

CHOCTAWHATCHEE HIGH SCHOOL



STUDENT HANDBOOK

PROPERTY OF: _____

PHONE #: _____

2011-2012 School Year Calendar

Pre-School Planning	Mon-Fri	August 15-19, 2011
First Day of School for Students	Monday	August 22, 2011
Labor Day Holiday	Monday	September 5, 2011
End: 1st. Grading Period	Friday	October 21, 2011
Teacher Work Day/Student Holiday	Monday	October 24, 2011
Veterans Day Holiday	Friday	November 11, 2011
Thanksgiving Holidays	Wed-Fri	November 23-25, 2011
Winter Break Holidays	Monday-Friday	December 19, 2011 – December 30, 2011
End: 2 nd Grading Period	Friday	January 13, 2012
Martin Luther King Jr. Holiday	Monday	January 16, 2012
Teacher Work Day/Student Holiday	Tuesday	January 17, 2012
End: 3rd. Grading Period	Thursday	March 15, 2012
Teacher Work Day/Student Holiday	Friday	March 16, 2012
Spring Break Holidays	Monday-Friday	March 19-March 23, 2012
Memorial Day Holiday	Monday	May 28, 2012
End of Semester/Last Day for Students	Friday	June 1, 2012

LEADERSHIP TEAM

Principal..... Mrs. Cindy Gates
Assistant Principal Mr. Lee Hale
Assistant Principal Mr. Rick Soria
Dean of Students..... Mr. Andy Snaith
School Resource Officer Deputy Tom Henry

GUIDANCE

Ms. Mary Kate Keck Director of Student Services
Dr. Adela Mandel..... All students with last names A - L
Ms. Kay Brock. All students with last names M - Z
Ms. Judy Kane..... AP/IB Coordinator/Counselor
Ms. Carol Bernich..... ESE/Staffing Specialist

NOTE:

It becomes the **student's responsibility** to read this document and comply with the rules/policies contained herein. Questions related to content may be directed to an administrator.

STUDENTS – (4-34) EQUITY POLICY

It is the policy of the School Board of Okaloosa County to offer students the opportunity to participate in appropriate programs, services and activities without regard to race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, parenthood, pregnancy, disability, sexual orientation, or social and family background.

PARENT INTERNET VIEWER

Teachers use the GRADES software system to calculate averages and post assignments. The Parent Internet Viewer (PIV) website can be accessed through the Choctaw website at www.choctawindians.net. Parents and students may view grades and attendance online at any time using this system. Username is the 10 digit student number. Password is the last 4 digits of student number. If you need assistance, please contact the Guidance Office.

PROGRESS REPORTS AND REPORT CARDS

Each student will receive a mid-nine weeks progress report for each class. Report cards will be given to students at the end of each nine-week period to take home.

GRADING POLICIES

State of Florida Grading System:

A: Superior, 90-100; B: Above Average, 80-89; C: Average, 70-79;
D: Below Average, 60-69; F: Failing, Below 60.

EXAMS

State statute requires that all students (including seniors) having 10 or more absences 1st or 2nd semester are required to pass a competency exam **in order to receive credit for the course.**

ATTENDANCE

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

1. **Choctawhatchee High School is NOT an open campus.** No student will enter or exit the school grounds prior to receiving permission. **Students must present their Choctawhatchee ID Badge to check out and check in through the Attendance Office. A student may check out if a parent/guardian phones the Attendance Office to check out the student, or a student presents a note signed by his parent. The parent will be contacted before an attendance form is issued. Notes should be submitted within the 30 minute timeframe before 1st period. Ninth (9th) grade students must have a parent/guardian check them out in person.**

