



Home of the Golden Eagles
Soaring to Excellence!

Student Handbook
2016-2017

FLEMING ISLAND HIGH SCHOOL
2233 Village Square Parkway
Fleming Island, Florida 32003
904-336-7500

HOME OF THE GOLDEN EAGLES
STUDENT HANDBOOK 2016-2017

FIHS ADMINISTRATION

Principal	Tom Pittman
Vice Principal	Rex Knight
Assistant Principal	Laurie Burke
Assistant Principal	Roger Dailey
Assistant Principal	Tracey Finley
Athletic Director	Randy Warren

GUIDANCE DEPARTMENT Director: P. Parry

COUNSELOR	PHONE #	9 th / 10 th /11 th Grade By Academy	12 th Grade By Last Name
Parry	336-7657	Visual & Perform Arts Joj-Z	Sci - Z
Duhan	336-7655	Visual & Perform Arts A-Joi	A – Cur
Haggard	336-7656	Academy of Digital Media	Cus – I
Baggett	336-7658	VyStar Acad. Of Business	J-Nol
Netherland	336-7659	A.I.C.E. & Dual Enrollment	Nom - Sch

Main Office	(904) 336-7500
Attendance Office	(904) 336-7670
Clinic	(904) 336-7507
Guidance Office	(904) 336-7661
Media Center	(904) 336-7516

Fleming Island High School Vision Statement

We are releasing the eagle within each student to soar to limitless heights.

Fleming Island High School Mission Statement

Preparing tomorrow's leaders today

Fleming Island High School Beliefs:

- All students can be successful learners. Learning is most effectively enhanced through mastery of small unit objectives before moving on to subsequent units (i.e. mastery learning).
- Each student is an important individual with unique intellectual, physical, social and emotional needs that should be addressed when designing a program of study.
- Teachers, staff, administrators, parents, students and community members should share in the responsibility for providing a safe, supportive environment within our school.
- Clear goals and high expectations should be set for students in technical training, college prep classes and other advanced educational opportunities.
- Students with varying cultural backgrounds and needs learn in different ways and should be provided with a variety of instructional approaches to support their learning
- A variety of authentic assessment opportunities should be provided to enable students to demonstrate and apply learning.
- The commitment to continued improvement is necessary to enable students to become confident, self-directed, life-long learners and productive members of society.

Reminder to parents

Annually, every parent and student has the opportunity to evaluate the effectiveness of instructional employees by completing annual school improvement climate surveys. Additionally, parents and students may submit concerns or commendations relative to performance directly to the school principal or supervisor. Results are reviewed by school administration and assist supervisors in recognizing performance or identifying growth opportunities.



**SCHOOL DISTRICT OF CLAY COUNTY
STUDENT CALENDAR
2016-2017**

Tuesday, August 9, 2016.....	First Day, Teacher
Thursday, August 11, 2016.....	District Inservice Day
Tuesday, August 16, 2016.....	First Day, Students
Monday, September 5, 2016.....	Labor Day, Student/Teacher Holiday
Thursday, October 6, 2016.....	End First Grading Period (37 days)
Friday, October 7, 2016.....	Planning Day/Student Holiday
Friday, November 11, 2016.....	Veterans' Day, Student/Teacher Holiday
Monday, Nov. 21 thru Friday, Nov. 25, 2016.....	Thanksgiving, Student/Teacher Holidays
Friday, December 16, 2016.....	End Second Grading Period (44 days)
Monday, December 19, 2016 thru January 2, 2017.....	Christmas/New Year's Break, Student/Teacher Holidays
Tuesday, January 3, 2017.....	Planning Day/Student Holiday
Wednesday, January 4, 2017.....	Inservice Day/Student Holiday
Thursday, January 5, 2017.....	Students Return to School
Monday, January 16, 2017.....	Martin Luther King Day, Student/Teacher Holiday
Monday, February 20, 2017.....	Presidents' Day, Student/Teacher Holiday
Friday, March 17, 2017.....	End Third Grading Period (50 days)
Monday, March 20 thru Friday, March 24, 2017.....	Spring Break, Student/Teacher Holidays
Monday, March 27, 2017.....	Planning Day, Student Holiday
Tuesday, March 28, 2017.....	Students Return to School
Friday, April 7, 2017.....	Fair Day, Student/Teacher Holiday
Friday, April 14, 2017.....	Good Friday, Student/Teacher Holiday
Monday, May 29, 2017.....	Memorial Day (Observed), Student/Teacher Holiday
Wednesday, June 7, 2017.....	Last Day, Students (4th Grading Period – 49 days)
Thursday, June 8, 2017.....	Last Day, Teachers – Planning Day

