 20-hour graduation requirement.

COMMUNITY SERVICE HOURS

District directive 8.155 explains that "community service activities are defined as those activities voluntarily performed by students for recognized community organizations/agencies, and services provided by students...to benefit the community at large."

Community service is a requirement for graduation as well as for several scholarship awards (such as Bright Futures) and college entrance programs. The community service volunteer log is available in the guidance office.

Incomplete forms (without student name and number, verifying signature, dates, total hours and service performed) will not be accepted, and hours will not be recorded on the student's transcript. Agency forms may be attached to verify signature; however, all community service hours must be submitted on the official Seminole Ridge Community High School community service volunteer log. Submit the log to your guidance counselor. You are advised to keep a copy for your own records.

Most colleges and community scholarship sponsors expect a resume of community service activities. Total hours recorded on a student's transcript is not a substitute for a community service resume.

Community service provided for private individuals must be approved by school administration before the activity is counted for volunteer hours.

Please adhere to the following Seminole Ridge Community High School guidelines when performing community service:

1. You must volunteer for a non- or not-for-profit organization or agency. You may not volunteer at a for-profit business.
2. Following your grade 8 year, hours earned after June 30 of that year (in other words, between the end of middle school and the beginning of high school) can count towards the high school requirement.
3. You may count only the actual active hours of volunteering. Each hour of work counts as ONE hour.
4. Parent(s)/guardian(s) cannot sign for your volunteer hours. A supervisor must sign all service hours. If your parent is a supervisor, have another supervisor sign for your hours.
5. Five hours of the required 20 may be submitted for any donated goods. Additional hours beyond five will not be accepted until you have met the 20-hour graduation requirement.
6. Practice time for an event does not constitute community service.

Interpretation of the validity of hours is at the discretion of school administration.

GUIDANCE

The Guidance Services of Seminole Ridge Community High School are designed to complement the general philosophy and mission of the school. The goal of the Guidance Department is to establish a productive, informative and nurturing environment.

The Guidance Department consists of six guidance counselors, a records clerk and a department secretary. Guidance Counselors are responsible for all grades, divided by alphabetical groupings of students' last names. This enables guidance counselors to serve the entire family and follow the students through his/her high school career.

It is the responsibility of the Guidance Counselors to assist each student in the development of his/ her full potential and set realistic goals both in the areas of personal growth and maturity and educational/vocational choices.

Our Guidance Services include, but are not limited to:

1. Individual personal counseling.
2. Student planning and scheduling of high school programs, college preparatory programs and career/technical options.
3. Registration and orientation of new students.
4. Career and college counseling including assistance with applications and letters of recommendation.
5. Parent / teacher / student consultations and conferences.

6. Collaboration with teachers and administration for the betterment of students.
7. Consultations and referrals to outside agencies.
8. Group testing, administration, preparation and test interpretation.
9. Development of publications for parents and students on such topics as financial aid and scholarships.
10. Information sessions for students by grade level.
11. Coordination of visits from college representatives.
12. Emphasis on student study and test taking skills, the development of healthy school attitudes, and responsibility and motivation.
13. Update and maintain student cumulative records.
14. Provide input into the development of the curriculum.

FOR AN APPOINTMENT WITH YOUR GUIDANCE COUNSELOR:

1. See the guidance secretary to schedule an appointment. You can do this before or after school, during lunch, or during class if you have a pass from a teacher. You will receive an appointment card with the time and date of your appointment
2. The teacher whose class you have during the appointment needs to be notified by you at the beginning of that class period. The teacher has the right to not let you leave class for the appointment.
3. Students should not "drop in" to see their counselor during classes.
4. Students should not wait in the guidance office without an appointment card.
5. Violations of these procedures will result in unexcused tardiness or absences from classes missed.

SCHEDULE CHANGES

Guidance will meet with students individually to go over the course selection sheet each school year. After schedules are generated in the summer, counselors will consult the course selection sheet if there are any issues with a student's schedule. Once a student receives their schedule, they can request a change only for one of the following reasons.