2. Definitions of Absences:
 - A. Excused: Death in family; Appointments or illness requiring medical attention (physician's statement required); Religious holidays; School Absences verified by a parent/guardian and approved by administration.
 - B. Unexcused: Truancy, suspension, unverified or unresolved.
 - C. In the gradebook online, an "X" attendance mark indicates an absence, marked by a teacher, that needs resolution.
3. All absences will remain unexcused unless verified within 5 school days by a legible written note from parent/guardian which should include:
 - A. Student's full name and grade.
 - B. Reason for absence,
 - C. Date(s) absent, AND
 - D. Telephone number where parent/guardian may be reached.
4. Students arriving 25 minutes after their first scheduled period are considered "absent" from that class and should report to the attendance office for an admit slip. Prior to this, students are considered "tardy."
5. Students should enter the building immediately upon arriving on campus.
6. The Okaloosa County School Board Attendance Policy:
 - A. Between the fifth (5th) and eighth (8th) absence (excused or unexcused) per semester in any class period, the parents or legal guardian will be notified of the absences.
 - B. After the ninth (9th) absence, a letter will be sent to the parents or legal guardian notifying them of the necessity for a doctor's excuse or an excuse from an official agency for any subsequent absence. In addition, this letter will notify the parents or legal guardian of the consequences of any additional absences. Upon the tenth absence per semester in any class period, a student who has a passing grade will be required to pass a comprehensive examination in order to receive credit for the course.
 - C. Prior to the fifteenth (15th) absence, the principal may review any absence caused by some insurmountable or extraordinary situation or event that placed an undue hardship on the student and notify the teachers that this student may make up all work.
 - D. After the fifteenth (15) absence per semester in any class period, no make-up work will be allowed. The student can still pass the class, if at the end of the semester he/she has a passing grade and passes a comprehensive exam.
 - E. After the fifteenth (15th) absence per semester in any class period, the student's parents or legal guardian can appeal to the school's attendance review committee for permission to make up missed work.
7. A student who is not in class for at least ½ of a class period shall be counted absent that period.

TARDY INFORMATION

Tardy- Student is not physically in the classroom when the tardy bell rings.

Late students should report to Tardy Post.

TARDY PROCEDURE, 1ST PERIOD ONLY

Tardy 1-6Warning

Tardy 7-9Students serve immediate **Out of Class Suspension (OCS)**; classwork may not be made up.

Tardy 10-14Students serve immediate OCS; classwork may not be made up. Students assigned after school detention.

Tardy 15 and upStudent referred to administrator.

TARDY PROCEDURE, ALL OTHER PERIODS & SPEAR (ASSESSED TOGETHER)

Tardy 1-6Warning

Tardy 7-9Immediate OCS; classwork may not be made up.

Tardy 10-14Immediate OCS; classwork may not be made up. Students assigned after school detention.

Tardy 15 and upReferral to administrator.

MAKE-UP WORK

Any student having an excused absence will be permitted to make up work in accordance with the attendance/discipline policy.

1. For excused absences the student will be expected to make up the work missed during the time of absence. As a general rule, make-up work must be completed within five school days after the student returns to school. The teacher and/or principal may grant additional time for the make-up work if the situation warrants. If a student has been given a due date for an assignment prior to their absence, teachers may require the assignment be turned in on the 1st day the student returns (teacher discretion). **Also, if a student misses a scheduled test during an absence, the teacher may require the make-up test on the day of return.** It is the student's responsibility to check with each teacher before leaving on a school sanctioned activity to determine when make-up work is due.
2. It is the student's responsibility to contact the teacher(s) concerning make-up work.
3. A grade of zero will be assigned for missed work during unexcused absences.

HOMEWORK POLICY

1. Requests for homework will be made through the Guidance Office.
2. Such requests must give teachers at least twenty-four hours notice to prepare homework assignments.

CHEATING

When a student is guilty of cheating, the teacher shall collect the assignment, contact the parents, refer the student to an administrator, and assign a zero on the assignment once final determination is made. The parent will be notified that a 2nd offense will warrant an automatic suspension from school.

WITHDRAWALS

A student who withdraws from school must have his/her parent/guardian notify the Guidance Office at least a day in advance. The student should be prepared to return all textbooks and other materials, or make payment for missing or damaged materials, to the appropriate personnel.

VISITORS

The administration only allows visitation by the parent or guardian, or other persons with **official school business**. Those who qualify as visitors must check in at the office and secure a pass. Visitors on school property should check with front office. Visitors without legitimate school business will be asked to leave and are subject to a trespass warning or arrest. Students should not invite friends or bring children to school. **Refreshments and articles unrelated to instructional material should not be brought to the school by students, parents or outside vendors.** Alumni and community visitors should arrange visitations after school to ensure classes are not disturbed.

