

# **Student Handbook** **2009-10**

## **Alma Mater**

Graceville High, We love thee,  
Thy praise we ever tell,  
'Til the hilltops tremble  
And father time shall fail,  
Thy noble virtues we acclaim,  
We hail them to the sky,

With honor to thy name,  
We'll ever loyal be,  
Hail Graceville High School;  
Hail to Graceville High.  
Our Alma Mater noble;  
Hail to thee, All hail

## **Graceville High School Mission Statement** *Small Town...Big Thinkers!*

ADMINISTRATORS.....are building a Safe Haven  
FACULTY/STAFF.....are building Expectations  
STUDENTS.....are building Imaginations  
COMMUNITY MEMBERS....are building Endless Opportunities  
PARENTS.....are building Tomorrow's Leaders

## **Jackson County School Board Acceptable Use Policy**

The Jackson County School Board's Acceptable Use Policy will be distributed to teachers and students for parents to sign and return. This policy for network and computer use will be strictly adhered to at Graceville High. Disciplinary action will be used for enforcement.

## **Assigned Areas and School Hours**

Middle school students (grades 6-8) are to remain at the middle school commons area before school. High school students (grades 9-12) are to stay in the lunchroom before school. All students are to stay in the lunchroom during their lunch period. High school students are not allowed at the middle school building unless they are taking a class in the middle school building. Students are not to congregate in the lobby, restrooms, or in the halls. Students cannot take food or drinks outside the cafeteria area. During inclement

weather, students may stay in the gym. Students are not to be on campus outside of scheduled school hours of supervision unless supervised in an extracurricular activity. *Scheduled hours of supervision are from 7:00 am until 3:30 pm on regular school days.* **Students are not to wait at school for practices or games unless supervised by an adult.** During the time before school, lunch, and after school, students are to stay out of the classrooms, halls, lobby, portable building area, and parking lot. The stadium, ball fields, and basketball/tennis courts are off limits to students unless accompanied by a teacher.

### **Athletic Participation**

Any student planning to participate in athletics during the current school year must:  
Have proof of a physical examination from a licensed medical doctor.  
Show an original or certified copy of your birth certificate to your coach if it is the first time you have participated in any sport.  
Have a medical waiver form, which is available from your coach.  
Have parental permission form signed by your parents.  
Provide information regarding your personal insurance.  
Have a 2.0 GPA (cumulative) in the core classes. This applies to all High school athletes. Athletes must be in attendance for a minimum of four class periods to be eligible to play on that day.  
Athletes and students participating in extra-curricular activities must sign a waiver agreeing to random drug testing.

### **Initial Eligibility (NCAA)**

For all prospective student athletes first entering a collegiate institution on or after August 1, 1996, who want to play NCAA Division I or II intercollegiate athletics, see the guidance office or individual coach. Applications forms for the NCAA Clearinghouse are available at [www.ncaaclearinghouse.org](http://www.ncaaclearinghouse.org)

### **Attendance Policy and Check Out Procedures**

Attendance is checked each class period during the day. If a student is marked absent, but was present earlier in the day and did not sign out, it will be assumed that he/she left the campus without permission. They will be considered as skipping and will result in disciplinary action. The teacher's records will be the final determination. The Graceville High School Attendance Policy will be in accordance with the Jackson County School Board's adopted policies regarding attendance and tardiness. If a student has more than 3 unexcused absences, they will receive no higher than a 59/F for that class. The 4<sup>th</sup> tardy and each one after that will be counted as an unexcused absence. See the District's attendance policy in the Jackson County School Boards Code of Student Conduct for further clarification. The Graceville High School Truancy Policy will be in accordance with the Jackson County School Districts Adopted Policies regarding Attendance and Tardiness.

A parent or guardian must call and speak to an administrator or send a written note, with a phone number to verify, to the administrator for their approval in order for a student to be checked out. Students will not be able to call and ask someone to check him or her out. Because a student is allowed to leave does not mean that the absence is excused. Each period that is missed will be counted unexcused unless excused by the principal as described in the Absentee Policy section. **Any check out of students between 10:30—**

**1:00 will have to be done in person by parent.** Students that leave the campus without permission will be disciplined.

