

# Vernon High School

## Student Handbook

2013-2014



3232 Moss Hill Rd

Vernon, FL 32462

(850) 535-2046

[vhs.wcsdschools.com](http://vhs.wcsdschools.com)

***P.R.I.D.E. Personally Responsible In Developing Excellence***



THIS BOOK BELONGS TO:

**STUDENT NAME** \_\_\_\_\_

**GRADE** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**CITY** \_\_\_\_\_ **STATE** \_\_\_\_\_

This handbook is not meant to be inclusive of all the rules, policies or regulations at Vernon High School. Florida statutes, Florida State Board of Education rules and Washington County School Board policies are also considered when making decisions affecting students.

The mission of Vernon High School is to INSPIRE all students to value learning, ENCOURAGE all students to develop ethical decision-making skills, EMPOWER all students to live productive and satisfying lives, and EDUCATE all students to the fullest level of their potential.

**ALMA MATER**

On our city’s western border,  
Reared against the sky  
Proudly stands our Alma Mater  
As the years go by  
Onward, forward, be our watchword,  
Conquer and prevail.

Hail to thee our Alma Mater  
Vernon High all hail.

**ADMINISTRATION AND SUPPORT PERSONNEL**

Brian Riviere.....Principal  
Lora Barnes.....Assistant Principal  
Sarah Short.....Guidance Counselor  
Judy Tison.....Administrative Secretary/Data Entry  
Tracie Herbert.....Bookkeeper  
Priscilla Brown.....Receptionist/ Attendance Clerk

**IMPORTANT PHONE NUMBERS**

Main Office .....850-535-2046  
Athletic Department .....Extension 1801  
Band Room .....Extension 1401  
Cafeteria .....Extension 1404

Guidance Office.....Extension 1115  
 FAX .....850-535-9364

**DISTRICT**

Washington County School Board .....850-638-6222  
 Roulhac Middle School .....850-638-6170  
 Kate Smith Elementary School .....850-638-6220  
 Washington Holmes Technical Center .....850-638-1180  
 PAEC .....850-638-6131  
 WISE.....850-638-6020

**SCHOOL HOURS**

The main office is open daily from 7:30 AM. to 3:30 PM. The buildings are opened at 7:45 AM. Students are supervised from 7:30 AM. to 2:45 PM. and during all school sponsored events. Faculty and administration are available for conference by appointment by calling the main school office at 850-535-2046 or by individual teacher’s voice mail. Teachers will provide an e-mail address for parent communication.

**Vernon High School  
 2013-14 Bell Schedule**

7:45	First Bell
7:50 – 8:40	1 <sup>st</sup> pd.
8:45 – 9:35	2 <sup>nd</sup> pd.
9:40 – 10:30	3 <sup>rd</sup> pd.
10:30 – 10:55	Lunch-A (Bldgs500 & 600)
11:00 – 11:50	4 <sup>th</sup> pd. Class time for Lunch A
11:35 – 11:25	4 <sup>th</sup> pd. Class time for Lunch B
11:25 – 11:50	Lunch-B (Bldgs 100-400)
11:55 – 12:45	5 <sup>th</sup> pd.
12:50 – 1:40	6 <sup>th</sup> pd.
1:45 – 2:35	7 <sup>th</sup> pd.

**\*\*Early release will be at 12:45pm\*\***

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**WELCOME FROM THE PRINCIPAL**

Students,

Welcome back to Vernon High School for this school year. Our goal, as always, is to provide the very best educational experiences in the most positive of environments so that every student can achieve at the highest levels. I hope that each of you will approach this school year full of determination to do your very best in every class.

Please make yourself familiar with the policies, rules and regulations that are new or different from past handbooks. If you should have any questions, he/she will be glad to clarify anything you do not understand. The specific rules and regulations for Vernon High School are based on Washington County School Board Policy and Florida State Statues.

Let us all dedicate ourselves to having a wonderful year at VHS.

GO JACKETS!!!

Brian Riviere  
Principal

Lora Barnes  
Assistant Principal

Sarah Short  
Guidance Counselor

**VHS STUDENT HANDBOOK**

**PURPOSE**

The Vernon High School handbook is published so that parents, students, and staff may be informed of policies and procedures of the school. Students, parents, and staff should read and understand all included information. Students should keep their handbook with other school items throughout the year and refer to it often so that there is no question about expectations.

**ATTENDANCE/REFERRAL PROCEDURES**

REVISED 8/13/2012

**A. ATTENDANCE POLICY FOR ALL SCHOOLS (ELEMENTARY, MIDDLE, HIGH)**

School Code 1003.26 states that it is the responsibility of the superintendent to enforce school attendance and those schools must respond in a timely manner to every unexcused absence or absence for which the reason is unknown.

The purpose of this policy is to establish procedures and guidelines to be utilized by parents, students and school and district staff.

1. GENERAL PROCEDURES

- a. The teacher's grade book or other approved school attendance records at the school will be the final authority in determining the number of absences for each student.
- b. Each of the schools will document attempts to notify parents of each absence for which the reasons are unknown. However, failure to successfully notify parents/guardians shall not negate the attendance policy.
- c. All students will be allowed up to 3 days to make up work in the event of an absence. All assignments announced in advance of the student's absence must be made up on the day the student returns to class.
- d. School day attendance definition – An absence is defined as missing more than one-half of the school day.
- e. All questions relating to the attendance policy are to be directed to the school. The concerned party should contact the school's attendance officer for clarification first and then the school principal or his/her designee. An attendance committee from the school will be selected to handle all attendance/grade/excused absence issues.