CAFETERIA POLICIES

1. When dismissed to lunch, students are to report directly to the cafeteria.
2. Take refuse to the trash receptacles conveniently located throughout the cafeteria and patio.
3. Do not take food, drinks, silverware, trays, etc., from the lunchroom or patio area.
4. Leave the lunchroom and patio in a clean condition.
5. Remain in lunchroom or on patio during lunch.

NOTE: Lunch PIN numbers will be assigned to each student by the Cafeteria Manager.

PARKING AND TRANSPORTATION

***Speed Limit on School Grounds Is 10 m.p.h.**

1. Driving and parking vehicles on campus is a privilege. Abuse will result in disciplinary action including removal of driving privileges.
2. Students are to leave their vehicles and enter the building immediately. Please lock your vehicle, as the school cannot accept responsibility for theft or vandalism. Report these incidents to an administrator or School Resource Officer.
3. All students parking in the Choctawhatchee parking lot are required to purchase and display the appropriate decal on their vehicle. Students parking in an unauthorized area are subject to disciplinary actions including towing of the vehicle at owner's expense. Parking is a privilege.
4. Students who are temporarily driving a vehicle with no CHS decal must make the necessary accommodating arrangements in the front office. These arrangements must be made the very first day the student parks a car with no CHS decal.

LOCKERS

Annually, students **may rent** a hallway locker (\$5) which becomes their responsibility. **Use of lockers constitutes acceptance of the responsibility for its contents.** Lockers are to be used for school related materials only. Lockers or their combinations should not be shared with anyone. Valuables should never be left in lockers. The school will not be responsible for stolen or lost items. Problems with lockers should be reported to the Attendance Office. Lockers are subject to be searched at any time by school officials or their designee. PE lockers should be used for PE purposes only.

RESTRICTED AREAS

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

HATS, RADIOS, CD PLAYERS, RECORDERS, IPODS, CAMERAS, LASER POINTERS, ETC.

The above items and any other similar items not related to instructional material should not be brought to school. **Choctawhatchee High School will not be responsible for damage, loss or theft of any of these items.**

TRANSFER OF INAPPROPRIATE DATA

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

RECORDING DEVICES

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

TELEPHONE/CELL PHONES

- A. Office telephones are restricted for school business only, except in cases of emergency, and may only be used with teacher permission. Students are not to use the phone during class periods. Phones in the classroom are for school-related activities and teacher use only.
- B. Cell phones must not be visible and must be turned off during school hours. The use of cell phones for any reason, **including text messaging**, during school hours is prohibited unless used with **express permission** and within the specific guidelines set forth by Okaloosa School District Policy. Violators are subject to Administrative Discipline.

BUSES

Students riding buses are under the supervision of the bus driver according to the same regulations

imposed by a classroom teacher. All local and state safety regulations will be enforced. Buses are provided for students living outside a two mile radius of the school. Bus routes/stops are posted prominently outside the Guidance Office and 1st floor main hallway. Students may only ride the bus to which they are assigned unless approved by an administrator in advance with sufficient notice. Students riding buses to and from OATC must remain in designated areas.

STUDENT SERVICES/GUIDANCE

Schedule corrections will be accomplished only during the first week of classes.

Schedule corrections from one class to another will be made based **only** on the following criteria:

- School scheduling or class-size requirements.
- The student is missing a graduation or scholarship requirement.
- The student has previously failed under an assigned teacher.
- The student is missing a class period and/or has too many classes on the schedule.
- The student has attended summer school and/or made up the course.

Schedule Correction Procedure:

- Complete Schedule Change Request Form.
- Obtain required signatures: student, parent, and teacher of the course to be dropped.
- Return Request Form to the Guidance Office in designated Drop Box. Note: incomplete forms will not be considered.
- Guidance will respond to your request and notify you by note and/or appointment.
- Student will remain in original course until they receive notification from their Guidance counselor.

MEDICATION

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

ILLNESS

Students who become ill during the day should report to the nurse for assistance after informing their supervising teacher.

STUDENT INJURIES

Students who are injured on school grounds are to report directly to the supervising teacher and/or the nurse. Accident reports should be completed for each incident regardless of severity.

HARASSMENT/DISCRIMINATION

The School District of Okaloosa County adheres to policy which prohibits sexual harassment and/or discrimination. Problems should be reported to your teacher or administrator immediately.