1. Seniors who need a class for graduation
2. Schedule is incomplete
3. Failed to meet a prerequisite
4. Course already taken

The period for schedule changes begins each semester and ends after the tenth day of the semester. Any student receiving a schedule change will have their grades transferred to the new course. **Due to class size reduction mandates dictated by Senate Bill 4, schedule change options will be extremely limited for the 2011-2012 school year.**

HALL PASSES

All students need a pass when leaving a class. In order to obtain a hall pass, students must present their student ID. Students in the halls during class must carry with them the Seminole Ridge hall pass. These hall passes are building specific, and color-coded, and students found to be in violation of the hall pass rule will be subject to disciplinary action.

HANDS-OFF POLICY

It is inappropriate for students to show affection for each other through excessive physical contact, including but not limited to kissing and sitting on laps, while on campus or at school activities. Continuous inappropriate behavior will be cause for disciplinary action.

HATS

Headwear is not permitted on campus. This includes but is not limited to hats, caps, visors, stocking caps, headbands, do-rags, bandanas, or any other form of headwear.

Headwear will be confiscated on site. Confiscated headwear will not be returned until after dismissal on the last day of school. Students refusing a request to relinquish headwear will be subject to disciplinary action for insubordination.

HOMEBOUND INSTRUCTION

Parents may request a homebound teacher for students with an illness predicted to exceed fifteen (15) consecutive days. Requests for homebound instruction should be directed to the ESE Contact.

INSURANCE

A student insurance policy covering school accident coverage is available to students. Applications will be distributed to students during the first week of school or parents may call Guidance Services if wanting to purchase this insurance.

All accidents and injuries on school campus should be reported to Student Services. Failure to report may cause insurance coverage to be voided. School insurance report forms can be picked up from the main office.

The responsibility for arranging for insurance lies with the respective parent not with the school. Claim forms are available in the front office. However, the student or parent must mail the insurance fee directly to the company.

This insurance does not cover interscholastic football or its practice. Before students are allowed to compete on a school team they must show proof of special insurance coverage. For further information contact the school's Athletic Director.

Athletic insurance is provided through the School Board for secondary or supplementary coverage of primary policies held by the student's parents.

LOCKS AND LOCKERS

School hallway book lockers will be available for rental during the first few weeks of school. Students must use a Seminole Ridge Community High School lock, already affixed to the locker, all other locks are unacceptable and will be cut off. The school is not responsible for items stolen from lockers, or locks that become misplaced, stolen or damaged. The rental price is \$8.00 per year. Lockers can be rented through the school store, room 6101, 7:00-7:30am each school day. Students may select the locker they would like to use. Lockers are assigned on a first come first served basis.

All students' lockers are subject to search without warning pursuant to State of Florida law FSS 1006.09. Book bags are subject to search without warning with reasonable suspicion.

Any items remaining in lockers after locker clean outs will be housed in Student Services until Thursday, June 21, 2012. After that date, unclaimed items will be donated to charity.

LOST AND FOUND

All lost and found items, including textbooks, are to be turned into the Student Services. Items remaining after 2:00 p.m. on Thursday, June 21, 2012 will be donated to a non-profit organization.

MEDIA CENTER

MEDIA HOURS

All students are welcomed to use the media center. The media staff is available to assist students throughout the day. The media center is opened from 7:00am to 3:30pm Monday - Friday.

STUDENT BEHAVIOR

The media center provides a quiet environment for study, research and pleasure reading. It is not to be used as a place for students to socialize. A small amount of schoolwork related talking is permitted but loud or continual conversation is not permitted. Group study requires special permission from the media staff. Seating is limited to one student per chair and four students per table. Disciplinary action will be taken against students guilty of defacing, destroying or stealing media books, materials, equipment or furniture. Media privileges will be suspended for malicious acts of vandalism or stealing. **Food and drink will not be allowed in the Media Center.**

MEDIA PASSES

Passes will be issued by classroom teachers at their convenience. Students entering the Media Center during class time must have an official pass signed by their classroom teacher. **Passes signed and issued by substitute teachers will not be accepted.** No more than five students at a time from any one teacher will be permitted in the media center. Each student must have an individual pass. Students do not need a pass for their lunch period. When students come to the library without a teacher, they must sign in and have a purpose such as research, using the Internet, working on homework, studying and/or reading to be in the media center.