GRADUATION: June 2, 2017

EARLY DISMISSAL DAYS

ELEMENTARY SCHOOLS

September 16, 2016, Oct. 31, 2016, Dec. 16, 2016
Feb. 17, 2017, May 12, 2017 & June 7, 2017

JUNIOR HIGH/ HIGH SCHOOLS ONLY

Dec. 14, 15 & 16, 2016
June 5, 6, & 7, 2017

INTERIM REPORTS TO PARENTS

Available thru the Parent Portal Account
<https://focus.oneclay.net>

Tuesday.....September 13, 2016
Tuesday..... November 8, 2016
Thursday..... February 9, 2017
Tuesday..... May 2, 2017

REPORT CARDS TO PARENTS

Available thru the Parent Portal Account
<http://focus.oneclay.net>

Friday.....October 14, 2016
Wednesday.....January 11, 2017
Friday.....March 31, 2017
Thursday.....June 15, 2017

School Board Approved: November 17, 2015

Important Dates for the 2016-2017 School Year

Schedule Pick-up (All Students)	August 12, 2016 9 - 11 a.m. Cafeteria
First Day Students	August 16, 2016
Open House	Sept. 6, 2016 7 p.m.
Homecoming Week	October 3-7, 2016
First Semester Exams (½ days)	December 14-16, 2016
Grad Bash	April 21, 2017
Junior/Senior Prom	April 29, 2017
Graduation	June 2, 2017
Second Semester Exams (½ days)	June 5-7, 2017

2016 - 2017 Regular Bell Schedule

PERIOD	ARRIVE	DISMISSED
WARNING BELL	7:15 a.m.	
PERIOD 1	7:20 a.m.	8:11 a.m.
PERIOD 2	8:17 a.m.	9:08 a.m.
PERIOD 3	9:14 a.m.	10:05 a.m.
PERIOD 4 (NO LUNCH)	10:11 a.m.	11:06 a.m.
PERIOD 4 With Lunch	10:11 a.m.	11:37 a.m.
1 st Lunch	10:11 a.m.	10:36 a.m.
2 nd Lunch	10:41 a.m.	11:06 a.m.
PERIOD 5 (NO LUNCH)	11:43 a.m.	12:37 p.m.
PERIOD 5 With Lunch	11:45 a.m.	12:37 a.m.
3 rd Lunch	11:12 a.m.	11:37 a.m.
4 th Lunch	11:42 a.m.	12:07 p.m.
5 th Lunch	12:12 p.m.	12:37 p.m.
PERIOD 6	12:43 p.m.	1:40 p.m.

2016 – 2017 ACTIVITY BELL SCHEDULE

PERIOD	ARRIVE	DISMISSED
WARNING BELL	7:15 A.M.	
PERIOD 1	7:20 A.M.	8:01 A.M.
ACTIVITY	8:07 A.M.	8:47 A.M.
PERIOD 2	8:53 A.M.	9:34 A.M.
PERIOD 3	9:40 A.M.	10:21 A.M.
PERIOD 4 (NO LUNCH)	10:27 A.M.	11:22 A.M.
PERIOD 4 With Lunch	10:27 A.M.	11:53 A.M.
Lunch 1	10:27 A.M.	10:52 A.M.
Lunch 2	10:57 A.M.	11:22 A.M.
PERIOD 5 (NO LUNCH)	11:59 A.M.	12:53 P.M.
PERIOD 5 With Lunch	11:28 A.M.	12:53 P.M.
Lunch 3	11:28 A.M.	11:53 A.M.
Lunch 4	11:58 A.M.	12:23 P.M.
Lunch 5	12:28 P.M.	12:53 P.M.
PERIOD 6	12:59 P.M.	1:40 P.M.

Wednesday Bell Schedule

Students are dismissed at 1:20 on Wednesdays.

