



# Welcome to SAIL

## *Where the Individual Counts!*

2006 Jackson Bluff Rd.  
Tallahassee, Florida 32304  
(850) 488-2468 (Phone) (850) 922-8483 (Fax)  
[www.leonschools.net/SAIL](http://www.leonschools.net/SAIL)

SAIL High School is an innovative magnet school for students looking for a creative and personalized high school experience. SAIL offers challenging academic classes, dual enrollment college courses, and a multitude of creative arts electives. Interactive learning, creative expression, and community involvement are hallmarks of this public school of approx. 400 students. Any Leon County high school student looking for a caring, non-traditional high school to meet her/his individual needs is eligible to apply.

Whether you are a new or returning student, we are counting on ***you*** to help us continue our tradition of creating a school where differences are celebrated, and everyone is respected. We are all very indebted to the many students, parents, and staff who, over our 48 years, have worked hard to make this a fun and creative place to learn and grow. ***You*** have chosen to be here, and it is ***your*** responsibility to make it a better place than when you arrived. Any time you have ideas to improve things, we want to hear them.

We hope this planner will be a handy way to help you stay focused, organized, and informed. Please keep track of it and use it well.

Have a great and successful 2023-24 school year!

*Matt Roberson*

SAIL Principal

# OFFICE CONTACT INFORMATION

## *Administration*

Mr. Matt Roberson – Principal  
Ms. Linda John – Assistant Principal of Curriculum  
Ms. Kari Crowder – Assistant Principal of Administration

## *Administrative Staff*

Rob Pell – Dean of Students  
Stephen VanHorn - School Resource Deputy  
Jan Anderson - School Counselor  
Tiffany Martin – School Social Worker  
Stormy Koch - Registrar  
Lisa Neeley - School Financial Accountant  
Debi Thomas - Executive Secretary  
Martha Lovely - Receptionist  
Emily Bell - Media Specialist/Testing Coordinator  
Benny Brustad - Technology Coordinator  
Tony Mills - Building Maintenance Supervisor

## *Mission Statement*

Our mission is to provide an educational choice for high school students in Leon County. By way of an innovative, high-quality, respectful and caring environment, SAIL seeks to provide a diverse student population with the foundation necessary to become responsible citizens in a global community.

## REGULAR BELL SCHEDULE

7:55	Warning Bell
8:00-9:45	1 <sup>st</sup> /2 <sup>nd</sup> Period
9:50-11:35	3 <sup>rd</sup> /4 <sup>th</sup> Period
11:35-12:15	Lunch
12:20-2:05	5 <sup>th</sup> /6 <sup>th</sup> Period

(Supervision is from 7:30 – 2:30)

## Technology

*Chromebooks* will be issued to each student. The log in is SHS-Lunch pin (ask your teacher or someone in the office for your lunch pin). Each student and parent will sign a Chromebook agreement before check-out acknowledging the following: students can lose their Chromebook privileges because of inappropriate behavior; students can be subject to consequences in accordance with the severity of offense as outlined in District Policy and the student code of conduct; student/parents can be financially responsible for intentional damage, neglect, or avoidable loss to any District issued Chromebook. All items must be returned at the end of the checkout term. Please treat your Chromebook like your textbook.

*Computers* – Computers are available for research on the Internet, for word processing, and for desktop publishing. Access is by username and password.

**Username:** Student's 9-digit Student ID Number **Password:** First login password is Password1.

**At the first login, change your password.** Passwords must be at least seven characters and include UPPER CASE letters, numbers, and a special "funky" character (and may not contain your first or last name). Example: Good4you!

**Inappropriate use of the Internet may result in an office referral and possible cancellation of privileges.**

# Info About SAIL



*Academics and Electives* – Experience-based learning with real-world applications. SAIL’s academic and elective courses often focus on an interdisciplinary curriculum model in which students learn across multiple subject areas for a better working knowledge of common skills, concepts, and ideas.



Elective courses include Art, Fiber Arts, Guitar, Vocal Music, Drama, Spanish, Digital Design, Digital Photography, Digital Cinema, Robotics/Engineering, P.E., Yoga, Agricultural Academy, CNA, and DCT/OJT.

