

# ATLANTIC COMMUNITY HIGH SCHOOL

## 2011-2012 Student Handbook



**"FAILURE IS NOT AN OPTION"**

### PHILOSOPHY AND OBJECTIVES OF THE SCHOOL

Atlantic Community High School exists to serve the educational needs of the community and its students. Our mission is to enable all students to become positive and productive members of society. To achieve this mission, we must address many facets of the "whole student," intellectually, socially, morally, physically and aesthetically.

The overall climate must encourage students to reach their potential, "to be the best they can be." This climate must encourage and reward achievement, self-discipline, tolerance, leadership and service to others.

#### ALMA MATER

Atlantic High we hail and praise you.  
Forward we shall go  
Peace will reign throughout our futures.  
As we live and know.  
Teach us now to know thy wisdom,  
To show our loyalty.  
Atlantic High we are all brothers,  
Proud we all shall be.

#### FIGHT SONG

Come on and fight for Atlantic.  
Win a victory today.  
Go right on Atlantic,  
We're behind you all the way.  
You've got us all uptight for Atlantic,  
You're the greatest team we know.  
So fight right down the line and  
Watch Atlantic go!!!

### BLOCK SCHEDULING

Atlantic is on a block schedule, a system which allows for longer class periods with classes meeting every other day. Class periods are approximately 106 minutes long, with the exception of first period, which is a Sixty-six minute period that meets every day. With block scheduling, students have more time with each teacher; so varied activities can take place within a class period to enhance learning. Period 1 meets every morning. The other periods alternate days. Periods 3, 5, and 7 meet on White (odd) days. Periods 2, 4, and 6 meet on Green (even) days.

#### DAILY SCHEDULE

PERIOD 1	7:30 - 8:41	(53 minute class) (15 minute DEAR)
PERIOD 2/3	8:46 - 10:35	(105 minute class)*
PERIOD 4/5	10:40 - 10:45	(Students check in)
1st LUNCH	10:45 - 11:20	(35 minutes)
PERIOD 4/5	11:25 - 1:00	(100 minute class)
PERIOD 4/5	10:40 - 11:32	(52 minutes)
2nd LUNCH	11:32 - 12:07	(35 minutes)
PERIOD 4/5	12:12 - 1:00	(48 minutes)
PERIOD 4/5	10:40 - 12:25	(105 minute class)
3rd LUNCH	12:25 - 1:00	(35 minutes)
PERIOD 6/7	1:07 - 2:50	(103 minute class)

#### LTM SCHEDULE

LUNCH	10:30 - 10:53	23 minutes
Period 1	11:00 - 11:51	51 minutes
Period 2/3	11:55 - 12:54	56 minutes*
Period 4/5	1:01 - 1:52	51 minutes
Period 6/7	1:59 - 2:50	51 minutes

\*Includes time set aside for announcements

## WHERE TO TURN

**MAIN OFFICE**  
**(561) 243 - 1500**

- Leave messages for teachers
- Permission for students to leave campus for reasons other than illness

#### STUDENT SERVICES

(561) 243 - 1531	1-108	IB
(561) 266 - 0984	2-101	GRADES 11 & 12
(561) 243 - 1516	4-212	GRADE 9
(561) 330 - 8952	4-110	ELL
(561) 266 - 0963	5-101	ESE
(561) 266 - 0966	6-110	GRADE 10

General School Business; Student discipline information; Appointment with Assistant Principals; Leave messages for teachers; Attendance information; Reporting lost property on campus; Bus transportation; Permission for students to leave campus for reasons other than illness.

#### ASSISTANT PRINCIPALS

Mary Powers	(Community School)
Sandra T. Robinson	(Curriculum)
David Youngman	(IB)
Allison Castellano	(LTF/Testing)
Kia L. Allen	(Grade 12)
Marc Dixon	(Grade 11)
J. C. Rodney	(Grade 10)
Ruthe Francis	(Grade 9)
Lacca Bromell-CIT	(ESE)

#### CLINIC

(561) 243 - 1522

#### GUIDANCE OFFICE

(561) 243 - 1515

Registration; Personal/counseling; Withdrawal forms; School insurance forms; Transcripts; Scholarship information; Guidance Counselor appointments

#### GUIDANCE COUNSELORS

Marta Graw (9)	Kisa Permenter (10)
Melanese Smith (11)	Giovanni Glover (12)
Patricia Brinkley (ESE/504)	Kelly Bruce (IB)
Carismene Theus (ELL)	Jeanne Landaker (IB)

#### INTERNATIONAL BACCALAUREATE (IB) OFFICE

(561) 243 - 1531

David Youngman, Assistant Principal/Coordinator  
Any concerns regarding the IB program

#### COMMUNITY SCHOOL

(561) 243 - 1520

TBA, Assistant Principal  
Enrollment for Community School classes, GED program, Adult ESOL classes, after school tutoring  
SAT Prep classes, after school security

#### SCHOOL POLICE OFFICERS

(561) 243 - 1538 (561) 243 - 1506

Safety, security, and investigations

#### BOOKKEEPER

(561) 266 - 0958

Payment of textbook losses, financial obligations and all fiscal accounting management issues.

#### MEDIA CENTER

(561) 243 - 1465

## HANDBOOK INFORMATION

While this handbook is intended to inform parents and students of the various details of campus life, obviously it cannot contain each and every detail. The information presented and the rules set forth are general and are not in any way intended to be finite. Policies and procedures are subject to change to fit the situation or to conform to Federal, State, Local and School District edicts. If a rule or regulation is not listed or other information is not presented that does not mean it does not apply. Due to the space constraints of this handbook, all of the situations involving activities/actions of individuals in regard to the School District of Palm Beach County and Atlantic Community High School cannot be placed in these pages.

## NOTIFICATION TO PARENTS REGARDING SCHOOL CONTROL AND DIRECTION OVER STUDENTS

Florida Statutes Section 1003.31 describes circumstances when each student is under the control and direction of the School District. (See also State Board of Education Rule 6A-3.0121 and School Board Policy 5.80(1).)

Under Florida law, a student is under the control and direction of the School District during the following times: (a) while being transported to or from school at public expense; (b) while attending school; (c) while physically present at a school activity, or physically on the property or in a facility which is owned by or operated under the jurisdiction of the School Board and; (d) during a reasonable time before and after the student is on the premises for attendance at school or for authorized participation in a school sponsored activity, and only when on the premises. The term "reasonable time" may mean 30 minutes before or after the activity is scheduled or actually begins or ends, whichever period is longer.

Note that the School District's duty of supervision is limited as "Casual or incidental contact between school district personnel and students on school property shall not result in a legal duty to supervise" at other times parents should not rely on additional supervision from the school district. The duty of supervision applies only to students attending school and students authorized to participate in school-sponsored activities.

**Parents, guardians and students have the following responsibilities in relation to transportation:**

1. To ensure the safe travel of their students during the portions of each trip to and from school and home when the students are not under the custody and control of the school district, including during each trip to and from home and the assigned bus stop when the school district provides bus transportation.
2. To ensure that students ride only in their assigned school buses and get off only at assigned bus stops, except when the district has approved alternative buses or arrangements.
3. To ensure students are aware of and follow the district's adopted code of student conduct while the students are at school bus stops and to provide necessary supervision during times when the bus is not present.
4. To ensure that, when the physical disability of the student renders the student unable to get on and off the bus without assistance, the parent or guardian provides the necessary assistance to help the student get on and off at the bus stop, as required by district policy or the student's individual education plan."

## GUIDANCE SERVICES

The primary objectives of the Guidance Department are to assist the student in solving education related problems, understanding personal feelings as they relate to problem solving and decision making, understanding abilities as measured by standardized tests and performance grades, and selecting post high school training commensurate with interest and abilities that will lead to successful career/job choice.

In the spring of each year, guidance counselors, with the help of teachers and other staff members, counsel with and register all underclassmen for the following year. Curriculum information, graduation requirements, registration procedures, suggested programs of study, and additional information is given to each student.

Individual and group counseling allows the student freedom to express his/her ideas without fear or restriction or punishment. Students are encouraged to involve parents in their education/career planning conferences with the counselor.

Appointments to see a specific counselor may be made before or after school, between classes, or during lunch shifts with a pass. Upon entering the Guidance Office, students are required to note their presence on the sign-in sheet.

### REGISTRATION INFORMATION

All students entering Atlantic Community High School for the first time must obtain initial registration information from the front office.

#### 1. LEGAL RESIDENCY REQUIREMENTS

Students must attend the school in the attendance zone where the student/parent(s)/legal guardian lives as set forth in School Board Policy 5.01. **Two proofs are required.** Proof includes a Declaration of Domicile form, lease, deed, phone or electric bill, automobile insurance, Florida driver's license, credit card statement, or US Postal Service confirmation of address change request.