BOOK BAGS

Backpacks and gym bags are not allowed in the Media Center. Bags should be left in the storage cubbies near the entrance. Purses, wallets, yearbooks or other valuable items should not be left in the storage area.

OVERDUES

There are no fines. If a book is overdue then the student will be placed on the obligation list. If a lost book is paid for and later found and returned, the amount paid for the book will be returned to the student. The book must be in good

condition to receive the full refund. If a student returns a book damaged then the student will be advised to the damage charges.

CIRCULATION OF BOOKS AND MATERIALS

Students must have a Seminole Ridge Community High School picture ID in order to check out books and materials. Books may be checked out for two weeks and renewed once. Students may check out up to three books. Students may not check out books for other students. Students may not check out materials if they have an overdue book.

SRCHS STUDENT IDs

All ninth grade students and new students to Seminole Ridge High School will receive a free student ID. All replacement student IDs cost \$7.00. Students may get a replacement ID daily from 7:30am to 3:30pm in the media center.

COPY MACHINE

The copy machine is located behind the circulation desk. The media staff will make photocopies for students at the circulation desk for a cost of \$.05 per one-sided page. Copyright law states only 10% or one chapter (whichever is less) is permitted to be copied for student use. Students should be aware of copyright restrictions when photocopying printed materials and duplicating any other media materials.

MEDIA SERVICES

Laminating is available; prices will be determined at time of service. Students may not use any equipment or materials in the Media Production/Professional Library.

TECHNOLOGY

All incoming freshmen do not need to have a signed Internet Consent form as this form is now part of the registration process. All seniors, juniors and sophomore students must have a signed computer Internet Consent Form (PBCNET) on file in the media center. **Students MUST have their student ID to work on any computer in the media center.** Student access to district technology resources anywhere on school campus is authorized exclusively for academic purposes. Such resources include Internet access, electronic databases and computer software. Students shall not use any such resources for private businesses, personal use or gain, non-curricular-related computer gaming and/or non-curricular-related Internet browsing.

BOOK IT

All students are required to have their student ID in order to take a **Book It!** quiz. All quizzes are taken in the media center before and after school. Twice during a nine weeks period, students are allowed to take quizzes during their lunch period. The media specialist will determine the two weeks that lunch quizzes are permitted. Only one **Book It!** quiz per day is permitted.

Cheating: If a student uses someone else's ID to take a **Book It!** quiz or takes a **Book It!** quiz for another student then both parties will lose their entire **Book It!** points that have been obtained for the specific nine weeks period.

TURNITIN

Turnitin is a plagiarism preventive resource that all students at Seminole Ridge will use for research papers and projects. Students will be responsible for registering online in the class that requires the research paper or project. Classroom teachers will give students their class ID number and password. Students will submit their paper electronically by way of a disc, a CD or a flash drive. If students do not have Internet or a computer at home then students will use the computers in the media center to submit their papers or projects. Turnitin will compare students' paper with other copyrighted material and determine how much of the submitted paper has been copied. If the paper or project has 20%-30% of the content plagiarized (percentage determined by the teacher) then the paper will be deemed copied and the student will not receive credit for their paper or project.

Turnitin.com states all of the following are considered plagiarism:

- Turning in someone else's work as the student's own work
- Copying words or ideas from someone else without giving credit
- Failing to put a quotation in quotation marks
- Giving incorrect information about the source of a quotation
- Changing words but copying the sentence structure of a source without giving credit
- Copying so many words or ideas from a source that it makes up the majority of the work, whether the student gives credit or not to the source

MEDIA COVERAGE

The School District has prohibited news media from photographing or interviewing students without parental permission.

On the other hand, it is often beneficial to have news media coverage of school activities and events in order to keep the public informed about education and to bring recognition to deserving staff and students.

If you object to having your child(ren) photographed, filmed, or interviewed by news media representative, please sign the form in the back of the student handbook and return it to the Student Service Office. Parental permission will be assumed unless this form is returned.

MILITARY RECRUITERS AND INSTITUTIONS OF HIGHER LEARNING

ANNUAL NOTICE FOR ACCESS TO DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA, a Federal law), and Florida Statutes 1002.22 generally require that the School District of Palm Beach County obtain your written consent before disclosing any personally identifiable information from our child's education records (unless an exception applies).

