

Interlachen High School

Integrity – Honor – Success



Student Handbook

2018 - 2019

126 North County Road 315
Interlachen, FL 32148

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(386) 684 – 2116 (Office)  
(386) 684 – 3915 (Fax)

## TABLE OF CONTENTS

|                                            |              |                                           |
|--------------------------------------------|--------------|-------------------------------------------|
| <b>School Facts &amp; Info at a Glance</b> |              | <b>3</b>                                  |
| <b>School Faculty &amp; Staff</b>          |              | <b>4</b>                                  |
| <b>School Policies &amp; Procedures</b>    |              | <b>5-18</b>                               |
|                                            |              |                                           |
| <b>Attendance Policy &amp; Procedures</b>  | <b>5-6</b>   | <b>Money</b>                              |
| <b>Bus Regulations</b>                     | <b>7</b>     | <b>Off Campus Programs</b>                |
| <b>Cafeteria</b>                           | <b>7</b>     | <b>Passes for Being Out of Class</b>      |
| <b>Closed Campus</b>                       | <b>7</b>     | <b>Pranks</b>                             |
| <b>Clubs/Activities/Programs</b>           | <b>8</b>     | <b>Profanity / Disrespect / Vulgarity</b> |
| <b>Community Service</b>                   | <b>8</b>     | <b>Promotion Standards</b>                |
| <b>Computer Rules</b>                      | <b>9</b>     | <b>Public Display of Affection</b>        |
| <b>Copyright Policy</b>                    | <b>10</b>    | <b>Restrooms</b>                          |
| <b>Culinary Arts</b>                       | <b>10</b>    | <b>School Property</b>                    |
| <b>Dean’s Office</b>                       | <b>10</b>    | <b>School Resource Officer</b>            |
| <b>Debt List</b>                           | <b>11</b>    | <b>School Rules</b>                       |
| <b>Dress Code</b>                          | <b>11</b>    | <b>Student Areas</b>                      |
| <b>Electronic Devices</b>                  | <b>11</b>    | <b>Student Lockers</b>                    |
| <b>Field Trips / School Elections</b>      | <b>12</b>    | <b>Student Parking</b>                    |
| <b>Grading Policy</b>                      | <b>12</b>    | <b>Supervision After School</b>           |
| <b>Guidance Department</b>                 | <b>12</b>    | <b>Teacher / Parent Conference</b>        |
| <b>Halls &amp; Sidewalks</b>               | <b>12</b>    | <b>Teasing &amp; Bullying</b>             |
| <b>Horseplay</b>                           | <b>12</b>    | <b>Telephones</b>                         |
| <b>Lost &amp; Found</b>                    | <b>12</b>    | <b>Withdrawal from School</b>             |
| <b>Media Center</b>                        | <b>12-14</b> |                                           |
| <b>Medical Clinic Procedures</b>           | <b>14</b>    |                                           |
|                                            |              |                                           |
| <b>Medicine &amp; Medication</b>           | <b>14</b>    |                                           |

# SCHOOL FACTS & INFO AT A GLANCE

## VISION STATEMENT

*Interlachen High School focuses on pushing students towards their individual full potential through challenging curriculum, positive relationships, and community involvement.*

### QUICK FACTS:

School Mascot: **RAMS**

School Colors:  
**BLUE, SILVER, & WHITE**

School Motto:  
**INTEGRITY, HONOR, & SUCCESS**

School Website:  
***Putnamschools.org***

### ALMA MATER

Our dear own Interlachen  
You our praises rise,  
Your memory we'll always keep  
To cherish all our lives,  
Your dedication to our youth  
Your care for us each day,  
Your love for us throughout the years  
A debt we can't repay.

### \*\*\*WHERE DO I GO?\*\*\*

#### DEAN'S OFFICE

\*\*Bus Passes & Information  
\*\*Discipline Issues  
\*\*Lost & Found  
\*\*Lockers  
\*\*Parking Permits

Contact Person:  
Ms. Harrison  
684-2116, ext 354

#### GUIDANCE OFFICE

\*\*Schedule/Class Information  
\*\*Graduation Information  
\*\*Transcripts  
\*\*Personal Crisis

Contact Person:  
Mrs. Key  
684-2116, ext 287

#### ATTENDANCE OFFICE

\*\*Admits (for absences)  
\*\*Checking-in late or  
checking-out early  
\*\*Dual-Enrollment Sign-In /  
Sign-Out

Contact Person:  
Mrs. Leslie Smith  
684-2116

## SCHOOL FACULTY & STAFF

### Administration:

Helms, Bryan --- Principal  
Oyster, Cathy --- Assistant Principal  
Eubanks, Joy---Assistant Principal