At any time that a student's address changes, it is the parent's responsibility to **immediately** notify the School District.

#### 2. HEALTH REQUIREMENT -- D.5.06

All incoming ninth grade students and all students new to the county must present proof of a physical exam, not more than one year old, within 30 days of registration. The following information needs to be submitted to the school:

Physical examination: Students failing to submit this documentation within 30 days will not be permitted to attend school.

Proof of birth: birth certificate, baptism certificate, insurance policy that has been in force for two or more years, passport or school record.

#### 3. IMMUNIZATIONS

Prior to admittance, students must produce or have on file documentation on the prescribed Florida HRS 680 form (Certificate of Immunization) for immunizations as required by the Florida Department of Health.

### PROGRESS MONITORING PLAN

Students whose performance in reading, writing, and/or mathematics requires mandatory remediation should have a School District of Palm Beach County Progress Monitoring Plan (PMP).

Each student with a PMP will be provided with intensive remediation. Remediation will occur as soon as possible after a student has been identified as needing mandatory remediation. If the student identification occurs during the fourth marking period, the remediation will be provided the following school year. Students with individual plans (IEP, LEP Plans, 504 Plans) will be exempt from having a separate PMP if their remediation plan is included in their existing individual plan.

### GRADUATION REQUIREMENTS

The typical student will carry seven credits or units per year. Twenty-four credits earned in grades 9 – 12 are required for graduation. To graduate from Atlantic Community High School with a diploma, the student must complete the following requirements:

Pass the FCAT (or concordant), EOC tests, 2.0 GPA or higher; 24 required credits or early graduation option.

### REQUIRED SUBJECTS

English/Language Arts	4 Credits
Mathematics	4 Credits
Science	3 Credits
Social Studies	3 Credits
Physical Education/Personal Fitness	1 Credit
Health/Life Management	½ Credit
Performing Fine Arts/Practical Arts	1 Credit
Electives	7 ½ Credits

Early graduation option with 18 credits is possible. See curriculum guide for Options B, C, D, or E.

### CLASSIFICATION

The following minimum credits must have been earned to be classified as a:

Sophomore	5 credits
Junior	11 credits
Senior	17 credits

### GRADING

Grades will appear on the report card as follows:

A – Superior	B – Above Average
C – Average	D – Below Average
F – Failing	I – Incomplete
W – Withdrawn	E – Senior exempt from final exam

N – No credit [due] to excessive absences and failure to pass the Semester or Final Exam.

Report Cards, as well as Progress Reports, which are generated during each nine week marking period, reflect the academic status. They also reflect the attendance for each student. Report Cards for the first three nine week marking periods will be given to the students. The Report Card for the fourth nine weeks marking period will be mailed to each student's home. Progress Reports will be given to students three and six weeks into each nine weeks marking period. (See calendar for exact dates.) Parents and students can obtain information concerning academic progress online via EDLINE at any time.

Grading shall be based on the quality of work done. A student's regular attendance, daily preparation and promptness in completing assignments must be consistent and congruent with these grades. Students who have not completed all make-up work shall receive an Incomplete "I" for that grading period. This work must be completed prior to the start of the next grading period or the "I" may be changed to an "F". Letter grades shall be calculated on a percentage of student achievement as indicated:

<b>A - 90% - 100%</b>	<b>B - 80% - 89%</b>
<b>C - 70% - 79%</b>	<b>D - 60% - 69%</b>
<b>F - 0% - 59%</b>	

Credits will be awarded by semester only. No yearly grade averages will be given. The student must earn a majority of passing nine weeks and exam grades during a given semester to receive a passing grade for the semester. To receive credit for a course taken, the student must complete all required work including the semester exam. Graduating seniors shall, at their option, be exempt from final exams given just prior to their graduation exercises, provided they have not received a failing grade for any nine week grading period or have over the equivalent of more than ten absences in a class. Seniors will, however, have to take the nine weeks exam if given. Failure to comply with this provision shall result in a grade of "I" (Incomplete) for the semester grade. An "I" appearing for any grading period will remain as such until students complete the required work. If a senior wishes a higher grade during the second semester of his/her senior year the final examination shall be taken. This year entering ninth graders must pass the Algebra 1 End of Course exam in order to receive credit for the course.

## DIPLOMAS/CERTIFICATES

There are six types of diplomas available to students:

1. **Regular** – awarded to students who meet all criteria established by the School Board and state law.
2. **Certificate of Completion** – awarded to students who meet all criteria established by the School Board and state law except for passing the FCAT and/or the required 2.0 cumulative grade point average.
3. **Academic Honors** – awarded to students who meet all criteria established by the School Board and state law for a regular diploma and who have an un-rounded cumulative GPA of 3.5 plus Scholastic Aptitude Test (SAT) of 1270 or an American College Test (ACT) composite score of 28.
4. **Career Education Certificate** – awarded (in addition to a diploma) to students successfully completing a vocational job-preparatory program as outlined in the State of Florida Department of Education and the School District of Palm Beach County Educational guidelines.
5. **Exceptional Student Education Diploma** – awarded to students who complete an appropriate course of study and satisfy all applicable School Board and state requirements for exceptional education students.
6. **International Baccalaureate Diploma (IB)** – awarded to students who complete the IB curriculum, successfully pass their IB exams, fulfill the Creativity, Action, and Service (CAS) hours, complete their extended essay requirements, and meet the criteria established by the School Board and State Law.

## RECOGNITION OF VALEDICTORIAN / SALUTATORIAN

The calculation for valedictorian/salutatorian will be determined at the end of the first semester of the senior year. The calculation will be determined according to the school district policy.

## DUAL ENROLLMENT

The Dual Enrollment Program provides an opportunity for students to simultaneously earn high school and college credit. Credit earned in the college courses may be used for credit toward the high school diploma (with prior written permission of the principal) and for college credit at Palm Beach Community College (PBCC), Florida Atlantic University (FAU), or any other public institution of higher learning pursuant to state law. Tuition and book fees are waived as specified under an inter-institutional agreement between the School District of Palm Beach County, PBCC, FAU, or any other public institution of higher learning pursuant to state law. See your guidance counselor for information on criteria that must be met for participation in this program.

## EARLY ADMISSION

Early Admission is a form of dual enrollment. In the event that a qualified student is accepted for admission to an accredited college or university prior to the completion of high school graduation requirements, the high school principal can approve the fulfillment of graduation requirements through the acceptance of college-level credit. Tuition and book fees are waived, as specified under the inter-institutional agreement. See your guidance counselor for information on criteria that must be met for participation in this program.

## SCHOLARSHIPS

There is much information in the Guidance Office and the Media Center about scholarships, which would be available for further education. It would be to the student's advantage to look at this information early in the high school career so that plans can be made accordingly. The school and many local organizations also offer scholarships and financial grants. A scholarship bulletin is compiled which lists scholarship applications received by the school from local and national organizations. This bulletin is posted bi-weekly for students to view. Scholarship applications and materials are available in the Guidance Office at any time.

## TRANSCRIPTS

A transfer of credits to other schools or organizations is called a transcript. Arrangements for transcripts are made through the Guidance Office. There is a charge of \$3.00 for each hardcopy transcript. A final senior transcript is free.

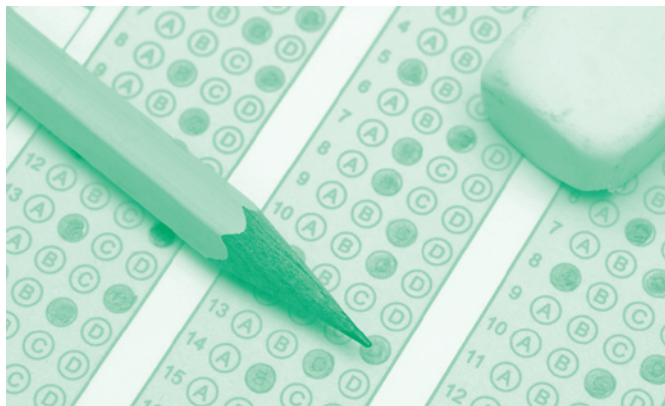
## STUDENT RECORDS

Parents and students eighteen years of age or older shall have the right to inspect, review, and obtain copies of any and all official records, files and data directly related to the student. These records may be obtained through the Guidance Office. Copies of education records shall be provided when requested, at the established cost of reproduction of such records. D.5.05 (Public Law 93 – 380).

## EXAMINATIONS

Students are required to take an examination at the end of each semester. All examinations are a learning situation, an integral part of the school program, and a required day of attendance. All students will be required to take semester examinations and to make a reasonable effort on these examinations. Failure to take an examination will result in the examination grade being an "I" (Incomplete). This grade will remain incomplete until such time as the requirement of the examination is satisfied. Under these conditions, no credit shall be issued and a grade of "F" will be assigned if the incomplete is not made up.