Warning Bell	7:15
1 st Period	7:20 – 8:06
2 nd Period	8:12 – 8:58
3 rd Period	9:04 – 9:50

GREEN

4 th Period with lunch	9:56 – 11:22
Lunch 1	9:56 – 10:21
Class	10:27 – 11:22
5 th Period without lunch	11:28 – 12:22

GOLD

4 TH Period without lunch	9:59 – 10:51
5 th Period with lunch	10:57 – 12:22
Lunch 3	10:57 – 11:22
Lunch 4	11:27 – 11:52
Lunch 5	11:57 – 12:22

6 th Period	12:28 – 1:20
------------------------	--------------

Student School Hours: 7:20 A.M. – 1:40 P.M. (M,T,Th and F)
7:20 A.M. – 1:20 P.M. (Wednesdays)

FLEMING ISLAND HIGH

ATHLETIC SEASONS AND TEAMS 2016 - 2017

Fall

Boys Golf	Coach Cloud	P-97
Girls Golf	Coach Anderson	229
Volleyball	Coach Walker	Gym
JV Volleyball	Coach Fischer	261
Varsity Football	Coach Springs	Gym
JV Football	Coach Cunningham	
Cross Country Girls	Coach Baker	P-10
Cross Country Boys	Coach Poole	1023
Swimming	Coach Bright	79
JV Cheerleading	Coach Mercer	41
Varsity Cheerleading	Coach O'Dell	52

Winter

Boys Basketball	Coach Chandler	P-85
JV Boys Basketball	Coach Kupfer	Off Campus
Girls Basketball	Coach Williams	246
JV Girls Basketball	Coach	Off Campus
Boys Soccer	Coach Pontore	51
Girls Soccer	Coach Ivey	Off Campus
JV Soccer Girls	Coach Lyons	P-92
JV Soccer Boys	Coach Green	P-24
Wrestling	Coach Cunningham	
Girls Weightlifting	Coach Springs	Gym

Spring

Baseball	Coach Klosterman	250
JV Baseball	Coach Lanoux	Off Campus
Fast Pitch Softball	Coach Bucklew	Gym
JV Fast Pitch Softball	Coach Fischer	261
Girls Tennis	Coach Moriarty	P-61
Boys Tennis	Coach Chadwell	307
Boys Track & Field	Coach Otero	P-87
Girls Track & Field	Coach Baker	P-10
Weightlifting – Boys	Coach Nosse	Gym
Girls Lacrosse	Coach Lyons	P-92
Boys Lacrosse	Coach Lavangie/Andersen	Off Campus/229
Girls Flag Football	Coach Dailey	247

2016 - 2017 CLUBS, ACTIVITIES & HONOR SOCIETIES

American Sign Language Club
Band
Childcare
Color Guard
Dance Team
Debate Team
Drill Team (Flag Corps)
FBLA (Future Business Leaders of America)
FCA (Fellowship of Christian Athletes)
FCCLA
Florida State Spanish Conference
Freshman Class
Frisbee
Gamers Gathering
Girl Up
Golden Quill Literary Magazine
Great Decisions
Invisible Children
Jazz Band
Junior Class
NJROTC (Drill Team/Color Guard)
Robotics Club
Science/Medical Club
Senior Class
Sophomore Class
Spanish Club
Student Council/Government
Teen Advisory Board/Media Center
Teen Court
Tri-Eagles
Velocity
Winter Guard
Yearbook

HONOR SOCIETIES

Beta Club
High-Q (Academic Teams)
Mu Alpha Theta (Math Honor Society)
NHS (National Honor Society)
National Art Honor Society
National Spanish Honor Society
National Technical Honor Society
Thespians (Drama Honor Society)