The School Board does not have a directory information policy. However, as part of the No Child Left Behind Act of 2001, Congress has required that school districts receiving assistance under the Elementary and Secondary Education Act of 1985 (ESEA) must give military recruiters access to certain directory information.

Federal law (20 U.S.C. 7908(a)(1)) now requires that high schools "shall provide, on a request made by military recruiters or an institution of higher education, access to secondary school students' names, addresses, and telephone listings." This requirement is also found in 10 U.S.C. 503(c)(1)(A)(ii). The information will be used for military recruiting purposes and other legitimate purposes such as informing students of scholarship opportunities at institutions of higher learning.

Parental consent is not required before providing the information to recruiters and institutions or colleges, although parents may "opt out."

In accordance with those laws, military recruiters are entitled to receive the name, address, and telephone listing of high school students, unless the parent or student have advised the school that they do not want the student's information to be disclosed without specific prior written consent. ("A secondary school student or the parent of the student may request that the student's name, address, and telephone listing...not be released without prior written parental consent" to military recruiters or institutions of higher learning, 20 U.S.C. 7908(a)(2)).

OPT-OUT NOTICE: If you do not want the school or the District to disclose one or more of these categories of information (name, address, or telephone #) to military recruiters or officials of institutions of higher learning without your prior written consent, you must notify the school principal in writing within 10 days after the distribution of this Student and Family Handbook and the principal should also forward your request to the Department of Student Services and Home Education).

Federal law (10 U.S.C.503 (c) and 20 U.S.C.7908 (a)(3)) also requires high schools to give military recruiters the same access to secondary students as they generally provide to post-secondary institutions or prospective employers. For example, if the school has a policy of allowing post-secondary institutions or prospective employers to come on school property to provide information to students about educational or professional opportunities, it must afford the same access to military recruiters.

For more information on the requirements of 10 U.S.C. 503, you may contact the Office of the Secretary of Defense for copies of the statute, or questions relating to it, as follows: Director, Accession Policy, 4000 Defense Pentagon, Washington, DC 20301-4000, Telephone (703) 695-5529.

For more information on the requirements of 20 U.S.C. 7908, you may contact: Family Policy Compliance Office, U. S. Department of Education, 400 Maryland Ave., SW, Washington, DC 20202.

For more information about both of the above laws and your right to opt out, please see the U. S. DOE "Guidance on Access to High School Students and information on Students by Military Recruiters" (Oct. 9. 2002) at: <http://www.ed.gov/policy/gen/guid/fpco/hottopics/ht-10-09-02a.html>.

NONDISCRIMINATION POLICY (P-5.001)

Discrimination on the basis of religion, race, national origin, color, sex, marital status, parental status, or handicap is prohibited in the admission, selection, scheduling, or other treatment of any student in any activity or educational program conducted by the Palm Beach County School System except as may be operationally required and authorized through Title IX of the Education Amendments of 1972.

PARENT-TEACHER COMMUNICATION CONFERENCES

Parents desiring a conference with a teacher should contact the guidance secretary at 422-2610 to schedule an appointment with the appropriate guidance counselor.

VOICE MAIL

Seminole Ridge Community High school has implemented a voice mail system. To access the system, dial 422-2797 and enter the teacher's voice mail number.

