



# **Sarasota High School**

**2011 – 2012  
Parent and Student  
Handbook**

**Upholding the Mighty Sailor Spirit!**

# Welcome to Sarasota High School

## *“Home of the Sailors”*

On behalf of the faculty and staff, we are pleased to welcome you to the SHS family. From core academics to innovative electives and top-notch extracurricular programs, Sarasota High offers challenges and opportunities for every student. Whether you are returning this fall or joining us as a new student, we hope you will find SHS an ideal environment to further your educational and personal development.

Our goal is to ensure that both you and the school benefit from your time here. To this end, the doors to our offices are always open to anyone with questions, concerns, or suggestions. Every student has different needs and goals. Together, we can each make a unique contribution to our learning community. Remember...

*... SHS begins with you!*

**Principal:** Jeff Hradek

**Assistant Principals:** Eric Jackson, Becky Moyer, Mary Taylor

**ESE Liaison:** Judy Slezak, Sue Hilliard

**ESOL Liaison:** Pam Willmot

**Behavior Specialist:** Mark Rupprecht

**Athletic Director:** Clyde Metcalf

**School Resource Officers:** Detectives Keturah Szalbirak and Larry Dagnon

**SHS Telephone Number:** 941-955-0181 (**Receptionist available from 7:00 AM to 3:00 PM**)

**Fax Number:** 941-361-6380 **SHS Website:** [www.sarasota.k12.fl.us/SHS](http://www.sarasota.k12.fl.us/SHS)

**Guidance Fax:** 941-361-6630



### SHS Alma Mater

Hail, Alma Mater, noble and strong!  
To thee with loyal hearts we raise our song.  
Swelling to heaven loud our praises ring.  
Hail Sarasota High, to thee we sing.

**Please Note:** The following information is intended to provide an introduction to the many policies and procedures utilized at SHS to ensure a safe and orderly learning environment for all students. Students and parents/guardians will receive additional information from individual teachers and departments, as well as the School District “Student and Family Handbook.”

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# **SARASOTA HIGH SCHOOL MISSION, BELIEF, AND VISION STATEMENTS**

## **Mission Statement:**

*SHS cultivates a system of scholastic empowerment in which professional faculty enables stakeholders to develop and actualize students' academic and personal goals.*

## **Beliefs:**

- SHS promotes student responsibility for educational achievement and a shared vision of academic excellence.
- SHS facilitates students' ability to identify their unique potential.
- SHS encourages a culture of achievement.
- SHS is committed to providing a safe school environment.
- SHS believes in engaging both parental and community involvement as a necessary complement for student success.
- SHS is committed to recognizing the changing needs of a fluid student population.
- SHS is committed to promoting intellectual curiosity, honesty, and integrity.
- SHS recognizes and collaborates with all stakeholders to advance the diverse learning capacities of each student.
- SHS promotes cultural understanding and tolerance for diverse views.

## **Vision Statement:**

*To Teach, Challenge, Support, and Inspire*





**ATHLETIC PROGRAMS, CLUBS, AND ACTIVITIES**

A complete high school experience extends beyond the classroom to offer students opportunities to participate in leadership and service activities. SHS offers numerous student organizations and activities in which to participate.

Students are encouraged to become involved with the activities that interest them and will help them achieve personal goals and fulfillment.

Athletics	Clubs and Activities	
Baseball – JV/V Basketball –girls/boys/JV/V Cheerleading - JV/V Cross Country-girls/boys/JV/V Football – Freshmen/JV/V Golf - girls/boys/V Soccer - girls/boys/JV/V Softball – JV/V Swimming – girls/boys/V Tennis – girls/boys/V Track/Field – girls/boys/JV/V Volleyball – Freshmen/JV/V Weightlifting – girls/boys/V Wrestling – JV/V	American Sign Language Club Anime Club Band Chorus CREST CREW Drama Guild First Priority French Club Future Educators of America JROTC Key Club Lady Sailor Service Club	LaSertoa Mainsail-Parent Newsletter Mu Alpha Theta National Honor Society Rho Kappa Sailor’s Log Sarasotan Serteen Spanish Club Spanish/ Honorary Society Speech and Debate Team Student Government

Florida High School Athletic Association (FHSAA) requires students who wish to participate in athletics and/or extracurricular activities to maintain a minimum cumulative 2.00 GPA on a 4.00 scale each semester. Students who participate in extracurricular activities are responsible for following the activity code of conduct as well as Sarasota High School’s general code of conduct. Participation in any school activity is a privilege to be granted by the school district to a student, which allows that student to participate in interscholastic activities. Participation is NOT A STUDENT’S RIGHT BY LAW. Precedent-setting legal cases have determined that athletic eligibility is a privilege to be granted only if the student meets all standards adopted by the school and district to grant the student such a privilege.

## **ATTENDANCE INFORMATION FOR THE 2011-2012 SCHOOL YEAR**

Regular and punctual attendance is vitally important to a student's success in school. Florida State Law requires regular school attendance, and it is the responsibility of the parents or legal guardians to ensure that their child attends school daily. It is recognized that there are occasions when absences are unavoidable.

Please note the following important information regarding our attendance procedures: All absences are considered **unexcused** until the school receives written explanation on the school supplied Absence Request Form from the parent/guardian within **five days** of the absence. The principal or designee has the authority to determine whether or not an absence shall be considered excused. Excessive absences will likely result in the student being required to provide a doctor's note or other substantiating evidence.

### **Drivers License Privileges and Attendance**

Florida law defines "habitual truant" as a student who has 15 or more unexcused *periods of absence* within 90 calendar days, with or without the knowledge or consent of the student's parent or guardian, and who is subject to compulsory school attendance. A student who becomes a "habitual truant" will automatically be reported to the Department of Highway Safety and Motor Vehicles (DHSMV) through the district attendance office. The DHSMV may not issue a driver license or learner permit, or may suspend the driving privileges of any reported student until the student has satisfied regular school attendance requirements as outlined in Section 322.091, Florida Statutes. If your driving privileges are suspended as a result of your attendance, you will be notified via certified mail. **IN ORDER TO HAVE YOUR LICENSE REINSTATED, YOU MUST ATTEND SCHOOL FOR 30 DAYS WITH NO UNEXCUSED ABSENCES.** After you accomplish this, you must set an appointment to meet with Bernice Fuller at 927-9000 to obtain paperwork for your license / permit to be reinstated.

**Absence Request Forms** are for your use to request that an absence be excused. This form takes the place of a traditional parent note.

Please note the following:

- **All requests to Excuse a student absence will need to be submitted on this form to one of the three attendance mailboxes in the following locations: West Café, East Café, & Media Center.**
- All parent requests for an absence to be excused *must be submitted on this form.*
- This form must be submitted to an attendance mail box within **FIVE days** of the absence.
- The principal or designee has the authority, within the guidelines of the law, to determine if an absence is excused.
- In cases of excessive excused absences for illness (9 excused absences in a 90 day period), a parent will be asked to provide documentation from a physician.
- Parents will be notified of unexcused or unexplained absences via an automated calling system. If a pattern of non-attendance develops, parents will be asked to conference with school staff and participate in efforts to remediate the situation. If unexcused absences continue, truancy procedures will be initiated.
- Absence Request Forms are available at the administrative front desk in building 1. This form MAY be duplicated. For an electronic copy please visit our school website at <http://www.sarasota.k12.fl.us/SHS>

Upon turning in your completed **Absence Request form** to an attendance mailbox, your request will be reviewed by the attendance administration and entered electronically into the District Database as Excused or Unexcused. **Do NOT take the Absence Request forms to your teachers.** We encourage students and parents to utilize CrossPointe to monitor attendance on-line. To obtain your CrossPointe passwords and user ids, please visit:

<https://scsparentportal.sarasota.k12.fl.us/portal>.