Jennifer Kruse (P 25)
Mara Rose/Ben Adams (Band Room)
Amy Mercer (Rm 41)
Ben Adams (Band Room)
Christy Napier (R-269)
Benita Saunders (P63)
Ben Adams (Band Room)
Brenda Kirkland (Rm 231)
Meghann Collier (P-60)
Amy Mercer (Rm 41)
Elizabeth Irigoyen-Meyers (Rm 321)
Jordan Bright (Rm 79)
Paul Suter (Rm 134)
Jason Merritt (P 35)
Amy Stalker (P-96)
Jason Merritt (P 35)
A. Stalker (P-96)/C. Poole (R-258)
Joanne Speicher-Harris (Rm 71)
Mara Rose (Band Room)
L. Kirk/M. Stringer (Rm 74/P11)
CWO Keller/1st Sgt. Lewnes (P 46)
Paul Suter (R-134)/Rick Shimer (R-123)
Brenda Morris (Rm. 298)
Jennifer Gunder (P 84)
Ginny Lowe (Rm-222)
Elizabeth Irigoyen-Meyers/Pam Johnson
Josh Olschewske (P-73)
Janet Hallstrom/Carol Papuga (MC)
D. Mueller Cell 773-3015)
Jordan Bright (Rm 79)
Mara Rose (Band Room)
Ben Adams (Band Room)
Courtney Poole (Room 258)

Stalker (P-96)
Jennifer Bradley (Rm 291)
Benita Saunders (P-63)
C./J. Poole (Rm 258)
Paul Suter (R-134)
Ruth Brasfield (Rm 302)
Toni Padgett (Rm 30B)
Amy Conlon (P-40)

Fleming Island High School Guidance Services

The guidance services are located on the first floor of Fleming Island High School. Counseling can be obtained in academic areas, career/vocational areas, and personal/social adjustment. Students are encouraged to meet his/her assigned counselor early in the year.

In addition to individual counseling services, counselors also provide group guidance, testing services, information services, new student orientation, and post-high school information. Counselors also maintain information on a wide variety of outside community services to help students and families meet their needs.

HOW TO REACH YOUR COUNSELOR

1. Report to the Guidance Secretary before or after school to make an appointment.
2. At that time, you will receive an appointment time and pass to return to Guidance.
3. Report to class and after your teacher excuses you, you will report to the Guidance Office at your appointed time.
4. Be sure to sign IN and OUT with the Guidance Secretary.
5. Walk-in appointments are permitted only if the counselor is available, and the student has a pass from their teacher. Students without a pass will be returned to class immediately.

Parents, please call for an appointment prior to coming to school. (904-336-7661)

SCHEDULE CHANGES

Schedule changes must be completed within five days after the opening day of the semester.

(Year-long classes may only be dropped during the first semester.) Therefore, paperwork must be completed by the third day in order to allow time for processing. Schedule changes will be considered only if they meet one of the following conditions:

1. Failure in prerequisite course(s).
2. Senior needing a specific course for graduation.
3. Acceptance of a senior in dual enrollment program or a student is in a special program (ESE, for example).
4. Student already has credit in the course.
5. Placement in a wrong course or a wrong level. (Level determination is based on past record, test scores, and teacher evaluation).
6. Student is scheduled for too many or too few classes.
7. After the first ten days of school, leveling must be within the same specific subject, such as Algebra I Honors to Algebra I. (This does not mean Algebra II to General Math.) All leveling must be done by the end of the first nine weeks.

SCHEDULE CHANGES PROCEDURES

1. On the first day, the only students who should report to Guidance are those who have a hole in their schedules or do not have a schedule.
2. Students may pick up schedule change request forms from the main office.
3. After the request form is returned, the student will either receive a schedule change form if approved or the form indicating disapproval from his/her first period teacher.
4. The student must have all teachers initial the schedule change form (returning books to the previous teacher).
5. After the previous teacher has initialed, the student should receive a pass to proceed to the new class. The form needs to be returned to Guidance once all signatures have been obtained.
6. **REMEMBER, DEADLINES FOR STUDENT-INITIATED SCHEDULE CHANGES WILL BE TEN (10) DAYS FROM THE BEGINNING OF EACH SEMESTER. (YEAR CLASSES MUST BE DROPPED IN THE FIRST TEN (10) DAY OF SCHOOL.** All paperwork must be completed and processed by that time. (Allow two (2) days for processing.)

CONFERENCES

Parent-Teacher conferences are scheduled at the request of either the school or the parent through the Guidance office. As a general rule, any problems or concerns a parent may have should be addressed with the teacher(s) prior to scheduling a conference.

STUDENT ASSISTANCE PROGRAM COUNSELOR

A Mental Health Counselor is available on various days throughout the week to provide extra support to students who may be suffering from depression, trauma-related problems, grief issues, or other mental health related issues. Guidance Counselors and teachers can make a referral to the SAP counselor upon request.