BULLYING

In accordance with the Okaloosa Code of Student Conduct, Choctawhatchee High School has a zero-tolerance policy toward bullying. Students and teachers should report any instances of bullying to Administration or the School Resource Officer. For more information regarding this policy, please refer to the Okaloosa School District website, www.okaloosaschools.com.

HALL PASSES

During class time, students may not be in the hallways without their Student Planner signed by a teacher or an administrator.

WHO TO SEE ABOUT . . .

Lost & Found	Attendance Office
Elevator.....	Front Office
Lockers	Mr. Snaith
Sports.....	Coach Thomas
Student Activities	Ms. McDonald
Debate / Speech/Drama	Mr. Rushing
ROTC.....	CMSgt. Washington/Maj. Sluschewski
Chorus	Ms. Denham
Cheerleaders	Ms. Steele
Indianettes	Ms. Watson/Ms. Sites
Band/Flags/Winter Guard	Mr. Hannah
Senior Supplies.....	Mr. Soria
Tutors.....	Guidance/Media Center
IB/AP.....	Ms. Kane
Aviation Institute	Dr. Henshall
Nurse	Ms. Dishman

MEDIA CENTER

ADMITTANCE: Student passes are not required before and after school, but they are required at all other times. Students are to sign their first and last names in the book provided. Students with a "no class" must show their student ID. Students should have a purpose for visiting the Media Center, whether it is to read, check out a book, or do research. **No students will be permitted to leave the lunch area to go to the Media Center after the lunch period tardy bell rings.**

CIRCULATION:

1. A student ID must be presented to check out any Media Center materials.
2. Books may be checked out for two weeks and renewed for an additional two weeks.
3. Reserved books and reference books may be checked out each night and are due BEFORE 1st period the next school day.
4. Overdue notices will be sent to the student's SPEAR class.
5. Retail price is charged for all lost books.
6. A student must clear his/her library record before withdrawing from school.

COMPUTER/INTERNET ACCESS:

The Media Center provides computers for student use. Students must provide their student ID verifying permission to use the Internet. Computers are to be used for research and online classes. Students may not e-mail, download or play music or games, or enter chat rooms or journal sites. Accessing inappropriate sites will result in a discipline referral.

SCHOOL STORE: The School Store is housed in the Media Center. The inventory consists of basic supplies such as pens, pencils, paper, folders, poster board, etc.

HOURS: The Media Center hours are flexible, with extended hours two days a week. Times will be posted in the Media Center and on the school's website.

BOOKS & MATERIALS

Students are responsible for ALL books and materials issued to them and will incur their replacement cost if lost or damaged. Lost, missing, and damaged book charges must be settled as early as possible. Students who have not settled textbook accounts will not be allowed to participate in graduation exercises as prescribed by school board policy. Students should be aware of, and inform parents of, the anticipated or incurred costs for lost or damaged books. In accordance with board policy, students with outstanding indebtedness may be precluded from extracurricular participation.

DRESS CODE

Parents please help us with the dress code by keeping this policy in mind when shopping for school clothes.

Extremes in dress, hair styles, make-up, jewelry, etc. are in violation of the dress and/or grooming code.

1. No hats, head covering or head bands are to be worn or to be brought into the building by males or females.
2. Clothing bearing inappropriate slogans or pictures are not permitted (i.e. alcohol, drugs, sex symbols, racial remarks, or sexual connotations).
3. Shoes or sandals must be worn at all times. Due to safety considerations, house shoes or slippers are inappropriate.
4. Hair style must not interfere with student's vision.
5. Tank tops, thin-strapped tops, tees, and similar shirts or blouses are not permitted. The midriff must be covered at all times and undergarments must not be exposed at any time. Skin may not show at any time, front or back (standing, sitting, arms raised etc...) No low cut necklines nor off the shoulder shirts may be worn. **No pajamas may be worn.**
6. Hair must be neat and clean at all times. No beards or mustaches may be worn to school. Exception: school approved waiver only.
7. Students who voluntarily participate in activities that require certain uniformity in personal grooming may be required to groom themselves in a more moderate fashion during the time that they are participating in that particular activity.
8. School Board policy states that the minimum length of clothing should approach the top of the knee. (Clarification: approximately three inches)
 - A. Extreme mini-skirts and extreme shorts are inappropriate.
 - B. Biker shorts and similar form-fitting attire are inappropriate.
9. Pants, skirts and/or shorts that sag below the waistline or must be held in place with the hands are not allowed.
10. Any form of dress or grooming that distracts others or is disruptive in appearance and detrimental to the purpose or conduct of the school will not be permitted.
11. Due to safety considerations, extremes in body piercing jewelry will be prohibited.