### **Check-out Procedure**

1. Students must obtain an office pass from their assigned teacher.
- 2. Student's reason for leaving must be verified by the office personnel and parental permission obtained by phone.**
3. The student will be signed out on an official check out sheet.
4. To check out you **MUST** have an information sheet filled out with the person's name listed and parent's signature.
5. The student will need to bring a note within **three** days excusing the periods absent. Checking out does not mean your absences are excused.

## **Automobiles**

Driving a vehicle on campus is a privilege.

Students will park only in student parking lot and in their assigned space.

Driving privilege on campus can be revoked if it is in the best interest of the school.

Students must obtain a parking permit from the school resource officer and show proof of valid operator's driver license.

Students will be issued a specific parking space.

Students are not permitted to go to their automobiles without permission from the office.

Knives, firearms, chemical sprays (such as pepper gas), drugs, alcohol and medications are not allowed on campus at any time. This includes your car.

For your protection, keep all vehicles locked.

School insurance does not cover motor vehicles parked on school property.

Speed limit on campus is 5mph.

**When students arrive at school they are to exit the vehicle immediately and proceed to their designated area.**

When students arrive on campus they must stay on campus. They cannot leave, even before the first bell rings, unless they check out through the office.

When students are dismissed they should leave the parking lot.

## **Book Bags**

Students can use book bags to bring books to and from school. **Book bags, back packs, athletic bags, and backpack like purses should be left in the lockers** during the school day. These type bags are not allowed in the library, classrooms and hallways.

## **Bus Rules**

Riding the bus is a privilege. Riding the school bus is school board property; therefore, school rules apply. A student may be suspended from the bus for breaking the rules, and transportation will become the student's responsibility. After three suspensions from the bus, a student may be expelled for the remainder of the year. The rules are listed as follows:

### **Riding School Buses**

Stand off roadway while awaiting bus.

Pupils must be on time; bus will NOT wait for those who are tardy.

Pupils must board and leave the bus at regular stop location (unless by written permission of parent and principal).

Students arriving to school by bus are considered "on campus" once arrive at the bus stop.

No running, pushing or shoving while loading or unloading.

Walk ten (10) feet in front of the bus. Wait for driver's signal before crossing the road.  
The driver is in full charge of the bus and the pupils. Pupils must obey the driver.  
The driver has the right to assign seats. Pupils may sit three to a seat.  
Stay in your seat at all times while the bus is in motion.  
Keep your arms and head inside the windows. No objects shall be thrown from the windows or at the bus.  
Other than ordinary conversation, classroom conduct is to be observed.  
Unnecessary conversation with the driver is dangerous.  
Absolute silence is required at all railroad crossings.  
No eating, drinking, or use of tobacco allowed on the bus.  
No animals (alive or dead), glass or glass containers, sharp objects, ball bats, or batons are allowed.

**Dress code is enforced while riding bus.**

## **Check Out Procedures**

A parent or guardian must call and speak to an administrator or send a written note, with a phone number to verify, to the administrator for their approval in order for a student to be checked out. Students will not be able to call and ask someone to check him or her out. Because a student is allowed to leave does not mean that the absence is excused. Each period that is missed will be counted unexcused unless excused by the principal as described in the Absentee Policy section. Upon return to school students must check in through the office. **Any check out of students between 10:30—1:00 will have to be done in person by parent.** Students that leave the campus without permission will be disciplined.

### **Check-out Procedure**

1. Students must obtain an office pass from their assigned teacher.
  - 2. Student's reason for leaving must be verified by the office personnel and parental permission obtained by phone.**
  3. The student will be signed out on an official check out sheet.
  4. Upon return to school, the student must check in through the office.
  5. To check out you **MUST** have an information card filled out with the person's name listed and parent's signature.
  6. The student will need to bring a note within three days excusing the periods absent.
- Checking out does not mean your absences are excused.

## **Clubs and Organizations**

The following is a list of clubs and organizations students may participate in at Graceville High School:

Beta Club	Key Club
FCA	FFA
Middle School Student Council	Science Club
Jr. Beta Club	Spanish Club
Student Council	SWAT
Future Business Leaders of America	

A student must have a 2.0 GPA to participate in extracurricular activities. Student participating in extra-curricular activities must sign a waiver agreeing to participate in random drug testing.

