

Tiffany Williams
Principal



Matt Roberson
Assistant Principal

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

Attendance Line - (850) 617-5929

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 380 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 44 years, have worked hard to make this a fun and creative place to learn and grow. **You** have chosen to be here, and it's **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 2019-2020 school year!

Tiffany Williams
SAIL Principal

OFFICE CONTACT INFORMATION

Administration

Tiffany Williams - Principal
Matt Roberson - Assistant Principal

Administrative Staff

Erica Page - Guidance Counselor
Shirley Cain - Registrar
Vickie Reeves - School Financial Accountant
Rivka Wohlgemuth - Receptionist
Mindy Rodriguez - Executive Secretary
Emily Bell - Media Specialist/Testing Coordinator
Mike Wohlgemuth - Technology Coordinator
Doug Dirickson - School Resource Deputy
Solomon Lewis - School Maintenance Supervisor

REGULAR BELL SCHEDULE

7:52 a.m.	Warning Bell
7:55 – 8:45 a.m.	1 st Period
8:50 – 10:45 a.m.	2 nd /3 rd Period
10:50 – 12:30 p.m.	4 th /5 th Period
12:30 – 1:10 p.m.	Lunch
1:05	End of Lunch Warning Bell
1:10 – 2:50 p.m.	6 th /7 th Period

Info About SAIL



Academics and Electives - Experience-based classes combine academic concepts with real -world applications. SAIL offers an interdisciplinary curriculum which integrates required courses in English, Math, Social Studies, and Science with stimulating electives.



Elective courses include Photography, Art, Fiber Arts, Guitar, Vocal Music, Drama, Film Appreciation, Spanish, Journalism, Computer Applications, Digital Design, Robotics, P.E., Juggling, Yoga, Gardening, and DCT.

Block Scheduling - With the exception of the “optional” period which meets every day for fifty minutes, all classes meet every other day for approximately 100 minutes. The result is better opportunities for field trips and labs that normally do not easily fit into a 50-minute class. On “**even**” calendar days of the month, students go to **2nd, 4th, & 6th** periods. On “**odd**” days, they go to **3rd, 5th, and 7th**.



Optional Period - All students must take a minimum of six classes. Students who ride the bus will be scheduled for seven classes.

Performance-Based Computer Lab - Students can improve their skills, repeat failed courses, and earn high school credits in our self-paced retrieval lab called PLATO.

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.

Progress Reports - All students will receive interim progress reports at the mid-point of the nine -week grading period. It is the student's and parent's responsibility to review these together. Progress Reports *are not* mailed home.

Report Cards - Report cards are distributed to students at school and are also mailed home with a school newsletter.

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 at the end of the semester or before.

Exit List/Exit Review - If a student's name is placed on the "Exit Review



List" because of probation, behavior contract, excessive paybacks, poor attendance, After School Detention (ASDs) or suspensions, she/he will be reviewed by the staff at the semester's end to determine whether or not the student may continue at SAIL. Exited students may not visit campus or participate in extra-curricular activities.

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 behavior are a concern. Students are required to attend the conference.

Lockers - Lockers are available for student use but are the property of the school. Lockers may be searched by school personnel. 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.

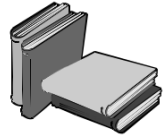
Lost and Found - All articles which are found should be taken to the Main Office. Unclaimed articles are donated to a charity at the end of each semester.

Emergency Drills - Emergency drills will be conducted with or without advance notice. 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 2019-2020 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.



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 7 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 will result in a payback and cancellation of privileges.

See SAIL webpage "Student" tab for Student Office365 instructions.

Word Up - Word Up is SAIL's daily reading time for students and teachers. Each morning we begin 2nd or 3rd period class with at least 15 minutes of sustained silent reading. 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.



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 backpacking in the North Carolina mountains, sailing in the Florida Keys, traveling in the United States, and volunteering here in the community. Students are responsible for costs of all Intensives.

Clubs

Drama, Juggling, Art, Robotics, Human Relations, Soccer, Acoustic Ensemble, Photography, Ultimate Frisbee, Mural Club, Poetry, Chess, Scrabble, Anime, Gardening, Girls on the Run, and LGBTQ+ are just a few of our lunchtime/after-school clubs. 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. SAIL has its own basketball team and cheerleading team. Go Pirates! Support the Black and Gold!



Student Leadership



Jude Countryman
President



Julianna Adams
Vice President

SAIL students not only *go* to school, they help *create* their school by playing a pivotal role in governance and policy making. 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, Instagram and Snapchat!