ID BADGES

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

COLLEGE AND CAREER PLANNING GUIDE

What should I do my freshman year?

1. Make sure your course selections are preparing you for your future goals. Check the current requirements for the Bright Futures Scholarship Program. Consider taking Pre-AP/Honors courses in your areas of strength.
2. Join service organizations at Choctaw and in the community that may expose you to new interests and possible careers.
3. Visit www.collegeboard.com and www.FACTS.org on line and become familiar with the resources available there.
4. Take schoolwork seriously and develop good attendance habits because 9th grade counts toward college admission and the Bright Futures.

What should I do my sophomore year?

1. Prepare well for all standardized tests. Make school your top priority.
2. Review your course selections and be sure they are preparing you for your future goals. Take the most rigorous course of study you can. Check the requirements for the Bright Futures Scholarship. Maintain and improve your GPA.
3. Meet with college representatives when they visit our campus and pay close attention to courses required for admission.
4. Visit www.collegeboard.com and www.FACTS.org on line and become familiar with the resources available there.
5. Be an active participant in clubs - consider leadership roles. Work on volunteer hours.

What should I do my junior year?

1. Take as many AP/IB courses as you can be successful in. AP courses give you the opportunity to earn college credit while still in high school. Also, colleges look very favorably on those students who take a rigorous course of study.
2. Register to take the ACT & SAT tests in the spring. Obtain test prep materials.
3. Become familiar with online resources at www.collegeboard.com and www.FACTS.org
4. Register to take the ASVAB test. This test provides you with a free career evaluation. You will also be provided with information regarding job placement if you enter the military.
5. Take the ACT and SAT exams. Do your best on CPT/PERT.
6. Take the PSAT so you can be considered for National Merit Scholar.
7. Write a resume. If portfolios, audition tapes or writing samples are required for admission or scholarships, start to develop them.
8. Think about people who might write you a letter of recommendation; start with teachers, counselors and employers.
9. Review plans for financial aid.
10. Make appointments for visits to college campuses, especially if visiting during the summer.
11. Students who are interested in seeking a US Service Academy appointment should begin the application process.
12. Check with the guidance department about local scholarships available.

13. Verify credits for GPA and Honors criteria.
14. Student Athletes should register with the NCAA clearing house.
15. For summer, consider enrolling in academic courses at the community college, pursuing summer school programs, completing an internship or working as a volunteer.

What should I do my senior year?

1. Prepare and submit application packages. Review deadlines and requirements, such as test scores, transcripts, essays, and recommendations. Give teachers, counselors, employers or other adults at least a month to complete the recommendation forms and provide a stamped self-addressed envelope with each letter.
2. Fill out the paperwork in the guidance office required to release your transcript information. Remember initial and final transcripts.
3. Requests for US Service Academy congressional appointments should be submitted early.
4. Verify credits for GPA and Honors criteria.
5. Do not let "senioritis" set in! Colleges want to see strong academics in your senior year.
6. Continue to evaluate colleges and narrow your choices.
7. Check scholarship information provided by the guidance department in the Daily Bulletin.
8. Visit www.collegeboard.com and www.FACTS.org online and become familiar with the resources available there.
9. Schedule to meet with college representatives when they visit Choctaw.
10. Take the SAT & ACT test or re-take if needed.
11. Request your transcripts be sent to all colleges to which you are applying.
12. Register for the Bright Futures Scholarship online, beginning December 1st.
13. After January 1, but before the earliest college deadline, file the FAFSA. Send the application early to maximize your chances for receiving financial aid.
14. Monitor applications to make sure all materials are sent on time.
15. Complete applications and nominations for US Service Academy Appointments in January.
16. Settle all debts as early as possible.