## **Passports**

### **Pre-Arranged:**

- If you know that you will have a doctor or dentist appointment, please make every effort to turn in your **Absence Request form** to request permission for a student to leave school early. Students should bring the completed **Absence Request Form** to the **administrative front desk in building 1** one day prior to the appointment.
- *District policy requires that a school official contact a parent / guardian to verify the passport.*
- After verifying the Passport, students will be issued a Passport to leave school at the designated time.
- **Student should be picked up at the school clinic** (*now located in the old athletic office on the west side of campus off of the US 41 parking lot*).

### **Not Pre-Arranged:**

- **Any parent request to pick up students during the school day that are not pre-arranged should be directed to the school clinic** (*now located in the old athletic office on the west side of campus off of the US 41 parking lot*).

## **Flex Days**

District policy states that absences are excused only for student illness, major illness, death of an immediate family member, or religious holiday. **Four excused absences per year for ‘personal’ reasons will be allowed.** These are called “Flex Days” and cover such events as college visits, family vacations, and other “personal reasons.” This is a Sarasota High School policy.

## **Excused Absences and make-up work**

Students will be permitted to make up all missed assignments/tests for EXCUSED absences. You will have one day to make up your work for each day of excused absence. For example, if you are absent on Monday and Tuesday, you would have Wednesday and Thursday to make up all work.

## **Unexcused Absences**

*Every unexcused absence results in the loss of Employability Skills point(s).*

“Unexcused Absence” is defined as having missed the entire class without a parent/guardian’s permission, or submitting an Attendance Request form to Attendance Office beyond the five (5) school days after the absence.

Unexcused absences result in the loss of employability points for each class. Students are permitted to complete work missed on their day of absence. **However, they will receive a 30% reduction on all assignments, homework, class work, tests, projects, etc., due on the date(s) of the unexcused absence(s).** You will have one day to make up your work for each day of unexcused absence. For example, if you are absent on Monday and Tuesday, you would have Wednesday and Thursday to make up all work.

**If the student is truant (cutting or skipping class) but remains on campus, In-School Suspension will result.**

If the student is truant (cutting or skipping class), and leaves the Sarasota High School Campus, the student will be considered insubordinate, and a one day of Out-of-School Suspension will result for the first offense. Future offenses may result in 3-5 days of OSS.

## **Tardy Policy**

*When tardy, students always report directly to class. If you were at an appointment, or want to use FLEX time for your tardy absence, please submit an Absence Request Form.*

\*“Tardy” is defined as arriving to class after the bell rings. Students must be physically in the classroom to avoid being marked tardy.

\*For each tardy to class, the student cannot earn the Employability Skills points for that day as described in the course syllabus distributed to the students at the start of a course.

\*Beginning anew each quarter, EVERY TARDY after tardy 3 will earn one half-hour after-school or lunch detention in the ISS room. Students are to bring their lunch from home on the day of the detention, and report directly to the ISS room. If the student fails to attend their detention, the consequence will result in a full day of In-School Suspension.

If a teacher assigns you a detention, you are to sign the detention form acknowledging that you have read and understand the form. Have your parent/guardian sign the yellow copy. Bring the yellow copy to detention in order to be admitted by the ISS aide.

**Habitual Tardiness will result in a teacher written disciplinary referral and a consequence of ISS / OSS.**

### **Attendance for Privileges Policy**

Research shows that the more time students spend in class the more likely they are to reach graduation requirements and their educational goals. For the 2010-2011 school year, SHS will be enforcing the Attendance for Privileges Policy.

- Per semester, students with 5 or more days of unexcused absences will not be allowed to participate in school sponsored dances (Homecoming, Prom, etc), field trips, Senior Grad Bash, or school activities such as Power/Powder Puff Football, Dodge ball, etc.

### **Student Parking and Attendance**

Four unexcused absences in a grading period will result in the loss of your student parking privileges. If this occurs you will be allowed to regain your parking privileges by attending 30 days of school with no unexcused absences.

## Regular Bell Schedule – 47 Minute Periods

<b>1st Lunch</b>	<b>2nd Lunch</b>	<b>3rd Lunch</b>	
Period 1 7:30–8:19 (49 Minutes)*	Period 1 7:30–8:19 (49 Minutes)*	Period 1 7:30–8:19 (49 Minutes)*	
6 Minutes	6 Minutes	6 Minutes	
Period 2 8:25–9:18 (47 Minutes + 6 Minutes) Announcements: 9:12 – 9:18	Period 2 8:25–9:18 (47 Minutes + 6 Minutes) Announcements: 9:12 – 9:18	Period 2 8:25–9:18 (47 Minutes + 6 Minutes) Announcements: 9:12 – 9:18	
6 Minutes	6 Minutes	6 Minutes	
Period 3 9:24–10:11 (47 Minutes)	Period 3 9:24–10:11 (47 Minutes)	Period 3 9:24–10:11 (47 Minutes)	
1st Lunch 10:11–10:41 30 Minutes	6 Minutes	6 Minutes	
	Period 4 10:17–11:04 (47 Minutes)	Period 4 10:17–11:04 (47 Minutes)	
	2nd Lunch 11:04-11:34 30 Minutes	6 Minutes	Period 5 11:10–11:57
		6 Minutes	3rd Lunch 11:57 – 12:27 30 Minutes
Period 4 10:47-11:34 (47 minutes)	6 Minutes		
Period 5 11:40–12:27 (47 Minutes)	Period 5 11:40–12:27 (47 Minutes)	6 Minutes	
6 Minutes	6 Minutes	6 Minutes	
Period 6 12:33–1:20 (47 Minutes)	Period 6 12:33–1:20 (47 Minutes)	Period 6 12:33–1:20 (47 Minutes)	
6 Minutes	6 Minutes	6 Minutes	
Period 7 1:26–2:15 (49 Minutes)**	Period 7 1:26–2:15 (49 Minutes)**	Period 7 1:26–2:15 (49 Minutes)**	

# TAP Bell Schedule – 42 Minute Periods

<b>1st Lunch</b>	<b>2nd Lunch</b>	<b>3rd Lunch</b>
Period 1 7:30–8:14 (44 Minutes)*	Period 1 7:30–8:14 (44 Minutes)*	Period 1 7:30–8:14 (44 Minutes)*
6 Minutes	6 Minutes	6 Minutes
Period 2 8:20–9:02 (42 Minutes)	Period 2 8:20–9:02 (42 Minutes)	Period 2 8:20–9:02 (42 Minutes)
6 Minutes	6 Minutes	6 Minutes
TAP 9:08–9:43 (30 Minutes + 5 Minutes) Announcements: 9:08 – 9:13	TAP 9:08–9:43 (30 Minutes + 5 Minutes) Announcements: 9:08 – 9:13	TAP 9:08–9:43 (30 Minutes + 5 Minutes) Announcements: 9:08 – 9:13
6 Minutes	6 Minutes	6 Minutes
Period 3 9:49–10:31 (42 Minutes)	Period 3 9:49–10:31 (42 Minutes)	Period 3 9:49–10:31 (42 Minutes)
	6 Minutes	6 Minutes
1st Lunch 10:31–11:01 30 Minutes	Period 4 10:37–11:19 (47 Minutes)	Period 4 10:37–11:19 (47 Minutes)
		6 Minutes
6 Minutes	2nd Lunch 11:19 -11:49 30 Minutes	Period 5 11:25–12:07 (42 minutes)
Period 4 11:07-11:49 (42 minutes)		3rd Lunch 12:07–12:37 30 Minutes
	6 Minutes	
Period 5 11:55–12:37 (42 Minutes)	Period 5 11:55–12:37 (47 Minutes)	
6 Minutes	6 Minutes	6 Minutes
Period 6 12:43–1:25 (42 Minutes)	Period 6 12:43–1:25 (42 Minutes)	Period 6 12:43–1:25 (42 Minutes)
6 Minutes	6 Minutes	6 Minutes
Period 7 1:31–2:15 (44 Minutes)**	Period 7 1:31–2:15 (44 Minutes)**	Period 7 1:31–2:15 (44 Minutes)**