## **Confidentiality Statement**

The Jackson County School Board, by policy, supports the law, which gives protection to every parent, guardian, pupil and student entitled to rights relating to pupil and student records. The authority and reference for this notice of confidentiality is Florida Statute 228.093, pupil and student records and reports; rights of parents, guardians, pupil and students' notification; penalty. The complete text of this state may be reviewed at the district office of the Jackson County School Board. Directory information on students may be released, unless the parent makes a request in writing for the school not to do so. Such information includes the student's name, address, date and place of birth, dates of attendance, participation in officially recognized sports and activities, weights and heights of athletic team members, awards received, names of parents and the name of the current school attended. The written request not to publish any or all of the above information must be on file at the student's school within ten (10) days after student enrolls. **Note:** This written request must be submitted each new school year. When a student transfers from one school to another, the educational records of that student are forwarded to the new school upon the request from the school.

### **Damage to School Property**

Any student who willfully defaces school property (real or personal) shall be subject to suspension as well as being liable for restitution of damages. This includes discharging of the fire extinguishers and writing on property.

Students will be charged a fine for damaging school property. The amount will depend on the extent of the damages.

"Rolling the campus" is considered defacing school property and will be subjected to the penalties listed above.

False Fire Alarm activation is a danger to students and school personnel. Any student found responsible for false fire alarm activation will be suspended for up to 9 days and be charged criminally.

### **Disciplinary Policies**

All students are under direct supervision of the school at all times while on campus or at any school sponsored activity (athletic events, field trips, parties, etc.)

Students are expected to obey and to show respect for all faculty and staff members and to assume responsibility for getting along with fellow students. The teacher will discipline those students who cannot. If this is not effective, the administration will take other disciplinary action.

Because the nature of each incident will dictate disciplinary action, these guidelines represent the minimum level of action to be taken at the discretion of the school administrators.

The School Resource Officer will play an integral roll in enforcing GHS policies and charges may be applied in some situations.

#### **Classroom Procedures for Handling Discipline**

The classroom teacher may use any of the following interventions:

Verbal Warning	Office Referral
Teacher Strategies	Detention
Moving the student's seat	Parent/teacher conference
Giving classroom time-out	Parent contact—written or verbal
Giving a written assignment	Teacher/student conference
Referring the student to guidance	Any other individual teacher strategy
Referring the student for conflict mediation	

## Administrative Procedures for Handling Discipline Referrals

Administrator will attempt to make contact with parent/guardian by phone.

Administrator will make every effort to contact parents/guardians verbally if students are assigned to OSS. If such contact is not made parent/guardian will receive contact by mail if a student is given OSS.

Student will be given a carbon copy of discipline report to take to parents/guardian.

Administrator will determine punishment for infraction. The nature of the circumstances will dictate the severity of the disciplinary action.

Disciplinary Action may include: Conference, Written Assignment, Corporal Punishment, Out of School Suspension, Expulsion, Alternative Placement, Bus Suspension, Bus Expulsion.

**Additional days of OSS may be added on for repeat violations. Additional criminal charges may be brought against students if any laws are broken.**

### Prohibited Behaviors and Consequences

All students are under direct supervision of the school at all times while on campus or at any school-sponsored activity (athletic events, extra-curricular events, field trips, parties, buses, etc.) This includes vehicles on school grounds. Students are expected to obey and to show respect for all faculty/staff members and to assume responsibility for getting along with other students. Because some behaviors are more serious and disruptive than others, the frequency, nature and degree of the misconduct will determine the specific disciplinary action which will be taken. Repeated incidences of certain behaviors will call for heavier punishment. The following is a non-exhaustive list of prohibited activities/behaviors and the possible responsive action to be taken by and at the discretion of administration:

#### Work Detail

Eating or drinking in unauthorized area	Gum chewing
Sitting in parked vehicle after arriving at school	2 <sup>nd</sup> Dress Code violation
Leaving or out of class without agenda book	Running in hallways
Littering	Any other minor offense

#### Up to 1 day OSS

Distraction of other students	Inappropriate Language
Disruption	Profane or obscene Language
Inappropriate public display of affection	Lying
Littering on school property	Giving False Information
Throwing Objects	Unauthorized sale of items on campus
Failure to return required forms	Gambling
Failure to bring necessary materials to class	Safety rules infraction
Inappropriate items (toys, games, ipods etc.)	Cheating, also a <b>"0" for that grade</b>
Leaving class without permission	2 <sup>nd</sup> dress code violation
Skipping	Take out food on campus
Pushing, shoving, or horseplay	Using office vending machines
2 <sup>nd</sup> cell phone violation	