PARKING/PASSES - STUDENT

1. Students riding bicycles are required to park in the bicycle rack located on the south end of the parking lot near the football field.
2. All cars and motorcycles must be registered with the office of Student Services and information must be updated if there is a change in vehicles. Students desiring permission to park automobiles on campus must obtain a parking decal. This includes students needing handicapped parking. This decal must be displayed on the bottom right corner of the front windshield of the registered vehicle when the car is on campus.
3. Students must be in good standing with attendance, behavior, and with academics to be eligible to park on campus.
4. The cost for Eligible students to purchase a parking permit is \$50.00. However, after Graduation and through the remainder of the school year there is a reduction in the cost of the parking permit to \$25.00 for eligible students.
5. If a student surpasses 10 unexcused absences at anytime during the semester, their parking privilege/pass will be taken away.
6. Leaving campus without signing out or TRANSPORTING A STUDENT ON OR OFF CAMPUS WHO HAS NOT SIGNED OUT will result in the loss of parking privilege/pass.
7. Multiple discipline referrals will result in the loss of your parking pass.
8. Parking passes are non-transferable and must be visible at all times.
9. Any driving on school campus that is considered careless, reckless or unsafe is a violation of parking regulations and will result in the loss of parking privilege and disciplinary action.
10. Any inappropriate and divisive articles (bumper sticker, flags, etc.) on vehicles are subject to removal, discipline and/or loss of privilege.
11. Students are not permitted outside the white gates and in the parking lot during LUNCH or at any other time during the school day. Failure to comply will result in disciplinary consequences and will result in loss of parking privileges.
12. Vehicles without a current Florida License tag and school permit may not be parked on campus during the school hours. Student parking is restricted to the student's assigned parking spot.
13. Cars parked in unauthorized areas will be towed at the owner's expense, the parking privileges revoked, and the student subject to disciplinary action. Students will not be reimbursed for parking passes confiscated due to rule violations.
14. All student vehicles are subject to search. By entering Seminole Ridge Community High School parking areas, the person in charge of any vehicle consents to the search of the vehicle, which may include passenger compartment, engine compartment, trunk and all containers, locked or unlocked, in or on the vehicle.
15. Students with obligations will not be permitted to purchase a parking permit.

PARKING PRIVILEGE PROBATION/REMOVAL

Student Parking on Campus is a Privilege

Students who fail to follow school rules can have their parking privileges removed at any time during the school year without a refund. Students who demonstrate excessive tardiness to 1st period run the risk of losing their parking privileges.

PREGNANT, UNWED AND MARRIED STUDENTS D-5.12

Pregnant students, unwed parents, and married students are permitted to attend the daytime program of the public schools or transfer to the adult education program or other special programs in accordance with the district and program guidelines. Contact the Guidance Department for further information.

POSTERS AND DECORATIONS

The Administration grants permission for attaching posters to appropriate bulletin boards in the school. Students are required to remove posters the day following the event.

RECORDING, PHOTOGRAPHY, VIDEO, AND SOUND EQUIPMENT

Students may not use iPods, radios, tape players, cameras, video cameras, camera phones and other sound or communications equipment on campus during school hours. If found or if visible, these items will be collected and may be picked up by a parent or guardian upon presentation of identification. This includes headphones/ear buds or any other detachable accessories.

The school does not take responsibility for damage to or loss of confiscated items. These items are a distraction to learning and should be left at home.

REMOVAL / LEAVE FROM STUDENT SERVICES

Students who leave the administration office in Student Services without permission, who fail to follow the instructions of the secretaries or administrators while in Student Services, or who fail to report to the office of Student Services as directed will be subject to disciplinary action.

SCHOOL RESOURCE OFFICER (POLICE)

School resource officers are available to students and staff. Among the duties of the school resource officers are:

1. Investigate violations of Florida State Statutes.
2. Take appropriate action.
3. All investigations are confidential.

SEARCH AND SEIZURE

In addition to any other authority granted, a principal, teacher, librarian, dean, others engaged in an instructional capacity, school police officers, or agents of the School Board hired to detect, locate and seize contraband, shall be authorized to conduct and assist in the conducting of canine sniff searches and the use of metal detectors to locate drugs, weapons or other objects. These items will be confiscated and law enforcement officers notified for possible criminal charges.

SENIOR/JUNIOR PRIVILEGE

Seniors/Juniors who have last period free must leave campus promptly and are not allowed to loiter, and must abide by the senior/junior privilege contract. Failure to comply may result in loss of privilege.

STUDENT IDENTIFICATION

Every student must have his/her school ID in their possession during the school day and at all functions. All ninth grade students and new students to Seminole Ridge High School will receive a free student ID. All replacement student IDs cost \$7.00. Students may get a replacement ID daily from 7:30am to 3:30pm in the media center.

SUSPENSIONS

When a student is suspended, the office of student services will notify teachers and parents in writing of the dates that the student is suspended.

In relation to out-of-school suspension, credit for homework and other assignments shall be given as follows (similar to the provisions the 2003-2004 Student Progression Plan incorporated in Policy 8.01).