# 60-Minute Activity Bell Schedule

## (39 Minute Periods)

<b>1st Lunch</b>	<b>2nd Lunch</b>	<b>3rd Lunch</b>	
Period 1 7:30–8:09 (39 Minutes)	Period 1 7:30–8:09 (39 Minutes)	Period 1 7:30–8:09 (39 Minutes)	
6 Minutes	6 Minutes	6 Minutes	
Period 2 8:15–8:54 (39 Minutes)	Period 2 8:15–8:54 (39 Minutes)	Period 2 8:15–8:54 (39 Minutes)	
6 Minutes	6 Minutes	6 Minutes	
TAP 9:00–10:00 (60 Minutes)	TAP 9:00–10:00 (60 Minutes)	TAP 9:00–10:00 (60 Minutes)	
6 Minutes	6 Minutes	6 Minutes	
Period 3 10:06–10:45 (39 Minutes)	Period 3 10:06–10:45 (39 Minutes)	Period 3 10:06–10:45 (39 Minutes)	
1st Lunch 10:45–11:15 30 Minutes	6 Minutes	6 Minutes	
	Period 4 10:51–11:30 (39 Minutes)	Period 4 10:51–11:30 (39 Minutes)	
	2nd Lunch 11:30–12:00 30 Minutes	6 Minutes	Period 5 11:36–12:15 (39 Minutes)
		6 Minutes	3rd Lunch 12:15–12:45 30 Minutes
		6 Minutes	
Period 4 11:21–12:00 (39 Minutes)	6 Minutes		
Period 5 12:06–12:45 (39 Minutes)	Period 5 12:06–12:45 (39 Minutes)	6 Minutes	
6 Minutes	6 Minutes	6 Minutes	
Period 6 12:51–1:30 (39 Minutes)	Period 6 12:51–1:30 (39 Minutes)	Period 6 12:51–1:30 (39 Minutes)	
6 Minutes	6 Minutes	6 Minutes	
Period 7 1:36–2:15 (39 Minutes)	Period 7 1:36–2:15 (39 Minutes)	Period 7 1:36–2:15 (39 Minutes)	

## **BRIGHT FUTURES SCHOLARSHIP PROGRAM**



At Sarasota High School, we strongly advocate that our students take advantage of the Bright Futures Scholarship Program to help fund your post-high school education opportunities. The Florida Bright Futures Scholarship Program establishes three lottery-funded scholarships to reward Florida high school graduates for high academic achievement. The Florida Bright Futures Scholarship Program is comprised of the following three awards:

**Florida Academic Scholars Award (including Academic Top Scholars)**

**Florida Medallion Scholars Award**

**Florida Gold Seal Vocational Scholars Award**

You may obtain detailed information about this program, including required hours of community service, from your guidance counselor or Ms. Betz in the SHS Kiwanis Career Center.

### **How and When to Apply**

*Students must apply during their last year in high school or forfeit all future eligibility for a Bright Futures Scholarship.*

- A student who receives a Bright Futures award and attends an out-of-state postsecondary institution and then returns to Florida to complete his/her education within three years may apply for reinstatement of the original award.
- An initially eligible student who enlists in the United States Armed Forces immediately after high school graduation will begin the three-year eligibility period for his/her initial award upon the date of separation from active duty.
- In order to receive funding for a Florida Bright Futures award, a student must be a Florida resident and a U.S. citizen or eligible non-citizen. The postsecondary institution the student attends is responsible for making residency and citizenship determinations.

### **To Be Considered for a Florida Bright Futures Scholarship a Student Must:**

1. Apply for a Florida Bright Futures Scholarship by completing the *Initial Student Florida Financial Aid Application* (FFAA)\* during his/her last year in high school. A student may apply online at [www.FloridaStudentFinancialAid.org](http://www.FloridaStudentFinancialAid.org) beginning December 1st of his/her last year in high school. This application gives the Department of Education (DOE) permission to evaluate his/her high school transcripts for eligibility for a Florida Bright Futures Scholarship.

\* The demographic information a student provides on the FFAA will be used to retrieve and evaluate his/her high school transcript. If the demographic information provided on the FFAA does not match the demographic information on the student's high school transcript, he/she will not receive an official Florida Bright Futures Scholarship Program evaluation. A student may use his/her report card or contact his/her high school to assist in verifying this information. Additional documentation is required for Home Education, GED, and out-of-state applicants. This application is easy to complete and applicants receive an immediate response.

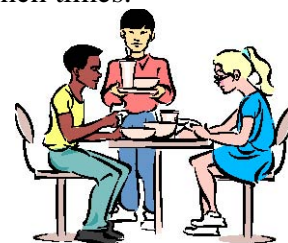
2. Earn a Florida standard high school diploma or its equivalent. (For other diploma options, visit [www.FloridaStudentFinancialAid.org/SSFAD/bf/acadrequire.htm](http://www.FloridaStudentFinancialAid.org/SSFAD/bf/acadrequire.htm))
3. Not have been found guilty of, or plead nolo contendere to, a felony charge.
4. Meet Academic Requirements for the award.

*Study diligently and you may become a Florida Bright Futures Scholar!*

## CAFETERIA/LUNCHROOM

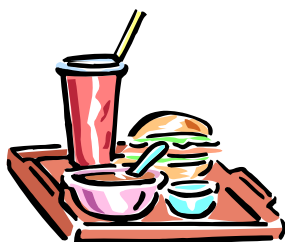
Sarasota High School is a closed campus. Students are **NOT** permitted to leave campus for lunch. The district's food service department operates two cafeterias and an outside eating area (behind the east cafeteria) on campus. Lunch is served in all three venues. Breakfast is served each school day from 7:00-7:20AM in the East cafeteria. Please consult the bell schedules for lunch times.

*Students are expected to exemplify the highest personal and social standards in the cafeteria. Throwing food or drink for any reason is considered unacceptable behavior and is immediate grounds for the automatic forfeiture of a student's privilege to eat in the cafeteria.*



All students are expected to:

- Follow any request or instruction, made or given by any person in legitimate authority, regarding behavior in the cafeteria.
- Deposit all trash in the trash containers.
- Leave the tables and floor area **CLEAN**. Each student is to clean up any food or drink that is spilled on the table to the best of his/her ability.
- No "Cutting" in line is allowed, and you may not "save" a place in line for another student.
- Remain in one of the three eating areas during lunch. **ALL OTHER PARTS OF THE BUILDING/CAMPUS ARE OFF LIMITS DURING LUNCH** unless you have a specific pass from a teacher to be in a different assigned area. Students may not move to a different eating area ten minutes after each lunch period begins.
- Keep all food and beverages in the eating areas. Food or drink is to be consumed in the cafeterias or the designated outside eating area behind the east cafeteria. No food or drink is to be consumed at any other location on campus without proper authorization. No food or drink may be consumed in the hallways. Opened food and/or containers may not be carried through the hallways.



*You may make online prepayments right to your student's lunch account. As well, you may check your student's lunch purchases, get automatic updates/reminders on your account balance, and even place limits on spending by registering at: [www.mylunchmoney.com](http://www.mylunchmoney.com)*

If you do not have access to a computer you can still make a payment to your child's account by calling 1-800-479-3531.

### Breakfast

Students are encouraged to participate in the school breakfast program because studies have shown that students who eat breakfast do better in school than their non-breakfast-eating peers. Breakfast is available at Sarasota High School each regular school-day morning. Reduced-priced breakfast and free breakfast is also available for qualified students.