Getting Involved

The **free speech board** is for anyone who wants to say something or make a point without necessarily being identified. No put-downs, profanity, or drug/alcohol references are allowed. Our school is unique because during the school's **staff meetings** any student is welcome to sit in and participate. Staff meetings are held every Tuesday at 3:00 p.m. 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) 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*

Grading System

The grading system used at SAIL High School for all grades including examinations is as follows:

<u>Grade</u>	<u>Percent</u>	<u>Quality Points</u>
A	90-100	4
B	80-89	3
C	70-79	2
D	60-69	1
F	0-59	0



*Honor Courses are awarded an extra .50 quality point per semester.

*Dual Enrollment/AP Courses are awarded an extra 1.0 quality point per semester.

Honor Roll

Honor Roll certificates are issued each nine weeks based on the following:

Honor Roll	a 3.0 GPA with no Ds or Fs & no more than one C.
High Honor Roll	a 3.6 GPA with no Cs, Ds or Fs

Semester Grades

Each semester is made up of 2 nine-week grading periods, each worth 40% of the semester grade, and a 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 grade.]

<u>Grade</u>	<u>1st Grading Pd.</u>	<u>2nd Grading Pd.</u>	<u>Semester Exam</u>	<u>Semester Grade</u>
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 must take written or performance final semester exams in each of their classes. All students with more than 9 unexcused absences in a semester must pass the exam in order to earn credit. All students must pass either 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 2019-20

1st Semester Exams\Early Release	2nd Semester Exams/Early Release
Dec. 18 1 st Period 2 nd Period 4 th Period Dec. 19 1 st Period 3 rd Period 5 th Period Dec. 20 1 st Period (Study Hall) 6 th Period 7 th Period	May 27 1 st Period 3 rd Period 5 th Period May 28 1 st Period 2 nd Period 4 th Period May 29 1 st Period (Study Hall) 6 th Period 7 th Period

Graduating Senior Final Exams

Seniors may *exempt* final exams if, during the last 9 weeks, they are passing the class, have no more than 6 absences (1st period) or 3 blocks (excused or unexcused) AND have no suspensions or After School Detention during the semester.

Bonus! Students with NO unexcused absences, paybacks, After School Detention or suspensions during the semester may have 7 absences (1st period) or 4 blocks and still be eligible.



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 guidance 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.

A statewide student advising website is available for information about careers, scholarships, financial aid, etc., at www.facts.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.

3.9 Summa cum laude 3.8 Magna cum laude 3.7 cum laude

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 th	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 credits
1 on-line course	

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 (Physics 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 the possibility of Intensive preference, pizza parties, and other rewards to students who have great attendance (plus good academics and discipline record). For non-attendance, we utilize a “conferencing approach” instead of an automatic failure policy.

RESPONSIBILITIES/PROCEDURES FOR CLEARING AN ABSENCE

PARENTS – All absences must be reported to the 24-hours attendance line 850-617-5929 on a daily basis. Please don’t leave messages for tardies and/or 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.

STUDENTS – It is **YOUR RESPONSIBILITY** to check your attendance daily in 2nd/3rd period or 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 to sign in and out at the office when you arrive late or leave school early.**

Excused Absences

Absences can be **excused** for: illness, illness/death in the family, appointment with doctor/dentist, court, late school bus, emergency at home, and religious holidays.

For doctor’s and court appointments, please remember to bring a note and try not to miss a whole day of school. PLEASE NOTE: pre -arranged trips, etc., require written approval prior to absence. Forms are available in the office or online.

Excessive excused absences may necessitate a doctor’s excuse and/or a parent attendance conference.

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 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. A student has a period of time 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, 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 and/or staff input. Stay tuned for updates.**

Poor Attendance Interventions/Consequences

Per 9 week (per period/same class) grading period consequences will include:

- 1 unexcused absence = Parent Contact (automated call)
- 2 unexcused absences = Parent Contact (automated call)
- 3 unexcused absences = Warning Letter/Parent Contact
- 4 unexcused absences = After School Detention (ASD)/Saturday School
- 5 unexcused absences = Attendance Conference with Parent and Contract
- 6 or more *unexcused* absences = Saturday School/Intervention Agreement/Exit List

5 or more excused absences per 9 weeks= Required parent attendance conference.

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

Other possible lost privileges may include 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.

Attending school is important! We want you here every day 📖

Tardy Policy

Students should be in class by the tardy bell. Students who are unexcused tardy 3 times will be assigned an isolated lunch by the teacher. Continued tardiness will result in a required After School Detention then Saturday School.