*School Choice Reassignment Policy 5120* SAIL is a school choice magnet school. The principal of a school attended by a student who has been a choice assignment under this policy may recommend to the Superintendent or designee that the student's assignment be revoked due to behavior, attendance, or false information. The following shall justify grounds for revocation of a reassignment:

- evidence of providing false statements or information as described herein;
- violation of attendance requirements in Policy 5200 - Compulsory School Attendance;
- while on reassignment, a student may not exceed five (5) early parent pick-ups or late pick-ups in a calendar month, or ten (10) early parent pick-ups or late parent pick-ups in a ninety (90) calendar-day period or the reassignment will be revoked and the student will be returned to his/her home-zoned school;
- violation of the discipline requirements in Policy 5500 - Student Conduct/Discipline, which results in the imposition of formal or severe consequences.

*Performance-Based Computer Lab* - Students can improve their skills, and makeup missed credits by repeating failed courses in our guided credit retrieval lab called PLATO (see the school counselor for more information).

*Theme Days* - School-wide interdisciplinary activities occur throughout the school year around themes such as careers, multicultural and environmental awareness, and wellness. Field trips, guest speakers, and student productions all play a part in these engaging educational activities. Our Alumni Returns program seeks to encourage and motivate students by letting them hear “life journey” stories from former SAIL students and graduates.

***Dual Enrollment*** - SAIL offers college dual enrollment courses on our campus. Eligibility is based on test scores and cumulative grade point average. For courses not offered at SAIL, students may dual enroll at Lively or their zoned high school. Students dual enrolled in TCC, FAMU, or FSU earn both high school and college credit. In most cases, tuition and books are free.

***Focus Parent Portal*** - Focus Parent Portal allows parents to access their child's academic, attendance, and discipline records from the teacher via the Internet (password required). For more information visit [www.leonschools.net/parentportal](http://www.leonschools.net/parentportal).

***Progress Reports*** - Interim Progress Reports will be published in the FOCUS Portal at the mid-point of the nine -week grading period. It is the student and parent's responsibility to review these together. Progress Reports ***are not*** mailed home.

***Report Cards*** - Report cards are published in the FOCUS Portal according to the district grading calendar. Hard copies available upon request.

***Intervention Plan/Agreement*** – Students with academic, attendance, or discipline problems may be placed on intervention agreement - an individualized intervention plan to support the student's success at SAIL. Meeting agreement conditions may result in the elimination of the probation agreement at the end of the semester. Non-compliance may place you in jeopardy of being exited from SAIL, as a school of choice, at the end of the semester or before.

***Parent/Teacher/Student Conferences*** - Thursday afternoons are reserved for conferences. Parents should call the school at least one day in advance to schedule a conference if grades or behaviors are a concern. Students are required to attend the conference.

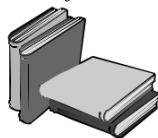
***Lockers*** - Lockers are available for student use but are the property of the school. School personnel may search lockers. The school assumes no responsibility for articles lost or stolen from lockers. Students who want a locker should register with the office for a locker number and lock. Students will incur a \$5.00 fee for lost or unreturned locks.

***Lost and Found*** - All articles that are found should be taken to the Main Office. Unclaimed articles are donated to a charity at the end of each semester.

***Emergency Drills*** - Emergency drills will be conducted as required by state policy. These include fire drills, tornado/severe weather drills, full lockdowns, etc. Special directions are posted in all rooms giving an exit route in case of emergency. During fire drills students are to leave the building, remain with their class, proceed to designated areas in an orderly, quiet manner, and wait until the bell rings indicating "all clear".

*Cafeteria* –For the 2023-2024 school year breakfast and lunch will be provided to all students at no charge! SAIL will participate in the Community Eligibility Provision under the Florida Department of Agriculture and Consumer Services.

*Media Center* - “SAIL’s oasis of calm and quiet in your otherwise hectic life.” Check out books or magazines for a 2- week period. We feature an electronic card catalog to locate our wide range of materials. More books are available through Interlibrary Loan. See our Media Specialist for assistance.



*Word Up* - Word Up is SAIL’s daily reading time for students and teachers. This is a quiet time to get your brain cells fired up painlessly and has been shown to increase vocabulary, raise test scores, and improve reading comprehension skills. Reading materials are available in the Media Center and many classrooms. Word Up Schedule/Time may vary due to scheduling.



## *Student Activities*

### *Intensives*

Five days each spring are reserved for unique, applied-learning activities, called Intensives. Examples of Intensive activities that students have participated in are trips to Montreal, Canada, Washington DC, kayaking and snorkeling in North Florida springs, rivers and ocean, hiking and biking North Florida Nature Trails, and volunteering here in the community. Students are responsible for costs of all Intensives. Signup will begin in the fall.