2. TARDIES AND CHECKOUTS

- a. A student who arrives to school after the scheduled beginning time will be recorded as tardy for that day.
- b. A student who is checked out before the class or school day is officially over will be declared a "checkout". Checkouts are recorded in the school office. However, the school principal has the authority to excuse or determine the consequence arising from recorded checkouts.
- c. Four (4) unexcused tardies or unexcused checkouts in a nine (9) week grading period will be considered as one (1) unexcused absence for the period in which the tardy or checkout occurred. This is for the purposes of contacting parents and referring to the district office.

3. ABSENCES

- a. Parents/guardians are to sign in/out their child when missing school for excusable appointments or emergencies and are to comply with the individual school procedures established with the school's attendance officer.
- b. Excused Absence

Excused absences will be given for the following reasons:

- Religious instruction and/or religious holidays
- Sickness, injury or other medical condition
- School leave – school approved trips such as instructional field trips, club events, athletics, etc. These are not counted as absences
- Other academic classes or programs
- Educational trips – when requested by parents (five (5) school days in advance), trips for educational purposes may be granted
- Pre-approved absences – absences from school approved by the administration prior to occurrence
- Funerals (documentation must be provided)
- Legal reason (documentation must be provided)
- Other absences as approved by the principal/designee

Parents or guardians are required to justify each absence. A parent note for reasons as listed above will be accepted for each absence up to four (4) days during a nine (9) week grading period.

All absences, after the fourth day, will **only** be excused with a note from a doctor or dentist, funeral program of immediate family member, religious holiday, documentation for a legal reason or principal's/designee's approval.

Students **must** turn in excuse documentation to the office upon return to school. If the appropriate documentation is not provided after a reminder and within a reasonable amount of time, the absence(s) will be unexcused.

#### 4. PRINCIPAL REFERRAL TO CHILD STUDY TEAM

If a student has five (5) or more unexcused absences, or absences for which the reasons are unknown, within a calendar month **or** ten (10) unexcused absences or absences for which the reasons are unknown, within a 90-calendar-day period, the student's primary teacher shall report to the school principal or his/her designee that the student may be exhibiting a pattern of nonattendance per F.S. 1003.26(1)(b).

The principal shall, unless there is clear evidence that the absences are not a pattern of nonattendance, refer the case to the school's child study team to determine if early patterns of truancy are developing per F.S. 1003.26(1)(b). If the child study team finds that a pattern of nonattendance is developing, a meeting or phone conference with the parent must be held to identify potential remedies. The principal or designee must maintain documentation or attempts of parent documentation.

If an initial meeting does not resolve the problem, the child study team shall implement interventions that best address the problem. The interventions may include, but need not be limited to:

- Frequent communication between the teacher and the family;
  - Changes in the learning environment;
  - Mentoring;
  - Student counseling;
  - Tutoring, including peer tutoring;
  - Placement into different classes;
  - Evaluation for alternative education programs;
  - Attendance contracts;
  - Referral to other agencies for family services; or
  - Other interventions - including but not limited to a truancy petition pursuant to s.984.151

The child study team shall work diligently in facilitating the intervention services; however, if a parent refuses to attend the child study team meeting, the child/parent may be referred to Truancy Court.

If a student accumulates 15 unexcused absences in a period of 90 calendar days, the principal or his/her designee shall notify the district school board contact and the child/parent will be referred to truancy court per F.S. 1003.27(2)(b). Due to length of time in the referral to truancy process, the principal or designee may begin the notification to truancy upon the 12<sup>th</sup> unexcused absence of the student.

## 5. PENALTIES ASSOCIATED WITH HABITUAL TRUANCY

**Parents.** A parent who refused or fails to have a minor student who is under his or her control attend school regularly, or who refuses or fails to comply with the requirements of school attendance, commits a misdemeanor of the second degree per F.S. 1003.27(7)(a). The court may also order a parent who violates compulsory attendance to participate in approved parent training class, attend school with the student, perform community service hours at the school, or participate in counseling

**Students.** In addition to any other authorized sanctions, the court shall order a student found to be a habitual truant to make up all school work missed and may order the student to pay a civil penalty of up to \$2, based on the student's ability to pay, for each day of school missed, perform



up to 25 community service hours at the school or participate in counseling or other services, as appropriate per F.S. 1003.27(7)(d).

Upon a second or subsequent finding of habitual truancy, the court, in addition to any other authorized sanctions, shall order the student to make up all school work missed and may order the student to pay a civil penalty of up to \$5, based on the student's ability to pay, for each day of school missed, perform up to 50 community service hours at the school, or participate in counseling, as appropriate per F.S. 1003.27 (7)(d).

## **B. ATTENDANCE POLICY SPECIFIC FOR MIDDLE AND HIGH SCHOOL**

Florida Statute 1003.21(c) states a student who attains the age of 16 years during the school year is not subject to compulsory school attendance beyond the date upon which he or she attains that age **if** the student files a formal declaration of intent to terminate school enrollment with the district school board.

Students placed on out-of-school suspension shall receive all assigned work for the days of the suspension. However, the student will not receive credit for completion of those assignments. In addition, the student will receive a zero for any daily grade, pop quiz or other grade assigned while the student is suspended. Exception: when an assignment is made prior to the student's suspension the student will be allowed to make up that particular assignment i.e. test, project, etc. Students shall be allowed to make up nine (9) weeks or semester exams, or other major projects or assignments.

Individual class period attendance definition – An absence is defined as missing more than one-half of the class period.

### **ATTENDANCE/DRIVER'S LICENSE (15-18 YEAR OLDS)**

The Superintendent must provide the Department of Highway Safety and Motor Vehicles the legal name, sex, date of birth, and social security number of each minor student who has been reported under this paragraph and who fails to otherwise satisfy the requirements of s322.091. The Department of Highway Safety and Motor Vehicles may not issue a driver's license or learner's driver's license to, and shall suspend any previously issued driver's license or learner's driver's license of, any such minor student. The student will also be referred to truancy court.