TRANSCRIPTS

Transcripts will usually be available within 24 hours of your request. One (1) transcript will be issued at no charge. Additional transcripts will cost \$3.00 each. Requests for transcripts should be made with the Guidance Office.

Academy Coach

Our Academy Coach, Ms. Harris, is available to provide extra support with career and vocational planning. Appointments can be scheduled in the Guidance Office.

COLLEGE PLACEMENT TESTS

It is recommended that all students begin taking the SAT and/or the ACT in the spring of their junior year. We also encourage students to take the Practice ACT and the PSAT as early as their freshman year as this allows the opportunity to take an actual assessment without it being on your record. After the test, students keep the test booklet and get a solution key. Within a few days, students receive a complete analysis that pinpoints areas of weakness to help focus improvement efforts. To register through the mail, you can pick up registration packets in the Guidance Office. To register online visit www.collegeboard.com (SAT) or www.actstudent.org (ACT).

Practice ACT – September 3, 2016 and **PSAT** – November 2, 2016

ACT TEST DATES

September 10, 2016
October 22, 2016
December 10, 2016
February 11, 2017
April 8, 2017
June 10, 2017

DEADLINE

August 5, 2016
September 16, 2016
November 4, 2016
January 13, 2017
March 3, 2017
May 5, 2017

LATE FEE

Aug. 19, 2016
Sept. 30, 2016
Nov. 18, 2016
Jan. 20, 2017
March 17, 2017
May 19, 2017

SAT TEST DATES

October 1, 2016
November 5, 2016
December 3, 2016
January 21, 2017
March 11, 2017
May 6, 2017
June 3, 2017

DEADLINE

September 2, 2016
October 7, 2016
November 4, 2016
December 23, 2016
February 10, 2017
April 7, 2017
May 5, 2017

LATE FEE

Sept. 16, 2016
Oct. 21, 2016
Nov. 18, 2016
Jan. 6, 2017
Feb. 24, 2017
Apr. 21, 2017
May 19, 2017

FINANCIAL AID FOR COLLEGE

Financial aid is used to bridge the gap between what you can afford and what school actually costs. Although not everyone qualifies for financial aid, every college-bound student should fill out the Free Application for Federal Student Aid (FAFSA) beginning in January of their senior year. Information on the various forms of financial aid as well as the application can be found at www.fafsa.ed.gov.

FLEMING ISLAND HIGH SCHOOL STUDENT POLICIES AND PROCEDURES

ATTENDANCE

Administrators are responsible to assure that teachers and staff keep accurate daily attendance records.

School attendance is the responsibility of the parents and the students. **Students over the age of sixteen with excessive consecutive absences may be administratively withdrawn for nonattendance.** If a student is under the age of sixteen, the Clay County social worker will be asked to investigate. The School Board of Clay County, Florida expects that each child's right to attend school will be protected, and the Compulsory School Attendance Child Welfare law will be vigorously enforced.

If a student has five (5) unexcused absences for which the reasons are unknown within a calendar month or ten (10) unexcused absences within a 90 calendar day period, the primary teacher must report to principal or designee that the child may be exhibiting a pattern of nonattendance.

As per Florida Statute 1003.27, "Minors who accumulate fifteen unexcused absences in a ninety day period...will be ineligible for driving privileges by state law."

ABSENCE PROCEDURES

The following steps are based upon Florida Statute 1003.26:

1. It is the responsibility of the parent/guardian to provide a written statement to the school explaining the absence within **three** school days following the return of the student to school. After **three (3)** days, the absence remains unexcused.
2. Notes should be written from the parent or guardian containing ALL of the following information:
 - Student's first AND last name
 - Current date
 - Dates of absence
 - Reason for absence
 - Contact phone number where parent/guardian may be reached during the school day
 - Signature of the parent/guardian
3. Absence notes should be turned in to the Attendance Office, located in the front office, BEFORE school. **Emails and telephone calls are not accepted to excuse an absence.**

ATTENDANCE FOR SOCIAL FUNCTIONS

Students who are suspended from school may not attend or participate in any extra-curricular activities. Students with 10 or more excused or unexcused absences for the 1st semester, or a total of 20 excused or unexcused absences for the year will not be allowed to participate in social functions, primarily intended to reward students; this includes Grad-Bash, Prom, dances, field trips unless the student can provide documentation of a physical condition verified by a physician, or other unusual circumstances.