### Lunch

Lunch is offered for all students throughout the district, and the best value is the regular lunch. This lunch consists of an entree, two choices of fruit and/or vegetables, and a carton of milk. The menu items offered are selections that students genuinely enjoy. Meals are balanced to be nutritious and healthy for students.

Students also have the option of selecting from an a la carte menu at lunch. These items are individually priced (although the regular lunch is a better value!). Parents may prohibit children from selecting from the a la carte menu by calling the Food and Nutrition Services Manager at the school the child attends.

### **Free and Reduced Cost Meals**

Meals are made available on a reduced-price (Breakfast .30¢ and Lunch .40¢) or free basis to students from families who meet certain income requirements which are determined by the U.S. Government. Applications for the Reduced-Price or Free school meals are mailed at the start of each school year to all families with children enrolled in the district's schools. Applications are also available at school offices and cafeterias. **Important:** A new application must be filled out at the beginning of each school year in order for the meal benefits to continue. Meal benefits begin on the day the application is processed by Food and Nutrition Services and continue throughout the school year in which the application is approved, the summer, and approximately the first thirty days of the next school year.

**Toll-free phone number 866-645-2688 or local 941-486-2199, 7:00AM - 4:30PM.**

### **CAMPUS SECURITY**

To ensure a safe and orderly campus, SHS has a comprehensive security plan utilizing three certified campus security aides, two School Resource Officers (SROs), and over one-hundred surveillance cameras campus-wide.

An important part of maintaining security is monitoring all persons entering the SHS campus. Accordingly, **all visitors must report to the main office immediately upon arrival to the campus.** The main office is located in the administration building (building 1).

Students are required to follow the directions of SHS security aides and our SRO's, just as they do with our teachers and support staff. Our two SROs are deputies of the Sarasota County Sheriff's Office, serving as liaisons between law enforcement agencies and our students. The deputies investigate any student crime-related behaviors that occur on campus. School Board policies require the reporting of criminal behavior to law enforcement. The commission of certain felonies off-campus can result in a student's expulsion and/or transfer to a second chance school.

### **KIWANIS CAREER CENTER**

Are you ready for life after high school? The staff of the Kiwanis Career Center is here to help! Located in building 1 adjacent to the Media Center, the Career Center is open daily to assist you with career and post-secondary education planning. Take career interest inventories, browse the reference materials, access scholarships and financial aid, check the part-time job board, and create your personal plan for success. Watch the SHS News for the schedule of special events such as visits from college and technical school representatives, career presentations, testing opportunities, and the annual College and Career Expo. All students, parents and community members are welcome - we look forward to serving you!

### **CELL PHONES AND ELECTRONIC DEVICES**

**Cell Phones/Mobile Phones** Cell phone/Mobile phone use will be permitted **ONLY**:

- Before school (prior to 7:30 AM)
- After school (after 2:15 PM)

**Cell phones/Mobile phones are NOT allowed to be used during the school day for any reason!**

- 1st Offense: The item will be confiscated. The student may pick the item up between 2:15 and 2:30 PM from the **Clinic/Security Office** located at west end of campus across from the west cafeteria.
- 2nd Offense: The item will be confiscated. The student's parent or legal



guardian must pick the item up between 7:30 AM and 2:30 PM from the **Security Office**.

- Subsequent Offense(s): The item will be confiscated. The student's parent or legal guardian must pick the item up between 7:30 AM and 2:30 PM from the **Security Office**. Additionally, the student will be assigned one full day of in-school suspension.

There are NO acceptable excuses for having a mobile phone out during the school day. "*It fell out of my pocket/my purse,*" or "*I was just checking the time,*" are NOT acceptable justifications for having your phone out during school hours.

### **Electronic Devices**

Ipods, CD players, MP3 players, handheld electronic games/video systems, pagers, digital cameras, two-way radios, etc. are **NOT permitted on campus**. Students who fail to adhere to this policy will have these items confiscated following the same policy as for cell phones.

- 1st Offense: The item will be confiscated. The student may pick the item up between 2:15 and 2:30 PM from the **Security Office** located at west end of campus across from the west cafeteria.
- Subsequent Offense(s): The item will be confiscated. The student's parent or legal guardian must pick the item up between 7:30 AM and 2:30 PM from the **Security Office**.

Also note that Sarasota High School will not be responsible for your lost or stolen cell phone or your lost or stolen electronic device. For the security of your belongings, we recommend you leave these items at home.

### **CHANGE OF STUDENT INFORMATION**

Changes in a student's address, telephone number, custodial parent, and/or contact information should be reported immediately **in writing** to one of the Registrars located in the Guidance Department. It is very important that you keep this information updated so that we may contact you in the event of an emergency or for any other necessary reason. Informing parents of student absences requires a current home telephone number.

### **CLINIC (HEALTH ROOM)**

The Clinic/Health Room is located on the west end of campus across from the west cafeteria. A health aide is available to dispense prescribed medication and handle school health emergencies. **An emergency contact card for parent/guardian contact with current telephone numbers must be on file in the Health Room.**

### **Distribution of Medication**

Administration of medication during school hours should occur only when the medication schedule cannot be adjusted to provide for administration at home. All medications (including OTC medications), along with instructions for administering the medication, must be provided to the school nurse with all appropriate documentation. Medication should be brought to school by the parent or legal guardian **in the original container** with documentation that includes:

- Student's name
- Name of medication – dosage
- Directions concerning dosage
- Time of day to be taken
- Physician's name
- Physician's telephone number
- Date of prescription
- Dates to administer prescription (duration)

### **Over the Counter Medications**

A non-prescription medication may be administered to a student by a health room aide or registered nurse provided a completed and signed parental authorization and physician's order is on file at the school. If a student is receiving non-prescription drugs at school, the physician prescribing that medication must give his/her written permission for any non-prescription medications to be given at school. A health room aide or registered nurse will assist in the administration of these medications to the student in the school health room setting. All nonprescription medications will be stored in a locked cabinet in the health room. **Students may NOT carry ANY type of over the counter medication including aspirin, Tylenol, Advil, etc.** Students with proper documentation on file at the school may carry an asthma inhaler or epi-pen.

### **Long-Term, Chronic Issues, or Disabilities**

If a student has a long-term, chronic issue or disability, please contact the School Nurse to ensure your child's needs are met appropriately. Medication can only be administered by school personnel for students with long-term, chronic illnesses, or disabilities which necessitate taking prescribed medication in order to protect the student's health. Please report any long-term, chronic, or disabling conditions that a Sarasota High School student might have to the nurse so that we might be of assistance. In special circumstances, a student may be allowed (with a physician's order) to carry emergency medication (such as a bee sting kit or an asthma inhaler).

### **Special Transportation Needs**

Special transportation needs should be arranged through the clinic. For example, a student who breaks his/her leg may need assistance or special transportation from class to class.

### **Student Illness During the School Day**

If a student becomes ill during the school day, he/she may ask a teacher for a pass to the health clinic. The clinic personnel will allow a student to rest for up to fifteen minutes. After that period of time, the student will either be sent back to class, or the student's parents or legal guardians will be contacted to pick up the student. If the student is taken home due to an illness, a Passport will be issued by the health clinic upon arrival of the parent or guardian. The Clinic/Health Room is located on the west end of campus across from the west cafeteria.

### **COMMUNICATION WITH SHS**

It is essential that the home and the school communicate openly and frequently. The school will communicate through student mid-term reports and report cards. We may also use e-mail, telephone, "Connect Ed," parent conferences, newsletters, the school newspaper and/or the SHS web page (<http://www.sarasota.k12.fl.us/SHS/>).