### *Clubs*

There are many opportunities to participate in activities that may interest our students by joining clubs. Some of our clubs that may be offered include Drama, Juggling, Art, Robotics, Human Relations, Soccer, Music Ensemble, Photography, Ultimate Frisbee, Mural Club, Poetry, Chess, D&D, Anime, Gardening, and LGBTQ+. Students may initiate new clubs with 10 interested students & a staff sponsor.

### *Sports*

Students may play sports at their zoned school as long as they meet academic requirements.



## *Student Leadership*

SAIL students not only *go* to school, they help *create* their school by playing a pivotal role in governance and policymaking. Officers are elected, and all other students are welcome to join the Student Leadership class. Student leaders represent SAIL at the SDAC (Student District Advisory Council), help with orientation for new students, facilitate forums, organize student activities, and represent student views at staff and PTSO meetings. They also help organize special events such as **theme days, school wide field trips, forums, the Fall Festival, and the Prom.** Check out and follow @sailsga on Facebook and Instagram!

## *Getting Involved*

The **free speech board** is for anyone who wants to say something, advertise a new club, or help advertise a school sponsored community event. No put-downs, profanity, or drug/alcohol references are allowed. Talk with your Class Representative or S.G.A. for more information. You can also join a club to get involved in your school and community!

## *Volunteer Service*

We value volunteerism and encourage students to contribute to our community. **Volunteer Leon ([www.volunteerleon.com](http://www.volunteerleon.com))** is a great resource for finding service opportunities. Students are responsible for keeping track of their service hours and should get and turn in forms to the office immediately after the service is completed. Forms are also available on our website.

**Volunteer service is required for awards such as Best & Brightest <http://thebestandbrightestawards.wordpress.com> and Bright Futures Scholarships <http://www.floridastudentfinancialaid.org/ssfad/bf/>** (Check for possible updates on this.)

Volunteer service is also a great way to give back to the community.

## *All About Grades & Credits\**

The grading system used at SAIL High School for all grades, including examinations, and the interpretations of these letter grades are as follows:

GRADE	PERCENT %	GPA Value	HONORS Value	AP/Dual Enr. Value
A	90-100	4.0	4.5	5.0
B	80-90	3.0	3.5	4.0
C	70-79	2.0	2.5	1.0
D	60-69	1.0	1.0	1.0
F	0-59	0	0	0

\*Methods for weighting the GPA for Bright Futures Scholarships, NCAA eligibility, and college admissions differ from the weighting procedures outlined above.

## *Semester Grades*

Each semester is made up of two nine-week grading periods, each worth 40% of the semester grade, and a midterm/final exam worth 20%. Semester grades for each course are determined by totaling the points for each of the two nine-week grading periods and the semester examination. The sum of these points determines the final semester grade.

**[EXCEPTION:** Some courses are subject to state exams, which may have a part in determining the final grade. These courses also earn ‘yearlong’ credits]

Grade	1st Grading Pd.	2nd Grading Pd.	Semester Exam	Semester Grade
A	8 points	8 points	4 points	18-20 pts. = A
B	6 points	6 points	3 points	13-17 pts. = B
C	4 points	4 points	2 points	8-12 pts. = C
D	2 points	2 points	1 point	3-7 pts. = D
F	0 points	0 points	0 point	0-2 pts. = F

## *Semester Exams*

All students in non-EOC courses must take written or performance final semester exams in each of their classes. All students with more than nine unexcused absences in a semester must pass the exam in order to earn credit.

All students must either pass the last 9 weeks in a semester or pass the semester exam to earn credit.

\*Grade & credit information is subject to change by state & district policy.

## *Final Exam Schedule for 2023-24*

(Subject to change – See school calendar for final schedule)

### **1st Semester Exams**

Dec. 18      2<sup>nd</sup> Period  
(Full day)    4<sup>th</sup> Period  
                  6<sup>th</sup> Period

Dec. 19      1<sup>st</sup> Period  
(Full day)    3<sup>rd</sup> Period  
                  5<sup>th</sup> Period

### **2nd Semester Exams**

May 22      2<sup>nd</sup> Period  
(early release) 12:10pm No Lunch

May 23      1<sup>st</sup> Period  
(early release) 12:10pm No Lunch

May 24      5<sup>th</sup> Period  
(early release) 12:10pm No Lunch

## *Graduating Senior Final Exams*

Seniors may *exempt* final exams **if, during the last 9 weeks**, they are passing the class, and have no more than 3 unexcused absences.