**TOSA:** Kim Parcher

### Dean of Students:

DeBose, Clarissa  
Pacetti, Katie

### Guidance Counselors:

Briana Kelley- 9th and 10th Grade  
Mikell, Michelle- 11th and 12th Grade

### Teachers:

Amar, Ruth – Social Studies  
Bailey, Nicole-Science  
Bishop, Deborah – Math  
Bock, Mary- Math/Credit Recovery  
Bryant, Gregory-JROTC  
Cole, Jessica – Social Studies  
Cooley, Douglas – Spanish  
DeBose, Clarissa – Dean/Personal Fitness  
DeLoach, Jennifer – Gifted  
DeLoach, Thomas - Welding  
Devereaux, Gus- Math  
Gibson, Eric- PE  
Hamilton, Ann – Art  
Harkey, Rebecca – Reading/English  
Hersey, Katie - Health Science  
Houk, Jeanie - Agriculture  
Irizarry, Wilfredo - Band  
Johnson, Donna – Reading  
Kanouse, Anne – ESE  
Lane, Frances - Science  
Middleton, Lizabeth – Social Studies  
Misamore, Lindsey- JFG  
Ogle, Hannah- Science  
Pacetti, Katie-Dean/Credit Recovery  
Phillips, Brittani-AVID/Computer Science  
Phillips, Mindy – Math  
Smith, Edward – ESE PMH/TMH  
Stegall, Paul – Science

Swayze, Gerald – Social Studies/Criminal Justice  
Troiano, Tonya - English  
Tyson, Andrew – Culinary Arts  
Walker, Aaron - English  
Walker, Chad –English  
Westbury, Shana-Math  
Whitehurst, Ron – Math, Athletic Director  
Wykoff, Kris – English  
Yancey, Matthew-PE  
Zarczynski, John- English

### Office Staff & Instructional Assistants

Basel, Shirley – Paraprofessional  
Halsey, Peggy – Paraprofessional  
Harrison, Annette – Paraprofessional  
Hoyt, Kathy –Paraprofessional  
Irizarry, Catherine –Paraprofessional  
Jara, Ronda- Paraprofessional  
Key, Sandra – Data Clerk  
Lancaster, James-Paraprofessional  
Lebron, Nadine – Paraprofessional  
Michael, Susan – Executive Secretary  
Smith, Leslie-Front Desk  
Smith, Stacy – Paraprofessional  
Swire,Sue-Paraprofessional  
Troiano, Kim- Media Center  
Williams, Stephanie-Paraprofessional

### Custodial Staff:

Allegrante, Tony  
Isom, Laverne  
Gibson, Evelyn  
O’Neal, Willie  
Sheeks, Darlene  
White, Sean

### Cafeteria Staff:

Perham, Tina - Manager  
Blevins, Maria  
McCoy, Gail  
McKillop, Reva  
Parker, Kathryn  
Passwater, Rebakah

## SCHOOL POLICIES & PROCEDURES

### ATTENDANCE POLICY AND PROCEDURES

Regular attendance at school is important for student achievement and should be encouraged. Excessive absence is detrimental to a student's educational progress. Therefore, family trips and medical appointments should be planned during vacations or after school hours. The environment in a classroom setting is one of interaction among teachers and students. If a student is not present to become involved in this process, the student is denying himself/herself a valuable educational experience.

When a parent provides documentation that excuses a student's tardy or absence, it is filed as a parent note. In the case of an absence, written documentation by the parent or guardian must be submitted within three (3) working days upon return to school. After this time, no documentation will be accepted for the validation for this particular absence and it will be documented as unexcused. Students who miss more than one-half of a class period will be marked absent for that period.

Interlachen High School will enforce the Putnam County School District attendance policy as described below:

#### **HIGH SCHOOL GUIDELINES**

*Students who earn 1 credit for a full year class must have been in that class for at least 135 hours of instruction. Students will be allowed to miss 18 days of class with excused or unexcused absences (school sponsored trips are not counted as an absence). Failure to meet this requirement may result in the loss of the credit. Students who earn a half credit for a semester class must have been in that class for at least 68 hours of instruction. Students will be allowed to miss 8 days of class with excused or unexcused absences (school sponsored trips are not counted as an absence). Failure to meet this requirement may result in a loss of credit.*

**\*\* The Principal will review all cases where a loss of credit may result and will make the final decision whether to award or deny the credit. The Principal's decision will be final. \*\***

Excused absences will be considered under the following circumstances:

1. Medical reasons verified by a physician or clinic
2. Death in the family
3. Legal reasons verified by a lawyer or a court
4. Absence that is school-related
5. Absence for religious reasons
6. Circumstances as determined by the Principal (parent note)

After a student has five absences due to illness, a note from a medical facility will be required in order for the absence(s) to be considered excused.

Students shall be provided an opportunity to make up work for all absences. The work must be completed within 3 school days or a reasonable length of time as determined by the teacher.

As well as the above consequences, the Department of Motor Vehicles will **revoke driver's licenses from students with 15 or more unexcused absences within any 90-day period.**

There are no official "skip days."