**Note:** nine (9) week examinations are given at the discretion of each subject area department and/or teacher.



## TESTING

The Palm Beach District School Board and The Florida Department of Education require the following tests:

**Florida Writing Assessment Test.** This test is given to grade 10 students and assesses students' skills in expository (writing to explain) and persuasive (writing to convince) writing.

**Florida Comprehensive Assessment Test (FCAT).** This is administered to students in grades 9 and 10. It assesses student achievement of skills set in the Sunshine State Standards in reading and writing. End of Course Assessments will be given in the areas of Algebra I, Geometry and Biology.

In addition to the FCAT/EOC exams, the following special tests are available:

**Armed Services Vocational Aptitude Battery (ASVAB).** This is a multiple aptitude test offered by the Department of Defense. It is used in educational and career exploration, counseling, and decision-making.

**Scholastic Aptitude Test (SAT).** This test is used for college admission, college guidance, and scholarships. It is recommended for all juniors and seniors considering college.

**American College Testing Program (ACT).** This test is used for college admission, college guidance, and scholarships. It is recommended for all juniors considering college.

**College Placement Test (CPT).** This computerized test is designed to measure student's basic reading, English, and math skills and can be used for placement purposes.

**Preliminary Scholastic Aptitude Test (PSAT).** This test is for any student considering college or any grade 11 student wanting to compete in the National Merit Scholarship Program.

**Advanced Placement Examinations (AP).** This test is for college equivalency credit in English, Mathematics, Social Studies, Science, and Foreign Language.

Students enrolled in an Advanced Placement course will have all regular exam fees paid by the school. Students failing to complete the scheduled Advanced Placement exam at the end of the course will have the course credit reduced to the honors level and will reimburse Atlantic Community High School the published AP exam fees.

**International Baccalaureate Examinations (IB) Exams.** These exams are administered to juniors and seniors enrolled in an IB program as part of their diploma/certificate requirement. Students failing to complete the requirements of an IB course or who fail to take the scheduled IB exam must reimburse Atlantic High the published exam fee.

Information bulletins and registration forms for the previous listed tests may be obtained from the Guidance Office. Consult college catalogues and scholarship bulletins for required tests. See your counselor for additional information.

## WITHDRAWALS AND TRANSFERS

Students planning to withdraw or transfer must complete the following procedures:

1. The parent or guardian should go to the appropriate Guidance Office and request the student be withdrawn.
2. Turn in all books and clear all financial obligations.
3. Complete the withdrawal form and obtain all required signatures

A student wishing to withdraw from a class or have a schedule change must complete a schedule change request form in order to have the request considered. Students **must continue to attend all scheduled classes** until they are officially withdrawn or until their schedule has been officially changed.



## ACTIVITIES AND ATHLETICS

Atlantic offers a club, sport or special activity to meet the needs and interest of every student. Activities are an integral part of the total school program. All students are encouraged to become involved in the activity of their choice. A few clubs/organizations do have national guidelines regarding membership that must be adhered to. Check these objectives and qualifications for membership. Belonging to and participating in an organization is a very significant part of the student's high school career. D 5.60

Attendance is required in at least four (4) hours of classes for students who are participating in any school-sponsored activity such as the prom, athletic events, school plays, band concerts, etc.

**Recently many groups have used the school's name for activities that are not Atlantic High School events. Unless the permission form is signed by the Principal, it is not an Atlantic High School sponsored activity.**

## AFTER SCHOOL ACTIVITY REGULATIONS

All students are required to leave campus within 20 minutes after the dismissal bell. Students remaining on campus must be under the direct supervision of the staff member or adult who is sponsoring that activity. Students must remain with that sponsor the entire time they are on campus. At the end of the activity, the sponsor will escort the students to the front of the building and supervise them until they are picked up by the parent or are placed on the activity bus.

## ACTIVITY BUSES

Activity buses leave at 5:00 pm and they are only available to students involved in after school activities. Students serving a detention CANNOT ride the activity bus. Bus passes will only be given to staff members; therefore students must remain with their coaches/sponsors in order to receive a pass. **No activity bus will be available on Friday.**

## ATHLETICS

### INTERSCHOLASTIC SPORTS

Baseball	Basketball	Bowling
Cross Country	Flag Football	Football
Golf	Soccer	Softball
Swimming/Diving	Tennis	Track and Field
Volleyball	Weightlifting	Wrestling

### FHSAA (Florida High School Activities Association) RULES

Atlantic Community High School follows the FHSAA rules. Students participating in athletic organizations will be given these rules from the appropriate coach.

### ATHLETIC ELIGIBILITY

Eligibility is determined by the previous semester grades. Note: The first semester of eligibility for the current school year is based on the grades from the previous school year. In addition to maintaining a 2.0 Grade Point Average (GPA) out of a possible 4.0 for the previous semester, a full-time student must pass five courses. (The GPA is based on a cumulative average overall). D 5.60

### STUDENT RESIDENCY AND ATTENDANCE REQUIREMENT

No student may participate in the interscholastic activities of a school unless the student actually lives in the attendance areas of the school or has a transfer approved by the Superintendent's Transfer Review Committee. Transfers granted because of legal guardianship are not valid for eligibility unless the student actually and continuously, including weekends and summers, lives with the legal guardian for a period of one full calendar year. The student must thereafter actually, currently and continuously (including weekends and summers) live with the legal guardian. D 5.60

1. Any student who is found to have falsified eligibility information shall lose eligibility permanently in all competition with any Palm Beach County school.
2. Any employee found to have recruited students from other schools for any interscholastic activity, either directly or indirectly, is subject to dismissal.
3. Any principal who knowingly allows or encourages recruitment is subject to dismissal.

### ATHLETIC LETTER REQUIREMENTS

Each athlete must be a member of the squad and in good standing for the entire season of the sport. Letters for service may be given on the recommendation of the coach and with the approval of the Athletic Director.

An athlete may earn an award every year for each sport in which he/she has participated and which he/she has met the requirements. The athletic award that a participant receives may vary according to the level of competition, varsity or junior varsity, total playing time, number of years in a particular sport, and the coaches' recommendations. The requirements of earning awards are different in the various sports.

A first-year letter-winner receives a large varsity letter, second-year and third year letter-winners in the same sport receive a patch, and a fourth-year letter-winner receives an engraved plaque. Junior varsity award winners will receive certificates.



## CLUBS

National Honor Society	Art Club
Amateur Radio Club	Academic Games
Atlantic Ambassadors	Drama Club
Varsity Cheerleaders	Chorus
Global Club	Classical Music Club
Black Student Union	Environmental Club
Eagle-Ettes and Co. (Dance Drill Team)	Freshman Class
FEA (Future Educators of America)	JROTC
French National Honor Society	Junior Class
Junior Varsity Cheerleaders	Key Club (Service)
Literary Magazine	Marching Band
Squall Staff (School Newspaper)	Senior Class
SGA (Student Government Assn.)	Sophomore Class
Nautilus Staff (Yearbook)	Gospel Choir
Safe School Ambassadors	Mu Alpha Theta
Spanish National Honor Society	
SECME (Southeast Consortium of Minorities in Engineering)	
Eagles for Excellence (Recognition of Student Achievement)	
Speech and Debate (Forensics)	
SADD (Students Against Destructive Decisions)	
International Culture Club	

### NATIONAL HONOR SOCIETY

The National Honor Society is under the sponsorship and supervision of the National Association of Secondary School Principals. Its purpose is to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in the students of secondary schools.

In order to become a member in the NHS Taedifer Chapter at Atlantic Community High School, candidates must demonstrate the four pillars of the National Honor Society to be inducted and remain members in good standing. Membership in the National Honor Society is reserved for those students who continue to achieve a minimum 3.5 GPA and can demonstrate Leadership, Character, and Service.

A candidate or chapter member may be put on probation or removed from National Honor Society Taedifer Chapter if:

1. A student's scholastic average falls below 3.5.
2. A student's behavior no longer promotes leadership and character.
3. A student is involved in any form of cheating, plagiarism, or other disciplinary actions.
4. A student fails to volunteer for 10 hours a year in the Media Center's tutoring lab.
5. A student fails to demonstrate attendance at monthly chapter meetings and participate in chapter events.

The NHS Constitution, chapter bylaws, and other information can be found at [www.edline.net](http://www.edline.net) and [www.nhs.us](http://www.nhs.us).

## *BUS CONDUCT AND TRANSPORTATION*

Bus transportation for students living more than two miles from school is governed by the state and provided by the county. For further information, call the Transportation Department at (561) 687 – 7192 (Central Compound) or (561) 369 – 7021 (South Compound).

A student is subject to the authority and discipline of the bus driver **AT ALL TIMES**. School bus misconduct or vandalism is reported by the driver to the school administrators on a "bus conduct referral form." Any student receiving a bus conduct referral will have a conference with an assistant principal. Parents of the students involved will be notified. Riding the bus is a **PRIVILEGE**. A student may be suspended from riding the bus if his/her conduct presents a safety concern.

The principal or designee may suspend any student transported to and from school from the privilege of riding a school bus for a period ranging from 10 days for serious first violations to loss of transportation privileges for the remainder of the school year for serious second violations. Infractions at the bus stop receive disciplinary consideration as if on the bus or at the school site. Parents will be notified within 24 hours.

### **PARKING/VEHICLE USE ON CAMPUS**

Student parking is very limited and therefore not everyone who wishes to drive to school will be able to park on campus. Parking on campus is a privilege and not a right, and as a result, parking privileges can be revoked for school rule infractions, excessive absenteeism (5 unexcused in any class per semester), tardiness (5 total unexcused per semester), and safety related issues. A signed contract is required. Student parking is restricted to the areas designated for student use. Students parking in any other area on campus are subject to disciplinary action, loss of parking privilege, traffic citations issued by local authorities, vehicle booting, and/or towing of the vehicle at owner's expense. Vehicles parking in any fire lane, designated handicapped, reserved, or visitor parking spaces will be subject to ticketing, booting, and or towing. Transporting students off campus who are not authorized to leave will result in loss of parking privileges. Students are not permitted to go to their vehicle at any time during the school day except for the purpose of leaving campus with school authorization. Students violating this procedure will have their parking privilege revoked.

### **PARKING PERMITS AND PARKING REGISTRATION REQUIREMENTS**

Parking Permits will be sold to students using the following priorities:

- Registered in Dual Enrollment/OJT courses
- No class first or last periods of the day
- Seniors
- \*Exception to Policy

Students must have the following documentation in order to register their vehicle and purchase a Parking Pass:

1. Current ACHS ID
2. Current Class Schedule
3. Valid Drivers' License
4. Signed Contract
5. Current Proof of Insurance
6. \$50.00
7. Current Vehicle Registration

The Parking Permit **must be hung from the rearview mirror**. Logo and number must face outward.

This permit must be clearly visible at all times the vehicle is on campus. If a student's parking permit is lost or stolen, the student is responsible for replacing it immediately. Replacement permits cost \$50.00.

### **PARKING VIOLATIONS**

1ST OFFENSE - Warning

2nd OFFENSE – Car will be booted. Cost to remove the boot is \$50.00.

3rd OFFENSE – Towed at owner's expense.

### **\*EXCEPTION TO THE POLICY**

Underclassmen, (freshmen, sophomores, juniors) are not authorized to park on campus. Exceptions to Policy may be granted to students who can demonstrate an extreme need (family or medical hardship). All Exceptions to Policy must be submitted in writing to the JROTC department (Room 4-108, Attn: LTC Rodriguez). Requests must include appropriate documentation, and must be signed by a parent/guardian, doctor, or appropriate official.

### **STUDENT IDENTIFICATION**

In the interest of campus safety and security, all students are required to wear a current Atlantic Community High School identification badge. Students reporting to school without an ID Badge will be issued a replacement at their expense. **Students must be in possession of their ID cards at all times.** It must be readily available upon request. Identification badges are issued on an alternating year basis. Students are to use the last badge issued until such time as a new identification badge is issued. New students will receive an identification badge when the signed internet permission sheet is returned to the school. Students are responsible for the replacement of this identification badge in the event it is lost or damaged beyond use. Replacement cost for an ID badge will be \$5.00. Students whose status has changed will be issued a replacement ID badge at no charge (examples are: senior "no class", OJT, Dual Enrollment). **ID badges will be issued in the Media Center.**

Identification badges are required for many campus activities such as FCAT testing, SAT/ACT testing, Media Center usage, Cafeteria serving lines, and bus transportation, Homecoming and Prom. Students must present this identification badge upon request by school police, administrators, teachers, or other school board authorities. Failure to wear an ID card while on campus will result in administrative disciplinary action.



## CAMPUS RESTRICTED AREAS

**Students are not permitted to be in or in close proximity to any of the following areas** of the Atlantic Community High School campus during school hours or when there are scheduled activities on campus **unless they are under the direct supervision of their teacher or other assigned adult supervisor.**

1. Any staff, visitor, or student parking lot (The exception being those students who have valid school permission to leave campus via their legally parked automobile or parent designated transportation. This includes students enrolled in an OJT program, Dual Enrollment classes, or a "no class").
2. Any custodial area or plant facility area such as, but not limited to, mechanical rooms, electrical rooms, storage rooms, receiving areas, or production areas.
3. Any elevator, unless the student is in possession of a valid permit, issued by an administrator, to use the elevator.
4. Any athletic facility, playing field, practice field, locker room, stadium area, concession area, or equipment storage area. On, under, or around any bleachers or fan seating areas.
5. Any pond or retention area.
6. Any unoccupied classroom, reception area, laboratory, resource center, stairwell, or other non-instructional room.
7. Any access roadway or utility road within or adjacent to the campus boundaries. The bus loop and adjacent areas. The areas immediately adjacent to and between buildings 3, 4, 5, and 6 (courtyards/common areas between the buildings).
8. During lunch periods, students are restricted to the cafeteria and the patio areas between buildings 2, 3, and 4. Students are not permitted to leave the dining area without a pass issued by an administrator on duty in the cafeteria. Students will not be allowed to go to any area other than the one designated on the hall pass.
9. Any faculty or staff designated work area, planning room, restroom, mailroom, production room, storage area, office, or conference room.
10. During school hours students are not permitted to open any exterior door to leave or allow any other person to enter without administrative authorization.
11. All North (back) end stairwells.

## HALL PASSES

Students must be in possession of a valid pass at any time they are on campus while classes are in session. Students are not permitted to be out of any class at any time during the school day unless they are in possession of a valid hall pass that has the student's name, date, time, room coming from, destination, and teacher's signature. Hall passes for restroom or the water fountain will be restricted to the building and floor for that class. A generic Atlantic High teacher issued pass will be required for all other destinations (clinic, PE field, Guidance, AP office, locker in another building (or floor), another classroom, etc. Restroom/water fountain passes will be color coded according to building and floor. No student is to be given a hall pass unless that student is wearing his/her Atlantic High School student identification badge. Students who abuse hall pass privileges will be placed on the "NO PASS LIST", meaning they will be escorted by administration at all times. Hall passes that are accepted and are to be used by all teachers or staff members are:

**Generic hall pass** - Used to leave a classroom to go to another designated area of campus during class time. An official pass must be used. Handwritten notes or other non official passes are not valid.

**Restroom pass** – Used to leave a classroom to go the restroom or water fountain located in the same hallway as the classroom.

**Clinic pass** – Used by students eating lunch in the Cafeteria to go to the Clinic during that regular lunch period.

**Media Center pass** – Used by students eating lunch in the Cafeteria to go to the Media Center during that regular lunch period. These may be obtained from an administrator inside of the cafeteria.

Students who have been in one of the offices or clinic during change of classes or a lunch period, will be issued an admit to class pass by that office. Students with a valid reason for being in the office are not to be marked tardy or absent upon presentation of this admit to the classroom teacher.



## CAMPUS AND CLASSROOM RULES

Each teacher is responsible for establishing individual classroom rules and procedures. The following are campus wide rules that are in addition to the rules established by the teacher:

Students are to be in their seat when the tardy bell rings. Students not in their seat are subject to being assigned to the tardy hall (see TARDINESS).

Food of any kind, candy of any kind, chewing gum, beverages of any kind (including bottled water), cannot be consumed in any classroom, any office, the gymnasium, the media center, the auditorium, or any classroom building. These items are to be kept in backpacks, book bags, purses, and/or pockets until the student exits the building.

Students are to refrain from making comments to or about classmates that may lead to a disruptive situation on the campus.

At the end of a class period the teacher dismisses the class, not the bell. Students are to remain in their seat until dismissed by the teacher.

Intervals between classes are not for socializing or leaning against walls. During this time, students should use the restroom and/or retrieve items from their lockers.

### STAIRWAY REGULATIONS

In the interest of student and staff safety, all of the courtyard stairways for Buildings 4, 5, 6 may be labeled with "UP" OR "DOWN" designations. These indicators may be in the form of words or arrows designating the direction of pedestrian flow. Students are to go up on the East side of these stairways and down on the West side of these stairways. Students are required to conform to these directions at all times while using the stairways.

All stairways on the North (back) end of these buildings are restricted to emergency use only. Students are not permitted in these stairway areas at any time other than a school designated drill or an actual emergency. Students found to be in these areas are subject to disciplinary action.

### PROHIBITED ITEMS SUBJECT TO CONFISCATION

The following items have proven to be disruptive, problematic, or in conflict with the orderly routine of learning and classrooms and the campus. **POSSESSION** of these items **is not permitted on school grounds at any time**. The below list is not strictly limited to the items named. Other items may be designated by Atlantic Community High School and the School District of Palm Beach County should they prove to be a disruptive factor. In addition, many of these items are also prohibited on school transportation vehicles. All prohibited items are subject to confiscation. Refusal by a student to turn over such item(s) to any staff member or administrator when requested will result in administrative disciplinary action up to and including suspension from school.

1. Weapons of any kind or item used as a weapon.
2. Students may not use or possess drugs, alcohol, tobacco products, drug paraphernalia, rolling papers, lighters, or matches.
3. Students **SHALL NOT DISPLAY OR USE** any **CELL PHONE** at **any time on school property** or during any school-sponsored program or activity, including school transportation. Cell phones are permitted on campus but they must be **POWERED OFF AND KEPT INSIDE A BOOK BAG, PURSE, ETC.** Violations will result in confiscation and could result in suspension from school.
4. Caustic chemicals, explosives, aerosol containers, fireworks, noxious substances
5. Laser pointers, beepers, audio recorders/players (CD/DVD players, cassette recorders/players, IPODS, MP3, etc.), video/electronic games, personal video or still cameras, playing cards, dominoes, dice, or any game of chance.
6. Headwear of any kind, including sweaters/jackets with hoods will be confiscated. Picks are also prohibited.
7. Belts, collars, wristbands, etc., that are decorated with metal studs or spikes. Chains or necklaces of any type that are not jewelry.
8. **Permanent** marking pens/highlighters of any kind. White out or liquid paper.
9. Skateboards/skates/bicycles are not permitted on campus. If used as transportation, they must be placed in the locked bike area in the parking lot or turned in to the school office each morning before school starts. They may be retrieved at the end of the day from that office.

### CONFISCATED ITEMS

Items confiscated from students will be returned **ONLY to parents or legal guardians, NO EXCEPTIONS**, during school hours. The school district of Palm Beach County and Atlantic Community High School and the employees thereof assume **NO RESPONSIBILITY** for any confiscated item that is lost, damaged, or missing. It is the students' full responsibility to assure that these items are not brought on campus. Confiscated items will normally be given to the student's Assistant Principal OR the School Office. If an item is confiscated, the student will be subject to disciplinary action. If a parent/guardian is unable to come to the school to obtain the confiscated item, the item will be returned to the student as determined by the student's Assistant Principal.

# DRESS CODE

School is a student's place of business and appropriate dress is required. The primary responsibility for personal appearance of students rests with the students and parents. STUDENTS ARE EXPECTED TO COME TO SCHOOL WITH PROPER ATTENTION TO PERSONAL CLEANLINESS, GROOMING, AND NEATNESS OF DRESS.

Parents are requested to play an active role in the ENFORCEMENT of this policy. Students with continuous or flagrant violations of the dress code policy are subject to disciplinary action up to and including suspension from school. **EXCEPTION:** Any student requesting exemption from the dress code for medical reasons must first present a doctor's note to that student's Assistant Principal for approval. Specific religious apparel will be allowed with a written request from the appropriate clergy. No other exceptions will be permitted.

Violators of dress code policy will be sent to **IN SCHOOL SUSPENSION** to await parent pick up or until appropriate clothing is brought to the student. Students who go home or miss 30 minutes or more of a class due to improper dress will be charged with an **UNEXCUSED** absence for the class periods they miss because of inappropriate dress. Appropriate disciplinary action will be taken as well.



ITEMS NOTED BELOW ARE LISTED DUE TO THE FACT THAT THEY HAVE BEEN THE MOST CITED PROBLEMS.

- Hoods are never permitted to be worn on campus.** Head coverings are not permitted on campus (unless they are required for safety or for specific programs). Examples of inappropriate headwear are: hats, caps, do-rags, headbands, visors, bandanas, stocking caps, etc.  
**NOTE: Knit caps** will be allowed when the weather is exceptionally cold (45 Degrees Fahrenheit, or wind chill factor, or colder).
- Shoes are to be worn at all times. Flip-flops, bedroom slippers, beach shoes, shower shoes, hee-lies, and socks without shoes, are never acceptable.
- Undergarments shall not be visible (i.e. Bra straps, boxers, thongs, etc.).
- Curlers and other hair grooming aids (including picks) are not permitted.
- Pants, skirts, and shorts must fit at the waistline not expose undergarments. Baggy pants or shorts that reveal undergarments are prohibited. Holes or cutouts in clothing fabric are prohibited. Slacks, pants, jeans, or shorts that are extreme in design are prohibited.
- Spaghetti strap, tank tops, tube tops, halter tops, strapless tops, tops with only one strap, low cut tops, sheer, mesh, or see through tops, and sundresses are not permitted. There are to be no bare midriffs. All tops must be high enough to eliminate any exposure of cleavage. All shirts, blouses, and tops must have sleeves at least 2 inches wide and long enough to reach below the waist and to be tucked into the waistband of skirts, pants, or shorts.  
**NOTE: Wearing a jacket or similar outer wear over inappropriate tops is not an acceptable alternative.**
- Dresses, skirts, split skirts, or shorts must be at least  $\frac{3}{4}$  thigh length. Roll-up, athletic, bicycle, or other similar tight fitting shorts are prohibited. Long dresses or skirts with slits to facilitate walking may not have a slit that is above the  $\frac{3}{4}$  thigh length standard.
- A shirt with sleeves must be worn under all sleeveless vests, jerseys, muscle shirts, or undershirts.
- Pajama tops or bottoms, lounge wear, boxer shorts, throws, towels, blankets or afghans worn as outerwear are not allowed. Leggings or leotards must have a covering item of clothing such as a skirt or shorts or other appropriate outer wear.
- Articles of clothing, accessories, or jewelry that may cause injury are not permitted.
- Clothing, jewelry, buttons, accessories, etc. with words, phrases, symbols, pictures, or insignia which are obscene, profane, racist, suggestive, or related to gangs, murder, tobacco, alcohol, weapons, or drug use are prohibited.
- Flags or national emblems are not allowed to be worn as articles of clothing. Clothing, jewelry, buttons, accessories, etc. which deface, alter or improperly display the national emblem are never permitted.

## ATTENDANCE

School attendance is the direct responsibility students, parent(s), and guardian(s). All students are expected to attend school regularly and to be on time for classes in order to benefit from the instructional program and to develop habits of punctuality, self-discipline and responsibility (D5.09). Educational excellence cannot be achieved without consistent school attendance. No student shall be awarded credit in a course when the student has been in attendance for instruction for fewer than sixty-eight (68) hours in a semester, unless the student demonstrates mastery. Mastery is defined as passing at least one of the two nine-week marking periods **AND** passing the semester or final examination. No credit for the course will be granted for that semester if the student does not pass the examination and has not been in attendance for the required number of hours (D5.09A).

In order for the school to help the student be the best they can be, the following items regarding attendance should be noted.

Attendance is required in at least four (4) hours of classes for students who are participating in any school-sponsored activity such as the prom, athletic events, school plays, etc. on the day of the event. If the event falls on a weekend, the requirement falls on the preceding day.

### ABSENCES (D 5.09)

Students who miss more than the first 30 minutes of any class are considered absent if they are not in their assigned classroom. Exceptions are those students who have a valid TLE, who are assigned to the In-School Suspension program, or who have been in another classroom and present the receiving teacher with a valid Atlantic High School pass to class. Students will not be marked absent and are allowed to make up missed assignments when an administrator, counselor, or police officer detains a student. The student will be provided with a proper admit to class form as verification.

Any student who has been absent from school has 48 hours to bring in a note with one of the valid reasons for being excused. Failure to do so will result in the absence being marked "unexcused."

Unless prior approval by a school administrator has been granted, only illness, death of immediate family members (parent, sibling, grand parent), court appearances, medical or dental appointments, subpoena by law enforcement agency, mandatory court appearance, and religious holidays of the students' own faith will be excused. Parents/guardians of students who need to miss school due to religious reasons should notify the school in writing five or more days prior to the expected absence to request the student be excused from attendance. Students shall be permitted to make up missed work without adverse effects.

Any absence due to oversleeping, missing the bus/ride, mechanical problems with private transportation, clock failures, household electrical outages, accidents, heavy traffic, or vacations will be considered as unexcused.

Excessive absences (excused or unexcused) may lead to the loss of credit for a course.

### EXCUSED ABSENCES

The following legible information is needed on all notes:

1. Student's Name -- First and Last
2. Grade Level of the Student
3. Date(s) of the absence
4. The Class Periods missed
5. The reason for the absence (illness, doctor's appointment, etc.)
6. Parent daytime phone number for verification
7. Parent's signature

Students returning to school after an absence should report to the School, Guidance, or an Assistant Principal's office and pick up the "Attendance/ Absence Report" form. The verified excused note from the parent should be attached to this form and the form taken to all teachers of the classes that were missed. When all teachers have signed the form, the last signing teacher should turn the form in to the Data Processing office with the daily attendance sheets.