## *Florida Bright Futures Scholarships*

There are three types of scholarships with different criteria:

### **Florida Academic Scholars**

### **Florida Medallion Scholars**

### **Florida Gold Seal Vocational Scholars**

Because of possible legislative changes, please check for updated information at: <http://www.floridastudentfinancialaid.org/ssfad/bf/>

Our school counselor is available to help with individual questions about eligibility criteria including which courses you must take to qualify.

**These scholarships require qualifying SAT, ACT scores and documented community service hours. Juniors are strongly advised to take the SAT/ACT in the spring and document service hours in a timely fashion.** We value volunteerism and encourage students to contribute to our community.

**Volunteer Leon ([leoncountyfl.galaxydigital.com](http://leoncountyfl.galaxydigital.com)) is a great resource for finding service opportunities.** Students are responsible for keeping track of their service hours and should document them after each service is completed. Blank Community Service Documentation Forms are available on the schools counseling page on the school website under the "Forms" tab. Students are encouraged to submit completed community service documentation forms to the front office at the end of each semester.

A statewide student-advising website is available for information about careers, scholarships, financial aid, etc., at [www.floridashines.org](http://www.floridashines.org).

## *Senior Honors for Academic Excellence*

Seniors qualify for designations based on their cumulative weighted GPA at the end of the first semester in their senior year. Students must submit ALL credits earned off campus by December.

Valedictorian (highest GPA)	Salutatorian (2 <sup>nd</sup> highest GPA)
3.9 Summa cum laude	3.8 Magna cum laude
3.7 cum laude	3.5 Commended Scholar

## *Senior Honors for Volunteer Community Service*

Bronze (100 hours)      Silver (200 hours)      Gold (300 hours)  
(Service must be documented during the high school career.)

## *Promotion/Grade Classification*

Grade	Classification	GPA	Credits	Mid-Year	Promotion
9th	Freshman				
10th	Sophomore	1.0	5	1.25	7
11th	Junior	1.5	10	1.75	13
12 <sup>th</sup>	Senior	2.0	17	2.00	21

## *Graduation Requirements\**

In Florida, to graduate, a student must earn a minimum of 24 credits, pass the Grade 10 English Language Arts (ELA), the Algebra 1 EOC (or concordant scores), and achieve a 2.0 grade point average. (Check with guidance counselor for details of 18-credit option.) SAIL graduation ceremony participation is a privilege and can be revoked for rule infractions (such as drugs, fighting, and excessive absences) in the final senior semester.

### **General Credit Requirements for Graduation**

English	4 credits-I, II, III, plus one additional from list of approved English electives
Math	4 credits (to include Algebra 1 and Geometry)
Science	3 credits (must include Biology)
Social Studies	3 credits (World History, U.S. History, 1/2 Economics, 1/2 American Government)
HOPE	1 credit
Practical/Fine Arts	1 credit
Electives	as needed for a total of 24 credit

**College Preparatory Curriculum:** Minimum **academic** high school requirements for admission to four year Florida Universities include:

English	4 credits
Math	4 credits (Algebra I, Geometry – Pre-Calculus recommended)
Science	3 credits (Honors/AP level recommended)
Social Studies	3 credits
World Languages	2 credits (both credits in the same language)
Academic Electives	4 credits (from the above 5 subject areas and other approved electives)
HOPE	1 credit
Practical/Fine Arts	1 credit
Electives	as needed for a total of 24 credits

In addition to meeting the minimum GPA in the required core academic courses, one must also make a minimum combined score on the SAT or the ACT. Please consult individual college catalogs for specific requirements and information.

## ***\*\*Attendance Matters\*\****

### ***Philosophy***

**We expect our students here every day!** Attendance is particularly important at SAIL. It is a critical component of our hands-on approach to learning. To reinforce good attendance we offer Intensive preference and other positive rewards. For non-attendance, we utilize a “conferencing approach” instead of an automatic failure policy. However, SAIL is a magnet school and part of electing to come to SAIL is your agreement to participate. Attendance is participation.

### **RESPONSIBILITIES/PROCEDURES FOR CLEARING AN ABSENCE/TARDY**

**PARENTS** – Email excuse notes to [SAILAttendance@leonschools.net](mailto:SAILAttendance@leonschools.net) on a **daily** basis. **NEW** – You can also upload excuse notes in Parent Portal/FOCUS. **\*\*See below for allowable excused absences. Please call the office directly for early release information.** In order to clear a prior day’s absences, a note signed by parent/guardian is required to be turned into the office, emailed, or uploaded to the Parent Portal/FOCUS. Please submit notes within 2 days of returning to school.

**STUDENTS** – It is **YOUR RESPONSIBILITY** to check your attendance daily in the Focus Portal. Check in with the office to clear up absences and submit written documentation, etc. before school, during lunch or after school. Also, please remember you are required to sign in and out at the office when you arrive late or leave school early.

#### **Excused Absences \*Leon County Schools Policy 5200**

Absences can be excused for the following reasons:

- Illness
- Illness/death in the family
- Appointment with doctor/dentist
- Court
- Late school bus
- Emergency at home
- Religious holidays

Any consecutive absences of **5 days or more** WILL require a doctor’s note upon return to school. For doctor’s and court appointments, please remember to bring a note and try not to miss a whole day of school.

Excessive excused absences may necessitate a doctor’s excuse and/or a parent attendance conference. **You must attend school regularly to hold your seat at SAIL (School Choice Policy 5120).**

## *Pre-arranged absence (s)*

Students may have absences approved in advance by completing the Pre-Approved Absence Form—signed by their teachers and turned in to the front office prior to the planned absence. Forms are available in the front office or on our webpage.

## *Make-up Work*

In the case of **excused** absences, on the first day of the student's return to school, students **must ask each teacher** for make -up work. Work missed may also be posted on a teacher's Canvas Course (\*see individual teacher's policy). A student has a period equal to the number of days absent to complete their make-up work.

Failure to complete make-up work within the allotted time frame may result in a failing grade. The teacher may not accept make-up work for absences that are marked **un-excused**. See each teacher's policy.

## *Unexcused Absences*

Absences that **CANNOT** be excused: *skipping class, conducting personal business, oversleeping, "mental health" day, continual car problems, or a late city bus.* Missed assignments & tests may be penalized or not accepted. See each teacher's policy for more details.

**\*\*Attendance and discipline guidelines are subject to change based on district policy.**

## *Poor Attendance Interventions/Consequences*

### Truancy

Truancy is defined as a student, subject to compulsory school attendance, who has had:

- 5 unexcused absences within a calendar month, or
- 10 unexcused absences within any 90 calendar days, or
- Has had more than 15 unexcused absences within 90 calendar days.

Truancy may lead to a court appearance and possible legal consequences.

Possible **school consequences** may include Attendance Contract, loss of off campus lunch permission, field trips, Intensive preference, extracurricular activities, and/or graduation ceremony participation.

Per **school district policy**, all students with more than 9 unexcused absences in a semester must pass the semester exam in order to earn credit.

**Driver's License Consequences** - Students between the ages of 14 and 18 who accumulate 15 unexcused absences within 90 calendar days may lose their driver's license or become ineligible for driving privileges. The school district shall notify the Division of Highway Safety and Motor Vehicles pursuant to law and rule.

Chronic Absenteeism:

Chronic absenteeism is defined as a student who misses 10 percent or more of instructional days during the school year for ANY reason (**excused or unexcused**).

**10 or more excused/unexcused absences per 9 weeks will require a parent attendance conference. Possible attendance contract and reassignment could be revoked.**

\*Excessive excused absences will require a doctor's note after 5 consecutive absences.

**Attending school is important! We want you here every day.**

*Tardy Policy*

Students should be in class by the tardy bell. Students arriving to campus after the tardy bell must sign in at the front office upon arrival. Teachers will assign an isolated lunch if a student has three unexcused tardies. Continued tardiness will result in parent conference, attendance contract and reassignment could be revoked.

*Passes to Class*

Students receive a pass from the office upon sign in, and their attendance or absence will automatically be recorded. **The attendance "kiosk" default is unexcused until an excuse note has been submitted.**

*Hall Passes*

Students leaving the classroom or not going to their assigned area must have a hall pass assigned by their teacher. Students are not allowed to use their cell phones, electronic devices, or leave campus during class time.

# *School Policies*

## *Arriving/Leaving Class/Campus*

Supervision starts at 7:30 a.m. Once students arrive at SAIL (student parking lot, bus zone, etc.), they must immediately come on to the campus. Students may eat breakfast or wait for the tardy bell in the Main Courtyard, Cafeteria, or Media Center (Upper and East fields are not allowed). **PalmerMunroe Pavilion is off-limits before school, at lunch, and throughout the school day.** Parents should NOT drop students off at the park or drop off at the bus ramp.

NOTE: During times of inclement weather, all students will be required to shelter inside.

Students arriving late **MUST** check in at the office before going to class.

In order to leave campus for any reason (other than a class field trip) students must gain **parental permission** and **sign out at the front office**, and their attendance or absence will automatically be recorded. Students must wait in class or in the office until their approved ride arrives. Students are not allowed to hang out in the parking lot.

After 2:30 p.m., no supervision is provided, and any student on campus must be participating in a teacher-sponsored activity with supervision.

To excuse a late arrival or early dismissal, an email must be sent to [sailattendance@leonschools.net](mailto:sailattendance@leonschools.net) or a note turned in to the front office to excuse the student's absence (see above for excused absences). **The attendance "kiosk" default is unexcused.**

## *Visitors*

**Visitor Policy:** All visitors to campus must sign in and out, have identification, and obtain a pass from the office. SAIL graduates and former students may visit after school – they must contact a teacher in advance to schedule a date/time. Students exited from SAIL are not permitted to visit.

## *Trespassers*

Non-students are not allowed on campus (**including the parking lots**) during school hours. Violators are subject to trespass warnings, arrest, and are banned from all school activities.

## *Off-Campus Lunch Privileges*

Students, based on credits, that are classified as an 11<sup>th</sup> or 12<sup>th</sup> grader may leave campus for lunch if their parents have signed a permission form. **Off-campus privileges may be revoked for repeated offenses including unexcused absences, academic probation, and failure to serve Isolated Lunch or After School Detention, smoking, returning late from lunch, and taking unauthorized students off campus.**

**To re-clarify - Palmer-Munroe Park & Pavilion is off-limits**

## *Messages and Deliveries*

**PARENTS - PLEASE DO NOT DISRUPT THE EDUCATION PROCESS BY CALLING OR TEXTING YOUR CHILD DURING CLASS TIMES.**

We deliver messages for students at the end of a class period (or immediately for emergencies). **Please make transportation and other personal arrangements ahead of time to help cut down on calls to the school**

Food Service deliveries are not allowed at campus. Parents may drop off a student's lunch for the student to pick-up once lunch begins.

## *Social Media/Cell Phone/Devices Policy*



Students may use the office phone or their cell phones between classes, during lunch, before and after school.

**During class time, cell phones and other electronic devices must be OFF and out of sight**, this includes in the hallway. Students may use cell phones or other electronic **devices for an educational or instructional purpose with the teacher's permission and supervision**. *Students may not check for text or other messages until after class ends.* Students who abuse this **will receive paybacks** and are subject to having their **cell phones confiscated**. **After three occurrences, only a parent/guardian may retrieve the phone from the office.**

**NOTE:** Bluetooth portable speakers are **NOT** allowed. Students must use personal ear buds as deemed appropriate.

Under **NO** circumstances are students allowed to use cell phones (or any other device) to record any person or event on SAIL campus without express permission from a SAIL staff member. **NO** exceptions. Failure to abide by this guideline will result in disciplinary action per LCSB Policy 5136: Personal Communication Devices. Students may

**not use social media to interact or discuss their teachers. This includes posting photos without their permission.**

## *School Guidelines*

School guidelines and consequences have been established by the students and staff in order to promote a respectful and caring environment. All rules are within the context of School Board and State policies, which SAIL must follow. (See the LCS Student Code of Conduct Booklet for more details.)



### *Respect*

***Respect is the guiding principle of our school. We expect everyone to adhere to the following guidelines:***

- ❖ Respect your fellow humans. No bullying, put-downs, gossip or abusive/ insulting language or harassment, including on Social Media. This includes all forms of sexual, racial, national origin, disability or other forms of discrimination or harassment.
- ❖ Be true to yourself and others. No lying, forgery, cheating, or plagiarism.
- ❖ Respect everyone's right to learn, work, and teach. No disrupting classes. No sleeping in class.
- ❖ Let's keep our campus beautiful. No littering, graffiti, or destruction of property. No food or drinks in class.
- ❖ Be aware of your classmates with food allergies. No eating in classrooms.
- ❖ Come to school. No skipping or being late to class.
- ❖ Expand your vocabulary. Eschew vulgar language.
- ❖ Learn to resolve differences creatively. No fighting or weapons.
- ❖ Give your body a chance. No smoking, alcohol, or drugs.
- ❖ Respect yourself, peers, staff, teachers, and neighborhood.

### *Incentives*

**We want to reward our students for excellent behavior, academic achievement, and attendance.** Students may earn possible Intensive preference, pizza parties, and other rewards by meeting the following criteria:



Honor Roll each 9 weeks; limited absences (excused or unexcused), or suspensions. **As a bonus**, students with no unexcused absences, paybacks, ISOs, or suspensions during the 9 weeks will qualify for additional incentives. Students may receive Doubloons to shop in the Treasure Trove (school store).

## *Dress Code*

Students may express their individuality in their dress but must come to school clean and be respectful of others' rights and beliefs. Student attire must be "school appropriate" and should not disrupt the learning environment. Clothing should not promote drugs, alcohol, tobacco, gang affiliation, sexual behavior, and/or display hate symbols. Clothing should not be "excessively revealing". This means do not show butts, bellies, breasts, bras or boxers. Jackets may not be used to cover inappropriate attire. **Students must wear shoes at all times.** If in doubt, ask. The "final call" of "school appropriate" is at administration's discretion. Students will receive a warning and be asked to change. Repeat offenders will receive ISO.

## *Vaporizers/Smoking/Tobacco*

At **SAIL**, students are not allowed to smoke, use, or possess tobacco products or e-cigarettes/vapes on campus, in the parking lot, at Palmer Munroe, or during school activities and field trips - regardless of age. Vaporizers used to inhale controlled substances may be processed as drug paraphernalia. Violators will receive consequences, which may also include a civil citation and/or off-campus privilege revoked.

Upon initial violation of this policy, student will be suspended for 3 days. On second violation, 5 days of suspension will be assigned. On the third violation, school choice will be revoked.

Students **under age** who are seen smoking off campus may be ticketed & the tobacco confiscated by the School Resource Deputy (SRD) or Tallahassee Police Department. Students who are seen smoking near the school will have their tobacco products confiscated by the SRD or school personnel upon returning to campus. **Students who refuse to cooperate will be suspended.**



## *Alcohol/Drugs*

Any student who comes to school "under the influence" or uses or possesses drugs, drug paraphernalia, or alcohol on school property or at a school-sponsored event may expect serious consequences. A student who, at any time, breaks the law regarding alcohol or drugs will be **suspended from school and all extra-curricular participation, including, but not limited to, athletic events, dances, drama, and other club activities for a**

**designated period of time.** The consequences for violation of the drug and alcohol rules include **suspension for up to (5) days**, a drug offense **referral to law enforcement**, an assessment by school-approved drug and alcohol professionals.

**Depending on the circumstances, the consequences could be more stringent. Violations may result in dismissal or expulsion from the school/school district, and recommendation for prosecution (LCB 5530).**



## *Weapons/Violence*

**Violence, fighting, victimizing, stealing, or possession of weapons is absolutely prohibited and could result in suspension, expulsion, and/or arrest.** According to School Board Policy 7.08, weapons shall include, but not be limited to, those defined in Chapter 790, F.S., and include the following:

**pocket knife**, air rifle, BB or pellet gun, rifle, shot gun, zip gun, stun gun, pistol, ammunition or explosive device (no matter how limited), incendiary device, ice pick, knife, box cutter, machete, hypodermic needle(s), brass knuckles, club, nunchakus, razor blade, sling shot, spear, sword, or any other object that can reasonably be considered a weapon.



## *Sick/Clinic Use Protocols*

Students must be fever free for 48 hours without the use of fever-reducing medicine before returning to school. If a student is COVID/Flu positive or experiencing COVID/Flu symptoms, the student must adhere to protocols issued by Leon County Schools. Students who are not feeling well may get a pass to the office from their teacher. They must notify a parent upon arrival in the office to be picked up, complete a clinic pass, and turn in their cell phone to office staff. Clinic stays are limited to 15 minutes unless otherwise authorized. Please visit [www.leoncountyschools.net](http://www.leoncountyschools.net) for guidelines and updates.