1. As Florida Statute 1003.01(5) requires that students will complete homework during out-of-school suspension; a student who receives out-of-school suspension must be assigned homework that will cover content and skills taught during the duration of suspension. However, because Florida Statute 1003.26 allows students to make up assigned work without academic penalty when an absence is excused but suspension is an "unexcused absence" under Policy 5.09, the amount of credit given for this homework shall be limited to a maximum of fifty-nine percent (59%).
2. Similarly, students who were out on suspension on a day when a quiz, test nine-week or semester exam was given, shall be permitted to make up such assignments with credit being limited to a maximum of fifty-nine percent (59%).
3. Credit shall also be limited to a maximum of fifty-nine percent (59%) when a project, term paper, or other assignment which represents work for a nine-week or semester period (or other period of time greater than

the suspension period) is submitted late because the student was out on suspension when the assignment was due.

TARDY POLICY

All students are expected to be in class on time. Students not in their classroom when the tardy bell rings are considered tardy. After the tardy bell rings, the following will occur:

Students less than 15 minutes late to class in 2nd – 7th period will receive an unexcused tardy pass from an administrator, assigned teacher on duty or student services which will be required for admittance to class.

- The unexcused tardy pass will also indicate the date, time and location of the student's detention for being tardy.
- Upon receiving the pass, the students will report immediately to their class.
- Students will serve a lunch detention the following day.
- Failure to be in attendance or being disruptive at the assigned detention will result in further disciplinary action.

Students who are more than 15 minutes late to 2nd – 7th period will be considered out of area. These students will be given a referral and placed in ISS.

- The tardy list will be emailed to all teachers informing them that the students are present in school but missing class.
- Students on the out of area list will be considered absent for that period.
- All tardies are considered unexcused unless the student has documentation of a medical/dental/legal appointment.
 - If a student is late due to illness or car troubles, a parent must accompany the student into the main office to verify the student's issue.
 - Tardies **will not** be excused for:
 - Traffic issues
 - Oversleeping
 - Power outages
 - Alarm clock issues
 - Others issues deemed inappropriate by administration

*1st period tardy students (less than 15 minutes late) will be sent to class where they will be marked tardy by their teacher.

*1st period tardy students (more than 15 minutes late) will be sent to the cafeteria for the remainder of the period.

* **Repetitive tardiness may result in further disciplinary consequences.**

TARDY BUS PROCEDURE

Students who arrive at school late due to riding the bus should get a pass at the bus loop from the administrator in charge. If you are unable to obtain a pass from the administrator, you may report to Student Services for a late bus pass to class from the assistant principal in charge of buses. The student must provide the late bus code for verification before a bus pass can be assigned.

TEXTBOOKS/INSTRUCTIONAL MATERIALS

Many of the ways students do things are changing. Particularly, the basics of pencil, chalk, and textbooks are being supplemented with computers, videos, and other electronic printed materials.

Seminole Ridge High School and the School Board are committed to providing appropriate instructional materials in all core areas of study for each student, ensuring your child has access to these materials, be they for homework, class use only, time on a computer at school, or other materials available in the media center.

At the beginning of the school year, teachers will advise parents in person or by newsletter (and Edline) of the core materials planned to be used and how homework will be assigned.

In some instances, there may be no textbook because other materials are more appropriate or up-to-date for content purposes. In some other instances, class sets (books not assigned to students but used in class and available to students and parents as needed for use at home) may be assigned when the text is used as a reference and other materials are more appropriate for outside-class assignments.

F.S.-1006.47 RESPONSIBILITY OF STUDENTS AND PARENTS.

(1) All instructional materials purchased under the provisions of this part are the property of the district school board. When distributed to the students, these instructional materials are on loan to the students while they are pursuing

their courses of study and are to be returned at the direction of the school principal or the teacher in charge. Each parent of a student to whom or for whom instructional materials have been issued, is liable for any loss or destruction of, or unnecessary damage to, the instructional materials or for failure of the student to return the instructional materials when directed by the school principal or the teacher in charge, and shall pay for such loss, destruction, or unnecessary damage as provided by law.

(2) Nothing in this part shall be construed to prohibit parents from exercising their right to purchase instructional materials from the district school board.