Students are to sign in/out when missing school for excusable appointments or emergencies and are to comply with the individual school procedures established with the school's attendance officer. Failure to sign out may result in an unexcused absence and the consequences thereof.

Teachers will provide all work to students (whether absence is excused or unexcused). All work will be graded for all students. If students do not complete work, they receive a zero.

Whenever a student receives a 4<sup>th</sup> unexcused absence in a 9-week grading period, the student's end of 9-week grade will be reduced by (10) points.

### **EARLY DEPARTURE**

In order to leave school early for any reason, the student must present a note to the attendance officer from a parent or guardian stating the reason, the time involved, and who will be picking up the student or if the student will be driving himself/herself. The attendance officer will allow a student to sign out only if there is a written note, and will, if necessary; call the parent to verify the validity of the note. Also for the safety and protection of the students, the adult who is picking up the student must go to the attendance officer in person to sign the student out. After arriving on campus, no student is to leave campus under any circumstances without parental permission and without signing out properly. Any student who leaves without following these procedures will receive a disciplinary report and will be placed in ISS. Time away from school is considered an absence and parents are urged to use the hours before and after school for dental and medical appointments whenever possible.

### **LATE ARRIVAL**

If a student arrives late or tardy to school he/she must report to the attendance officer to sign in. If the tardy or absence is for an excusable reason, the student will be considered excused tardy or absent. If it is not for an excusable reason, it will be considered unexcused, and the procedures outlined in the WCSB attendance policy will be followed.

### **BULLETINS AND ANNOUNCEMENTS**

Announcements will be placed on the silent bulletin. Additional announcements may be made on the intercom at 11:30 or 2:45. These must be approved in advance by a teacher or administrator, and turned in to the office.

### **CORRIDOR COURTESY**

1. Keep corridors open to traffic by walking to the right. Do not block traffic by standing in groups.
2. No food or drink may be consumed in the hallways or classrooms at any time during the school day.
3. There should be no running in the halls.
4. Students should not block hallways to normal traffic before, during and after school.
5. Students should not loiter in breezeway or in the vicinity of restrooms.
6. Trashcans are provided throughout the campus. Take pride in our school and put trash in these containers.
7. Halls will be unlocked for students to go to lockers at 7:45 each morning. In the case of inclement weather, halls will be opened earlier.

### **CLUBS**

- (1) Bible Club

- (2) Drama Club
- (3) Future Business Leaders of America
- (4) Future Farmers of America
- (5) Key Club
- (6) BETA Club
- (7) Spanish Club
- (8) Student Council

Clubs will meet on a regular basis during the school year. All club meetings will have a faculty sponsor present and a minimum of 25 students participating. Membership in BETA is granted to distinguished students who have outstanding character, leadership, service, and scholarship based on cumulative grade point average (GPA). A faculty committee makes selection.

## VII. WASHINGTON COUNTY DRESS CODE

Appropriate wearing apparel is an essential part of education. The word “appropriate” shall be defined to include cleanliness, safety, modesty and good taste. All administrative and instructional personnel shall give helpful, friendly guidance on these matters without causing embarrassment to the student.

- Students may not wear any garment with suggestive, obscene, offensive, or gang-related language; or drug, tobacco or alcoholic beverage advertisement on it.
- Shoes (not bedroom shoes) must be worn at all times.
- Students may not wear clothing that reveals undergarments, the midriff, or cleavage. Blouses or shirts that are low-cut or see-through may not be worn. (Examples of inappropriate clothing include, but are not limited to the following: tube or tank tops without overblouses or shirts, halter tops, backless dresses, muscle shirts, pajamas, spandex leggings worn as pants, undergarments as outergarments, modification of clothes {sleeves cut out, rolled up shorts, cutting holes in pants}).
- Head coverings, sunglasses or jacket hoods (hats, caps, stockings, etc.) are not allowed to be worn in school buildings. However, these items must be properly stored at all other times. Bandannas, do-rags, and stocking caps are not allowed on campus.
- Items indicative of gang membership, such as bandanas, clothing, or other items are prohibited on school grounds and at school sponsored functions.
- The wearing of objects/jewelry in a visible body piercing will be limited to **ears only**.
- Oversized pants and shirts are not allowed. “Sagging” pants (those resting on the buttocks) are not acceptable. See Florida Statute below related to this topic.
- Pants or shorts cannot have holes above the fingertip and must be pulled up to the waistline.
- Shorts, skirts, or dresses may be worn but must be at or below the finger tip even when worn over leggings/pants.
- Belts must be buckled and suspenders fastened.
- Armbands, wristbands, belts, wallet chains or other items with heavy metal projections are prohibited.
- Because of the types of activities in elementary physical education, it is recommended that girls wear shorts under their dresses.

FLORIDA STATUTE RELATED TO DRESS CODE – Exposure of underwear or body parts that is disruptive to an orderly learning environment.

- Students may not wear any type of clothing that indecently or in a vulgar manner exposes underwear or body parts or that is disruptive to an orderly learning environment. The expectation is that students will refrain from wearing clothing in a manner that exposes underwear, bras, or any other types of undergarments in an inappropriate manner.
  - First Offense – Students will be given a verbal warning and the student’s parents or guardian will be notified.
  - Second Offense – Students will be ineligible to participate in extracurricular activities for a period of 5 days and the student’s parents must meet with the principal.
  - Third Offense – Students will be ineligible to participate in extracurricular activities for a period of 20 days, students will be placed in the in-school suspension program for 3 days and the parents will be contacted via telephone and written notice.
  - Fourth and Subsequent Offenses - Students will be ineligible to participate in extracurricular activities for a period of 30 days, students will be placed in the in-school suspension program for 3 days and the parents will be contacted by the school.
  - Statutes – 1006.07, 1006.15 and 1002.23(7)

The principal may use a committee of faculty, parents and students to make additions to these guidelines; however, there may be no deletions or revisions of the above.