When in doubt as to whether the absence is excused or unexcused, the teacher will mark the note as unexcused and notify the student. If the student wishes to have it changed, he/she should accept the responsibility of scheduling an appointment with the assistant principal.

Time allowance for make-up work to be handed in for credit shall be two block periods for each excused absence. For non-block periods, the time allowance is one day for each excused absence plus one day. Students with unexcused absences or suspensions will be given reduced credit for work missed during the absence. However, students are encouraged to complete all missed work in order to stay abreast of the rest of the class. Nine weeks and semester/final exams may be made up for full credit.

**\*Note:** An excused absence is still an absence. If 11 or more absences (or 6 or more block equivalent absences) occur in the semester, the semester exam must be passed to obtain credit for that semester regardless of the grades earned for each nine-week grading period or the reason for the excused absence.

### CHECKING STUDENT ATTENDANCE

Students/parents with questions about the number of absences for specific class periods should report to any Student Services office and get an "Attendance Alert" form. One form should be taken to each class period that the student has a question concerning exact dates of attendance. The signed, completed form is to be turned in to the Data Processing office.

### COLLEGE VISITS

Students shall be allowed an excused absence not to exceed 2 ½ days per year in grades 11 and 12 (for a total of five days during these two school years) to visit colleges. Local colleges are not included (BCC, PBCC, FAU, Palm Beach Atlantic, Lynn University, etc.). Proof of visitation must be returned to Guidance for these days to be granted as excused absences.

### EARLY RELEASES

There are no early releases after 2:30 p.m. since school is dismissed at 2:50 p.m. Students needing to leave campus for appointments, etc., should be picked up and/or signed out prior to 2:30 p.m. in the main office.

### TARDINESS

Students will learn best when they begin each class in a timely fashion. Teaching and learning cannot take place without the full cooperation of students and teachers. Students can cooperate by arriving to school and to class on time.

Any student arriving late to class will be considered tardy. All tardy students must report to ISS Room (2-120) for administration of the following disciplinary actions:

- 1st Tardy: Warning and pass to class
- 2nd Tardy: Warning and pass to class
- 3rd Tardy: Parent contact and assignment to ISS for the duration of the period
- 4th Tardy: Parent contact and assignment to ISS for the duration of the period
- 5th Tardy: Parent contact and assignment to ISS for the duration of the period
- 6th Tardy: Parent contact, ISS for the duration of the period, and 1 day ISS for the following day
- 7th Tardy: Parent contact, ISS for the duration of the period, and 1 day ISS for the following day
- 8th +Tardies: Continued and/or repetitive tardies will be deemed as insubordination and may lead to more severe consequences.

*Tardies will be monitored on a semester basis.*

Students arriving late on campus are to immediately report to Main Office and then report to the supervisor of the tardy detention room. Students who present written verification for an excused tardy will be given a pass and sent directly to their class. Students without valid documentation will remain in the tardy detention room for the remainder of that class period.

**Valid excuses for tardiness are:** illness, doctor or dentist appointments, court appearances, governmental appointments, and police reports (accident or traffic citation). Parents must sign in late students in the main office. Oversleeping, missing the bus or one's ride, heavy traffic, car problems, power outages, or **valid reasons without documentation** will not be excused.

All documentation must be accompanied by a written note that has the date, time, and reason for tardiness, parent's signature and phone number where they can be reached for verification. Students are not to sign excuse notes for themselves or other students. Parental written excuses without proper documentation will not be accepted.

### STUDENTS LEAVING CAMPUS

Atlantic Community High School is a "**Closed Campus.**" Students are not allowed to leave the campus for any reason without being issued a "Permit To Leave Campus" form. Parental permission or permission from an adult designated by the parent on the student's emergency information record for permission to leave campus must be verified by a school official/designee prior to a "Permit to Leave Campus" being issued. All students leaving campus with a "permit" must sign out in the appropriate log in the School Office prior to exiting the building.

Students enrolled in OJT classes, Dual Enrollment classes, or a "no class" must be able to present a valid ID or other valid written documentation (printout of class schedule) showing permission to leave campus at the time they are leaving. These students must leave campus prior to the start of the next class period. Leaving during any other part of a period is not permissible. Once students have left campus, they are not permitted to return to ride the bus or seek rides from other students. If a student is unable to leave campus when required, that student must go to the detention room for the remainder of the school day. Students found on campus when they are required to be off campus are subject to disciplinary action that could include a schedule change, removal from their "no class" or OJT, and/or suspension from school.

Any student leaving the campus without specific permission to do so from the parent/guardian and the school will be subject to disciplinary action up to and including suspension from school.

### PROCEDURES FOR LEAVING/ RETURNING TO CAMPUS

Once a student is on school board property (campus or school bus), that student must follow the sign-out procedure. Failure to follow this procedure will result in disciplinary action for "Leaving Campus without Permission." All students exiting the campus must leave through one of the designated doorways or gates. All students returning to campus during school hours must enter through the main office. Any student opening an outside door for returning students is subject to disciplinary action.

If a student has a prior appointment scheduled, written verification from the parent is required. The following information must be included: child's name, grade level, type of appointment, the date of the appointment, the time the student needs to leave campus, and parent's phone number(s) for verification. This verification needs to be brought to the School Office or the appropriate Assistant Principal's office prior to the start of classes in the morning. The student must report to the School Office to check out and receive a "Permit to Leave Campus" form prior to leaving campus. Parents will be phoned prior to allowing the student to leave campus.

If a student becomes ill during the day, he/she should report to the clinic for evaluation. If it is determined the child is too ill to remain on campus, the child must be able to provide a telephone number where his/her parent can be reached in order to obtain parental permission to go home. Verification of parental approval by the clinic is required before the student will be given a "Permit to Leave Campus".

# GENERAL INFORMATION

## ACCIDENTS AND ILLNESS

Students injured on the school premises should, as conditions warrant, be taken immediately to the school clinic, the hospital, or doctor's office and the parent should be notified. The supervising teacher shall submit an accident report to the appropriate assistant principal. The assistant principal will file the accident report in the Main Office before the end of the school day. In the event 911 needs to be called, parents are responsible for the cost of transporting the student to the hospital.

## ACCIDENT INSURANCE

Applications for accident insurance are available to students at the beginning of each school year. The responsibility for arranging for insurance and filing claims lies with the respective students and/or parent, **NOT WITH THE SCHOOL**. The insurance does not cover interscholastic sports or its practice sessions. Before students are allowed to compete on a school team, they must show proof of special insurance coverage.

## ANNOUNCEMENTS

Televised announcements are made at the request of any club, organization or activity sponsor. Announcements are broadcast to all classrooms daily. Informative and pertinent information as well as school news and upcoming activities or events will also be broadcast. The school intercom will only be used for emergency or vital update information as authorized by the principal.

## CAFETERIA MEAL PRICES

Breakfast	free	
Lunch	\$ 2.00	ala carte items as priced

## CAMPUS SECURITY

At no time are students ever permitted to "climb or jump" any fence on campus, whether coming on campus or leaving campus. All students must enter through approved gates or entrances.

At no time are students allowed to prop open any door that has courtyard or exterior building access. Doors to the parking areas, bus loop, and back access roadway are to be closed and locked unless otherwise accessed by an administrator.

Students found in non compliance with the above provisions will face administrative discipline up to and including suspension from school.

## CLINIC

The clinic is staffed by a registered nurse, who screens students coming to the clinic to determine the seriousness of their illness/injury. The clinic is intended for first aid and emergency use only. Students must obtain a pass from their teacher or from an administrator in the cafeteria to go to the clinic. Permission to leave school after entering the clinic can only be granted by an assistant principal/designee once the permission to leave is confirmed by a parent/guardian or other authorized person on the emergency card. If a student is unable to reach a parent, the student must return to class after a reasonable time.

A student under the care of a licensed physician and needing to take medication must clear its use by written permission from the parent and physician. Students must secure the "Authorization of Medications" form from the school nurse and have it completed by the physician and parent. Once the form is completed, it must be returned to the school nurse.

The medication itself should be presented to the nurse in its original container issued from the pharmacy. The school nurse/designee will monitor the administration of the medicine. The school **cannot issue any over-the-counter drugs** to any students and can only comply with the above listed procedure.

## DAMAGE TO SCHOOL PROPERTY

As is the case in many states, Florida Law also makes the parent responsible for the total dollar value for any damage to school property as a result of the child's actions. Florida Statutes authorize recovery of civil damages and court costs from the parent of any child who willfully destroys any property, real, personal or mixed belonging to the school district. (**Juvenile Justice Bill Sections 43 and 51**).