#### **ATTENDANCE - CHECKING IN TO SCHOOL**

Students reporting to school after the 1<sup>st</sup> period tardy bell must report to the Attendance Office to check-in to school and to receive a pass to class. Failure to check-in will result in disciplinary action. Upon the 4<sup>th</sup> unexcused tardy and subsequent tardies to school, the student will face disciplinary action. Students who are checking in late are not permitted to bring food and/or drink onto the campus.

#### **ATTENDANCE - CHECKING OUT OF SCHOOL**

Beginning the 2018-19 school year, Interlachen High School procedures for early checkouts will be changing in order to maximize student attendance and student learning. There will be no early checkouts granted by email, notes from home or phone calls. A parent/guardian will be required to come to the school to check out his/her child. For students that drive, the exception will be for a doctors appointment. The student will need to present an appointment card to the front office staff at the time of the appointment. Front office staff will verify this appointment by calling a parent/guardian using a phone number listed on Skyward. Front office staff will determine when the student should leave in order to make the appointment on time. When the student returns to school, he/she will bring a note from the doctor that specifies the time they left the appointment. This will determine how many classroom absences will be considered Excused. We greatly appreciate your cooperation and support in maximizing student attendance and student learning.

**Students who leave campus without following proper check-out procedures will be considered skipping. Once a student arrives on campus, they are to remain until the end of the school day. This includes in the morning before or after the first bell. Any student violating this rule will be subject to disciplinary action. Students found on another campus during the school day will be subject to disciplinary action.**

## **Students are not to leave campus for lunch.**

#### **ATTENDANCE - TARDY TO CLASS**

Students have 5 minutes between class periods. Students are expected to be in class by the tardy bell.

#### **BUS REGULATIONS**

Students are expected to adhere to all posted safety rules on buses at all times. The bus driver has full authority over all students at all times while the students are on the bus. Improper conduct may result in a student's privilege to ride the bus being denied. Violations of a serious nature or for continual misconduct will result in bus expulsion.

Only regularly scheduled bus students may ride the bus. Students may only board or get off the bus at their assigned stop. Students may not ride a bus other than the one they are assigned to ride. Arrangements to ride a different bus or to switch stops in the case of an emergency must be made through the Dean's Office by 9:45am on the day of the change. Parent/Guardian contact information must accompany the request. Only requests in the case of a true emergency will be considered.

The Putnam County bus discipline guidelines will be strictly followed.

#### **CAFETERIA - BREAKFAST & LUNCH PROCEDURES**

- Students must eat their breakfast and/or lunch in the cafeteria. **Food, drinks, or other snacks are not to be consumed in the classrooms or hallways at any time. Students should not exit cafeteria in possession of these items.**
- To exit the cafeteria for any reason, students should ask an Administrator or Dean for permission.
- If you are not in the cafeteria during your lunch and you do not have permission from an Administrator or Dean, you will be considered skipping.
- Please respect the students in subsequent lunches and the employees charged with cleaning by tidying up when finished eating. Trash cans are available throughout the cafeteria for refuse disposal. We have an

- attractive cafeteria and we should allow everyone to enjoy a clean environment in which to dine.
- Please practice civility while in the cafeteria by refraining from throwing food or condiments, and from skipping into the lunch line ahead of those who have already been waiting ahead of you.
- Seniors will be released for lunch 5 minutes ahead of all other students. Any underclassman that enters the cafeteria before their assigned time will face disciplinary action.
- Students must be prepared to state their full name and lunch number when placing their order.
- All food purchased from the Culinary Arts class must be consumed therein.

### **CLOSED CAMPUS**

In order to better ensure the safety of all students and staff, I.H.S. has a closed campus. **No visitors to campus are allowed during the school day unless approved in advance by Administration.** Parents or legal guardians wishing to visit a student must check in at the front office and should acquire a visitor's pass. Only emergency messages left by a parent or legal guardian will be delivered to students.

### **CLUBS/ACTIVITIES/PROGRAMS**

There are a variety of clubs and athletic programs at Interlachen High School that allow students to participate in a wide array of activities.

In order to participate in any extracurricular activity inside and outside of the athletic program at Interlachen High School, students must meet the following criteria:

- 9<sup>th</sup> and 10<sup>th</sup> Graders – Must have a minimum cumulative GPA of 2.0 **or** a 2.0 GPA from the previous semester
- 11<sup>th</sup> and 12<sup>th</sup> Graders – Must have a minimum cumulative GPA of 2.0

No club will hold a meeting without the sponsor. Any student staying after for a sport or club meeting/activity should remain with an adult sponsor/coach until the time they leave campus. School clubs are not exclusive and should not operate as such. All students will have access to club participation, with school/district/FHSAA guidelines being the only limitation.