#### Up to 1 to 3 Days OSS

Defiance of school employee	Group disruption
Disobedience of school employee	Inappropriate language or discussion
Disrespectful	Inciting or participation in a major student disruption
Damage to school property	Illegal Organization
Behavior leading to a fight	

Obscene behavior (verbal, written, or gestures)

3<sup>rd</sup> Dress Code violation

**Up to 3 Days OSS**

Refusal to give name upon request

Refusal to accept discipline

3<sup>rd</sup> cell phone violation

**Up to 5 to 9 Days OSS**

Stealing

Assault on a student

Vandalism

Possession of stolen goods

Threats

Dangerous instruments

Battery on a student

Inappropriate language to a school employee

Inappropriate or Offensive touching

Lewd misconduct as determined by the administrator

Proposition to engage in lewd acts (written/verbal)

Profane or obscene language to a school employee

Unauthorized use of internet or school network (including letting others use your password)

Use or possession of obscene and/or pornographic material

Possession, sale, or use of Tobacco products on campus (tobacco, lighter, matches, Papers, etc.)

**Up to 9 Days OSS and recommend placement in alternative education program**

Fighting

Threats to school staff

Battery on a school employee

Assault on a school employee

Possession or use of illegal drugs, material or paraphernalia, or misuse of prescription drugs

Possession of firearms

Possession of sharp weapon

Possession of Alcohol or unknown substance

Discharge of firearm

Unjustified activation of fire alarm or extinguisher

Use of weapons

Arson

Bomb Threats

**Other**

Bus Misbehavior 1<sup>st</sup> ***up to 3 Days Bus Suspension***

Bus Misbehavior 2<sup>nd</sup> ***up to 5 Days Bus Suspension***

Bus Misbehavior 3<sup>rd</sup> ***up to 9 Days Bus Suspension and recommend Bus Expulsion***

***Tardiness (See District Policy in Student Code of Conduct for Jackson County Schools)***

**Out of School Suspension (OSS)**

OSS stands for Out of School Suspension. ***Students on out of school suspension are not to be on or near campus at ANYTIME. They are not to participate in any school***

*activity. Also, the student will not be allowed to attend any activity supervised by Graceville High School personnel. Teachers will be notified that students have been suspended and will send their work to the front office. A parent or guardian can come by the school after calling and pick up the students work. Students have three school days to make up the work, after that it will be counted as “0”s. After a specified number of days for out of school suspension, the principal reserves the right to recommend to the Jackson County School Board that the student be expelled for the remainder of the school year, and/or placed in an alternative education school.*

## **Graceville High School Student Dress Code Policy**

It is expected that each student will take personal pride in his/her appearance and personal hygiene. These rules are in affect on school grounds, on a school trip, or on a bus.

Shorts, skirts, and dresses may be worn to school—the length of these items of clothing cannot be more that 3 inches above the knee when standing.

Male and females are to wear their shirt/blouse completely tucked in at all times

Body piercing—ear piercing is acceptable however other visible body piercing is unacceptable such as eyebrow, tongue, nose, etc. Piercings may not include objects that could be harmful.

Wallet chains “dog” collars, or other inappropriate chains will not be allowed on campus.

Articles of clothing so small as to be very tight fitting should not be worn.

Shoes must be worn at all times, **no bedroom slippers.**

Undergarments must be worn at all times by all students.

### **The following are prohibited:**

See-through clothing

Short shorts

Bicycle shorts, or cut-off shorts

P.E. shorts (except during P.E. class)

Low-cut blouses(**cannot reveal cleavage**)

Tank tops with straps less than 3 inches wide

Shirts or pants can NOT have holes

Any apparel on which questionable advertisements or questionable monograms are printed should not be worn (references to alcohol, tobacco, profanity, drugs, gangs, promoting violence, sexual innuendo, etc. are not allowed)

Head gear of any kind (may not be brought on campus) this includes hats, scarves, caps, bandannas, and any other head-gear

Shades or sunglasses

Tops that are to the point that the abdomen area shows; if a portion of the body is shown when the arms are raised it can not be worn.

Muscle shirts are not to be worn by males.

All suspenders, belts, galluses, or other fastening devices must be fastened at all time.