Textbooks are the property of Seminole Ridge Community High School and the Palm Beach County School District, and are furnished to the students on a loan basis. The student's name, teacher's name, book number and condition of the book must be recorded in each book.

Textbooks will be issued by the classroom teacher at the beginning of school. Upon being issued a textbook, the student is responsible by law for that book whether misplaced, lost, stolen from lockers, bookshelves or other areas, or damaged by use or misuse, water or other means.

Florida Statute 1006.42, makes the parent responsible for loss, destruction or unnecessary damage to textbooks or library books issued to the student. No report cards, diplomas, textbooks or library books are issued to a student until the textbook manager clears all obligations. No student may participate in any school activity, including athletics, unless all obligations are cleared.

Students who have lost a book will report the loss to the teacher. The teacher will provide a lost textbook slip to the textbook manager's designee in the main office. The teacher will issue a new textbook only when shown a receipt for payment of the lost book.

Students should keep receipt for payment so that if the book is found a refund for payment can be made. No refunds can be made without a receipt. Students who withdraw from school must return or pay for all assigned books. Students should insist on a receipt for returned books and should keep the receipt. This receipt is the only accepted proof the book was returned if the student is later, in error, billed for the book.

When a student has an obligation to the school, the student will not be permitted to participate in any extra-curricular activity (i.e. athletics, clubs, honor societies, performances, prom, homecoming, etc.) nor will a student be allowed to "tryout" for any athletic team, club, etc. In addition, seniors will not be permitted to participate in any senior activities or the graduation ceremony with an outstanding obligation.

TEXTBOOK REFUNDS

In the event a student finds a book that had previously been reported lost and the book was paid for to satisfy an obligation, Seminole Ridge High School will issue a refund. The amount of the refund will correspond with the physical condition of the book. However, if a book is returned in good condition, a full refund may be given. Students who wish to pay for a missing or lost textbook should go to Student Services.

TRANSCRIPTS

Student transcripts may be obtained by completing the TRANSCRIPT REQUEST FORM available in the Guidance office. The charges for individual transcripts are as follows:

- electronic transcripts——\$1.00
- all other transcripts——\$3.00
- transcript request at graduation (one)——FREE (Available after the 2nd week in June)

TRESPASS UPON GROUNDS OR FACILITIES OF PUBLIC SCHOOL

ARREST

The following persons may be subject to arrest for trespassing upon grounds or facilities of a public school (a misdemeanor of the second degree):

Any person who is not a student, officer, or employee of a public school

Any person who does not have legitimate business on the campus or any other authorization, license, or invitation to enter or remain upon school property

Any person who is not a parent, guardian, or person who has legal custody of a student enrolled in the school

Any student currently under suspension or expulsion

Any employee who is not required by his/her employment by the school to be on the campus or any other facility owned, operated, or controlled by the governing board of such school and who has no lawful purpose to be on such premises.

VALUABLES

The school is not responsible for valuables, jewelry, electronic devices and large sums of money brought to school. Students bringing such items onto campus do so at their own risk. It is best to leave valuables at home. Students should report a theft to School Police.

VISITORS ON CAMPUS

1. Visitors are required to check in at the main office and obtain a visitor's badge.
2. Students not registered at Seminole Ridge High School are not permitted as visitors on campus.
3. Persons on campus to provide transportation are to remain with the vehicles during school hours and are not permitted to interfere with the instructional school program in any way.
4. Visitors are not permitted in the student parking lot. Visitors should park in designated parking spaces.
5. No former students are permitted to visit a teacher or coach during school hours.

VOLUNTEER PROGRAM

Our school has an active group of volunteer workers who help in many ways. If any parent or community member can spare a few hours weekly or occasionally, please contact the Main Office to find out about the volunteer program.

COPY OF PBCNet CONSENT AND WAIVER FORM INTERNET GUIDELINES

(Actual Form Available in the Media Center)

Students must adhere to the Palm Beach County School District Internet Guidelines as posted on Edline.

The following form must be read and signed by you, your parent(s) or legal guardian(s), and the school site teacher or administrator.

By signing the Consent and Waiver form attached, I (print name here) and my parent(s) or legal guardian(s) agree to abide by the following restrictions. I have discussed these rights and responsibilities with my parent(s) or legal guardian(s).