**If a student has been assigned out-of-school suspension, he or she will not be allowed to participate in or attend any extracurricular activities for that day. If the suspension is in effect on the last day of the week, the student is not to participate in any school activities taking place over the weekend.**

In order to be a participant in any school-related extracurricular activity, the student must attend for a minimum of 4 class periods the day of the event.

Any spectator who causes himself/herself to be ejected from an athletic event, assembly, program, or other school function will be suspended from attending any school-related events for the remainder of the school year.

**Dances are for IHS students.** Students in grades below 9<sup>th</sup> are not permitted, **no exceptions.** Anyone not attending IHS must be under 21 years old and have permission from Administration prior to the dance. See an administrator for approval.

### **COMMUNITY SERVICE/VOLUNTEERISM POLICIES**

- Definition of Community Service/Volunteerism
  - Selfless, humanitarian tasks performed to enhance the quality of life in the school or community

- Must be non-curriculum based and recognized by the school
- Must **NOT** occur during regular school hours
- Must **NOT** be earned for service required as a part of a court action
- Documentation needed
  - Service must be pre-approved by a principal or designee
  - Parent/guardian AND supervisor of the agency or organization must sign a document to approve the service activity
  - Service may be documented on official letterhead of the organization or IHS school log
  - School log or letterhead document **MUST** be turned in to the guidance office no later than 10 days before the end of the semester.

LOCATIONS/ORGANIZATIONS

Non-Community Service

Governmental agencies

Working for salary

Non-profit organizations

School rehearsals/practices

At school, if truly voluntary (before/after school)

Working for business that earns profit due to service

Religious mission work

Performing & earning grades

Club project that is a service project

Fundraising for non-profits/charities

Hospitals/Nursing Homes

Other activities approved by a principal or designee

Questions? Ask a principal or designee

**COMPUTER RULES**

1. No downloading of files that are copyrighted or that are not for educational use.
2. Do not read or modify other user's files and intellectual property.
3. No damaging or performing alterations to computer equipment.
4. No hacking (includes attempting to access filtered websites or anything that prompts a PCSD filtered page).
5. I.H.S. reserves the right to search any removable media that uses computers or networks resources.
6. No streaming music or videos.
7. No chatting (includes instant messaging and social networks).
8. No games during school hours without teacher approval.
9. Print only with permission from teacher.
10. No eating or drinking around computer equipment.

Computer usage should be within guidelines of the Code of Conduct and PCSD Acceptable Internet Use Policy as summarized below:

***GUIDELINES FOR INTERNET/NETWORK ACCESS***



*The Putnam County School Board believes network access is an exciting opportunity to expand learning for educators, students, and parents. The fundamental goal of the network is to provide Putnam County students and educators with equal access to computing resources, which serve public education. Users must acknowledge their understanding and agreement with Acceptable Use Policy and Guidelines as a condition of receiving access. Failure to adhere to the Policy and Guidelines may result in access privileges being suspended or revoked. In addition, school disciplinary action and/or appropriate action may be taken. Internet use forms are located in this agenda and should be kept there to be checked while students are in a lab or in the media center.*

## **COPYRIGHT POLICY**

You may make copies under “fair use” laws as follows:

Single copies:

- A chapter from a book
- A periodical or newspaper article
- A short story/essay/poem whether from a collected work or not
- A picture/chart/graph from a book/newspaper/periodical (does not include copyrighted, syndicated cartoon characters)

Multiple copies:

- Poems less than 250 words, not printed on more than two pages
- Poem excerpt not to exceed 250 words
- Complete articles/stories/essays less than 2,500 words no more than 1,000 words-from a larger printed work not to exceed 10% of the whole (whichever is less)
- One chart/diagram/picture per book/periodical (does not include copyrighted, syndicated cartoon characters)
- Prose/poetry and illustrations from special works not to exceed 10% of the total work
- Copyright notice is to be clearly marked on all copies made

Limits to copying:

- One work per single author
- Limit of three authors from collective works
- Copies not to replace/substitute for collective works or anthologies

## **CULINARY ARTS**

The Culinary Arts class is a classroom and should be treated as such. Students should not attempt to enter the Culinary Arts class during class-time or between classes. Students must have their school ID's and ticket to be allowed to enter the Culinary Arts class to purchase food. All food purchased from the Culinary Arts class must be consumed therein. Food and beverages should not leave the Culinary Arts building at any time.

## **DEAN'S OFFICE**

The Dean's Office (located in the main hall across from the Gym) is where lockers are issued, emergency bus passes are acquired, lost and found is located, and discipline referrals are processed. The Dean's job is to help make I.H.S. a safe and orderly environment for everyone. They are also a resource for students who may be having problems coexisting with their peers, who may be experiencing bullying, who may have information about potentially dangerous or unlawful activity occurring at school, or who may simply need to speak with an adult.