Parents and legal guardians shall have online access to their child's daily attendance and grade progress. For the start of the 2010-2011 school year, parents may view this information via "CrossPointe." Parents/guardians should keep the SHS administration and teachers informed of any developments that may affect students' performance. To obtain your CrossPointe passwords and user ids, please visit: <https://scsparentportal.sarasota.k12.fl.us/portal>.

## **COMMUNITY SERVICE**

Community Service projects can help students earn Bright Futures scholarships and earn high school credit. Seventy-five (75) hours of community service are required to be considered for the Florida Academic Bright Futures scholarship. Those Seventy-five hours may also be used as a .5 (one half) high school credit. One hundred fifty (150) hours of community service will earn the student a full 1.0 high school credit.

Before beginning any community serve project for Bright Futures or for high school credit, students need to have the project pre-approved by the Friendship Volunteer Center. The Friendship Volunteer Center approves all community service projects and can be found on campus in the Guidance office on alternate **Tuesdays during student lunch times**.

## **COMPUTER AND TECHNOLOGY USE**

Technology is an integral part of a student's educational experience and must be used in a way that is consistent with the goals of the School District of Sarasota County (SDSC). Technology includes, but is not limited to, computers, personal digital assistants, other electronic devices, software, email, the internet, other network resources, cell phones and cameras. Student use of technology is a privilege and students are responsible for using technology appropriately. This includes use of district equipment off school property.



**The following are inappropriate and/or illegal uses of technology:**

- Photographing or using photographs of individuals without their knowledge or consent.
- Accessing or distributing offensive, inflammatory, pornographic, or obscene images, language, or materials, including screen savers, backdrops, and/or pictures on School Board owned technology or on any other electronic device brought to school.
- Transmission of any material in violation of federal, state, local law, or School Board policy, regulation, or Code of Student Conduct. This includes, but is not limited to: copyrighted material; threatening, obscene, or pornographic material; vandalizing data, test questions and/or answers; student work products; trade secrets; and computer viruses, “worms,” or “Trojans.”
- Utilizing technology for commercial activities unless explicitly permitted by the School Board.
- Downloading and/or printing music, games, videos, or inappropriate files during school hours.
- Modifying the original SDSC pre-set software image including, but not limited to: loading software applications not authorized by SDSC; changing the computer name; changing or removing operating system or application; or taking apart the computer for access to internal parts, accessing or altering password.
- The use of email, instant messaging, web pages, or other technology operations to threaten, disrupt, or interfere with the safety and welfare of the school community.
- Gaining or attempting to gain unauthorized access to the SDSC network, computer servers, or data files.
- Gaining or attempting to gain unauthorized access to non-SDSC networks, computer servers, or data files utilizing SDSC equipment.
- Use of profanity, obscenity, other language which may be offensive to another user, or reposting and copying personal communication without the author's prior consent, when using computer network access.
- Attempting to log on to the SDSC network using another's identity.
- Bypassing or attempting to bypass SDSC filtering software.

- Using computers, networks, and online telecommunication systems unrelated to students' educational systems. This includes the prohibition of plagiarism, reproduction of teacher made tests, textbooks, teaching materials, non-authorized text, cheating, and theft of ideas.
- Students must not access or distribute offensive, obscene, inflammatory, or pornographic material.
- Students must not use network access to destroy information that belongs to others.
- Copying software or other copyright-protected materials is a violation of copyright laws.
- Using the network for any illegal activity, private business purposes, or accessing inappropriate internet sites is a violation of School Board Policy.
- "Hacking" into the school's computer systems or unauthorized modification of computer settings will be considered vandalism and disruption of a school function and will be treated as such.
- Using technology to threaten or harass other students or staff.
- Using a computer, video, camera or program in any manner other than for appropriate educational purposes.

*NOTE: Violations will result in serious disciplinary action, which may include an arrest if any criminal law is broken. Examples of such violations would be computer hacking or trespass, harassment or threats via computer, and computer fraud.*

### **CONTACTING YOUR STUDENT AT SCHOOL**

Please remember that student cell phones must be off during school hours. Therefore, contact should be made directly with the school at (941) 955-0181. We ask that requests for delivering messages to your child be limited to those of an emergency nature only. Emergency messages will be delivered immediately.

### **DANCES/SOCIALS**

SHS holds dances/socials at various times throughout the year. Please keep in mind that the settings for our dances/socials are an extension of our campus the following rules must be adhered to:

1. Students will be expected to complete and sign a waiver/contract form for each event. These forms must be signed by parents/guardians prior to purchasing tickets.
2. Students/guests must not use profanity, drugs, alcohol, or tobacco. All attendees are subject to search.
3. Students dancing or behaving inappropriately will be escorted out and not be given a refund. Dancing deemed inappropriate for the school setting will be brought to the attention of the supervising school administrator, and the student(s) may be removed from the dance.
4. Students who are suspended or expelled from school may not attend
5. If guests are allowed at a particular dance/social they may not have been removed from SHS for discipline reasons; they must be of high school age and not older than twenty (20), and they must be approved by an administrator if a contract is required.
6. No one leaving the dance/social will be re-admitted.
7. It is important to remind you that the basic concepts of the school dress code will be enforced. Attire that is overly revealing, low cut, or excessively sheer is not appropriate for any school activity. Please choose your attire wisely and check with an administrator if you are in doubt to avoid being asked to leave the event.
8. All school rules apply, and infractions of these rules may result in you being removed from the event without refund as well as school discipline consequences.

The Sarasota High School Attendance Policy is in place for all dances/socials. Please refer to the Attendance section of this document.

## **DEBTS AND FINANCIAL OBLIGATIONS**

All debts and financial obligations must be satisfied **prior** to the end of the year final examinations. Failure to do so may result in withholding of:

**\*Parking Privileges\* \*Final Report Cards\* \*Student Schedule\* \*Diploma**

For graduating seniors, debts and financial obligations must be paid by **Friday, May 18, 2012** in order to participate in the graduation ceremony scheduled for **June 1, 2012**.

- Debts and Financial Obligations may include, but are not limited to the following:
- Textbook fees and fines (for lost or damaged textbooks)
- Media Center/Library fees and fines
- Cafeteria fees
- Parking ticket fees and fines



## **DISCIPLINE POLICIES AND PROCEDURES**

Sarasota High School has a comprehensive plan for responding to inappropriate student behavior that is in line with School Board policies and School District procedural requirements.

### **Behavior Management Philosophy**

At Sarasota High School, we believe that students should be allowed to make choices and stand accountable for their decisions. We expect that the students will make positive decisions affecting their lives. The administration endeavors to place as few encumbrances on a student's liberty as possible, because we feel that the majority of our students act responsibly and conduct themselves in a manner which will not disrupt or distract from the educational environment on our campus.

When a student does make a poor choice, we believe we have established a positive environment in which he/she can learn from his/her mistake and receive whatever help is necessary to affect a positive modification of this behavior pattern. Finally we feel that this philosophy of discipline allows students to make decisions, become accountable for those decisions, and thus become more responsible adults in our society.

Students shall treat teachers, administrators, other district employees and fellow students with dignity and respect and shall behave in such a manner that their presence does not take away from a productive educational environment. Students shall be expected to comply with district, school and classroom rules.

1. To ensure a safe and orderly learning environment for students and staff, specific consequences are assigned to offenses by administration, including time-out, detention, in-school suspension (ISS), out of school suspension (OSS), and expulsion.
2. Criminal behaviors will involve our School Resource Officers and other law enforcement as necessary.
3. Teachers may assign consequences for minor misbehaviors or write a disciplinary referral to administration.
4. Administrative discretion in handing down consequences is mandated by school board policy for any situation with mitigating circumstances.
5. Students suspended out of school cannot participate in any extracurricular activities, and are subject to arrest for trespassing if they enter any school district property during the time of the OSS.
6. Misbehavior at extracurricular activities will result in consequences described in district and SHS discipline policies.

Please refer to the District's "[Student and Family Handbook](#)" for further information.

# SHS Behavior Management Plan

Consequences are subject to administrative discretion

OFFENSE	CONSEQUENCE
<b>*Assault</b> Verbal Threat	<b>1st Offense: OSS (1-10 days)</b> Possible: SRO Investigation / arrest / Consideration of recommendation for expulsion / arrest; <b>Subsequent Offense(s): OSS (1-10 days)</b> SRO investigation / Consideration of recommendation for expulsion and/or arrest
<b>Cell Phones</b> Must be <b>off</b> and not visible during school hours (7:30 – 2:15)	<b>1st Offense:</b> Item confiscated (May be picked up by student after 2:15 PM) <b>2nd Offense:</b> Item must be picked up by parent <b>Subsequent Offense(s): ISS (1 day)</b> – Item must be picked up by parent
<b>Cheating</b>	<b>1st Offense:</b> "0" on the instrument/assignment (parent conference) <b>2nd Offense:</b> "F" for the quarter <b>Subsequent Offense(s): OSS (1-5 days)</b>
<b>Computer Misuse</b> Includes using flash drives to install or play games, downloading or uploading games or other software, a plugging in unauthorized equipment.	<b>1st Offense:</b> Mandatory parent conference, possible SRO investigation, loss of Computer Privileges. <b>Subsequent Offenses: OSS (10 days),</b> loss of Computer privileges, SRO Investigation, Consideration of recommendation for expulsion and/or arrest
<b>*Disruption</b>  • Significant / Repeated	<b>1st Offense: Detention</b> <b>2nd Offense: ISS</b> • <b>OSS (1-5 days)</b>
<b>Electronic Devices</b> CD players, games, I-pods, cameras, etc. are <b>not all on campus</b>	<b>1st Offense:</b> Item confiscated (May be picked up by student after 2:15 PM) <b>2nd Offense:</b> Item must be picked up by parent <b>Subsequent Offense(s): ISS (1 day)</b> – Item must be picked up by parent
<b>Falsified Pass /Forgery</b>	<b>1st Offense: OSS (1 day)</b> <b>Subsequent Offense(s): OSS (3-5 days)</b>
<b>*Fighting / Battery</b>	<b>1st Offense: OSS (5-10 days)</b> <b>2nd Offense: OSS (10 days)</b> • Consideration of recommendation for expulsion and/or arrest
<b>*Harassment / Bullying</b> Any overt act by a student or group of students directed against another student with intent to ridicule, humiliate, or intimidate <b>Bullying = repeated harassment</b>	<b>1st Offense: OSS (5-10 days)</b> mandatory parent conference prior to return. • Consideration of recommendation for expulsion and/or arrest <b>Subsequent Offense(s): OSS (10 days)</b> • Consideration of recommendation for expulsion and/or arrest
<b>*Insubordination</b> Failure to follow the directions of any staff member.	<b>1st Offense: ISS (1 day)</b> <b>Subsequent Offense(s): OSS (1-5 days)</b>
<b>Leaving Campus without Permission</b> Insubordinate behavior. All students who leave campus subject to search.	<b>1st Offense: OSS (1 day)</b> Driving off campus will also result in loss or suspension of parking permit. <b>Subsequent Offense(s): OSS (3-5 days)</b>
<b>*Possession / Use of:</b> • Alcohol • Controlled substances • Weapons	<b>OSS (10 days)</b> Consideration of recommendation for expulsion and/or arrest
<b>*Posturing / Instigation</b> An altercation that disrupts a school function	<b>1st Offense: OSS (1-10 days)</b> SRO investigation / Consideration of recommendation for expulsion and/or arrest <b>Subsequent Offense(s): OSS (1-10 days)</b> SRO Investigation / Consideration of recommendation for expulsion and/or arrest
<b>*Profanity</b>	<b>1st Offense:</b> depending on severity – <b>Detention/ISS/OSS</b> <b>2nd Offense: ISS (1 day)</b> <b>Subsequent Offense(s): OSS (1-5 days)</b> <b>When directed at staff : OSS (1-5 days)</b>
<b>*Sexual Harassment</b> Unwelcome behavior of a sexual nature	<b>Immediate OSS. (1-10 days)</b> Consideration of recommendation for expulsion and/or arrest
<b>Tardiness</b> Not being in assigned area when bell rings	<b>All Offenses:</b> Loss of employability points
<b>Habitual Tardiness</b>	<b>Subsequent Offenses(s):</b> Loss of Employability Points. Teacher writes referral.
<b>* Theft</b>	<b>1st Offense: OSS (1-10 days)</b> SRO investigation / Restitution/Consideration of recommendation for expulsion / arrest.
<b>*Tobacco</b> (Use/Possession)	<b>1st Offense: OSS (1 day);</b> SRO issues: \$28.00 citation, \$24.00 mandatory class <b>Subsequent Offense(s): OSS (2 days);</b> SRO issues: \$28.00 citation, \$24.00 mandatory class
<b>*Truancy/Skipping Class</b> When student remains ON campus	<b>ISS (1 day);</b> Loss of Employability Points
<b>*Vandalism</b>	<b>1st Offense: OSS (1-10 days)</b> Possible SRO Investigation/Restitution/Consideration of recommendation for expulsion and/or arrest

\*APPLIES AT SCHOOL AND SCHOOL RELATED FUNCTIONS

# SHS STUDENT DRESS CODE

*Student attire at Sarasota High School should reflect the fact that the school is where the student is engaged in “the business of learning.”*

## **Students have a RESPONSIBILITY to:**

- Comply with the school dress code by arriving to school appropriately clothed; wearing clothes that are not dangerous to health or safety, do not disrupt the learning process, and stay within the school dress code.
- Dress in a way not offensive to others at school or at school-sponsored events.
- Not wear items or markings which are offensive, suggestive, indecent, or associated with gangs – as identified by the Florida Gang Intent Act of 1990.
- Not wear items that encourage use of drugs, tobacco, alcohol, violence, or weapons, or support discrimination on the basis of, color, disability, national origin, marital status, race, religion, gender, or sexual orientation.

*As in the world of work, clean and appropriate clothing and good personal hygiene are expected. A correlation exists between good grooming/personal attire and student achievement. A similar relationship exists between student dress and acceptable standards of conduct. Recognizing these relationships, the following dress practices **ARE REQUIRED IN SCHOOL:***

## **TOPS**

- Must cover shoulders and have sleeves of some length. Halter tops and tube tops are not allowed. Clothing should not be revealing.
- Must cover the waist of the bottom apparel. The abdominal area shall not be exposed. There can be no gap, front or back, between your pants and top.
- Cleavage **MUST** be covered.

## **BOTTOMS**

- Must fit and be worn at the waist (“Sagging” is NOT permitted).
- Must not drag on the floor, have holes above the knees, or frayed ends.
- May not be shorter than the thumb of the extended arm/hand

## **SHOES**

- Footwear must be appropriate for classroom or school activity, worn at all times and securely fastened.

## **THE FOLLOWING DRESS PRACTICES ARE NOT ALLOWED ON CAMPUS:**

- Any article of apparel that displays obscene words, pictures, or designs
- Any article of apparel that conveys a sexually suggestive picture, design, word, or remark
- Any article of apparel that references the use of drugs, alcohol, or tobacco
- Pajamas and bedroom slippers
- Boxer shorts worn as outer garments
- Distracting or unusual hair coloring or styles
- Combs or picks worn in the hair
- Sunglasses in buildings
- Over-sized coats/trench coats



- Chains, spikes, or anything with raised studs
- Clothing that disrupts the effective functioning of the school
- Apparel, headwear, jewelry, accessory, notebook or manner of grooming that, by virtue of its color arrangement, trademark or any other attribute, are specifically identifiable as belonging to a disruptive group or gang
- Hats and other head coverings upon entering any campus building
- Wallet chains
- Clothing that is transparent or exposes the midriff, navel, or cleavage
- Any item that may be considered disruptive or disruptive to the educational process
- Stretch Lycra, Spandex or nylon tights, leotards, biker pants or underwear worn as outer garments
- Clothing that is torn, ripped, or frayed (Pants may not have holes above the knees)

*Students in violation of this policy will be referred to the office and parents will be called to bring the proper school attire. If parents cannot be reached, students will be placed in an alternative setting. Students will not be permitted to attend classes inappropriately dressed and will*

*1<sup>st</sup> offense – Warning- change clothes – return to class*

*2<sup>nd</sup> offense – Change clothes – return to class – detention assigned*

*3<sup>rd</sup> offense – ISS assigned*

*4<sup>th</sup> offense – OSS assigned*

An Assistant Principal will make the final determination of the appropriateness of student clothing and appearance.

## **DUAL ENROLLMENT**

Sarasota High School and State College of Florida together offer a wonderful opportunity for our students to advance and/or enrich their education.

### **What is Dual Enrollment?**

The Dual Enrollment program at State College of Florida, Manatee-Sarasota (SCF) allows qualified high school students to enroll in selected college courses to satisfy high school graduation requirements and the associate degree. Students wanting to enroll in Dual Enrollment courses should initiate the enrollment process with their high school guidance counselor and/or home school liaison, as high school graduation requirements have to be verified prior to registration. Most tuition costs are waived for students enrolled in Dual Enrollment Courses.

### **Who can Dual Enroll?**

- Dual Enrollment is an acceleration program where students must meet the following qualifications to be considered:
- Unweighted 3.0 G.P.A. on high school work (Dual Enrollment and Early Admissions only)
- Qualifying placement test scores on: College Placement Test (CPT), SAT, or ACT (see Minimum Qualifying Test Scores)
- Approval of high school principal and guidance counselor or home school liaison
- Enrolled in a school or organization which has a formal Articulation Agreement with SCF for Dual Enrollment

**All Dual Enrollment Applications and Approval Forms Must be Submitted by:**

<b>Spring 2012</b>	
December 1, 2011	Last day for dual enrollment students to submit Acceleration and Enrichment applications and dual enrollment approval forms to SCF for Spring 2012 term.
<b>Summer 2012</b>	
April 16, 2012	Last day for dual enrollment students to submit Acceleration and Enrichment applications and dual enrollment approval forms to SCF for Summer 2012 term.

To get started, please visit your high school guidance counselor to obtain an approval form and specific eligibility requirements.

**GATE FEES AT ATHLETIC EVENTS**

**Students** (with student ID): **\$3.**

**Adults:** **\$5.**

On occasion, some people have questioned the need to charge admission fees at athletic events. Please understand that our school district provides financial support for Sarasota High School for:

- Coaching Supplements/Salaries
- Transportation Budget
- Field and Facility Upkeep
- Cost coverage of lights/power

Through the tireless efforts of our parent/booster groups, we have been able to provide additional services and supplies for our student-athletes. Such items as facility improvements/upgrades, major equipment purchases, pre-game meals, practice attire/spirit packs, warm-ups/jackets, student-athlete recognition awards, meals and lodging at regular season tournaments, and end-of-year banquets are all provided by our parent/booster groups.

The responsibility of funding all other costs incurred by athletic programs falls on our athletic department. We have four funding sources: gate receipts; sales of student and adult passes; sales of apparel and spirit items; and donations.

**Among the items funded by these sources are:**

- Game Officials • Weight Room Upgrades
- Training Room Supplies • CPR Certification Classes
- Team Uniforms • Security & EMT Services
- Team Equipment • Letters, Certificates & Awards
- Game Workers • FACA Memberships
- Lodging & Meals Beyond • FHSAA Dues District Competition
- Transportation Overages

It is through the combined efforts of our school district, athletic department, parent/booster clubs, and supporters that we are able to provide quality programs for our student-athletes. As can be imagined, our expenses are considerable.

Although we have made an effort to lessen the cost of attending sporting events with our 15-event, \$50.00 pass for adults, and our yearly all-sport student pass for \$40.00, **we must collect admission fees in order to meet our operating costs.** We take great pride in our Sarasota High School student-athletes. We make every effort to provide for each of them equally. We can do that only with your continued understanding and support.

***Save Money! Now Available in the SHS Athletic Office*** (located in building 1)...

Student All-Year Sport Pass: \$40.00 Adult 15-Event Sport Pass: \$50.00 (***Excludes Varsity Football games and FHSAA sanctioned events***)

### **GRADING**

At Sarasota High School, the student has seven 47-minute classes. In this format, students may earn seven (7) credits per school year.

Tests, quizzes, class work, homework, projects, midterms and final exams, etc., constitute 80% of the course grade. Per School Board Policy, “Employability Skills” constitute the remaining 20% of the course grade.

### **Employability Skills**

Sarasota County School Board Rules determine that “for each course taken in high school, 20% of the grade shall be based on the development of employability skills. Those skills include:

- Attendance
- Punctual Arrival to School and to Class
- Time on Task
- Completion of Homework
- Maintenance of a Notebook
- Attitude of Cooperation with Teachers and with Fellow Students
- Appropriate Dress
- Bringing Required Work Tools, Paper, Pen, Pencil, Textbook, Notebook, etc.

Additionally, each teacher may have rules unique to the course/classroom that impact the Employability Skills portion of the course grade. These are described in the course syllabus provided to students at the start of class.

### **Extra Curricular Athletic Eligibility**

All freshmen are eligible for participation in extra-curricular athletic activities. At the conclusion of the first semester of the freshman year and thereafter, students must maintain a cumulative GPA of 2.0 or better to participate in extra-curricular athletic activities.

**Grading Scale:**      A 90 – 100 B 80 – 89 C 70 – 79 D 60 – 69 F 0 – 59

## **GRADUATION REQUIREMENTS**

The graduation ceremony for the class of 2012 will be held on our football field (Charlie Cleland Stadium at Ihrig Field) on **June 1** at 8:00 PM.

**2012, 2013, and 2014** graduates need to earn 26 credits

<b>Courses</b>	<b>Classes of 2012, 2013, 2014, 2015</b>
English/Language Arts	4 credits
Mathematics	4 credits 1.0 credit must be Algebra I or higher-level math course
Science	3 credits 2 must include labs
Social Studies	3 credits > World History (10) – 1 credit > Am History (11) – 1 credit > Am Gov't (12) - 0.5 credit > Economics (12) – 0.5 credit
Fine Arts/Performing Arts	1 credit Performing Arts/ Fine Arts
Health and Phys Ed	1 credit HOPE is the required course. It is taken two semesters in the same year.
Electives	10 credits

### **Also, You Must Earn:**

- Passing Scores on **FCAT Reading and State Assessments required** for your grade cohort
- **2.0** Minimum Cumulative **GPA** (Un-weighted)

### **Alternate Graduation Options**

- 3-Year Accelerated College Preparatory Program
- GED Exit Option
- 3-Year Accelerated Career Preparatory Program
- GED
- Adult High School

Please contact your Sarasota High School Guidance Counselor if you have questions regarding your graduation requirements or alternative graduation options.

## **LIBRARY / MEDIA CENTER**

The Library/Media Center is equipped with state-of-the-art technology that includes an electronic card catalog, over 28 research sources, 75 computers, audio-visual equipment, a fully equipped closed-circuit television studio, and extensive text and periodical holdings.