## DELIVERIES

Only deliveries of requested items from authorized vendors will be accepted on school grounds. The staff at Atlantic High School will not accept nor be responsible for any deliveries to the school that were not requested by authorized administrators or staff. Deliveries of gifts, food, flowers, balloons, etc. to be given to students or staff members will be denied. These items should be given to the individual(s) in person, off campus, or be delivered to their home.

## FIELD TRIPS

When a student plans to participate in any approved field trip related to the enrichment of class work, a permit slip from parent or guardian is required prior to the scheduled date of the trip. Slips will be supplied by the sponsoring teacher well in advance of the trip. Students will be expected to go in transportation arranged by their sponsor and at no time will the students leave in transportation not approved by the sponsor of the field trip.

Teachers may decline to give permission for an out-of-class activity based on attendance and/or a failing grade in class. Students are required to make up all work missed from their other classes while attending a field trip. D 2.40

## FINANCIAL RESPONSIBILITY

At the end of each semester, grades are withheld for any student who has a debt outstanding for things such as lost or damaged textbooks, library books, locks, broken or lost equipment, etc. Letters of notification will be sent to parents of students owing more than \$1.00. The diploma of any senior who has outstanding financial obligations at the time of graduation will be withheld until the debt is paid. Transcript may also be withheld until all obligations are met. FS 1006.42

## FIRE DRILL AND EMERGENCY PROCEDURES

Fire drills, Tornado drills, and other evacuation drills are held periodically. Instructions for routes are posted next to the door in each classroom and office. An alert bell/siren will be used to notify the campus. Each drill will be designated by the type of warning that is posted on the wall next to the evacuation route. Students are to leave the room/building quickly and go quietly to the designated areas. Students are required to remain at this location, with their teacher (attendance will be taken), at all times, staying clear of roads and sidewalks. When the all clear is sounded, students are to use the same route back to their room as the one they used to evacuate. Other emergency procedures will be posted in classrooms.

## FUNDRAISING

Student fundraising activities must not interfere with class instruction. Fundraising activities on campus by students are limited to those on the school calendar, which have been approved by the Activities Director. Items such as food, jewelry, t-shirts, etc. cannot be sold on campus for personal gain.

## GANG CONTROL POLICY

All gang related activity is prohibited on campus. Youth and street gangs are any ongoing organizations, associations, cliques, or groups of three (3) or more persons, either formal or informal, which meet **BOTH** of the following criteria:

1. Has unique common name or common identifying signs, colors, or symbols.
2. Has members or associates who, individually or collectively, repeatedly engage in, or have repeatedly engaged in criminal activity.

A youth and street gang member is a person who meets **any two** (2) of the following criteria:

1. Admits to gang membership
2. Is a youth up to age 21 who is identified as a gang member by a parent or guardian
3. Resides in or frequents a particular gang's area and adopts their style of dress, use of hand signs, symbols, or tattoos, and associates with known gang members
4. Is identified as a gang member by a documented reliable informant
5. Is identified as a gang member by an informant of previously untested reliability and corroborated by independent information
6. Has been arrested more than once in the company of identified gang members for offenses which are consistent with usual gang activity
7. Is identified as a gang member by physical evidence, such as photographs or other documentation

## LOCKS AND LOCKERS

All student lockers are subject to search without warning pursuant to Florida law.

Locks attached to the hallway lockers are available through ROTC for a rental fee of \$10.00 per year. A lost or damaged lock or failure to return the lock at the end of the school year requires a \$10.00 replacement fee before another lock/locker can be issued.

PE lockers and locks are also available for a rental fee of \$5.00 and should be used to prevent loss of personal items while the student participates in physical education activities.

Cars may not be used as lockers since students may not go to cars during the school day. Students are not permitted to share lockers. The school is not responsible for any loss of or damage to locker contents or the nature of the contents themselves. It is the student's responsibility to report any malfunction of a lock or locker to the ROTC Office immediately.

Upon the rental of a locker, a student will assume total responsibility for its contents. Any locks not issued by ROTC or PE that are placed on lockers will be removed without notification. All materials and books **MUST** be removed from the lockers when directed, prior to the start of final exams. Locks are the property of the school and are to be left on the lockers after they have been cleaned out. Students whose lockers are missing a lock at the end of the school year will be placed on the obligation list.

Lockers must be cleared out no later than two weeks prior to the close of school.

## LOST AND FOUND

The school cannot assume responsibility for lost articles. The student is urged not to bring valuable items on campus or to carry large amounts of cash. Found personal items and books are taken to the Media Center.

## MEDIA CENTER

Every effort is made to provide students and staff services to meet their curricular and extracurricular needs. The program strives to provide intellectual, as well as physical, access to information and ideas and to stimulate interest and competency in their use. The media program is designed to help students function successfully in our technological society, and fulfill life-long learning needs. Students receive an orientation and training to use the variety of resources both printed and online. Applications for a Delray Beach Public Library card or a Palm Beach County Public Library card can be obtained from a media specialist. The Media Center is open Monday through Friday, from 7:00 a.m. to 3:30 p.m.

Students are expected to respect the rights of other students using the Media Center. Courteous consideration for others makes using the Media Center an enjoyable experience for both study and reading. Students are expected to follow all school rules while using the Media Center. No food or drink shall be brought into the Media Center.

Students who use the Media Center before school and after school must be wearing their student photo ID to enter. Students who want to use the Media Center during their lunch period must obtain a Media Center Lunch Pass from an administrator on duty in the Cafeteria. The pass and student ID must be shown to the media staff at the circulation desk and the lunch sign-in log must be filled out. Students coming from a classroom during class hours must have an official pass and their photo ID to enter.

Books can be checked out for two weeks and renewed once. Reference books may be checked out overnight with special permission. Students may check out up to five books, but not all of them on the same subject or category. Students may not check out books for other students. Students may not check out materials if they owe a fine or have an overdue book. Students with media obligations may continue to use the in-house services of the Media Center. The fine on overdue books is \$.10 per school day. Fines on overdue books shall not exceed the price of the book. A fine for a reference book is \$1.00 per school day. The full replacement price must be paid for a lost book. If a lost book that has been paid for is returned, upon presentation of the official paid receipt, the student will receive a full refund minus the fine. The book must be in good condition to receive a full refund. The following may be checked out at the close of the school day and should be returned by first period: reserve books, map files, and reference books. Students MUST have a student photo ID to check out books.

Students are to use the computers ONLY for the purpose(s) authorized by the teacher or media specialist. The abuse or misuse of the computer or the programs on the computer could result in a disciplinary referral. The Media Center has extensive research resources available at the school web site at: <http://www.palmbeach.k12.fl.us/AtlanticHS>

## MESSAGES FOR STUDENTS

We ask that parents limit their request for delivery of student messages to **EMERGENCY** cases only.

## NEWS COVERAGE OF SCHOOL ACTIVITIES

At various times during the course of the school year, representatives of the news media (including print, radio, and television) will request access to school campuses to cover school activities and events. If there is an objection to having a student photographed, filmed or interviewed by news media representatives, please notify the school in writing. This letter should be addressed to the Principal.

## PARENT CONFERENCES

Parents are invited to confer with the student's teachers at any time during the school year. It is advisable and requested that the appointment be scheduled with the teacher during that teacher's planning period.

1. For individual teacher conferences, parents should call the appropriate Guidance Office and leave their name and number where they can be contacted.
2. For questions regarding grades, transcripts, scholarships, schedules, etc. the parents should call the Guidance Office.
3. For questions regarding attendance and discipline, the parent should contact the appropriate Assistant Principal for their child.

## PLEDGE OF ALLEGIANCE

Pursuant to Federal case law, students are not required to stand for the pledge; they are not required to recite the pledge if they choose to stand; and they do not need anything in writing from their parents or guardians to avail themselves to this right. However, students may not be materially disruptive during the pledge.

## PROM/HOMECOMING DANCE RULES

1. Photo identification will be required for **EVERYONE** who enters the dance site.
2. The **maximum** age for attendees is **21**.
3. Everyone who enters is subject to breathalyzer testing and scanning by metal detector.
4. For homecoming, only current Atlantic High students will be allowed to attend.
5. For prom, only current Palm Beach County students will be permitted to attend.
6. If a student will be escorted by a non-Atlantic High School student, the ticket must be purchased at least **one week in advance** to allow time to conduct a background check.
7. All attendees are subject to all school and governmental rules, regulations, and laws.

## PUBLICATIONS

*The Nautilus*, the school yearbook, serves as a permanent record of noteworthy events. The student newspaper, *The Squall*, is issued several times per year. Also produced is *Sculptured Thoughts*, a literary magazine.

The Principal will publish a newsletter to parents throughout the year. It is mailed every other month.