Students who are sent to the Dean's Office due to behavior should enter quietly and should remain quiet while awaiting a Dean. Only a dean or an Administrator can assign Home Suspension.

**Students who are suspended from school should not be on campus at all for the duration of their suspension, nor should they be in attendance at any off-campus school functions. Students who are found on campus will be considered as trespassing.**

## **DEBT LIST**

Students who owe the school money or property will be excluded from participation in extracurricular activities and/or may have additional privileges revoked until the debt is paid. Students who owe money for lost or damaged textbooks will not be issued textbooks until the debt is paid. SENIORS will be excluded from graduation activities until their debts are cleared.

### **DRESS CODE**

Appropriateness and moderation in all things, concern for the health and safety of the students, and the avoidance of distractions to the educational process are the guiding principles of the student dress code. Styles and fads are constantly changing and cannot possibly be covered comprehensively by specific rules and regulations. Grooming and dress will be governed by the Putnam County Code of Conduct as well as the following school-adopted policies:

1. ***All tops/shirts must have sleeves that cover the entire shoulder and the armpits.***
2. ***Shorts, skirts, and dresses must be at the knees. Jeans may not have holes that are a distraction to education.***
3. ***Bedroom slippers and pajamas are not allowed.***

SPIRIT DAY: Fridays or any other designated day: school colors only – Seniors – black, Juniors – blue, Sophomores – grey and Freshmen – white.

The Administration of I.H.S. will assume responsibility for ruling on specific items of clothing and general appearance for reasons of safety and health, or for the order, well-being, and general welfare of students. The Board authorizes school administrators to employ appropriate disciplinary procedures to carry out and enforce this policy. Chronic or blatant violation of the dress code will result in disciplinary action appropriate to the offense.

### **ELECTRONIC DEVICES & OTHER MISCELLANEOUS ITEMS**

Music devices (CD players, headphones, MP3 players, CD's, I-Pods, etc.), video games, musical instruments (other than for the school band), and playing cards **are brought to school at your own risk!** Electronic devices are allowed to be used before school, in-between class change, during lunch, and after school. Head phones **must be used** at all times with any devices or games that have sound. **When using earbuds or headphones, students must leave one ear uncovered or unplugged.** Please refrain from wearing or bringing expensive jewelry and other valuables as well. These items do not contribute to the learning environment of the school and their presence creates the unnecessary opportunity for theft or damage to occur. When theft or damage occurs, people get angry and altercations can erupt. These activities further detract from our school mission. Possession of these items can result in their confiscation and/or further disciplinary action. In most 1<sup>st</sup> offense cases, if an item is confiscated by a school official, the parent or guardian of the student may come to the school to retrieve the items. If a parent cannot pick up item, then the item(s) will be returned to the student on Friday of the following week. A log of the student's name and the confiscated item will be kept by the dean's office secretary. A referral will be generated after the first offense for all other offenses. The school is not responsible for these items should they be lost or stolen.

The Putnam County Code of Conduct states the following in reference to cell phones/pagers:

“...A student may possess a wireless communication device while the student is on school property or in attendance at a school function.... If a student's cell phone creates a disruption, it will be confiscated and parents will be notified.”

### **FIELD TRIPS / SCHOOL ELECTIONS**

A student may **not** attend a field trip or be eligible for any school-related election if they are failing any classes, unless the teacher of the class where failure is evident gives his/her approval. In addition, students must have: 1) no more than two discipline referrals for the semester) must be in compliance with the attendance policy during the current semester. In the event a student requests an administrative review due to extenuating circumstances (within reason), one will be provided.

### **GRADING POLICY**

The following is the grading system for Putnam County Schools as mandated by the Florida Legislature:

A 90-100  
B 80-89

D 60-69  
F 0-59

S - SATISFACTORY  
N - NEEDS IMPROVEMENT

When computing **grade point averages** at the end of each school year, grades will count as follows: A=4, B=3, C=2, D=1, F=0. All grades are calculated using the above scales. GPA's for rank in class are calculated on 7 semesters; RANK is based on a weighted final GPA carried to 4 decimal places. Honor Graduate status is based on a weighted 3.0 or higher average; High honor graduate status is based on a 3.5 weighted GPA or higher. Honor Roll is calculated on a student receiving all A's and B's and no conduct grades of N or U.

### **GUIDANCE DEPARTMENT**

If you have any questions about your academic plans and/or selections, you should call your assigned counselor. The guidance phone number is 684-2116 ext. 241.

### **HALLS AND SIDEWALKS**

Many areas of the campus tend to become congested during class changes. Students should not congregate in the traffic areas. During class change, you are expected to proceed on the most direct path to your next class.

The interior walls often contain posters and flyers alerting students to various upcoming events or activities. Please refrain from damaging these items in any way so that they may serve their purpose with as little maintenance as possible. Clubs or other groups who post these items should obtain approval from their sponsor, coach, or teacher. The group that posts these items is also responsible for their upkeep and removal.

### **HORSEPLAY**

Many altercations and injuries occur as the result of "horseplay." Please refrain from pushing, tripping, slapping, kicking, grabbing, pinching, poking, or prodding other students. Please do not run, jump, skip, cartwheel, or somersault in the halls or walks. "Arm wrestling" is not appropriate at school, nor is any other form of unsanctioned wrestling. A safe and orderly environment is one that is more conducive to learning.

### **LOST AND FOUND**

Lost articles should be reported to the Dean's Office. With proper identification, articles, which have been found and turned in, may be picked up there. **YOU ARE RESPONSIBLE FOR YOUR BELONGINGS, SO DO NOT BE CARELESS.** The school cannot be responsible for lost, damaged, or stolen articles.

### **MEDIA CENTER**

Students entering the Media Center from class must sign in and have a pass from their teacher. Only two students are allowed on a single pass. All students must return to the classes from which their passes were issued immediately after signing out of the Media Center. Media Center will be closed to students coming from the cafeteria during lunch.

#### ***HOURS:***

Monday – Friday 9:00 A.M. – 3:45 P.M.

#### ***ENTERING & LEAVING:***

Upon entering the media center, you must sign in at the circulation desk. Enter and exit media center quietly and comply with the student code of conduct.

#### ***MEDIA CENTER ETIQUETTE:***

1. Use soft voices.
2. No food or drinks (exception: capped bottled water) around computers.
3. Follow computer guidelines as set forth in student handbook.
4. **DO NOT ENTER** any rooms adjoining the media center without permission from media specialist or assistant.

#### ***BOOKS:***

You may check out three books for 3 weeks.

***ACCELERATED READER:***

Access the Accelerated Reader program from the home page of [ihs.putnamschools.org](http://ihs.putnamschools.org). Have the media specialist enter the monitor password. Printouts are not necessary as teachers have access to all their student Accelerated Reader records.

***INTERNET:***

Students must have an Acceptable Internet Use Policy form filled and signed by both the student and parent/guardian. This form is to be kept in the media center at all times.

***COMPUTER PRINTOUTS:***

Students will be charged five cents for black and white copies and ten cents for color copies.

***VIDEOS:***

Videos may be viewed in the media center by teacher request only.

***COMPUTERS:***

Follow all computer rules. No chat. Games are allowed before and after school only.

***CONDUCT:***

Failure to comply with the above policies and the policies in the Student Code of Conduct will result in one or all of the following:

1. Verbal warning
2. Call to parent
3. Referral
4. Loss of computer/internet privileges

***DURING & AFTER SCHOOL:***

The media center is open for research, homework, Internet access, recreational reading, and special activities as scheduled. The media center is subject to closing early due to technological problems or scheduled meetings, etc. so be sure to listen for any related announcements throughout the school day.

***TEXTBOOKS:***

All textbooks will be checked out at the beginning of the school year/semester and students are responsible to bring textbooks to their classes. Textbooks are to be returned to the media center by the student at the end of the semester/year. A student will not be issued textbooks if all textbooks/library books from previous school years are not returned or paid for. Replacement cost will be charged for lost or damaged books.

**MEDICAL CLINIC PROCEDURES (NURSE'S OFFICE)**

The following procedures should be observed regarding the school clinic:

1. No student will be admitted to the clinic without a pass from his or her teacher. A pass to get in is required for a pass back to class.
2. The clinic is for students too sick to remain in class. Upon arrival, the nurse will evaluate the student's condition. Students not exhibiting fever, obvious pain, nausea, or hemorrhage will be sent back to class within 5 minutes of arrival. Parent contact will be made if necessary.
3. Due to limited space, no more than two students will be allowed in the clinic at one time except in emergency situations.
4. **Students are not allowed to sleep in the clinic.**

**MEDICINE AND MEDICATION**

If students are to take **doctor-prescribed** medication during school hours, they must have the **official parent authorization form** (available from the school nurse) completed and on file. This form, once submitted, is good for

the duration of the school year. No medication is permitted to be given or taken without this completed form. Students are not allowed to keep medication in lockers, desks, purses, etc., or on their persons. **All medications will be kept in and distributed through the school clinic.** Students found to be in possession of prescription drugs on campus will be recommended for expulsion. Only sunglasses that are prescribed for a medical reason are to be worn inside the buildings.

### **MONEY**

Students should not be in possession of large amounts of cash or other expensive valuables while at school.

Students should only participate in **school-sponsored** fundraisers during the school day. There will be no door-to-door or roadway solicitation associated with school fundraisers. Students who are participating in school-sponsored fundraisers should not solicit sales during class time, nor should they sell food items anywhere but in the cafeteria during the school day.