Discipline administered for infractions of the student dress code may include loss of eligibility to participate in student activities.

### **DISCIPLINARY ACTION**

In order to function in an orderly, safe, and productive environment certain rules must be followed. It is necessary to impose certain penalties when rules are broken. The following disciplinary actions have been developed primarily to provide a safe and orderly environment and to change unacceptable behavior to acceptable behavior. Keep in mind that continued unacceptable behavior cannot and will not be tolerated. Be aware that students who are identified as a student with disabilities will be dealt with according to IDEA and ESE guidelines which may not follow the disciplinary action list of Vernon High School. The following disciplinary actions are guidelines. School administration reserves the authority to increase or decrease disciplinary action depending upon the severity of the infraction.

#### **Absences and tardies without excuses**

- Refer to High School Attendance Policy

#### **Alcohol and Drugs**

- Use, possession, sale, and Under the Influence – Refer to the WCSB Code of Conduct Zero Tolerance.

#### **Bus Misbehaviors**

- 1<sup>st</sup> –Warning and Parent contact by driver

- 2<sup>nd</sup> Principal conference with parent
- 3<sup>rd</sup> – Bus suspension – Five (5) Days
- 4<sup>th</sup> – Bus Suspension – 10 (10) Days
- 5<sup>th</sup> Recommendation for expulsion from bus

### **Cheating**

- 1<sup>st</sup> – Parent contact, Zero on assignment. Complete work for ½ credit.
- 2<sup>nd</sup> – same as above and ISS – Two (2) Days
- 3<sup>rd</sup> – OSS – Three (3) Days and consider alternative placement

### **Defacing Property and Vandalism**

- 1<sup>st</sup> Restitution and ISS – Three (3) Days
- 2<sup>nd</sup> Police Charges Filed

### **Disrespect to Teachers or Staff / Profanity / Harassing and Taunting**

- 1<sup>st</sup> ISS – Three (3) Days
- 2<sup>nd</sup> ISS – Five (5) Days
- 3<sup>rd</sup> OSS – Five (5) Days
- 4<sup>th</sup> Referral for alternative placement

### **Dress Code Violation**

- 1<sup>st</sup> – Warning and given a chance to contact parent and change
- 2<sup>nd</sup> ISS – Two (2) Days
- 3<sup>rd</sup> OSS – One (1) Day
- At this point it becomes willful disobedience and non-compliance
- 4<sup>th</sup> OSS - Two (2) Days
- 5<sup>th</sup> Consider alternative placement

### **Electronic Devices on campus**

- Refer to WCSB code on Electronic Devices on School Campus
- 1<sup>st</sup> Confiscate and allow parent to pick up
- 2<sup>nd</sup> Confiscate device and 2 days ISS.
- 3<sup>rd</sup> The device will be confiscated and not returned until the last day of school

### **Fighting – Minor**

Loud arguing, words back and forth, pushing, shoving, but stops immediately when adult intervenes.

- 1<sup>st</sup> ISS – Five (5) Days
- 2<sup>nd</sup> OSS – Nine (9) Days Charges pending with Law enforcement
- 3<sup>rd</sup> OSS – Referral for alternative placement

### **Fighting – Major**

Extremely loud arguing with profanity back and forth, licks exchanged and refusal to stop when adult intervenes. Continue to fight even though adults are attempting to get the situation under control. Trying to break away from adults and continuing to make threats.

- 1<sup>st</sup> -OSS –Five (5) to Ten (10) Days; Charges pending with Law Enforcement
- 2<sup>nd</sup> – Police charges – Referral to alternative placement and suspension

### **Leaving campus without permission**

- 1<sup>st</sup> –ISS- Three (3) Days contact Parent, and loss of driving privileges for 2 weeks
- 2<sup>nd</sup> – ISS- Five (5) Days, Contact Parent and loss of driving privileges for 9 weeks
- 3<sup>rd</sup> –OSS- Three (3) Days, Contact parent and loss of driving privileges for remainder of the year.
- 4<sup>th</sup> – referral for alternative placement

### **Out of assigned area (Before school, lunch, between classes, or after school)**

Students are to be in the classroom during instructional time

- 1<sup>st</sup> – ISS – Two (2) Days
- 2<sup>nd</sup> – ISS – Three (3) Days
- 3<sup>rd</sup> – ISS – Five (5) Days
- 4<sup>th</sup> –OSS – Five (5) Days and becomes willful disobedience

### **Skipping Class**

- 1<sup>st</sup> ISS – Two (2) Days
- 2<sup>nd</sup> ISS – Five (5) Days
- 3<sup>rd</sup> OSS – Three (3) Days,
- 4<sup>th</sup> referral for alternative placement

### **Theft/Forgery**

- 1<sup>st</sup> – ISS – Three (3) Days Restitution and Parent contact, Charges Filed
- 2<sup>nd</sup> –OSS- Three (3) Days, Restitution and Parent contact, Charges Filed
- 3<sup>rd</sup> - OSS – Five (5) Days Restitution and Parent contact, Charged Filed

### **Tobacco Products**

- 1<sup>st</sup> ISS – Three (3) Days
- 2<sup>nd</sup> OSS – Two (2) Days
- 3<sup>rd</sup> OSS – Three (3) Days
- 4<sup>th</sup> referral for alternative placement

## **WE WILL HANDLE ALL OTHER INSTANCES ACCORDINGLY**

### **ELECTIONS**

The incoming ninth grade will select officers by the usual nominations and elections at the beginning of the freshman year. Teacher advisors will conduct this election. In order to qualify to run for class office for the sophomore, junior, and senior years, and faculty recommendations will be required. Additionally, the student should have at least a “C” average with no failing grades as of the last grading period and satisfactory conduct. Teacher advisors for each grade will collect class dues and may consider class service when nominating students for office. Clubs or organizations may set stricter rules for their elections, but these rules must be established and printed in the club’s constitutional by-laws.