Tardy is defined: less than or equal to 10 minutes = **Tardy**
greater than 10 minutes = **Late/Unexcused Absence**

Passes to Class

Students receive a "green" pass from the office to show an unexcused absence/tardy has been excused. If the absence/tardy is unexcused, the student will get a "red" pass. The absence must be cleared by the end of that school day (unless otherwise specified).

Green pass = "Good to Go"- excused
Red pass = "Unexcused Absence"

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. They may sit quietly outside or go to class, the Media Center, or the cafeteria. **Palmer-Munroe Pavilion is off-limits before school, at lunch, and throughout the school day.**

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**. 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 3:00 p.m., no supervision is provided, and any student on campus must be participating in a teacher-sponsored activity with supervision.

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.

Visitors

ALL visitors to campus must sign in and out, have identification, and obtain a pass from the office. SAIL graduates and former students who left in good standing may visit **ONLY** at lunch. Visiting before/after school must be pre-arranged with a teacher. A current student wishing to bring a visitor must get prior approval from the office. Students exited from SAIL are not allowed to visit campus except by special arrangements with the office.

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.

Cell Phone Use, Electronic Use, Messages and Deliveries



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 may result in disciplinary action.

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.**

Off-Campus Lunch Privileges

Students in 11th and 12th grade 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, 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 Pavilion is off-limits.

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 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.



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 appropriate consequences which may include a civil citation, ASD, off-campus privilege revoked, and possible suspension for repeat offenders.

Students **under** 18 who are seen smoking off campus may be ticketed & the tobacco confiscated by the School Resource Deputy (SRD) or Tallahassee Police Department. Students **18 and over** 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 classes 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 student may also forfeit elected or appointed positions of leadership.

The consequences for violation of the drug and alcohol rules include **suspension for up to (10) days**, a drug offense **referral to law enforcement**, an assessment by school-approved drug and alcohol professionals, and a **public apology** to staff and students. **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.



Prescription Drugs at School

School Board policy forbids prescription medications (except for inhalers) 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.



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.



Clinic Use

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, complete a pink clinic pass, and turn in their cell phone to office staff. Clinic stays are limited to 25 minutes unless otherwise authorized.

Parking and Parent Drop Off/Pick Up

Parent drop off/pick up are located in the parking lot on the southeast corner of the campus. PLEASE DO NOT USE THE VISITOR PARKING LOT TO DROP OFF AND PICK UP STUDENTS. THIS INTERFERES WITH SCHOOL BUS TRAFFIC FLOW AND IS A SERIOUS SAFETY ISSUE.

Student must park in the SAIL student lot and register for a parking decal. The Palmer Monroe Teen Center is off limits for parking. Closer proximity to the school and the ability to review security camera footage will allow the school to monitor this area more effectively.

Parents who are visiting should park in the visitor spaces near the office.

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.



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 don't show butts, bellies, breasts, bras, or boxers. **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, ASD then Saturday school.

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.

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), and no After School Work Details or suspensions. **As a bonus**, students with no unexcused absences, paybacks, After School Detention, or suspensions during the 9 weeks will qualify for additional incentives. Students may receive Doubloons to shop in the Treasure Trove (school store).

Consequences

On the other hand, depending on the seriousness of the offense, failure to follow school guidelines may result in Time Out counseling, Isolated Lunch (ISO), After School Detention (ASD), and Saturday School, 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: 3 ISOs or 3 ASDs (per 9 weeks) = Saturday School, behavior contract, parent conference, probation agreement and/or exit list review. Failure to serve Isolated Lunch will result in an After School Detention. 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 or ASD if a student violates a teacher policy. If students don't 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 may 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 the last 15 minutes 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, talking, or bathroom breaks are allowed. Failure to show up to Isolated Lunch may result in After School Detention (ASD). Failure to serve ASD may result in suspension.

After School Detention/Study Hall

After School Detention is held on three afternoons a week from 2:50 to 3:50 p.m. Students will work on homework or read unless a campus work detail is required. They must have transportation by 3:50 p.m. **PLEASE NOTE:** Students who are assigned, but do not serve, will be escalated

Saturday School

Saturday School is reserved for students who have excessive unexcused absences, continued tardies, and as a disciplinary consequence for multiple discipline issues. Students are responsible for their own transportation.

Suspension

Students may be suspended from school or from the school bus for up to 10 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 and request a grievance hearing.

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*.