Further, my parent(s) or legal guardian(s) and I have been advised that neither The School District of Palm Beach County (SDPBC), The Division of Information Technology's (IT), nor the school site have control of the information on the Internet, though attempts are made to provide prudent and available barriers. Other sites accessible via the Internet may contain material that is illegal, defamatory, inaccurate, or potentially offensive to some people. While the intent of SDPBC is to make Internet access available to further school and District educational goals and objectives, account holders will have the ability to access materials which may not be appropriate for that purpose.

The SDPBC believes that the benefits of Internet access to educators and students, in the form of information resources and opportunities for collaboration, far exceed any disadvantages. However, the parent(s) and legal guardian(s) of minors are ultimately responsible for setting and conveying the standards that their children should follow.

Therefore, the SDPBC supports and respects each family's right to decide whether or not to apply for access to the District's wide area network (PBCNet). Any questions should be directed to IT technology staff members at (561) 434-8830 or to the school site.

The student and his/her parent(s) or legal guardian(s) must understand that student access to the PBCNet is being developed to support the district's educational responsibilities and mission. The specific conditions and services being offered will change from time to time. In addition, the District makes no warranties with respect to PBCNet service, and it specifically assumes no responsibilities for:

1. The content of any advice or information received by a student from a source, any costs or charges incurred as a result of seeking or accepting such advice.
2. Any costs, liability, or damages caused by the way the student chooses to use his/her PBCNet access.
3. Any consequences of service interruptions or changes, even if these disruptions arise from circumstances under the control of SDPBC.

By signing this form I agree to the following terms:

1. My use of the PBCNet must be consistent with the primary goals of the SDPBC, IT, and the school site.
2. I will not use PBCNet for illegal purposes of any kind.
3. I understand that misuse may occur in many forms, including the sending or receiving of messages which indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, and/or other issues described in this document. I will not use the PBCNet to transmit threatening, obscene, or harassing materials. The SDPBC will not be held responsible if I participate in such activities, or for any such behavior on my part.
4. I will not use the PBCNet to interfere with or disrupt network users, services, or equipment through the distribution of unsolicited advertising, propagation of computer viruses, using printers other than those designated at my school site for student use, and using the network to make unauthorized entry to any other machine accessible via the network or by any other means.
5. I will not use the PBCNet to access information or resources unless permission to do so has been granted by the owners or holders of the rights to those resources or information. It is assumed that information and resources accessible via PBCNet are private to the individuals and organizations which own or hold the rights to those resources and information unless specifically stated otherwise by the owners or holders of the rights.

The SDPBC makes no warranties of any kind, whether express or implied, for the services provided and will not be responsible for any damages a user suffers. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by the District's negligence or by user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk.

The SDPBC specifically denies any responsibility for the accuracy or quality of information obtained through PBCNet services. All users need to consider the source of any information they obtain and consider how valid that information may be.

In accordance with the Electronic and Communications Privacy Act of 1986, (18 USS Section 2510), all students are hereby notified that there are no facilities provided by PBCNet for sending or receiving private or confidential electronic communications.

All messages will be determined to be readily accessible to the general public. Do not use this system for any communications, which the sender intends only for the sender and intended recipients to read. By your use of PBCNet, you agree to hold harmless the SDPBC against any and all claims arising out of said use.

SEMINOLE RIDGE COMMUNITY HIGH SCHOOL
PLEASE COMPLETE AND RETURN TO HOMEROOM

**NOTICE TO PARENTS/LEGAL GUARDIANS
Regarding News Coverage of School Activities**

At various times during the course of this school year, representatives of the news media (including print, radio, and television) will request access to school campuses to cover school activities and events. The School Board allows the news to visit school campuses for this purpose.

If you object to having your child(ren) photographed, filmed, or interviewed by news media representatives, please sign the form at the bottom of this page and return it to the school center. If the news media are allowed access to this campus, school administration will take every reasonable precaution to honor your request to prohibit news media representatives from speaking, filming, or photographing your child (ren.)

I DO NOT want my child(ren) interviewed, photographed, or filmed by the news media representatives.

Date: _____ Signature _____

Print Name: _____

Names of Child(ren):
(Please print)

Grade Level:
