



Cocoa Beach Jr/Sr High School

1500 Minutemen Causeway
Cocoa Beach, FL 32931
tel: 321.783.1776 fax: 321.868.6602
www.cbhs.brevardschools.org

Principal
Asst. Principal/Curriculum
Asst. Principal/Operations
Asst. Principal/Dean
IB Coordinator
IB Coordinator
Testing Coordinator
Cafeteria Manager
Head Custodian

Timothy Powers
Mark Zeiler
Cole Mannes
Cathy Gahres
Matt Kellam
Tyler Moyer
Timothy Tumulty
Trish Wright
Regina Adderley

2023-2024 Student Planner

This planner belongs to:

Name _____ Grade _____

If lost, please turn in to the front office.

Bell Schedules

Regular Bell Schedule		Friday Bell Schedule (with HR)		Friday Bell Schedule (No HR)	
1st Pd	8:45 - 9:36	1st Pd	8:45 - 9:20	1st Pd	8:45 - 9:27
2nd Pd	9:41 - 10:30	2nd Pd	9:25 - 9:58	2nd Pd	9:32 - 10:10
3rd Pd	10:35 - 11:24	3rd Pd	10:03 - 10:36	3rd Pd	10:15 - 10:53
4th Pd / L	11:29 - 12:48	Homeroom	10:41 - 11:13	4th Pd/L	10:58 - 12:06
5th Pd	12:53 - 1:42	4th Pd / L	11:18 - 12:21	5th Pd	12:11 - 12:49
6th Pd	1:47 - 2:36	5th Pd	12:26 - 12:59	6th Pd	12:54 - 1:32
7th Pd	2:41 - 3:30	6th Pd	1:04 - 1:37	7th Pd	1:37 - 2:15
4th Pd/Lunch		4th Pd/Lunch		4th Pd/Lunch	
A Lunch	11:24 - 11:54	A Lunch	11:13 - 11:43	A Lunch	10:53 - 11:23
Class	11:59 - 12:48	Class	11:48-12:21	Class	11:28 - 12:06
B Lunch		B Lunch		B Lunch	
Class	12:18 - 12:48	B Lunch	11:51 - 12:21	Class	11:36 - 12:06
Class		Class	11:18 - 11:51	Class	10:58 - 11:36

ATTENDANCE

CBJSHS will follow district protocol as it evolves

The educational program offered by this District is predicated upon the presence of the student and requires continuity of instruction and classroom participation. Attendance shall be required of all students enrolled in the schools during the days and hours that the school is in session. School attendance is the responsibility of parents/legal guardians and students. Absences shall be reported to the school by the parent/legal guardian or adult student as soon as practicable.

In accordance with statute, the Superintendent or designee shall require, from the parent/legal guardian of each student of compulsory school age or from an adult student who has been absent from school or from class for any reason, a statement of the cause for such absence. The Board reserves the right to verify such statements and to investigate the cause of each single absence.

In addition, educators shall have the responsibility of encouraging regular attendance of students, maintaining accurate attendance records, and following reporting procedures prescribed by the Superintendent or designee. Schools will record absent and tardy students in the automated student attendance recordkeeping system.

Provision shall be made for promoting school attendance through adjustment of personal problems, education of parents, and enforcement of the compulsory attendance laws and related child-welfare legislation. Accordingly:

1. absences must be reported to the school by the parent or adult student as soon as practicable;
 - a. Failure to report and explain the absence(s) shall result in unexcused absence(s). The final authority for determining acceptability of the reason for the absence(s) shall rest with the principal.
2. upon each unexcused absence, or absence for which the reason is unknown, the principal or designee shall contact the student's parent;
3. teachers shall record absentees each period of the school day and report absences, excused and unexcused, as required by the school;
4. insofar as possible, parents should be contacted each time their child has an unexcused absence, or an absence for which the reason is unknown, to prevent the development of patterns of nonattendance;
5. when a student has at least five (5) unexcused absences or absences for which the reasons are unknown, within a calendar month, or ten (10) unexcused absences, or absences for which the reasons are unknown, within a ninety (90) calendar day period, the teacher shall report to the Principal or designee that the child may be exhibiting a pattern of nonattendance. Unless there is clear evidence that the absences are not a pattern of nonattendance, the principal or designee will refer to the case to the school's child study team to determine if early patterns of truancy are

developing. If the child study team finds that a pattern of nonattendance is developing, a meeting with the parent must be scheduled to identify potential remedies. If the problem is not resolved, the child study team will implement interventions set forth in, and act in accordance with, the requirements in F.S. 1003.26.

- a. If a parent refuses to participate in the remedial strategies determined by the child study team because s/he believes that the strategies are unnecessary or inappropriate, the parent may appeal to the Principal or designee.
- b. If the Principal's or designee's final determination is that the strategies of the child study team are appropriate, and the parent still refuses to participate or cooperate, the superintendent or designee may seek criminal prosecution for noncompliance with compulsory school attendance.

If a student subject to compulsory school attendance will not comply with attempts to enforce school attendance, the parent or the superintendent or designee shall refer the case to the case staffing committee pursuant to F.S. 984.12 and the Superintendent or designee may file a truancy petition pursuant to the procedures in F.S. 984.151.

Excused Absences

The Board considers the following factors to be reasonable excuses for time missed at school:

- Illness with medical documentation.
- Court appearance of the student.
- Medical appointment of the student (see Policy 5751).
- Pregnancy related issues.
- Approved school activity.
- Insurmountable conditions. Insurmountable conditions are extreme weather conditions, communicable disease outbreaks, and local conditions determined by the School District which, after taking into account the material circumstances, would render impracticable a student's attendance at school. (F.A.C. 6A-1.09513)
- Other absences with prior approval of the principal or designee.
- Attendance at a center under Children and Families Services supervision.
- Significant community events with prior permission of the principal or designee.
- Religious instruction or religious holiday.
- Death in the immediate family.
- Appointments for a therapy service provided by a licensed health care practitioner or behavior analyst certified pursuant to Florida law for the treatment of autism spectrum disorder including, but not limited to, applied behavioral analysis, speech therapy, and occupational therapy.
- Chronic and extended illness.

Attendance Procedures: Open Enrollment Revocation

Revocation of an Educational Location Option (ELO) or Educational Program Opportunity (EPO) may occur for the following reasons:

- A. Poor attendance
- B. Inappropriate behavior
- C. Unacceptable grades due to lack of academic effort by the student
- D. Excessive tardies or late pick-up after school of the student
- E. Falsification of address or entrance documents

Attendance Procedures:

Parent, doctor, and other notes must be presented within **five (5) school days** after returning from the absence. Please present notes to the Attendance Office before school, after school, or during your lunch period.

No copies of doctor's notes will be accepted, only originals with the date and time of the appointment. Please note that an entire or half day will not be excused for short appointments and sessions such as chiropractic appointments unless designated by the doctor. Only faxes received directly from the doctors' offices will be accepted. Verification of any note may be investigated by school personnel if

deemed necessary. Use of a forged and/or altered note will be referred for disciplinary action and will result in an out of school suspension for the number of days indicated on the forged document.

*Students absent more than nine (9) days within a semester will not receive a passing grade for that semester. The grade will be replaced by 'FA' (failure due to absences).

***Attendance Waiver Policy:**

In the event a student exceeds the nine (9) day absence total for a semester, he/she may appeal the days with the Attendance Appeal Committee. Announcements will be made when the waiver applications are available. It is the responsibility of the student to know their absences and to request a waiver application. Be sure to return the completed packet by the established deadline. All waivers must be presented during the semester the absences occurred. There will be no further action taken on absences after the last day of the semester. Waivers will not be granted for absences due to family vacations or out-of-school suspensions.

Make-Up Work:

For excused absences, the student shall have a reasonable amount of time, up to ten (10) school days, to complete make-up work. Principals or designee may grant extensions to the make-up time limit for extenuating circumstances.

Absence of Student for Work:

Students may not be given excused absences to remain out of school for the purpose of working, unless the job is an integral part of the student's instructional program.

Habitual Truant:

Whenever any student has a total of fifteen (15) unexcused absences from school within ninety (90) calendar days, with or without the knowledge or consent of the parent, s/he will be considered habitually truant. The Board authorizes the Superintendent or designee to inform the student and his/her parents of the record of excessive absences as well as the district's intent to notify the Department of Highway Safety and Motor Vehicles, if appropriate. The Superintendent or designee is authorized to file a truancy petition under F.S. 984.151 if a student has accrued at least five (5) unexcused absences, or absences for which the reasons are unknown, within a calendar month or ten (10) unexcused absences, or absences for which the reasons are unknown within a ninety (90) calendar day period or has had more than fifteen (15) unexcused absences in a ninety (90) calendar day period.

Driver License:

Pursuant to F.S. 322.091, each public school principal or designee shall report to the Department of Highway Safety and Motor Vehicles (DHSMV) the legal name, birth date, sex, and social security number of any minor under its jurisdiction who accumulates fifteen (15) unexcused absences in a period of ninety (90) calendar days. The legislation further provides that those minors who thus fail to satisfy attendance requirements will be ineligible for the driving privilege.

Adult Students:

An eligible student (18 years of age) who is not residing with a parent or legal guardian shall not be prohibited from registering or remaining in school. All eligible students are required to follow all school board rules, policies and procedures, and shall be under the authority of the Principal as it relates to leaving school grounds, attendance and discipline procedures.

Late Arrival:

Arriving late to school and arriving late to class are equally considered tardies. Students arriving to school after 8:45 can only enter through the front office. All gates are locked at 8:45. Students arriving late to school must sign-in with the attendance clerk at the front desk prior to going to class even if arriving during the class break. Failure to do so may result in disciplinary action.

Tardiness due to transportation issues (e.g. parents driving students or students driving themselves) are **not** excused unless the student arrives by school bus.

Please refer to the ladder of consequences for tardiness.

Check Out Procedures:

We would like to remind parents/guardians that Cocoa Beach Jr/Sr High School does not accept phone messages for students. Parents/guardians and designated persons may check out students in the attendance office with **proper identification**. The parent/guardian may designate anyone to pick the child up from school. **This information will appear in the student's contact list.**

ONLY THE PERSONS DESIGNATED ON THE CONTACT LIST MAY CHECK OUT YOUR STUDENT.

Do not call ahead and ask to have students waiting in the office because identification must be made before we will call a student out of class. Please be aware of your child's schedule when coming to check him/her out of school, allow extra time if your student is in P.E. or at lunch. There are no check-outs after 3:15 p.m.

Checking out by written authorization: Students may leave without the presence of the parent/guardian if written authorization is provided. A signed note from the parent/guardian must be brought to the attendance office **before** school. All notes will be verified. The student will then be allowed to sign out, and the school will retain the note in the attendance records. If verification cannot be made the student will not be released. Use of a forged and/or altered note will be referred for disciplinary action and will result in an out of school suspension for the number of days indicated on the forged document.

Check out by telephone, e-mail or fax will not be accepted.

Limitation: Please keep in mind that checkout is not permitted during school wide testing (such as the FSA). Please be sure to schedule appointments around these important testing dates.

Other events (*pep rallies, prom, homecoming, final exams, etc.*) may require specific checkout guidelines, which will be posted for the students.

Routine Checkouts during lunch are not permitted.

An eligible student (18 years of age) is required to follow all school board rules, policies and procedures, and **shall be under the authority of the Principal** as it relates to leaving school grounds, attendance and discipline procedures.

We appreciate your cooperation in helping us make Cocoa Beach Jr/Sr High School as safe as possible for our students.

Athletics and Other Extra-Curricular Activities:

Students must be in attendance in four (4) periods of assigned classes out of periods 1 through 7 in order to participate in any extra-curricular activities.

College Visits and Military Recruitment:

Trips for college/military should be scheduled when school is not in session. You are also encouraged to use FSA days to visit colleges as long as you are not testing. The administration may make an exemption if the college or military facility has a planned program agenda for a specific day or if the student has a specific appointment with a college or military official that is validated in writing. These trips are limited to junior and senior students, for three (3) school days per school year.

A student must bring in a written request from a parent/guardian one week prior to a scheduled college or military visit in order for the visit to be administratively excused. Upon returning from the college or military visit, the student must bring a statement signed by the college on college letterhead or by the military on military letterhead, giving the name of the student and the date of visitation. Failure to do so makes the absence a parent note and will count towards the nine (9) days maximum per semester.

Immunizations:

Any student who does not have proof of the required immunizations shall be temporarily excluded from attendance until full compliance. Such absences may be considered unexcused.

Homework Assignment Request:

If you know your student will be absent for several days, it is possible to request homework by e-mailing the teacher and checking FOCUS account.

Ethnic/Cultural Diversity:

The administration and faculty value the various ethnic/cultural backgrounds as well as the variety of socio-economic levels represented by our students. Disrespect toward any student or staff member due to ethnic/cultural differences or negative stereotypes will not be tolerated and will result in disciplinary consequences, including out-of-school suspension.

Visitors and Guests:

For the security of our students, Cocoa Beach Jr/Sr High School is a closed campus. All visitors must enter through the front office and obtain a visitor's pass. Visitors must be escorted while on campus at all times. Appointments may be made by contacting the individual teacher, staff member or administrator directly. In accordance with Brevard County School Board Rules, **No Student Visitors Allowed on Campus** during regular school hours. Any non-CBHS student on campus during school hours will be cited for trespassing.

Student Drop-Off/Pick-Up Regulations:

Drop-Off (before school)

Student drop-off in the morning is in the west parking lot by the football field or the front office parking lot. Parents can use either location for morning drop-off.

Pick-Up (after school)

All student pick-up after school will be in the west parking lot. The front office parking lot will not be available for afternoon pick-up.

During regular school hours, all students will enter and exit through the front office. Parents can drop-off late students in the front office parking lot. And of course, Parents checking in and checking out students for appointments will be in the front office.

Bus Transportation:

All students riding school buses must recognize that transportation service is a privilege. All school rules are to be observed on the bus. Students living more than two miles from the school serving the attendance area to which they are assigned are eligible to ride the bus free of charge.

Bus stops are determined and assigned by the Dept. of Transportation. As per district policy, students must be assigned to the stop closest to their permanent home address. Bus stop changes will not be granted without a signed change of address form (proof of residence is required).

Students are not allowed to ride a bus that is not assigned to them. Students are not allowed to ride buses to or from Roosevelt Elementary School.

Parents and students choosing to drive to school including those living out of area shall accept the responsibility of arriving on time. Please refer to the tardy ladder.

School Bus Videotapes Guidelines:

All students are hereby notified of the potential videotaping of students while on the school bus. Upon request of the school principal or principal's designee, the transportation area supervisor or supervisor's designee will send a copy of the taped bus incident to the school. The original of the tape will remain at the area transportation office. An official at school will sign and verify receipt of tape. The videotape shall not be given to anyone, including parents, police officers or the media.

Law enforcement officials may receive a copy of the videotape if it is important to their investigation; however, the videotape must be obtained from the District and School Security Office.

School bus videotapes will not be released outside the school district without a Court Order or Subpoena.

Clinic and Medication:

Any student needing to see the nurse will be issued a "Clinic Pass" with the time left the classroom. Students sign in when arriving to the clinic. If the student is returning to the classroom the time left will be indicated on a return pass to the classroom.

Students needing to take any medication, including over-the-counter medicine, must follow the procedure below:

Assisting with Medication

1. Prescription medication will only be administered by school clinic staff as approved by a licensed medical physician.
2. These guidelines apply to non-prescription or over-the-counter medications when assistance is provided by school district personnel. If assistance with non-prescription or over-the-counter medications is requested continuously or over long periods of time, the school will require approval of a licensed medical physician.
3. All medication (prescription and non-prescription) must be submitted to the clinic in the **ORIGINAL CONTAINER**.
4. The principal will designate person(s) to be responsible for accepting and administering the medication.
5. The school nurse will complete a medication log for each student when medication is administered.
6. The parent must give written permission to the school clinic, including an explanation of the necessity for the medication during the school day, and/or for the student who may be away from school property on official school business.

7. A form for administration of medication must be filled out in the school clinic. The school nurse will maintain a log of medication dispensed.
8. **Students will not be allowed to carry medication, except as approved by the principal. Medication will be administered only through the school clinic.**
9. Medication may be left at the school overnight in cases where the physician and parent make a request for high frequency and lengthy dosage requirements.
10. Medication will be stored properly in the **ORIGINAL CONTAINER** under lock and key.
11. Proper disposal of unused medication shall be the responsibility of the principal.
12. In-service programs directed by the school principal, designee, and Brevard County Public Health Nurse(s) will be conducted for those authorized to administer medication.

Items Left for Students:

Students and parents/guardians are expected to plan for the day before the student leaves for school in the morning. Students have the responsibility to check with the office during their class breaks to see if an item that they are expecting has been dropped off. Classes are **not** interrupted for deliveries or messages.

We will **not** accept the delivery of flowers, balloons, gifts, food or any other items which may disrupt the school atmosphere.

Dropping off items should not become a daily routine.

Student use of school phone:

We emphasize that cell phone usage during school hours by students will be disciplined as outlined in the District Discipline Ladder.

Should a student need to use a phone, the following guidelines apply:

- If a student is ill, they **must** report to their teacher, the teacher will refer the student to the clinic, and the clinic will make the call home. Do not encourage your student to call you directly.
- In cases of urgency, teachers may grant permission for the use of the class phone.
- In all other cases, there is a phone available to students in the front office lobby. Students may use this phone before school, during lunch, between classes or after school. Phone usage is NOT considered an excused tardy to class. Phone usage is limited to 2 minutes.

Lunches/Breakfasts:

The breakfast line closes each morning when the warning bell before first period (8:40 a.m.) rings.

Students may pay for their lunch daily or purchase their lunch in advance (www.mypaymentsplus.com). Milk is available at an extra cost to students who bring their lunches from home. The food service program is operated under regulations from the United States Department of Agriculture. Students meeting certain family size and income may be eligible for free or reduced price meals. An accurate report is needed from the family for food services. Guidelines and applications for reduced price or free lunch are available in the front office. On a random basis, parents may be asked to submit proof of income to substantiate information on the application.

All meals purchased in the cafeteria or brought from home must be eaten in designated areas. During lunches, students are only permitted to be in designated areas. All other locations will be considered "out of assigned area."

Students are not permitted to taunt the birds that often arrive during lunches. Taunting includes, but is not limited to chasing, feeding, and throwing items at the birds. Infractions of this rule will result in disciplinary action.

Vending Machines:

Student usage of vending machines is to occur only at designated times and are used at the student's own risk. **No refunds** will be given for money lost by the machine. The bookkeeper and cafeteria are not allowed to make change.

Field Trip Policies:

Attending school related field trips is a privilege. The belief among teachers and administrators at Cocoa Beach Jr/Sr High School is that a student must earn the right to attend field trips.

- ✓ A student is only eligible to attend if he/she has not been suspended 3 or more days within the current semester.
- ✓ A student with excessive tardies eligibility will be considered.
- ✓ Students must also clear all fee/fines that are owed.
- ✓ Individual middle school teams may add additional guidelines.

If administration is called in regards to a student misbehaving while attending a school function/field trip, that student will lose his/her privilege to attend any other trip/function that school year. Disciplinary consequences will follow.

Assignments or tests announced prior to the day of the field trip are due on the day the students return.

Internet Usage:

In order for a student to access the Internet, an Internet permission form, signed by the parent, must be on file. The computer must display the student's school photo identification with this notation. Students are expected to use proper etiquette when on school computers.

Textbooks, Library Books and Other Items That Belong to School:

Students are taught to take proper care of books and materials. Lost or damaged books or materials are the financial responsibility of the parents and students. A replacement fee is issued for damaged or lost books.

GRADUATION

There are a limited number of tickets for graduation. The number of graduating seniors determines the number of tickets. Please remember that announcements which students mail to their family members and friends are not considered tickets.

Traditions:

Cocoa Beach Jr/Sr High School has the rich heritage of many traditions that have been followed since the establishment of this school. One of the beloved traditions concerns the bridge.

The Bridge in the Commons is a remembrance of the Concord Bridge. During graduation, students cross from a statue of the "Old Minuteman" to a representation of the "New Minuteman". Only seniors are allowed on the bridge, but even seniors are not to cross over the bridge until graduation. Crossing over the bridge is considered bad luck.

Other traditions include:

- ✓ Returning to school after an event, as the bus turns onto Minutemen Causeway, you are to be silent all the way up to the school out of respect
- ✓ Ringing of the bell in the commons by winners of athletic and academic tournaments
- ✓ Our phone numbers represent the years of the American Revolution 1775, 1776, 1777
- ✓ Before every game, the football team touches the helmet at the memorial on the Beach Walk in remembrance of those from our past

Did you know?

The Cocoa Beach mascot, the Minuteman, was actually named after the *Minuteman Missile* first launched in 1962. The *Minuteman Missile* was named after the group of colonial militia, comprised of highly mobile and rapidly deployed young men who fought for our freedom during the Revolutionary War, aptly named ***the Minutemen.***

Expectation of Parents:

1. The parental role is vital to the team of parents, teachers, and students working together for student success. Accurate and timely communication is vital to this effort.
2. Check to see that homework assignments are completed each day.
3. Communicate with teachers often regarding student progress. Have a FOCUS account.
4. Call the attendance office the day your student is absent and communicate with the attendance clerk both periodically and at the first sign of an attendance problem.
5. Become involved in parent groups and activities. Volunteer your time and attend student activities.
6. Check progress reports and interim reports on the dates listed in this planner on the calendar.
7. Read the school newsletter, *Minuteman Messenger*, mailed to homes and via email address.
8. Attend Parent Conferences and Open House.
9. Check with teachers regarding any situation before drawing conclusions. (request a conference, note, or telephone call)
10. Reward positive behavior. Develop and institute consequences for negative behavior. Be consistent.

Change of Address:

If you have a change of address, telephone number, emergency information, or any other situation important to the school, contact the office at 321-783-1776. All changes must be submitted to the front office in writing and signed by the parent/guardian. Student Membership Update Forms are available in the front office.

Proof of residence is required for all address changes. Bus changes cannot be made until an address change has been processed with proper proof of residency.

Volunteers:

Cocoa Beach Jr/Sr High School is blessed by the many dedicated parents and community members that are committed to making our school a top-rated one. Without our volunteers, we would not be able to accomplish all we do on a daily basis. Brevard County Schools has set in place, important safety requirements to protect our students. All volunteers must be registered with our District Security office and all will be subject to a background check.

Registered volunteers are required to complete an online application that will enable a background check to be performed. They must also submit their fingerprints through Brevard County School Board Offices. Fingerprinting is done at the Office of District and School Security in Viera (321.633.1000 x233), Monday through Friday, from 8:00 a.m. to 4:30 p.m. All registered volunteers must be approved by the Office of District and School Security to service as a BPS volunteer.

Examples of registered volunteer activities are:

- Assist in the classroom/media center
- Assist in the front office
- Assist with booster/sports/club events
- Work with fundraisers
- Ticket sales at athletic events
- Work in concession stands
- In-county/out-of-county field/athletic trip chaperones
- Chaperone dances

Please call the front office at 321-783-1776, with questions regarding volunteering at Cocoa Beach.

STUDENT SERVICES DEPARTMENT

Schedule Changes:

Schedule change requests are granted for the following VALID reasons:

- ✓ Course previously taken and passed (except in classes where multiple credit is allowed)
- ✓ Course needed for graduation in **May 2023**
- ✓ Schedule error, for example:
 1. Incorrect academic class – student should be in English 2 but was placed in English 3
 2. Student has two periods of the same class
 3. Student does not have 7 classes
 4. Student is missing an academic class
- ✓ Course no longer needed because student passed a comparable class in a summer school setting or through virtual classes.

When requesting a schedule change for reasons other than those termed VALID, it is important that you understand the following restrictions:

- ✓ Requests for teacher or lunch changes will not be honored.
- ✓ Maximum class size is district and state-mandated; we cannot overload classes. Schedule changes which would result in increased enrollment of classes already at capacity will not be made.
- ✓ If a student's elective class is one he/she did not choose, it was, most likely, the only class that would fit in his/her schedule.
- ✓ If a student received his/her requested elective or alternate, an elective change request will be considered only if the desired class has a very low enrollment.

NOTE: It is important that students and parents understand that administrative schedule changes may be made in order to eliminate overcrowded classes.

Bright Futures:

An approved service plan must be on file with the counselors *before* volunteer hours can be earned. Forms can be obtained in the Guidance office.

Graduation Requirements:

Subject Area	26-Credit Graduation Requirements (30-Credits Block Schools)
English Language Arts (ELA)	4.0 credits in English Language Arts 1, 2, 3, 4 – English Language Arts Honors, AP, AICE, IB, and dual enrollment courses may satisfy this requirement ✦ Must pass the statewide, standardized Grade 10 ELA assessment (or earn a concordant score) in order to graduate with a Standard High School Diploma
Mathematics	4.0 credits, one must be Algebra 1 and one must be Geometry ✦ For students who begin high school math credits in middle school, it is strongly recommended that Mathematics be taken all years of high school to ensure that students are meeting readiness expectations for college and career. Many colleges will expect continuous enrollment of Mathematics courses while the student is in high school. ✦ Must pass Algebra 1 EOC (or earn a comparative score) in order to graduate with a Standard High School Diploma ✦ Industry certification that leads to college credit may substitute for up to 2.0 mathematics credits (except for Algebra 1 and Geometry) ✦ Several Computer Education courses count as math courses (except for Algebra 1 and Geometry). See school counselor for more information.
Science	3.0 credits in science must include either: – 1.0 credit each in Biology, Chemistry, and Physics (strongly recommended), <i>OR</i> – 1.0 credit each in Physical Science, Biology and Equally Rigorous Science course ✦ Industry certification that leads to college credit may substitute for up to 1.0 science credit (except for Biology). ✦ Several IB Computer Education courses count as EQ science courses. See your school counselor for more information.
Students must complete 4.0 Science credits OR 4.0 Social Studies credits	
Social Studies	3.0 credits in social studies must include: – 1.0 credit in World History – 1.0 credit U.S. History – 0.5 credit in U.S. Government – 0.5 credit in Economics with Financial Literacy ✦ Must take U.S. History EOC which will count for 30% of final course grade ✦ May substitute a CTE course with content related to social studies for one social studies credit (except for U.S. History)
World Languages	2.0 sequential credits in the same language are required for admission into Florida state universities and for Bright Futures eligibility. Many competitive schools (in state and out-of-state) require 3-4 credits of World Language.
Performing Fine Arts	1.0 credit in fine or performing arts, speech and debate, or practical arts (eligible courses specified in the Florida Course Code Directory)
Physical Education	1.0 credit in Health Opportunities for Physical Education (HOPE), which includes Compression Only CPR
Career Research and Decision Making	0.5 credit (the course also satisfies the requirements of Statute 1003.42(2)(s) for Character Development Curriculum)
Electives	8.5 credits (12.5 credits block schools)
Online Course	1 course within the 26 credits
Grade Point Average	Cumulative GPA of 2.0 on a 4.0 scale
Rigorous Course Requirements	Students will be required to complete a program of study in at least one of the following areas: ✦ 3.0 credits in any combination of approved Dual Enrollment (DE), Advanced Placement (AP), International Baccalaureate (IB), Advanced International Certificate of Education (AICE), or approved Honors courses, <i>OR</i> ✦ 3.0 or more credits in a Career & Technical Education Program of Study which will be used to complete a sequential career and technical education program resulting in a credential endorsed by a national, state, or local industry, <i>OR</i>

	✦ 4.0 or more credits in sequential Performing Fine Arts courses that lead to College and/or Career Readiness
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- NOTES:**
- ✦ The following courses include EOC assessments which count as 30% of the Final Course Grade: Algebra 1, Geometry, Biology, and U.S. History.
 - ✦ Based on individual student needs, the 4th additional science credit may be chosen from any EQ Science or Non-EQ Science course
 - ✦ Participation in a FHSAA interscholastic sport at the junior varsity or varsity level for two full seasons shall satisfy the one-credit requirement in HOPE.
 - ✦ Completion of two years in a Reserved Officer Training Corps (R.O.T.C) class shall satisfy the 1.0 credit requirement in HOPE **AND** the 1.0 credit requirement in performing fine arts.
 - ✦ The number of credits required for graduation for students who enter a block schedule school from a non-block school will be decreased by 0.5 credits for each semester the student was in a non-block school.
 - ✦ The Credit Acceleration Program (CAP) - allows a student to earn high school credit if the student passes an advanced placement (AP) examination, a College Level Examination Program (CLEP) or a statewide course assessment without enrollment in the course.

ATHLETICS

Athletic Eligibility:

Brevard Public Schools follows all rules, regulations and guidelines set forth by the Florida High School Athletic Association's (FHSAA) Bylaw 11.4 in reference to interscholastic athletics and student transfers. For further information, refer to Board Policy 2431-Interscholastic Athletics.

If a student turns 19 prior to July 1, they are ineligible to participate in athletic competition. Please visit the Florida High School Athletic Association for additional eligibility requirements at fhsaa.com. CBJSHS Athletics has upgraded our system for clearing athletes for participation. All eligibility clearances for participation in sports will now be done online through AthleticClearance.com. If you have any questions, please contact our athletic director.

Athletes must turn in a Consent and Release from Liability Certificate Forms (EL3) and Pre-participation Physical Evaluation Form (EL2) to the Athletic Director's Office, complete with insurance information, physician's signature and parent signature. The Consent and Release forms (EL3) and Physical form (EL2) must be available and in the possession of the coaching staff at all practices and games. Physicals must be taken after June 1st, for the upcoming school year. Sports specific insurance coverage is available for purchase for athletes who do not have medical insurance coverage. "24 hour" and "At School" coverage does not cover athletics. Football coverage is limited to that sport only.

Students must meet an established grade point average. Academic requirements are described below by grade level.

7th Grade

- 1st Semester – A student must be regularly promoted from the sixth grade.
- 2nd Semester – A student must maintain an unweighted grade point average of 2.0 from the first semester.

8th Grade

- 1st Semester – A student must have received an unweighted grade point average of 2.0 for the seventh grade.
- 2nd Semester – A student must have an accumulated grade point average of 2.0 from the first semester

9th Grade

- 1st Semester – A student must have been regularly promoted from the eighth grade.
- 2nd Semester – A student must have received an unweighted state grade point average of 2.0 from the first semester.

10th– 12th Grades

A student must have an accumulated unweighted state grade point average of 2.0 since the ninth grade.

NOTE: End of course (EOC) exams are included when calculating GPAs.

Sportsmanship:

It is the responsibility of all Cocoa Beach Jr/Sr High School students, both participants and fans, to encourage and exemplify great sportsmanship. It is the expectation of CBJSHS that all fans and athletes will treat officials and opponents with respect. As a school, Cocoa Beach Jr/Sr High School shall emphasize the following practices:

- ✓ Play hard, play to win, but play fairly.
- ✓ Accept victory or defeat with dignity – losing is part of the game; be gracious in defeat and modest in victory.
- ✓ Profanity and illegal tactics are prohibited.
- ✓ Show appreciation of good play by both teams.
- ✓ Respect the integrity and judgment of the officials.
- ✓ Keep cheering – positively – do not cheer disrespectfully or disrespect the opponent.
- ✓ Respect the opposing team.
- ✓ Maintain poise and self-control at all times.
- ✓ Show respect for other students, officials, and faculty members.
- ✓ A student is responsible for all fines assessed by FHSAA resulting from his/her ejection from athletic competition.
- ✓ Students ejected twice during their high school career lose the privilege of participation on athletic teams at Cocoa Beach Jr/Sr High School.
- ✓ Remember that, as an athlete and a student, you are a constant representative of Cocoa Beach Jr/Sr High School.
- ✓ Any fan may be removed and/or trespassed for not adhering to these practices.

Checklist for Parents of Athletes:

Provided by the Coalition of Americans to Protect Sports

1. Maintain a "Fun is #1" attitude.
2. Treat others as you wish to be treated.
3. Praise athletes for just participating, regardless of their athletic skills.
4. Look for positives in athletes; avoid ridicule or sarcasm.
5. Remain calm when mistakes are made and help athletes learn from mistakes.
6. Help athletes to keep from getting down on themselves when things don't go well.
7. Don't be obsessed with your involvement in sports. There is life after sports.
8. Maintain a sense of humor.
9. Emphasize teamwork in team sports; teach athletes to think "we" instead of "me".
10. Lead by setting a good example in sportsmanship: winning without gloating and losing without complaining.

HOMECOMING DANCE

The Homecoming Dance is held in the fall for Cocoa Beach Jr/Sr High School students in grades 9-12. In keeping with the tradition of 'coming home' it is held at Cocoa Beach Jr/Sr High School. Students are eligible to attend if they have not been suspended 3 or more days within the current semester. **Students with excessive tardies are subject to review prior to purchasing a ticket.**

SENIOR PROM

The Senior Prom is held in the spring for all 12th grade students attending Cocoa Beach High School Jr/Sr High School. Each senior may bring one date/guest in accordance to the policy outlined in the next section. Students are eligible to attend if they have not been suspended 3 or more days within in the current semester. **Students with excessive tardies are subject to review prior to purchasing a ticket.**

GUEST/DATE POLICY

Each Cocoa Beach student may bring one guest/date. The guest/date for **homecoming** can be a 9-12 grade student attending Cocoa Beach Jr/Sr High School, a 9-12 grade student from another school, or a person who is under 21 years of age. The guest/date for **prom** may be an 11th or 12th grade student attending Cocoa Beach Jr/Sr High School, an 11th or 12th grade student from another school, or a high school graduate who is under 21 years of age. Any non-Cocoa Beach Jr/Sr High School guest/date of a CBJSHS student must complete an information sheet before his/her ticket can be purchased. Students can pick these up at the dean's office. This information sheet will contain:

- ✓ His/her name
- ✓ School name (if applicable)
- ✓ Address
- ✓ Telephone number

- ✓ Copy of driver's license
- ✓ Emergency contact information

The information sheet must be completed and the ticket purchased prior to the date of prom/homecoming. There are no refunds for tickets not used. A student is only eligible to attend if he/she has not been suspended 3 or more days within in the current semester. Students must be in attendance a minimum of 4 periods the last day of school prior to the event to be eligible to attend.

A ticket and photo identification will be required for entry. No re-entry will be allowed once you have left the homecoming or prom.

Any student(s) dancing or behaving inappropriately will be removed and parents notified. Disciplinary consequences will follow.

Prohibited:

- ✓ Dangerous items
- ✓ Disruptive items
- ✓ Possession, sale and/or use of alcoholic beverages, narcotics, illegal drugs, prohibited substances
- ✓ Violent behavior
- ✓ Packages
- ✓ Containers
- ✓ Food or drink

Purses, jackets, and other accessory items brought to dances will be searched at the door. Any student(s) in violation of these rules will result in disciplinary action, including possible recommendation for expulsion from the regular school setting.

Proper dress is required for all in attendance, including guests/dates that are not students of Cocoa Beach Junior/Senior High School.

Additional information and instructions will be provided prior to the homecoming dance and prom.

DEAN'S OFFICE

CBJSHS will follow the district Secondary Code of Student Conduct. This may be accessed through the Brevard County Schools website.

Hall Passes:

For safety concerns it is expected that students be in their assigned classroom. Students are expected to bring all necessary materials to each class. Hall passes will not be given to allow students to return to their locker. Students are expected to remain in their classrooms, realizing that emergencies may occur. This rule applies but is not limited to emergency restroom passes, clinic passes, and passes given to assist a teacher. It is expected that students will rarely need to leave the classroom. Only one student is permitted out on the pass at a time. Student times in and out of the classroom are kept track of by the teachers. This is to ensure the safety and whereabouts of the student body.

Each teacher has his/her own classroom policies regarding a limit on hall pass usage. Students must plan their day in order to abide by each teacher's policy.

Hall pass privilege can be revoked at any time by Administration if a student abuses his/her hall pass. Such behavior includes, but is not limited to: excessive usage, going to unapproved areas with hall pass (out-of-area), or causing a disruption to other students and/or classrooms.

Students who abuse the hall pass privilege will be placed on hall pass restriction.

Locks and Lockers:

All students will be assigned lockers. The following policy exists for student lockers:

- ✓ The exterior surfaces of all lockers are to be kept free from any stickers, markings, writings, or the like. Items placed on interior surfaces must be easily removed.
- ✓ Lockers must be kept locked at all times. Students should check to be sure their lock has securely closed after each use.
- ✓ Students must buy and use school locks. Locks not purchased through Cocoa Beach Jr/Sr High School will be cut off.
- ✓ Students are prohibited from sharing lockers and lock combinations with other students.
- ✓ Students are not to change lockers at any time without prior approval from the Dean's Office.
- ✓ **Lockers are subject to search.**

If for any reason it is necessary to cut off your lock, the lock must be replaced at the student's (parent's/guardians) expense.

Students who do not comply with these rules may be subject to the loss of locker privileges.

Skateboards and Scooters:

Skateboards and scooters are not allowed in classrooms or in the school building at any time. Skateboards are not to be ridden on school property at any time.

Student Parking:

Students driving to school must park in the designated student areas; in order to park in the designated areas, students must possess a school-parking permit. Parking permits are limited and not guaranteed. Parking permits are available for a non-refundable fee of \$20.00. The following rules and regulations apply to all students who drive to school:

1. In order for students to drive to school they must turn in the following:
 - ✓ Student Parking Registration Form
 - ✓ Proof of Current or Valid Insurance
 - ✓ Valid Driver's License with correct address (no learner's permit)
 - ✓ Vehicle Registration on vehicle that is being registered (only one vehicle per student will be allowed)
 - ✓ \$20.00 non-refundable fee
2. Permits MUST be completely visible on the outside of the rear window to be valid.
3. Cocoa Beach Jr/Sr High School is not responsible for any car and/or its contents.
4. Parking is limited to the designated student parking areas. Seniors with reserved parking spaces are the only students allowed to park in parking spaces designated Senior.
5. Parking permits are non-transferable; anyone accepting another student's parking permit or transferring their permit to someone else is subject to disciplinary action, including suspension, and the loss of parking privileges.
6. All students must be properly licensed and covered by appropriate insurance.
7. The speed limit in all parking areas is five (5) miles per hour. Speeding or reckless/careless driving will result in a 5-day parking permit suspension.
8. Students are expected to drive carefully and obey all traffic laws while in the parking lot.
9. Radios or any sound making device must not be played louder than necessary for the person in the vehicle to hear it and not loud enough to disturb the school environment.
10. Bumper stickers and decals must be in good taste. Alcohol, tobacco and sexual references or advertisements, etc., are not allowed; students may be told to remove them or not to park on school property.
11. *There is to be no loitering in the parking lots. **No students are allowed in the parking lot during school hours. Any student caught in the parking lot or a vehicle will be subject to disciplinary action, including suspension; their vehicles and person will be searched for any possibly illegal, dangerous, or disruptive items.***
12. Vehicles are subject to search any time there is reasonable grounds to believe that illegal, dangerous, or disruptive items may be found in them.
13. All vehicles must be parked front end first.
14. There is absolutely no parking in loading zones, teacher areas, visitor areas, fire lanes, sidewalks, lawns, or any other spot that is not designated as a student parking spot.
15. Student must park only in their assigned spaces. Students must report any vehicle in their assigned space to the Dean's Office or SRO.

Students that fail to comply with these rules will face a fine up to \$30.00, possible discipline, and/or the loss of his/her parking privileges.

By signing the Vehicle Registration Form, the student acknowledges they have read, understand, and agree to adhere to all parking policies and procedures; failure to do so can result in revoking of one's parking privilege.

- All students driving to school must recognize that having a parking permit is a *privilege*
- Parking permits are limited and not guaranteed
- Students choosing to drive to school accept the responsibility of arriving on time
- Tardies due to transportation issues are considered unexcused unless arriving by school bus

Parking Violation Ladder	
Step on Ladder	Consequence**
1 st & 2 nd Offense	\$20.00 Parking Fine
3 rd Offense	\$30.00 Parking Fine
4 th Offense & up	\$30.00 Parking Fine and Permit Suspension*

Student Driving Rules Violation Ladder	
Step on Ladder	Consequence**
1 st Offense	Warning
2 nd Offense	One Week Permit Suspension*
3 rd Offense	Two Week Permit Suspension*
4 th Offense	Permit is revoked for remaining school year*

* Permit suspension applies to students with valid parking permits. Students without valid parking permits are subject to towing.

**Administration and/or School Resource Officer may at any time suspend/revoke a student's parking permit and/or disciplinary action may apply.

The violation ladder can be amended and steps can be skipped based on the severity of the misconduct.

DISCIPLINE

CBJSHS will follow the district guidelines for the student code of conduct. Please refer to the Brevard County Schools website.

Discipline guidelines have been established in accordance with school board rules so that fair and consistent consequences will be provided for all students. Behavior that disrupts the learning environment will not be tolerated. After the teacher has exhausted his/her classroom ladder of consequences, including conferencing with the student and parent contact, the student will be referred to the administration for disciplinary action. Severe disruptions will immediately be referred to administration without requirements of a discipline ladder.

Severe inappropriate behavior will result in suspension or recommendation for expulsion and possible referral to appropriate law enforcement agency regardless of a student's position on the ladder. This includes, but is not limited to: possession of a weapon, drugs, alcohol, tobacco, fighting, battery, disrespect, sexual harassment, bullying/intimidation, forgery, and willful disobedience.

Teacher Authority:

Teachers have the authority to remove a student from the classroom if the teacher has documented that the student has repeatedly interfered with the classroom environment and/or the teacher determines the student's behavior is so unruly, disruptive, or abusive that it seriously interferes with the ability of the student's classmates to learn. After the teacher has made appropriate and consistent interventions, the student may not be returned to the teacher's classroom without that teacher's consent or until a placement review committee determines the best placement for the student.

Zero Tolerance - Bullying

Bullying: purposeful & repeated intimidation of a weaker person which results in an **imbalance of power**.

A student or a parent can report bullying to a guidance counselor, teacher or administrator. Bully reporting forms are located in the dean's office. This policy shall provide notice that bullying, harassment, violence and violent behavior will not be permitted at school, on school board property, on school sponsored transportation, or during school sponsored activities. Further, this policy shall incorporate the State Board of Education's Zero Tolerance Rule for School Related Violent Crime as a comprehensive approach to reducing school violence and crime.

A pupil or an adult student who commits any of the following offenses shall be subject to the most severe consequences, which shall include expulsion and referral to the appropriate law enforcement agency:

1. homicide (murder, manslaughter)
2. sexual battery
3. armed robbery
4. aggravated battery
5. battery or aggravated battery on school personnel
6. kidnapping or abduction
7. arson
8. possession, use, or sale of a firearm, knife, or other weapon
9. possession, use or sale of any explosive device
10. possession of a controlled or illegal substance

Additionally, if an offense involves a victim, school administrators shall notify the victim and the victim's parents or legal guardian of such offense and the victim's right to press charges against the offender. School personnel shall cooperate in any investigation or other proceedings leading to the victim's exercise of rights as provided by law.

Dean's Detentions:

Before/After School: Dean's detentions are held at designated times, days, and locations. Students will be given a detention date and the parent is notified. Failure to serve the detention results in Saturday school. **Transportation of pupils to/from detentions is the responsibility of the parent as bussing will not be available.**

Parents can contact the Dean's Office if an assigned detention needs to be rescheduled. One reschedule will be given.

Saturday School:

Students may be assigned school on Saturday. Students assigned to attend Saturday school report at 8:45am. to building 2. Saturday school is dismissed at 10:45am. Typically Saturday school is open two Saturdays a month. If the student fails to attend, the following school day will be an out of school suspension and count against the student's nine days for attendance. Students caught skipping a class will be assigned Saturday School. Other infractions of the school rules may result in a student being assigned Saturday school as well.

Tardy – Detention
Three times serving a detention for tardy – Saturday School
Get caught skipping a class – Saturday School
Not attending Saturday School – Out of School Suspension

Cell Phone/Pagers/Electronic Equipment:

Maintaining the integrity of the learning environment is our top priority.

CBJSHS will follow district guidelines on cell phones. Please refer to the Brevard County Schools website.

Tardy Policy:

The tardy policy at Cocoa Beach Jr/Sr High School is established to minimize classroom disruptions. Late arrival to school and late arrival to class are considered tardies and will be disciplined in accordance to the tardy ladder.

Late to School: Late students **must** report to the Attendance Office upon arriving at school regardless of the time of day. Habitual tardiness to school could result in the student missing morning classes. Those tardies to school will result in unexcused absences for the periods missed eventually resulting in a possible FA (Failure due to absences) in those classes and disciplinary consequences as per tardy ladder.

Students choosing to drive to school including students living out-of-area accept the responsibility of arriving on time.

Tardiness due to transportation issues are considered unexcused unless arriving by school bus.

Late to Class: Students have 5 minutes between classes. Locker visits and socialization during class changes should be kept to a minimum. Tardiness to class are recorded by the teachers. Concerns regarding tardiness to a specific class should be addressed with that teacher. Students more than 10 minutes late to class will be considered Out-of-Area and will be disciplined as such. Use of front office phone and visits to the clinic are considered unexcused tardiness to class.

Failure to serve a Dean's Detention will result in Saturday School ~ Failure to serve Saturday School will result in out of school suspension.

Dress Code:

CBJSHS will follow district guidelines on dress code as it evolves.

The Board recognizes that each student's mode of dress is a manifestation of personal style and individual preference. The Board will not interfere with the right of students and their parents/legal guardians to make decisions regarding their appearance, however, the standards of appearance for students shall ensure that the student be clean, neat, and properly dressed. They shall observe modes of dress and standards of personal grooming which are in conformity with the studious atmosphere and good personal hygiene necessary in schools. Furthermore, it is the responsibility of the principal to see that the dress or appearance of no student shall be extreme to the point of creating a disturbance or is hazardous to oneself, others, or school property. The dress code shall be incorporated into the Student Code of Conduct.

As a minimum, the dress code shall include provisions for the appropriateness of clothing, clothing accessories, and footwear, which will maintain adequate standards of safety, health, and welfare for all students. Beachwear and see-through or otherwise revealing apparel is not considered to be appropriate. Students shall not be permitted to wear clothing which contains printed profanity as defined in Policy 5500.

Student Conduct, or any clothing, accessories, or regalia that conveys membership or affiliation with a "gang" or other similarly oriented group or association prone to violence or criminal acts. Gang clothing, accessories, or regalia can include, but is not limited to, gang related colors, rolled up bandanas about the head or other parts of the body, knit caps, rolled up or split pant cuffs, certain sports attire that has a "street meaning", etc.

The following procedures are established to promote discipline, maintain order, secure the safety of students, and provide a healthy environment conducive to academic purposes. Individual schools may develop more restrictive dress requirements, if recommended by administrators, faculty, and staff, and if approved by a majority of School Advisory Council (SAC) members. Notice of amended requirements must be provided to all parents in a timely manner through at least one (1) written or verbal communication and published in a document, such as the school handbook or student planner.

Principals may amend the dress code for events and special occasions such as spirit day, homecoming, Red Ribbon week or other district sanctioned events.

Requirements for student dress in all schools are listed below:

A. Head

1. Head gear, including but not limited to caps, hats, bandanas, and/or sunglasses shall not be worn indoors on campus unless permitted by the principal for religious or medical reasons. Students may wear sunglasses, hats, or other sun-protective wear while outdoors during school hours, however these articles must not violate this dress code.

B. Clothing

1. All clothing must be appropriately sized, securely fastened and cover midriff, back, sides, and all undergarments at all times. For example, suspenders should be over the shoulders, pants secured at the waist, belts buckled, no underwear as outerwear, no underwear exposed. Clothing should be opaque.

2. Garments must be of a length and fit that are acceptable to the build and stature of the student. The cut of sleeveless garments must not expose undergarments. Clothing must CLEAN 4-24-23TW rev 5-11.23 CR cover the body from one armpit across to other armpit. Upper garments should meet lower garments.

3. Strapless garments are prohibited. (Tube tops and halter tops are prohibited.) Formalwear for special events may include strapless garments.

4. Pants and shorts shall conform to the build and stature of the student, shall be worn at the waist, and shall not extend below the heel of the shoe in length. Rips, holes, or tears in clothing must be below mid-thigh.

5. Shorts must have clearly discernable inseams that covers the buttocks.

C. Footwear

1. Students must wear shoes that are safe and appropriate for the learning environment, including recess, PE, CTE, and labs. (Crocs are not appropriate for grades K-6).

2. Students in grades 7- 12 may wear footwear commonly considered as beachwear (for example: flip flops, thongs, Crocs, etc.) unless a course of instruction requires them to wear safe and appropriate footwear to protect the student from injury (i.e. athletic shoes in physical education class).

3. Inappropriate footwear includes, but not limited to, roller skates, skate shoes, and slippers.

D. Accessories

1. Gang paraphernalia, garments and/or jewelry, tattoos, or other insignias, which display or suggest sexual, vulgar, drug, alcohol, or tobacco-related wording/graphics or may tend to provoke violence or disruption in school shall not be worn.

2. Clothing must not state, imply, or depict hate speech or imagery targeting groups based on race, ethnicity, gender, sexual orientation, religious affiliation, or any other characteristics protected by federal or state law.

3. Any articles of clothing or jewelry that may cause injury including, but not limited to, items with spikes, or sharp objects, wallet chains, and heavy link chains are not allowed.

4. Dress shall not emulate non-human characteristics.

The Superintendent shall develop administrative procedures to implement this policy which:

A. designate the principal as the arbiter of student dress and grooming in his/her building;

B. instruct staff members to demonstrate by example and precept wholesome attitudes toward neatness, cleanliness, propriety, modesty, and good sense in attire and appearance;

C. ensure that all rules implementing this policy impose only minimum and necessary restrictions on the exercise of the student's taste and individuality.

District staff shall enforce the school's dress code in a nondiscriminatory and uniform manner. The District is cognizant that students' religions, disabilities, or medical conditions may impact their ability to comply with the standard student attire policy. Reasonable accommodations based on religion, disability, or medical condition shall be permitted on an individual basis.

Harassment:

The Board recognizes that a student has the right to learn in an environment untainted by sexual or other forms of harassment or discrimination. Offensive conduct which has the purpose or effect of unreasonably interfering with learning performance or creating an intimidating, hostile, discriminatory, or offensive learning environment disrupts the educational process and impedes the legitimate pedagogical concerns of the District. Sexual and other forms of harassment will not be tolerated.

Sexual harassment includes all unwelcome sexual advances, requests for sexual favors, and verbal or physical contacts of a sexual nature whenever submission to or rejection of such conduct results in the denial of or provision of aid, benefits, grades, rewards, employment, faculty assistance, services, or treatment. Under certain circumstances, sexual harassment may constitute sexual abuse under Federal law (Title VII and Title IX) and Florida Statute (Equity Act). In all cases, school personnel will comply with Statute and take immediate action to protect the victim of alleged abuse. Other prohibited harassment includes conduct which has the purpose or effect of creating an intimidating, hostile, discriminatory, or offensive learning environment on the basis of gender, religion, race, color, national origin or ancestry, age, disability, marital status, and/or any other legally protected characteristic.

The harassment by a student of a staff member, fellow student of this District or third party (e.g. visiting speaker, athletic team member, volunteer, parent, etc.) is strictly forbidden. Any student who is found to have harassed a staff member or third party or student will be subject to discipline in accordance with law and the Secondary Code of Conduct.

The Superintendent shall establish administrative procedures which address the conduct prohibited by this policy and describe a reporting procedure. The Superintendent shall ensure that explanations of the prohibited conduct and reporting procedures are available to all students and are posted in appropriate places throughout the District.

1. Sexual Harassment Includes:

- ✓ Any slurs, innuendoes, or other verbal or physical conduct reflecting on an individual's race, religion, color, sex, national or ethnic origin, marital status, disability, or handicap which has the purpose or effect of creating an intimidating, hostile, or offensive educational or work environment; has the purpose or effect of unreasonably interfering with the individual's work or school performance or participation; or otherwise adversely affects an individual's employment or educational opportunities.
- ✓ The denial of provision of aid, benefits, grades, rewards, employment, faculty assistance, service, or treatment on the basis of sexual advances or requests for sexual favors.
- ✓ Sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature when:
 1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or educational career.
 2. Submission to or rejection of such conduct is used as a basis for education or employment decisions affecting the individual; or,
 3. Such conduct has the purpose or effect of unreasonable interfering with an individual's work or educational performance or creating an intimidating, hostile or offensive working or educational environment.

2. Complaints and Grievances:

- ✓ Any student or parent of a student who believes that he/she has been the subject of harassment may file a grievance according to the procedures established in Student Sexual Harassment Complaints and Grievance Procedures, which are incorporated by reference and are part of this rule.
- ✓ In any cases, which involve alleged sexual harassment, nothing in this policy or in any other policy or procedure shall require the individual alleging sexual harassment to present the matter to the person who is subject of the complaint.
- ✓ Retaliation against any individual reporting or thought to have reported sexual harassment behaviors is prohibited. Such retaliation shall be considered independent of whether a charge or informal complaint of sexual harassment is substantiated.
- ✓ Any employee or student who is found to have knowingly files a false sexual harassment complaint will be subject to discipline by the school district. He/she may also be held personally liable for his/her misconduct through civil suit by the injured employee and may also be criminally prosecuted under Section 837.06 Florida Statutes.

3. Investigation:

In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct, and the context in which the alleged conduct occurred, will be investigated.

General Emergency Procedures:

General Emergency Procedures are a set of standard, clear directives that may be implemented across a variety of emergency situations. When an emergency begins, the principal, as Incident Commander, will decide which procedure(s) to implement, based on the situation.

Secured Perimeter: We operate within a secure perimeter daily.

- This means that all classroom doors are locked and students are limited to hall passes.
- Visitors to the school can only enter through the front office and state their reason for visiting the school.
- Visitors will be badged once approved to be on the campus.
- Students arriving to school can only enter through designated gates.

Shelter in Place: When the campus is at this safety level we immediately begin to:

- Bring everyone inside to classrooms or identified safe areas
- Perimeter of the buildings and grounds are secured
- Visitors in the building are asked to stay – not leave
- Post signage – no one allowed entry or exit
- Close and lock all exterior windows and doors
- No changing of classes
- Activities continue in classrooms
- Take attendance
- Wait for further instructions

Lockdown: When the campus is at this safety level we are protecting building occupants from potential dangers in the building and we immediately begin to:

- Clear everyone from the hallways to nearest available classroom
- Lock interior doors and windows
- Turn off lights
- Move away from sight
- Do not open the door
- BE QUIET!
- Take attendance
- Wait for an official to open the door

Evacuation: When conditions are safer outside than inside the campus may need to be evacuated. Once an evacuation is called the following will immediately take place:

- Bring class roster for student accounting
- Take the closest and safest way out as posted
- Be prepared to take alternate evacuation route, if necessary
- Go to designated Assembly Area as defined by school
- Take attendance
- Check for injuries
- BE QUIET!
- Wait for further instructions