All items of clothing should be worn in the appropriate manner.

Pants legs should be worn down on both legs and can not be tucked in socks.

Pajamas can not be worn.

Socks may not be tucked into pants.

Males and females will wear their pants up in proper placement at the waistline. No underwear should be visible. If a belt is needed to secure pants in the proper place, then it should be worn.

If in the teacher's opinion, a student's clothing, jewelry, or other item is causing some adverse effect on the educational climate or is affecting students adversely; the student is expected to correct the situation.

Students must have administrative approval to leave school to change clothes.

**1st violation will result in a warning and may be assigned a writing activity.**

**2nd violation will result in 1 out of school suspension.**

**3<sup>rd</sup> and subsequent violations will result in 3 days out of school suspension.**

### **Drop-Off and Pick-Up Area**

Students in 9 ~ 12 should be dropped off and picked up in the designated area in the student parking lot. Students should not use the circle unless they are conducting official office business or are dropping off a middle school student. Middle school students (6 ~ 8) should be dropped off on the circle. When picking up students after school, please line up starting at the area of the circle closest to the cafeteria.

### **Drug Dogs**

Students should be aware that drug dogs might be used on campus at any school-sponsored activity at ANY TIME. The drug dogs will be on campus at random and unannounced times.

### **Early Admission and Dual Enrollment Program**

Criteria for early admission or dual enrollment at Chipola College are listed in a brochure that can be obtained in the guidance department. Please see the guidance counselor. Students should keep in mind attendance policy for Jackson County School board and should make being at both schools on time a priority.

### **Cell Phones and other Electronic Communication Devices**

Students are permitted to carry electronic communication devices to school and school sponsored activities. Electronic communication devices include cell phones, beepers, two-way radios, pagers, IPODS and MP3 players etc., laptops, and PDA's. **However, these devices must remain turned off and out of sight during school hours and on buses. The first time a student's electronic device is seen or heard, the device will be taken up and will only be returned to parents or guardians. If the student's device is seen or heard more than once, it will be taken and the student will be given OSS for 1 day, then 3 days, then 5 days then 9 days. This starts over each semester. The school and the Jackson County School Board are not responsible for lost, damaged, or stolen electronic communication devices.**

### **Emergency Drills**

Building emergency drills are held periodically throughout the year to familiarize and to provide each student with emergency procedures. Students should familiarize themselves with the emergency procedure for each of their scheduled classes. Evacuation routes are posted in all rooms and buildings. All students may be familiarized with bus drills as well.

**When the emergency alarm sounds, the students should:**

Follow the emergency procedure as instructed by teacher in a completely organized manner;  
Stay together as a class during the entire emergency drill;  
Students who are in the hallways when the emergency alarm sounds should move with the traffic flow and report to the nearest teacher.  
Students not following proper procedure will receive a discipline referral.

### **Exemption Policy**

No student will be exempt from any semester or final test. Teachers are to give a cumulative exam to all students.

### **Facilities**

It is the responsibility of every person at the school to help take care of the building and grounds. Any person who damages, defaces, or destroys school property will face *disciplinary action and/or make restitution*. Please stay off the grass and do not stand on the benches.

### **Florida Bright Futures Scholarship Program**

The criteria for selection for the Florida Academic Scholars Award, The Florida Merit Scholars Award, and the Florida Gold Seal Vocational Scholars Award are listed in a brochure that can be obtained in the guidance department.

### **Fund Raising Activities**

On campus fund raising activities not sponsored by a school club or organization are prohibited. Candy sales by non-school organizations are prohibited.

### **Grading and Reporting**

Progress reports will be given out twice each grading period. Report cards will be given out at the end of each nine weeks. Parents may have access to online grade reporting at any time. See Ms. Skipper for information on how to navigate the online grading system. Nine weeks grades will be determined by taking the average of the three weeks grades and the nine weeks exam (optional). Semester exams will be given by all teachers and counted as 1/5 of the semester grade.

Nine weeks exams are not a requirement, but may be given at the teacher's discretion. Semester exams are required in all classes.

#### **Report Card Dates**

November 6, 2009

January 26, 2010

April 9, 2010

The 4<sup>th</sup> report card will be available  
2 to 3 weeks after school is out.

#### **Progress Report Dates**

September 14, 2009

October 5, 2009

November 19, 2009

December 15, 2009

February 9, 2010

March 2, 2010

April 21, 2010

May 12, 2010

### **FCAT Graduation Requirement**

Students who expect to graduate from high school must earn passing scores on the Reading and Mathematics Sunshine State Standards portion of the Grade 10 FCAT. After grade 10, there will be four additional opportunities to retake the test and earn passing scores if students are not successful on the first attempt.

## Grading Scale

A= 90-100 percent, 4 grade points

B= 80-89 percent, 3 grade points

C= 70-79 percent, 2 grade points

D= 60-69 percent, 1 grade point

F= below 60 percent, 0 grade points

Tests count 67%, daily work counts 33%

## Graduation Exercises

A student must meet all requirements for either a standard or special high school diploma or a special certificate of completion to be permitted to participate in the ceremonies for graduation. All financial obligations that are deemed mandatory must be settled.

Participation in Graduation exercises is not a right.

## Graduation Requirements for 2009-2010 12<sup>th</sup> graders

### **Grade 9**

English	1 unit
Math	1 unit
Science (with lab component)	1 unit
Business Systems Tech. (CCC)	1 unit
Personal Fitness	½ unit
Physical Education	½ unit
Electives	2 units

**Six (6) credits must be earned to be classified as a sophomore.**

### **Grade 10**

English	1 unit
Math	1 unit
Science (with lab component)	1 unit
World History	1 unit
Electives	3 units

**Twelve (12) credits must be earned to be classified as a junior.**

### **Grade 11**

English	1 unit
Math	1 unit
Science	1 unit
American History	1 unit
Electives	3 units

**Eighteen (18) credits must be earned to be classified as a senior.**

### **Grade 12**

English	1 unit
Economics	½ unit
Science (awaiting district approval)	1 unit
American Government	½ unit
Electives	4 units

Twenty-four (24) credits required for graduation. Effective July 1, 1997 students must earn an unweighted GPA of 2.0 on a 4.0 scale for courses that apply to the 24 credits required for high school graduation.

The following are other district graduation requirements that may be taken at any time:

Other Physical Education	½ unit
Practical Arts Vocational (any voc. course)	½ unit
Performing Fine Arts	½ unit
Computer Education	½ unit
LMS	½ unit

## **Graduation Requirements for 2009-2010 9<sup>th</sup>, 10<sup>th</sup> and 11<sup>th</sup> graders**

English	1 unit
Math	1 unit
Science (with lab component)	1 unit
Hope credit (personal fitness & P.E.)	1 unit
Electives (one must be from your career cluster)	3 units

**Six (6) credits must be earned to be classified as a sophomore.**

### **Grade 10**

English	1 unit
Math	1 unit
Science (with lab component)	1 unit
World History	1 unit
Electives	3 units

**Twelve (12) credits must be earned to be classified as a junior.**

### **Grade 11**

English	1 unit
Math	1 unit
Science	1 unit
American History	1 unit
Electives	3 units

**Eighteen (18) credits must be earned to be classified as a senior.**

### **Grade 12**

English	1 unit
Math	1 unit
Science (awaiting district approval)	1 unit
Economics	½ unit
American Government	½ unit
Electives	3 units

Twenty-four (24) credits required for graduation. Effective July 1, 1997 students must earn an unweighted GPA of 2.0 on a 4.0 scale for courses that apply to the 24 credits required for high school graduation.

The following are other district graduation requirements that may be taken at any time:

Performing Fine Arts	1 unit
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Each year every student must take a course in their career cluster.

All students must complete Algebra I for graduation.

**To be in an honors class students must have a 3.0 GPA in that subject area and be recommended by the previous teacher of that subject. Students must also have a level 3 or higher in FCAT Reading to be in an honors Language Arts class.**

**Students must have a level 3 or higher to be in an honors math class.**

**Students who fail the College Placement Test (CPT) will be required to take a CPT math class.**

### **Hall Passes**

No student will be allowed in the halls, during regular class times, without a student planner authorized by the teacher in charge of the student during that time. **The only acceptable hall pass is the student's own planner.** This pass must be signed by the teacher to whom you are assigned for that class period. Students should take the shortest quickest route possible without stopovers or interruptions of other classes.

### **Homeroom Dues**

Students in grades 6-10 will be requested to pay \$5.00 for homeroom dues. These dues will cover expenses of homecoming floats and class pictures. Juniors will pay \$10.00 per year to help defray Prom expenses. Seniors will pay \$40.00 per semester to defray senior expenses.

### **Injury or Illness and Medication**

Students that are injured or too ill to remain at school should report to the teacher first and then to the health aide for proper medical attention. Except in cases of extreme emergencies, students should obtain a signed pass to the health aide from their assigned teacher. Do not skip class and stay in the restroom. The health aide will speak to parents and secure permission for students to leave school because of illness. The school cannot administer any type of medicine internally (aspirins are not available). Prescribed medicines must be registered with the health aide and administered by the health aide. All Medication to be taken by students must be registered with, and administered by, the school nurse. Violation of this policy could result in Out of school suspension.

### **Library Rules**

A book may be checked out for one week and then renewed for another week if necessary, unless it is a reference or reserve book. Reserve books are for overnight only. A fine of 15 cents per day will be charged for overdue books. Reserve book fines will be 25 cents. If a book is lost, the student must pay the cost to replace the book. Return library books and materials to the checkout counter and the library staff will return them to their proper places. Magazines may be taken from the library only by permission from the librarian. Students must have a library pass and an assignment from a teacher before coming to the library. Work or read quietly in the library. Students who talk incessantly or are disruptive will either be sent to the office or back to class.

### **Lockers**

Homeroom teachers will assign student lockers. Lockers should not be shared with anyone. Each student will be held responsible for the care of the locker and will be expected to pay for any damages to their locker. *Lockers are the property of the Jackson County School Board, and are subject to inspection and search at any time by school officials.* Students should go to their lockers before school, at break, at lunch, and after school. Do not leave valuable items in lockers, hall or gym. PE lockers must have a lock on them. Students must provide a key lock for P.E. lockers. Middle school students must rent a lock for \$2.00 for their hall locker. Lockers must be locked at all times. Personal locks may only be used for P.E.

### **Lunches/Breakfast**

Nutritional breakfast and lunches are available each day. Applications for free or reduced lunch may be obtained in the office. Students may bring their own lunch or eat in the cafeteria. Canned or bottled drinks may not be brought from home for safety reasons. Graceville High School will have a closed lunch policy. Students checking out for lunch are prohibited unless a parent comes in to sign you out. Students that leave the campus without permission will be disciplined. Meals will only be eaten in the cafeteria. A clean cafeteria is everyone's responsibility. Please dispose of your trays and help keep the floor and tables clean. Please check the School Board website [www.jcsb.org](http://www.jcsb.org) for menus. Students wishing to pre-pay lunches weekly or monthly should make arrangements with the cafeteria manager or online through [www.mealpay.com](http://www.mealpay.com). Lunches can not be charged. Some students may qualify for a free or reduce-priced lunch depending on family income and number of people in the household. Students must complete the form EACH year within 30 days from the start of school to qualify. Applications must be approved by the Food Service Office prior to receiving Free or Reduced Meals.

<b>Prices</b>	<b>Reduced</b>	<b>Full Pay</b>
Breakfast	No charge	No charge
Lunch	\$.40	\$1.75

### **Make-Up Work**

*Upon returning to school after a period of absence, the student will have three (3) days to make arrangements with his/her teachers to make up any daily work missed due to an excused absence. The time scheduled will be at the teacher's convenience and it will be the student's responsibility to make the arrangements. If a student misses a unit test, the test must be made up within three (3) days after returning to school. If the student has not met these requirements he/she will receive zeros.*

### **Non-Discrimination**

It is the policy of Graceville High School that no discrimination will take place in any phase of our school program.

### **Notice to Parents of Jackson County Students with Disabilities**

The following important information regarding your child's Exceptional Student Education services can be accessed online at the school board Website, [www.jcsb.org/ese/](http://www.jcsb.org/ese/) or by calling the ESE office at 850-482-1200 ext.236. Informational brochures on the website are:

- Least Restrictive Environment Consideration Related to Individual Education Plans.
- Transition Planning for Students with Disabilities:
- A Guide for Families Involved in Transition Planning.
- High School Diploma Options for Students with Disabilities.

### **Parent/Teacher Conferences**

Parents and teachers are encouraged to communicate. Parents or teachers may schedule a conference before or after school. Parents should call the school office for an appointment or make direct contact with the teacher. Parents should also call if they did not receive a progress report or report card on the listed day. Parents may, after conference and scheduling, shadow a student.