### **ELECTRONIC DEVICES INCLUDING CELL PHONES**

Personally owned cellular telephones and other wireless communication devices may be brought to school with the following conditions applying:

1. Such devices must be turned off during school hours, (Student arrival on campus until the end of the last instructional period). In addition, wireless communication devices must be turned off while students are transported to and from school on the regular school bus route.
2. If emergency calls to or from students are necessary they should be placed through the school office and not from the student’s cell phone.
3. Personal cellular telephones and other wireless communication devices cannot be visible and should be kept secure to prevent theft (vehicles, purses, backpacks, lockers, etc.) Schools will not be responsible for lost, stolen or damaged communication devices.

Any personally owned electronic device capable of audio and/or video play back may not be brought to school unless authorized by the school principal.

Violation of these provisions shall result in the confiscation of the personal cellular telephone or other wireless communication/electronic devices and its return to the parent, as defined by Florida Statutes. Any distraction or use of wireless communication/electronic devices may result in disciplinary action.

If the student is of majority age then he/she may be prohibited from possessing a cellular phone or other wireless communication/electronic devices on campus.

The use of personal cellular telephones or other wireless communication/electronic devices at school events shall not be limited by this policy; however, the principal shall have full authority to implement all provisions herein.

### **EMERGENCY DRILLS**

Drills for various types of emergencies will be conducted at regular intervals as required by law. For safety reasons, it is imperative when directions are given, that everyone obeys promptly. The teacher in each classroom will give students instructions. An emergency evacuation plan is posted in each room. Students should study the plan and become familiar with it. The procedures for the drills are contained in the Washington County Crisis Management Manual.

### **FUND RAISING ACTIVITIES**

All school related fund raising activities must be approved by the administration prior to products being ordered.

### **GUIDANCE SERVICES**

Students are urged to schedule appointments when needed and to secure any other assistance, which might be rendered by the counselor. A student may be excused for counseling aid from any class by pre-arrangement with the counselor, teacher advisor and the teacher whose class is to be missed.

### **HEALTH SERVICES**

Comprehensive school health services are provided for all Washington District School students and are conducted as a part of the total school health program.

If a physician has ordered medication to be taken at school, parents must follow the procedures below:

Obtain a medication consent form from the school health clinic or school office. The physician who ordered the medication should complete, sign and date the form. The parent/guardian also needs to sign and date the consent form. **(ONE CONSENT FORM IS NEEDED FOR EACH MEDICATION).**

1. All medication containers must be labeled by a pharmacist. It must be a current container.
2. Parent/guardian must bring the labeled medication container along with the consent form to the health clinic. Parent/guardian will count the medication with the RN, CNA, or trained Para-professional, and sign an agreement of amount of medication brought.

A 30-DAY SUPPLY OF MEDICATION MAY BE KEPT IN THE HEALTH CLINIC. STUDENTS **MAY NOT BRING MEDICATION TO SCHOOL.** MEDICATIONS THAT CAN BE GIVEN AT HOME WILL NOT BE GIVEN AT SCHOOL.

MEDICATIONS WILL **NOT** BE GIVEN AT SCHOOL UNLESS THE ABOVE PROCEDURE IS FOLLOWED. THE POLICY IS THE SAME FOR OVER-THE-COUNTER AND PRESCRIPTION MEDICATIONS.

If you have questions regarding this policy, please call 535-2046.

### **LIBRARY MEDIA CENTER**

The Vernon High School Library welcomes students and teachers. It serves as an important resource for research, reading, etc. It provides media to enrich and support the curriculum, while taking into consideration the varied interest and abilities of the students at VHS. Its goal is to inspire learning through factual information, literary and aesthetic appreciation, and provide information from differing viewpoints that will aid students in making intelligent choices in their lives.

The library is open at 7:45 and closes at the end of the school day. A student may check out two books for a period of two weeks. Students must return or renew overdue books before checking



out additional books. Students should not check out a book in their name for another student. Students are not allowed to check out a book in another student's name.

If a student loses or damages a book, they must come to the library to get the cost of the book. The student will take the information and their money to the bookkeeper in the office. Students who have books out previously at the beginning of the school year will have to pay for those books before checking out a book.

Students coming to the library need a signed pass from their teacher. The librarian cannot call the teacher to see if it is permissible for the student to be in the library.

Students needing to use the computers **MUST** have a current signed Internet form on file in the library, even if they do not plan to get on the Internet. **(It is very important that students return their Internet forms the first week of the new school year)**. Students without signed permission forms are not allowed in the computer alcove area. Students using the computers are not allowed to go to email or submit their vital information on the library computers.

### **LOCKERS**

Student lockers are the property of the school board and may be used by students provided the student understands that using the locker is optional and all lockers are subject to inspection by school authorities at any time. Students are responsible for all school property lost or damaged in an unsecured locker.

### **LUNCH**

**All food and drink will be consumed in the cafeteria or directly outside the cafeteria. Students must have permission from duty teacher to exit this area during lunch time.**

1. A bell will sound for students to leave the classroom for lunch. In the case of club meetings, students may go directly to the sponsor's room, but should not loiter in the halls.
2. Restroom facilities are available during lunch in the building 600.
3. Students are not permitted outside of the lunch area during lunch.
4. Students who are checked out during lunch must be done so by the parent or guardian in person – NOT BY PHONE.
5. Leaving campus without permission at lunch is not allowed and is grounds for disciplinary action.
6. All food and drink must be contained in the cafeteria or designated area.

### **PASSES**

Students must have a hall pass when not in class. Being in the hall or on campus grounds during class without a pass and not returning to class in a timely manner will be grounds for disciplinary action.

### **PERSONAL CONDUCT**

Students are expected to conduct themselves in an orderly manner at all times and in all places when in school or at school functions. Students will comply with rules of conduct established by teachers to maintain discipline and order in their classrooms. Each teacher informs his/her class of discipline policies at the beginning of the school year. Open defiance of school authorities threatens the safe and orderly conducting of school and will not be tolerated.

- A. Incidents of gross misbehavior such as fighting will result in severe penalties

- B. Misuse of computer equipment or Internet access could result in suspension or expulsion at the discretion of the Principal and WCSB. Please read carefully the campus wide Computer Use Agreement.
- C. Electronic devices including but not limited to CD players, MP3 players, Ipods, and handheld games are not to be brought to school.
- D. Crude, disrespectful language directed toward staff or students is not acceptable and will be subject to disciplinary action.
- E. Stealing is considered a serious offence and will subject the thief to immediate disciplinary action, which may include suspension or expulsion. Taking materials from another student's locker is considered stealing. Private property must be respected.
- F. Cheating on schoolwork will result in disciplinary action.

### **PUBLIC DISPLAY OF AFFECTION**

Students shall conduct themselves in a suitable manner on all school ground and at all school functions. Any unacceptable public display of affection will not be permitted. Students observed ignoring this rule will face disciplinary measures.

### **SCHEDULE CHANGES**

Schedules may be changed during the first five (5) days of each semester providing there is sufficient evidence of need and the change does not adversely affect the schedule of other students. The subject area teacher, parent, counselor, and administration must approve all changes.

### **SCHOOL SPONSORED FIELD TRIP**

Vernon High School sponsors field trips in order to provide opportunities for students to pursue special interest, to enhance classroom experiences, and to develop social talents. Since the school sponsors these trips, it is the school's responsibility to see that the purpose of the trip is accomplished. Each student must have the field trip form signed by each teacher for permission to go on trip. Each student who participates in these trips is expected to abide by the guidelines and procedures for the trip. School-sponsored trips are a privilege, not a right. Each student must have a notarized permission slip issued by the school, signed by the parent or guardian, on file in the office before taking the trip. All school rules apply to students while on field trips.

### **STUDENT ILLNESS AT SCHOOL**

A student who is ill or injured at school should report the illness or accident immediately to their teacher. The student will then be given a pass to the front office that will send the student to the health aide located on VMS campus. Students will not be allowed in the health room without a pass. The school health aide can administer only minor first aid treatment. When a student is referred because of illness, every effort will be made to contact the student's parent/guardian or other adult listed on the emergency information sheet. All students are required to have a current emergency information sheet on file in the office. An accident report must be completed for any accident, which occurs at school. School personnel are not permitted to administer medication (internal) to students. Prescription medications may be left with the school health aide. The school cannot provide aspirin or other internal medications for students.

### **STUDENT BEHAVIOR**

Rules for behavior are prescribed by the principal and are in accordance with the WCSB. These rules are necessary to provide for order in which the educational process of the individual flourishes, to protect the rights of all students, and to encourage behavior patterns and individual development which will prepare students for useful citizenship and future opportunities. The rules apply to all students in like manner and shall be observed by every student while in school, on school grounds, in facilities rented or loaned to the school, and at school functions.

### **STUDENT PARKING**

School Board Policy states: “A student shall be permitted to drive his/her automobile, motor scooter, or motorcycle to school only after having filed with the principal a written consent of his/her parent or guardian and a written agreement to comply with the rules of the school board and the rules of the individual school relating to student vehicles. Students eighteen (18) or older may file his/her own written agreement to comply with all rules.” All students who drive to VHS must have a current consent form on file in the office. Upon arriving on campus, students should not loiter in the parking lot. Students may not sit in cars while they are parked at VHS. The parking lot is off limits during the school day.

Permission to drive to the technical center may be granted to students enrolled in the technical center. Permission forms are available in the office. Procedures will be discussed with these students.

All students will be assigned a designated parking space. Students may purchase permits from the VHS Office for **\$1.00**. This permit will allow the student to park in the parking area assigned, and **ONLY** in the parking area assigned. You must present a valid Florida Drivers License and proof of insurance to purchase your permit.

All parking areas are numbered and the permit you receive will have your numbered area printed on it. Parking spaces are limited on campus and will be issued first come first serve with Seniors having first opportunity, then Juniors, then Sophomores.

Failure to follow the above rules and to park in assigned area will result in the following disciplinary actions:

- 1<sup>st</sup> Offense:            Driving privileges revoked for 2 weeks.
- 2<sup>nd</sup> Offense:            Driving privileges revoked for 9 weeks.
- 3<sup>rd</sup> Offense:            Driving privileges revoked for remainder of school year.

### **THE SCHOOL AND THE LAW**

1. Any unlawful act taking place on school grounds or buses not only makes the student subject to penalties which the courts may prescribe, but could also result in suspension or dismissal from school. Students are also under the jurisdiction of school officials traveling to and from school and at any school sponsored activities.

2. Alcohol, drugs, controlled substances and other stimulants or depressants are not only illegal but may result in permanent physical and psychological damage and are usually the first steps toward drug addiction. The use of illicit drugs and the unlawful possession and use of alcohol is **wrong** and **harmful**. Students are warned against their use. Anyone found possessing, selling, or buying drugs of any kind on school grounds will be subject to discipline which may include, but not be limited to, placement in police custody.

3. This school will not tolerate mass disruption by the student body in any form or for any reason. If such a situation does occur, the individual student will obey the classroom teacher, hall monitor, or anyone in authority. Failure to do so may result in suspension.
4. The use of or possession of tobacco in any form (cigars, cigarettes, chewing tobacco, snuff etc.) is strictly prohibited on all school grounds.
5. Weapons are prohibited on school campus. Any student who has or carries any firearm, knife, or other item intended as a weapon, on the school grounds, into any school building, or on a school bus or at any school sponsored activity or who has such items on his/her person or in an automobile or other vehicle parked on the school grounds or adjacent thereto, shall be suspended and may be expelled from school. In the case of knife, any student who brings or has a knife in his/her possession on school board property will receive an automatic (2) day suspension by the principal. In the case of a firearm, the student will receive an automatic ten (10) day suspension by the principal and will be recommended by the superintendent for expulsion by the Board. If it is determined the student brought the firearm to school, the student will be expelled from the regular school program for a period of not less than one (1) year. In all cases regarding firearms the Board will be notified at the time of suspension and a referral of the student will be made by the school administrator to the criminal justice system or the juvenile justice system. Referrals to the School Resource Officer are deemed to meet the requirement of the referral to the appropriate justice system.

### **TARDIES**

Students have five (5) minutes between classes and are expected to be in class on time. When the tardy bell rings, **ALL STUDENTS MUST BE IN THE CLASSROOM**. Students who are tardy will be marked accordingly. If a student is excessively late, the student will be sent to the office for questioning by the administration. Any student failing to report directly to the office will be subject to additional disciplinary procedures.

**Four tardies = One Unexcused Absence.**

### **TEXTBOOKS**

Textbooks are loaned to students, and they should be cared for properly. Books should be returned at the end of the course in similar condition as when issued. That student must replace books that are destroyed or lost by the student. Cost of replacement will be as follows:

<b>If the book was:</b>	<b>The student pays:</b>
New	100% of list price
Good	75% of list price
Fair/average	50% of list price
Poor	40% of list price

Money paid for a lost book can be recovered in its entirety if the book is found and returned within 3 days after the final exam. If a student loses a book, a replacement can be purchased in the office. The condition of each textbook issued will be noted by re-placement values. **Debts should be cleared by the end of each school year to avoid a cumulative senior debt.**

### **USE OF THE TELEPHONE**

Students who need to use the school telephone during class must have written permission from their teacher. USE OF THE PHONE IS FOR ILLNESS OR EMERGENCIES ONLY!!!!

### **VISITORS**

Persons desiring to visit Vernon High School during the school day must receive approval from the office prior to the visit. Student visitors will not be permitted in class except in special cases approved in advance by the administration. Visitors are not permitted on campus during lunch. Each visitor will receive a lanyard with a visitor badge prior to leaving the front office.

### **WCSB Policy 8.60 Telecommunication Plan and Electronic Communication Use**

Our goal in providing this service to teachers and students is to promote educational excellence by facilitating resource sharing, innovation and communication. The district has taken precautions to restrict access to controversial material. The parent or guardian must complete an Internet Access Form each school year in order for the student to have Internet privileges. Students may not check email or participate in any chat rooms.

# GRADUATION REQUIREMENTS:

## Students Entering Grade Nine In 2010-2011 School Year What Students and Parents Need to Know

What are the options to earn a 24-credit standard diploma?

<b>4 Credits English Language Arts (ELA)</b>
With major concentration in composition, reading for information and literature
<b>4 Credits Mathematics</b>
One of which must be Algebra 1 or its equivalent and one of which must be geometry or its equivalent
<b>3 Credits Science</b>
Two of which must have a laboratory component
<b>3 Credits Social Studies</b>
1 credit in world history, 1 credit in U.S. history, .5 credit in U.S. government and .5 credit in economics
<b>1 Credit Fine and Performing Arts, Speech and Debate, or Practical Arts</b>
Eligible courses are specified in the Florida Course Code Directory <a href="http://www.fldoe.org/articulation/CCD/default.asp">http://www.fldoe.org/articulation/CCD/default.asp</a>
<b>1 Credit Physical Education</b>
To include the integration of health
<b>8 Elective Credits</b>
Note: 2 credits in the same world language are required for admission into state universities

### 18-Credit Academically Challenging Curriculum to Enhance Learning (ACCEL)

- Physical education is not required
  - 3 elective credits
  - Online course is not required
- All other graduation requirements for a 24-credit standard diploma must be met (per section 1003.4282(3)(a)-(e), Florida Statutes [F.S.]).

### What is the credit acceleration program (CAP)?

This program allows a student to earn high school credit if the student passes a statewide course assessment without enrollment in the course. The courses include:

- Algebra 1
- Geometry
- U.S. History
- Biology 1

- A student must successfully complete a
- 24-credit standard diploma,
  - 18-credit ACCEL option,
  - Advanced International Certificate of Education (AICE) curriculum, or
  - International Baccalaureate (IB) Diploma curriculum.

Students must earn a 2.0 grade point average on a 4.0 scale and pass the required statewide assessments.

Can a student who selects the 24-credit program graduate early?

Yes, a student who completes all the 24-credit program requirements for a standard diploma may graduate in less than eight semesters.



Photo Courtesy of iStock/Thinkstock

## Students Entering Grade Nine In 2011-2012 School Year What Students and Parents Need to Know

What are the options to earn a 24-credit standard diploma?

<b>4 Credits English Language Arts (ELA)</b>
With major concentration in composition, reading for information and literature
<b>4 Credits Mathematics</b>
One of which must be Algebra 1 or its equivalent and one of which must be geometry or its equivalent
<b>3 Credits Science</b>
One of which must be Biology 1, two of which must have a laboratory component
<b>3 Credits Social Studies</b>
1 credit in world history, 1 credit in U.S. history, .5 credit in U.S. government and .5 credit in economics
<b>1 Credit Fine and Performing Arts, Speech and Debate or Practical Arts</b>
Eligible courses are specified in the Florida Course Code Directory <a href="http://www.fldoe.org/articulation/CCD/default.asp">http://www.fldoe.org/articulation/CCD/default.asp</a>
<b>1 Credit Physical Education</b>
To include the integration of health
<b>8 Elective Credits</b>
Note: 2 credits in the same world language are required for admission into state universities
<b>1 Online Course</b>

### 18-Credit Academically Challenging Curriculum to Enhance Learning (ACCEL)

- Physical education is not required
- 3 elective credits
- Online course is not required

All other graduation requirements for a 24-credit standard diploma must be met (per section 1003.4282(3)(a)-(e), Florida Statute [F.S.]).

A student must successfully complete a

- 24-credit standard diploma,
- 18-credit ACCEL option,
- Advanced International Certificate of Education (AICE) curriculum, or
- International Baccalaureate (IB) Diploma curriculum.

Students must earn a 2.0 grade point average on a 4.0 scale and pass the required statewide assessments.

Can a student who selects the 24-credit program graduate early?

Yes, a student who completes all the 24-credit program requirements for a standard diploma may graduate in less than eight semesters.



What is the credit acceleration program (CAP)?

This program allows a student to earn high school credit if the student passes a statewide course assessment without enrollment in the course. The courses include:

- Algebra 1
- Geometry
- U.S. History
- Biology 1

## Students Entering Grade Nine In 2012-2013 School Year What Students and Parents Need to Know

What are the options to earn a 24-credit standard diploma?

<b>4 Credits English Language Arts (ELA)</b>
With major concentration in composition, reading for information, and literature
<b>4 Credits Mathematics</b>
One of which must be Algebra 1 or its equivalent and one of which must be geometry or its equivalent
<b>3 Credits Science</b>
One of which must be Biology 1, two of which must have a laboratory component
<b>3 Credits Social Studies</b>
.5 credit in world history, .5 credit in U.S. history, .5 credit in U.S. government and .5 credit in economics
<b>1 Credit Fine and Performing Arts, Speech and Debate or Practical Arts</b>
Eligible courses are specified in the Florida Course Code Directory <a href="http://www.fldoe.org/articulation/CCD/default.asp">http://www.fldoe.org/articulation/CCD/default.asp</a>
<b>1 Credit Physical Education</b>
To include the integration of health
<b>8 Elective Credits</b>
Note: 2 credits in the same world language are required for admission into state universities
<b>1 Online Course</b>

### 18-Credit Academically Challenging Curriculum to Enhance Learning (ACCEL)

- Physical education is not required
- 3 elective credits
- Online course is not required

All other graduation requirements for a 24-credit standard diploma must be met (per section 1003.4282(3)(a)-(e), Florida Statute [F.S.]).

A student must successfully complete a

- 24-credit standard diploma,
- 18-credit ACCEL option,
- Advanced International Certificate of Education (AICE) curriculum, or
- International Baccalaureate (IB) Diploma curriculum.

Students must earn a 2.0 grade point average on a 4.0 scale and pass the required statewide assessments.

**Can a student who selects the 24-credit program graduate early?**  
Yes, a student who completes all the 24-credit program requirements for a standard diploma may graduate in less than eight semesters.



**What is the credit acceleration program (CAP)?**

This program allows a student to earn high school credit if the student passes a statewide course assessment without enrollment in the course. The courses include:

- Algebra 1
- Geometry
- U.S. History
- Biology 1



## Students Entering Grade Nine In 2013-2014 School Year What Students and Parents Need to Know

What are the options to earn a 24-credit standard diploma?

<b>4 Credits English Language Arts (ELA)</b>
ELA 1, 2, 3, 4 ELA honors, Advanced Placement (AP), Advanced International Certificate of Education (AICE), International Baccalaureate (IB) and dual enrollment courses may satisfy this requirement
<b>4 Credits Mathematics</b>
One of which must be Algebra 1 and one of which must be geometry <ul style="list-style-type: none"> <li>▪ Industry certification courses that lead to college credit may substitute for up to 2 mathematics credits</li> </ul>
<b>3 Credits Science</b>
One of which must be Biology 1 and two of which must be in equally rigorous science courses <ul style="list-style-type: none"> <li>▪ 2 of the 3 required science credits must have a laboratory component</li> <li>▪ Industry certification courses that lead to college credit may substitute for up to 1 science credit</li> </ul>
<b>3 Credits Social Studies</b>
1 credit in world history, 1 credit in U.S. history, .5 credit in U.S. government and .5 credit in economics to include financial literacy
<b>1 Credit Fine and Performing Arts, Speech and Debate or Practical Arts</b>
Eligible courses are specified in the Florida Course Code Directory <a href="http://www.fldoe.org/articulation/CCD/default.asp">www.fldoe.org/articulation/CCD/default.asp</a>
<b>1 Credit Physical Education</b>
To include the integration of health
<b>8 Elective Credits</b>
Note: 2 credits in the same world language are required for admission into state universities
<b>1 Online Course</b>

Can a student who selects the 24-credit program graduate early?

Yes, a student who completes all the 24-credit program requirements for a standard diploma may graduate in less than eight semesters.

A student must successfully complete a

- 24-credit standard diploma,
- ACCEL option,
- AICE curriculum, or
- IB diploma curriculum.

Students must earn a 2.0 grade point average on a 4.0 scale and pass the required statewide assessments.

### 18-Credit Academically Challenging Curriculum to Enhance Learning (ACCEL)

- Physical education is not required
- 3 elective credits
- Online course is not required

All other graduation requirements for a 24-credit standard diploma must be met (per section 1003.4282(3)(a)-(e), Florida Statute [F.S.]).



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What is the credit acceleration program (CAP)?

This program allows a student to earn high school credit if the student passes a statewide course assessment without enrollment in the course. The courses include:

- Algebra 1
- Geometry
- U.S. History
- Biology 1