**Please secure all personal belongings, including money, while at school. The school will not be responsible for the loss or theft of personal belongings or money.**

### **OFF CAMPUS PROGRAMS**

Students who participate in Dual Enrollment, Guided Workplace, or shadow programs must qualify according to set grade point average and other qualifications for each program. Students must provide their own transportation and must not be on campus during the time they are released from school to attend these programs. Students should follow their assigned school schedule until it is time for their release. **Students on these programs must sign-out through the front office and exit campus promptly.** Disciplinary action may occur if a student violates this policy.

### **PASSES FOR BEING OUT OF CLASS**

Class time is essential. Also, in the case of an emergency (fire, bomb threat, or lock-down situation), it is vital that all students are accounted for. Therefore, no passes out of class will be issued except in cases of emergency or for the purpose of instructional activities assigned by the teacher. Any student out of an assigned class **must** have a proper hall pass with the **teacher's signature, student's destination, date, and time the student left the classroom.** Teachers will also maintain a sign-in/out sheet in their classrooms. Any student found in the buildings or grounds without such a pass, in a location other than specified on a pass, or off the most direct route to the class or destination, will be subject to disciplinary action.

### **PRANKS**

Any act that causes damage or defacing of school property will be considered vandalism and will be treated as such by Administration. Anyone involved in a "prank" that causes damage, requires cleanup, or creates a disruption will be held financially liable, and will lose all privileges, including participating in Grad Night/Grad Bash, Jr./Sr. Prom and Commencement Ceremonies (if applicable). Please do not embarrass your families, your school, and your classmates by participating in this type of selfish and thoughtless activity.

### **PROFANITY/DISRESPECT/VULGARITY**

Interlachen High School is not only a place for students to come and learn, but it is also a place in which people come to work, parents come to visit, members of the community come to volunteer, etc. Therefore, students should exhibit respectful and appropriate behavior while on campus. **Profanity, disrespectful tones, defiance, rude behavior, and vulgarity will not be tolerated.** Most students would agree that there is no place for this type of behavior at school and most students attend school on a daily basis without exhibiting this kind of conduct. **Profanity towards an adult may result in suspension from school.**

### **PROMOTION STANDARDS**

To be promoted within senior high school, students in grades 9-12 must earn a minimum of the number of credits indicated below:

|            |                           |                           |                           |
|------------|---------------------------|---------------------------|---------------------------|
| Promotion: | <u>to 10<sup>th</sup></u> | <u>to 11<sup>th</sup></u> | <u>to 12<sup>th</sup></u> |
|            | 5 credits                 | 11 credits                | 17 credits                |

## **PUBLIC DISPLAY OF AFFECTION**

Interlachen High School is a place for students to learn, play sports, participate in clubs, and other such endeavors. Parents do not send their children to school to engage in amorous pursuits. Kissing, hugging, and other such displays are not appropriate for a school setting. This type of activity should not occur on campus at any time, including before, during, and after athletic events, dances, etc. Chronic or blatant disregard for this rule will result in disciplinary action.

## **RESTROOMS**

Students should avoid spending class time in the restroom if at all possible. Teachers will be asked to limit the number of students allowed out of class; therefore, **restroom use should occur between classes and during lunch unless it is an emergency**. Please help us to keep our restrooms clean and sanitary by placing tissue in the appropriate receptacle and by not writing on doors, walls, or mirrors. Being in the restrooms without a proper pass / permission from an adult will **NOT** constitute an excused absence / tardy from class.

## **SCHOOL PROPERTY**

Our custodial and maintenance staff works extremely hard to provide a clean and pleasant setting for all of us to enjoy. Please refrain from defacing or damaging school property, including desks, tables, restrooms, textbooks, benches, walls, paint, shrubbery, lockers, windows, computers, etc. **Anyone who intentionally damages or defaces school property will be held financially liable and will face disciplinary, and perhaps legal, consequences.**

## **SCHOOL RESOURCE OFFICER**

We are fortunate at I.H.S. to have a School Resource Officer (SRO) on staff to help ensure the safety and security of the campus and to act as a resource for students and parents who may need assistance from law enforcement. **The SRO's office is located near the dean's office.**

## **SCHOOL RULES**

Interlachen High School rules and regulations are based on the laws of the state of Florida, policies of the Superintendent and School Board, and the Administration of the school. They are designed to promote the general health, welfare, and safety of the student body and ensure the orderly and efficient functioning of the school program.

Interlachen High School students are to respect and follow directions of the school staff not only in the classroom but also in all areas of our campus.

When a teacher requires assistance with a continual or an immediate rule infraction, the student involved will be sent to the Dean's office with a written referral.

The student will be given the opportunity to explain his/her view of the problem. After considering all sides, it will be the responsibility of the Principal's designated representative to render an impartial decision on the infraction, to determine an appropriate course of action, and to notify the parent or guardian of the situation.