Students are encouraged to make use of this facility. Media and technology specialists are available to assist students.



### **Guidelines for Use**

- Picture ID is required to check out materials.
- Books may be checked out for three weeks with renewal privileges for a second three weeks.
- Overdue fines begin at \$0.05 per day per item.
- The Media Center is open for student use after school Monday, Tuesday and Wednesday until 4PM.

### **LOCKERS**

Rental fee for each locker and its installed lock is \$5.00 per year. Class schedules and small learning community designation will help determine the location of each student's locker. See Ms. Winner in the main office if you need to rent a locker.

*Lockers must be cleaned out by the last day of school. Any contents left in lockers will be given away to charity or discarded!*



### **LOST AND FOUND**

Items found on campus should be turned in to the receptionist in the main office of the Administration building. Any student who has lost an item (other than those items not permitted at school) may make inquiries there and is encouraged to report the missing item to the School Resource Officer.

Lost items will be kept for two weeks. After two weeks, items will be donated to local charities, discarded, or used for SHS fundraisers.

### **PALS (Partnerships and Alliances Linking Schools) VOLUNTEER PROGRAM**

At Sarasota High School, we highly value our volunteers. With school budgets limited to only the most pressing needs, volunteers represent a limitless resource of expertise, attention, and affection to help today's youth succeed in school, cope with personal problems, and expand their appreciation of the volunteers who so generously give of themselves

Thank you, in advance, for choosing to be involved. Your commitment to today's students is a tremendous investment in tomorrow. At Sarasota High School, we welcome our school volunteers through the PALS School Volunteer Program. Please see the qualifications and objectives below, and then make it a point to consider becoming a PALS volunteer. If you are interested in becoming a volunteer at our school, please contact the main office at 955-0181 and ask for Ms. Joy Byrd, PALS coordinator.

#### **School volunteer qualifications:**

- Desire to be involved with schools and/or helping students
- Reliability
- Willingness to be trained
- Respect for confidentiality
- Completed and approved FDLE (Florida Department of Law Enforcement) criminal background check

#### **Objectives of the PALS Partners in Education program:**

- To help provide the best education for students
- To assist teachers
- To increase student motivation
- To enrich and augment the school program
- To strengthen school-community relations

Additional information is available from the receptionist in the main administration office at Sarasota High School.

### **PARENT DROP OFF/PICK UP**



In order to facilitate students being dropped off and picked up in the most efficient manner, we ask that parents who are dropping off students only use the official “Parent drop off/pick up loop.” **Location:** From the corner of Tami Sola and School Avenue, turn **west**. Proceed down the loop and drop your child off in front of the broad steps that enter the campus. Security staff will be there to guide and assist you.

### **SCHEDULES**

The Florida Department of Education and the Sarasota County School District requires Sarasota District Schools to provide academic assistance to students in grades 9, 10, 11, and 12 who are not reading at a proficient level according to the FCAT Reading Assessment. (Proficiency is Level 3 or above). Some students may be placed in an Intensive Reading class for the 2011-2012 school year. This class will meet every day and may cover two periods.

*Please note that some students may have had courses added and/or deleted from their course requests for 2011 – 2012 due to their most recent FCAT scores.*

### **Schedule Changes**

Due to the nature of high school scheduling (and per the District High School Pupil Progression Plan), **no schedule changes will be considered after the first two weeks of the beginning of any course.** After this period, courses may neither be added nor dropped.

### **CROSSPOINTE**

Parents and students can view grades and attendance from home using **CROSSPOINTE!!**

It can be accessed from home or anywhere an Internet connection is available via: To obtain your CrossPointe passwords and user ids, please visit: <https://scsparentportal.sarasota.k12.fl.us/portal>.

We encourage you to utilize this program on a regular basis.

### **Teacher Advisory Program (TAP)**

In TAP, teachers are partnered with students with the goal of building stronger teacher-to-student relationships that will foster personal, social, and academic success. Other purposes for our teacher advisory program include:

- Seek to build community among students—encouraging a sense of belonging and respect while decreasing anonymity and alienation
- Meet with students on a regular basis for the purpose of academic, career, and personal-social advising
- Conduct and administer district and state-level assessments during special TAP periods
- Use individual student data actively to monitor student achievement and drive instruction
- Maintain regular contact with students throughout the school year in order to monitor progress in course work and in other aspects of school life
- Give students a chance to develop a guidance relationship with a caring adult

## **TEXTBOOKS**

Sarasota High School utilizes a school-wide textbook depository. Each student is responsible for checking out books and library materials **directly** from the depository using his/her student ID number.

### **Location**

This depository is in the Media Center, room 115. There is access to this room from both inside the media center and through the exterior door adjacent to the Administration Building entrance.

### **Returning Textbooks**

A student who checks out one or more textbooks is fully responsible for returning these textbooks. Students are NOT to leave their checked out textbooks with teachers. The students themselves must return the books to the depository!

### **Fees for Lost, Stolen, or Damaged Books**

When a student checks out a textbook, she/he is fully responsible for that textbook. Per State Statutes, when a book is lost, the student shall be assessed charges for 100% of the replacement cost regardless of how old the textbook is. If a book is damaged, but still usable, the student will be assessed a fine.

If a student does not pay the fine or the replacement cost of the text, he/she may be exempt from participating in any extra-curricular activities. Such a student may be asked to perform school service to offset the fine or replacement costs.

## **TRANSPORTATION**

**Bicycles.** Students who choose to ride bicycles to school are responsible for securing them with their own locks to the racks south of Building 14. Bicycles should NOT be left overnight at the school. Students must walk their bikes while on campus.

**Skateboards.** Students may ride skateboards to school, but must **NOT ride them on campus** at any time. Skateboards must be stored in the student locker at all times while on campus.

### **Bus Rules and Responsibilities**

School bus transportation is a privilege not a right. This privilege can be denied for unacceptable bus behavior.

**Please note that Sarasota High School cannot approve students to ride buses other than their district assigned bus.**



**Riding the bus is a privilege, and students have a RESPONSIBILITY to:**

- Obey the driver's instructions.
- Arrive at the assigned stop 5 minutes before pickup time, stand away from the road, board the bus when it has stopped and the doors have opened. The bus will not wait for students who are tardy.
- Cross the roadway in the proper manner.
- Ride their assigned bus and not board or depart the bus at any stop other than their regular stop, unless authorized by an administrator or the Transportation Department.
- Always sit in the assigned seat. Standing or trying to change seats while the bus is in motion is dangerous.
- Remain seated and facing forward at all times when the bus is moving.

- Keep all portions of the body inside the bus.
- Refrain from spraying and/or applying scented perfumes/sprays/ lotions while on the bus or just before boarding the bus.
- Remain absolutely quiet at railroad crossings, for the safety of all on board.
- Maintain classroom conduct while on the bus.
- Understand that it is a felony to throw any items from the windows of the bus. Parents/guardians and students will be held responsible.
- Know that littering or throwing objects inside or at the bus is not allowed and may be subject to criminal charges.
- Be aware that parents/guardians and students will be held responsible for all vandalism to the bus by students. Restitution will be required.
- Refrain from obscene language or gestures on the bus.
- Not bring animals or anything in a glass container on the bus or any articles disruptive to the safe operation of the school bus. This includes science specimens and experiments. Bulky or objectionable articles, including scooters, skateboards or large musical instruments that cannot be held in the student's lap will not be permitted on the bus. No objects may block the aisles or emergency exits.
- Not display posters or signs from the bus window.

### **Bus Schedules**

The school district provides transportation for students living more than two miles from school. For information contact Transportation at 941-486-2141 or check the district website:  
[www.sarasota.k12.fl.us/trans/trans.htm](http://www.sarasota.k12.fl.us/trans/trans.htm)