### **Personal Items**

Students are encouraged not to bring valuables to school. If you do, these items should remain with you or locked in your locker at all times. The school cannot be held

responsible for lost or stolen items. Students should not have more than \$20.00 on them at any time.

### **School Trips**

*Students missing school when on school-sponsored trips are required to make up missed assignments. Arrangements should be made with the teacher for missed assignments before the trip is made.* Students have three days after the absence to turn in make up work. Students that participate in school activities will leave and return in school transportation. Parent/guardian approval in writing is required for any other method of transportation. School trips are considered an extension of the classroom, and this makes all attendance procedures and school rules in effect. *Students who have 2 or more serious discipline referrals or out of school suspension per semester will not be allowed to participate on school trips.* All students going on field trips must get a form signed by each teacher. A notarized field trip form must be on file at school before a student will be allowed to go on the trip.

### **Tardy Policy**

The Graceville High School Tardy Policy will be in accordance with the Jackson County School Districts Adopted Policies regarding Attendance and Tardiness. All tardiness after the third tardy will be marked as unexcused absences. Each tardy longer than 10 minutes will be marked as an unexcused absence. If a student receives more than 3 unexcused absences, they will receive no more than a 59/F for that class for the grading period.

### **Telephone**

Only telephone calls deemed emergencies by the office will be allowed. Students will be discouraged from calling home for books, homework, band instruments, PE clothes, etc. Student use of the phone must be approved by the office. Students are not to use the phones in the classrooms. If a student is sick, you must go to the health room.

### **Textbooks**

The state of Florida furnishes every student with textbooks without charge. Students will sign textbook forms when receiving textbooks and the condition of the book will be noted on the form. If books are unduly damaged or lost, the student will be expected to pay for them. If books are found in the halls or elsewhere, they will be taken to the office where students may secure them by paying a fine of \$1.00. No textbook will be issued to students who have lost or damaged a textbook and not paid.

### **Visitors on Campus**

Graceville High School operates under a closed campus policy. Absolutely NO visitors are allowed on campus WITHOUT the approval of the administration. Any one found in violation will be charged with trespassing. All visitors, salesmen, etc., (after clearance) are directed to their destination. Upon completion of their business, all visitors are asked to vacate the campus immediately. School visitors are not allowed on campus or to visit classrooms.

### **Zero Tolerance**

Zero tolerance will be enforced for guns, drugs, alcohol, and victimization.

**August, 2008**

7(Thursday)

8(Friday)

First Teacher Day

District-wide Inservice Day 1 (MHS)

11-12(Mon-Tues)	Inservice Days 2, 3
13-15(Wed-Fri)	Teacher Work Days
18(Monday)	First Student Day
<b>September, 2008</b>	
1(Monday)	Labor Day Holiday 1 pd Holiday
<b>October, 2008</b>	
15 (Wednesday)	End of 1st Nine Weeks
<b>20-21</b> (Mon-Tues)	Fall Break
24	(Friday) Report Cards/Kindergarten Conf
<b>November, 2008</b>	
26-28(Wed-Fri)	Thanksgiving Holidays-1 Pd Holiday
<b>December,2008</b>	
19(Friday)	End of 2nd Nine Wks & 1st Sem.
22-31(Mon-Wed.)	Christmas Holidays 2 Pd Holidays
<b>January, 2009</b>	
1(Thursday)	New Year's Day - 1 Pd Holiday
5(Monday)	Teacher Workday
6(Tuesday)	Students Return 2nd Semester
13(Tuesday)	2nd Nine Weeks Report Cards
19(Monday)	Martin Luther King 1 Pd Holiday
<b>March, 2009</b>	
13(Friday)	End of 3rd Nine Weeks
20(Friday)	Report Cards/ Kindergarten Conf
30 Mon-April 3 Fri	Spring Break
<b>May, 2009</b>	
25(Monday)	Memorial Day / Non- Working Day
28(Thursday)	Student Last Day/End of 4th Nine Wks/2nd Sem
29(Friday)	Inservice Day 4
<b>June, 2009</b>	
June, 1 (Mon)	Last Teacher's Day

**The School District of Jackson County**  
**Instructional Calendar**  
**2008-2009**  
**Board Approved December 18, 2007**