Methods of discipline that may be used by the Principal's designee include (but are not limited to) assignment to out-of-school suspension, counseling, withdrawal of privileges (WDP), and/or parent conferences. All disciplinary actions will be in accordance with school board policy and state law.

## **STUDENT AREAS**

Students are expected to respect the staff-only areas of the school, including lounges, mail/production room, staff restrooms, etc. Students are expected to refrain from entering unsupervised areas such as the weight rooms, shop areas, field houses, kitchen areas, etc.

The gymnasium and outdoor athletic areas are for PHYSICAL EDUCATION classes only. These areas should not be visited during lunch, during other classes, or before/after school.

Students assigned to lunch should remain in the cafeteria unless permission to do otherwise has been granted by an administrator or dean.

Students out of class on a pass should take the most direct route to their destination. Students in areas other than that designated on their pass will be subject to disciplinary action.

### **STUDENT LOCKERS**

***NO SHARING OF LOCKERS.*** Students may purchase combination locks only and all locks must be registered through the Dean's Office. Seniors receive first choice of lockers, followed by juniors, sophomores, and finally freshmen. Any unregistered lock will be cut off and the contents of the locker will be taken to Lost and Found.

Please do not decorate the inside of the lockers with any form of permanent ink or paint. The outside of the lockers should remain free of graffiti or other ornamentation. This will help maintain the favorable appearance of our school.

Any items of an inappropriate nature found in a locker will be assumed to belong to the person the locker is issued to and appropriate disciplinary action will be taken. Please refer to the PCSD Code of Conduct in reference to the district search and seizure policy.

### **STUDENT PARKING**

Parking at Interlachen High School is a privilege and is by permit only. **You must have an I.H.S. parking permit to park on the campus.** Permits will be issued to seniors, then juniors, and if space allows, sophomores. Permits are **\$10.00** each for students. Parking privileges may be revoked if a student drives in a reckless manner, uses excessive speed, parks improperly, or in any way abuses the privilege of parking on campus. Areas that are reserved for staff and visitors include: Campus II parking lot, the areas in the Main parking lot marked with yellow curbs, and lots at the rear of the school. Student parking is available in the Main parking lot areas.

- Every vehicle parked on Interlachen High School's campus must be registered and must display an I.H.S. parking permit.
- If you lose your permit, you must report it immediately to Mrs. Harrison in the Deans' Office. Replacement permits will cost \$15.00. Failure to report a lost permit could result in withdrawal of parking privileges.
- I.H.S. campus is not only an educational environment for students, but it is the workplace of approximately one hundred employees. Therefore, stereos should not be audible while the vehicle is on campus. Failure to comply could result in withdrawal of parking privileges and/or a citation from law enforcement.
- Any student who transports another student off campus without parental consent will lose his or her parking privileges indefinitely.
- There is to be no student driving or parking in the athletic areas of the school unless approved by administration.
- All students who are staying after school for an approved activity should report to their sponsor no later than 4:00 p.m. At this time, the parking lot should be cleared. Any student found loitering in the parking lot after 4:00 p.m. may face disciplinary action.

### **SUPERVISION AFTER SCHOOL**

When the school day is over, students are to either leave campus or immediately join their coach, club sponsor, or other supervising adult. Due to the inability of school staff to supervise all areas of the campus after school, students are not allowed to loiter about. Students who continually do so will be subject to disciplinary consequences.

Students who are awaiting transportation after school or after their extracurricular activity should remain on the benches under the front promenade. Supervision will be provided 30 minutes before school starts and for 30 minutes following after-school activities such as dances, football games, etc. **Please arrange for prompt pick-up**

**following such events.**

#### **TEACHER / PARENT CONFERENCE**

Parents are encouraged to contact the school when there is concern about the child. Teacher/Parent conferences should be scheduled with the school in advance for either before or after school hours through the Front Office. If a parent or guardian would like to schedule a conference, please call 684-2116..

#### **TEASING AND BULLYING**

The Interlachen High School student population is diverse in its makeup. We consist of individuals with varied backgrounds, interests, strengths, and weaknesses. All of us, however, have the right to an enjoyable school experience. Any student guilty of teasing, taunting, tormenting, threatening, or otherwise bullying another student will be subject to disciplinary action by the school and possibly law enforcement. **Students should report all such instances (including online bullying) to an adult as soon as possible so that appropriate actions may be taken.**

#### **TELEPHONES**

In the case of illness, the school nurse will attempt parent contact if deemed necessary. All other arrangements for rides must be made before school, as I.H.S. does not have the personnel to take non-emergency messages. Teachers will not provide hall passes for students to use phones for non-emergency reasons. Students should not attempt to use the school phones during lunch unless it is an emergency.

#### **WITHDRAWAL FROM SCHOOL**

To withdraw from school, a student must obtain a withdrawal form from the Guidance Office. All textbooks/library books are to be returned and debts paid or transcripts could possibly be delayed in being sent.