## *Prescription Drugs at School*

School Board policy forbids prescription medications at school. If a prescription medication must absolutely be taken during the school day, the parent needs to check it in to the office with a signed permission form and doctor's prescription. Consult with the front office on any questions regarding medication.

## *Skateboards*

For safety reasons, skateboards cannot be used at school. This includes the parking lot, the entrance, sidewalks, and



streets. Skateboards brought to school must be stored in the office during the school day. Violators will not be allowed to bring their skateboards to school for the remainder of the semester.



## *Littering/Graffiti/Recycling*

Everyone is asked to clean up her/his own mess, to refrain from graffiti and destruction of school property, and to recycle paper, plastic, and cans.

## *Commerce on Campus*

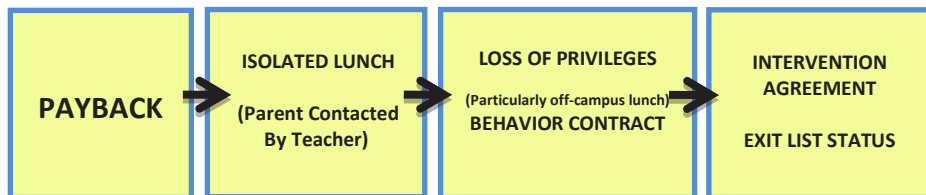
There is no selling of goods or services, etc., on campus unless it is specifically to raise funds for an authorized school club or activity.

## *Searches*

In order to ensure a safe learning environment, school board policy permits random searches of hand/book bags, clothing, lockers, and vehicles for weapons. Additionally, an individual student's locker or vehicle may be searched by an administrator if there is reasonable suspicion of possession of dangerous or illegal items. If a student refuses to cooperate with these procedures, he/she will not be allowed to remain in the school.

## *Consequences*

Depending on the seriousness of the offense, failure to follow school guidelines may result in Time Out counseling, Isolated Lunch (ISO), loss of off-campus lunch or other privileges, suspension, expulsion, the privilege to walk at graduation, intensive placement, including loss of paid funds, and/or arrest. See *Leon County Schools Student Code of Conduct* for further details.



**PLEASE NOTE:** Three ISOs (per 9 weeks) = behavior contract, parent conference, probation agreement and/or exit list review. Failure to serve Isolated

Lunch will result in intervention agreement and possible exit. Repeat offences will be escalated.

## *Paybacks*

**Students receive paybacks when they violate a guideline or school policy.** Teachers may require a payback in the form of an ISO if a student violates a teacher policy. If students do not serve their payback, it could result in an office referral.

## *Time Out*

There are two types of Time Out. Voluntary Time Out is when a student requests to go to the office for a counseling session and returns when he/she is ready. Mandatory Time Out is when a student is sent to the office by the teacher for disrespect, disruptive behavior, or lack of participation (e.g. sleeping in class). Parents will be notified, and students may be suspended for repeated offenses.

## *Isolated Lunch*

Students receive Isolated Lunch (ISO) for breaking school rules (paybacks), tardies, or behavior contract infractions. Students serving an ISO will be notified and told where to meet. Students may bring their lunch or get lunch in the cafeteria and eat it in the ISO room. Students may not leave campus or have food delivered to them. Students must come on time, sit and write, study, or read quietly. No headphones, sleeping, or talking is allowed. Failure to show up to Isolated Lunch may result in loss of privileges, intervention agreement, and suspension.

## *Suspension*

Students may be suspended from school or from the school bus for up to 5 school days (unless extended by the Superintendent of Schools or the School Board) for failing to follow school guidelines, e.g., blatant disrespect to staff, drugs, alcohol, tobacco, bullying, harassment, and sexual misconduct. While on suspension, students may not participate in any school-sponsored activity.

## *Appeals*

Occasionally a student who is accused of breaking a school rule believes he/she is innocent and/or was unjustly punished. The student may ask to meet with the principal to state her/his case.

## *Grievance*

Anytime a student feels that a teacher is breaking a guideline or behaving unprofessionally, the student has the right and responsibility to report this to the principal.

## *Expulsion*

Expulsion is a denial of access to the Leon County Public School System and can be effected and rescinded only by the Leon County School Board. It is a result of serious and/or repeated offenses as outlined in ***Leon County Schools Student Code of Conduct***.

# Notes