## SCHOOL TELEPHONES

Since students are not permitted to use cell phones at any time while on campus, they may make emergency calls from any of the school offices. The student must present a valid pass if the call is being made during class times. Office phones will also be available during passing time between classes.

## STUDENTS REMAINING AFTER SCHOOL HOURS

In the interest of safety for our students, students who are not involved in an activity should leave campus immediately after the bell rings. Students who are not picked up within 20 minutes of dismissal and do not ride the bus, drive, or ride with another student are required to wait under the tower near the main office. Students found wandering the campus will be subject to administrative discipline.

Parents should come to the Main Office to call for, and meet their child.

## TEXTBOOKS AND OTHER INSTRUCTIONAL MATERIALS

Many of the ways we do things are changing, particularly the basics of pencil, chalk and textbooks being supplemented with computers, videos and other electronic printed materials.

Our school and our School Board are committed to providing appropriate instructional materials in all core areas of study for each child. We are committed, also, to ensuring your child has access to these materials, be they for homework, in class use only, time on a computer at school, or other materials available in our media center.

In some instances, there may be no textbook for a class because other materials are more appropriate or up-to-date for content purposes. In some other instances, class sets (books not assigned to students but used in class and available to students and parents as needed for use at home) may be assigned when the text is used as a reference and other materials are more appropriate for outside-class assignments.

Students are responsible at the beginning of each new class to properly inspect and identify any damage to textbooks or materials they are issued. Once issued, the student is responsible for maintenance of that material. If any loss or damage occurs to the materials checked out to the student, there may be financial restitution that needs to be paid to repair or replace the materials. Students need to make sure they fill out their Student Issued Damage Report Cards correctly at the time they are being issued materials.

## VALUABLES

The school cannot be responsible for valuables and large sums of money brought to school. It is best to leave valuables at home.

## VISITORS

All visitors to the campus must check in at the Main Entrance upon their arrival for clearance and a visitor's badge before entering the campus. When at all possible, visitors will be escorted to the appropriate destination. Visitors are not permitted to enter classrooms or offices without proper identification and permission.

# STUDENT CODE OF CONDUCT

## PHILOSOPHY OF DISCIPLINE

One of the objectives of the school is to encourage and develop self-control and discipline, rather than mere obedience to others. Further, intelligent self-direction is encouraged and developed. To these ends, students are provided with specific freedoms within the framework of school policies and are provided opportunities to learn to make decisions, to make choices, to assume responsibilities, to make mistakes, all under faculty supervision in a supportive environment.

In the environment of a large group such as that of a school, it is important to structure the conduct of individual students in such a way that they do not unfairly or unnecessarily interfere with the rights of others or with the rights of the total group. Most student misconduct and violations of policies and school rules are probably due to carelessness, thoughtlessness, impulsivity, or lack of knowledge or understanding of what is required under school rules and policies. It is a primary objective of this publication to outline and clarify many of the rules of student conduct and discipline, the specific grounds for disciplinary action, and the responsibilities and rights of students. D 5.35(2)(a).

## CONDUCT AND DISCIPLINE

All students at Atlantic Community High school are expected to reflect its high standards of conduct in their appearance, their behavior, and by conducting themselves in a manner conducive to the smooth and orderly operation of the school. Students should be in class on time and pass from class to class in an orderly fashion, avoiding any behavior which might cause a disruption. Students should show respect and consideration for their peers and all members of the school staff. This respect should extend to personal and school board property. A student exhibiting exemplary conduct is one who supports the important business of learning through his/her mature behavior in all school-related activities, on and off campus, and who avoids any situation that might lead to the interruption of the learning process.

It is the intent of this policy to establish guidelines for the conduct and discipline of the students in all of the school district. The objective of this policy is to establish a safe, wholesome climate to foster learning and positive growth for students. The school district exercises these responsibilities. D5.18

1. During the time the student is enroute to and from school on district provided transportation.
2. During the time the student is attending school.
3. During the time a student is physically present at a school activity or physically on the property or in a facility, which is owned or operated under the jurisdiction of the School Board.

## DISCIPLINARY INTERVENTIONS

Following listed items are some of the most commonly used penalties for violating rules at Atlantic Community High School. The interventions are based on the severity of the infraction and/or the student's disciplinary record.

Probation – A student may be placed on probation for a time not to exceed the academic year. D 5.18

Suspension – This is a temporary removal from all classes of instruction on public school grounds and all other school sponsored activities. This punishment is not to exceed ten (10) days. D 5.80(3) (k) NOTE: A student charged with a major offense may be suspended immediately without the necessity for prior consideration of alternative disciplinary measures. F.S. 1002.20 (4) (a); 1006.09 (1) (b).

Expulsion – Recommended by the principal to the School District of Palm Beach County to ensure the safety of the staff, students, and educational program.

## ALTERNATIVES TO SUSPENSION

Temporary removal from class	Confiscation
Revocation of Parking Privilege	Student Conference
School Beautification Program	Cafeteria Duty
Anger Management Program	FACE IT Program
After School Detention	Loss of Privileges
School Service Work	Parent Conference
In-School Detention	Phone Call Home
Tobacco/Drug/Alcohol Alternative	Restitution
Days Held in Abeyance	Bus Suspension
Referral to School Based Team	Schedule Change
In-School Suspension	ATOSS

## STUDENT/PARENT GRIEVANCE PROCEDURE

A grievance is defined as any situation or condition occurring in the course of the school's operation, which causes a student to feel aggrieved. The aggrieved student should contact the person who has allegedly caused the grievance and try to resolve it through informal procedures. Failing to achieve this end, the student has the right to request a formal hearing. Procedures for submitting grievances concerning a disciplinary action taken by a school administration are:

The principal or designated representative will conduct a hearing in a fair and impartial manner and afford the student the right to present evidence and testimony. The appeals process shall **NOT** delay the implementation of disciplinary action.

The parent who has a grievance should make an appointment with the designated assistant principal and explain thoroughly the type and nature of the grievance and all of the events leading up to the grievance.

Following the hearing on the grievance, the assistant principal shall inform the student and parent/guardian about the decision in writing, canceling, modifying, or affirming the original action.

It is the assistant principal's responsibility to take whatever action is deemed necessary for the solution of the problem if such a solution is not contrary to Board Policy. The assistant principal shall keep the parent informed of the action taken to remedy the problem.

If the decision of the assistant principal is not satisfactory to the parent, the parent may represent the complaint in writing to the Principal. If the Principal's decision is unsatisfactory, the parent may then further appeal, in order, to the area superintendent, to the superintendent and then to the Board. D 5.18(12)

**Note:** The filing of a grievance shall not lead to the harassment of or retribution to any student. No reference to the filing or processing of a grievance procedure shall be placed in a student's permanent cumulative guidance record folder.

## THE FOLLOWING LISTED INFRACTIONS ARE CONSIDERED TO BE VIOLATIONS OF THE STUDENT CODE OF CONDUCT. THE CODE OF CONDUCT IS IN EFFECT AT ALL TIMES A STUDENT IS ON ANY SCHOOL DISTRICT PROPERTY OR ATTENDING ANY SCHOOL FUNCTION.

1. Assault/battery upon any school board employee.
2. Assault/battery upon any student.
3. Physical aggression toward another person.
4. Disrespectful language.
5. Profane/Obscene language.
6. Disobedient, Defiant, or Insubordinate behavior toward a school board employee.
7. Bullying/Harassment, Extortion, Blackmail, or Coercion, or making verbal or written threats.
8. Sexual Harassment.
9. Robbery, Theft or Stealing.
10. Vandalism or abuse of property.
11. Cheating or plagiarism.
12. Habitual tardiness or absences. Skipping class. Being in an unauthorized location on campus. Leaving school grounds without permission.
13. Disruptive behavior on school transportation vehicles or in any learning environment.
14. Possession of prohibited and or disruptive items.
15. Forgery, counterfeiting, misrepresenting a signature on any document or paper. Lying or misrepresentation.
16. Computer misuse.
17. Possession, use, sale, or distribution of drugs, imitation drugs, alcohol, tobacco, or other mood modifying substances or drug paraphernalia.
18. False fire alarms, 911 calls, or bomb threats.
19. Possessing or using firecrackers or other incendiary or explosive devices, smoke or stink bombs, or flammable solids or liquids.
20. Gambling, wagering, playing card games, using dice, or dominoes.
21. Sexual misconduct, performing an inappropriate, lewd or obscene act.
22. Trespassing. Being in a restricted area on school board property.
23. Violation of the dress code.
24. Motor vehicle misuse; parking, or traffic violations.
25. Climbing any fenced area on or surrounding campus.
26. Refusing to identify yourself to any school employee
27. Using any type of camera without permission from the principal
28. Any act which causes a disruption to the peaceful routine of a classroom or the campus. Disorderly conduct.