Students may also be barred from participation in extracurricular activities because of the number or severity of discipline referrals as well as lost textbooks.

MAKE-UP WORK

1. It is the student's responsibility to request any work missed while absent within two days of their return to school. Students may make up work missed due to excused absences. Methods for taking make-up exams are left to the teacher's discretion. For an unexcused absence, the teacher may decide whether or not to count the make-up work.
2. A zero may be given for work not made up in the allotted time. Clay County Pupil Progression Plan states that the student gets one day for each day he/she is absent from an excused absence to make up work.
3. If a student is absent for longer than three (3) school days due to an illness or emergency, assignments may be requested by contacting the guidance office. Please allow twenty-four hours for the teachers to compile missed assignments. Assignments may be picked up in the guidance office when they are ready.
4. A pre-excused absence, such as an extended trip out of town, must be requested in writing to the attendance office one week prior to the absence for administration approval. All work missed due to a pre-excused absence must be completed upon return.

TARDY TO SCHOOL

1. **ALL students who arrive late to school (unexcused or excused) MUST sign-in in the Attendance Office in the front office as soon as they come on campus.** The Attendance Office will issue students a tardy pass to class. Students will not be allowed to enter class late without the appropriate pass. Tardies due to late buses are excused, but students must still report to the Attendance Office to sign-in.
2. **We do NOT accept notes to excuse a tardy.** A student must have either a doctor's note or a parent sign them in if they want their tardies to be excused. If a student is late due to a professional appointment (court date, doctor, dentist, etc.), then they must have a note from that office with them in order for it to be considered an excused tardy. Parents do not need to accompany students who have doctor's notes to excuse a tardy.
3. **Four unexcused tardies to school in a quarter will result in your parking permit being pulled.**
4. **Excess tardies to school and/or classes may also restrict a student from attending school social functions like Grad-Bash, Prom, dances and field trips.**

TARDY TO CLASS

It is the policy of FIHS that students are responsible for getting to class on time. In order to help assure compliance, sufficient time has been incorporated into the schedule between classes. Administrators, faculty and staff greatly value time in the classroom and are dedicated toward maximum usage of this training/teaching time. Students arriving late to class are a distraction to the classroom-learning environment. Therefore, teachers will deal with individual tardy students within these guidelines:

Consequences:

- 4th Tardy – 1st referral – Talk to student, possible parking permit revoked and call home
- 5th Tardy – 2nd referral – Call home & Lunch detention
- 6th Tardy – 3rd referral – Call home & after school detention
- 7th Tardy – 4th referral – Call home & ISS
- 8th Tardy – 5th referral – Call home & ISS & Parent Conference
- 9th Tardy – 6th referral – Call home & additional days of ISS
- Each tardy continues to get a referral

CHECKOUT/EARLY DISMISSAL PROCEDURES

Please make all efforts to handle personal business during off-school hours.

1. **Students may not leave the school grounds at any time during the school day without permission given to do so through the front office.** Students who fail to follow the proper procedures below for checking out will receive an unexcused absence and face disciplinary action.
2. For early dismissal, ALL students must bring a note requesting early dismissal **to the front office at the beginning of the school day.** Notes are to include the following information:
 - Reason for early dismissal
 - Method of travel (drive, walk, pick-up, etc.)
 - Parent/Guardian person's full name and a phone number where he/she can be reached
 - Once verification is given, a student who is not accompanied by a parent/guardian (drive, walk, etc.) will be issued an off-campus pass **only after the parent or guardian has been contacted by phone.** Students will not be allowed to pull another student out of class to take him/her home.
3. For students who do not drive to school, **PARENT/GUARDIAN OR AUTHORIZED PERSON must come to the front office** to sign the student out. ID must be presented at this time.
4. Students will not be allowed to checkout without parent notification regardless of the age of the student.
5. Students may not use their cell phones for checkout purposes.

PASSES

It is the responsibility of each student to obtain a proper hall pass if it is necessary to leave class. Students in the halls without the proper pass are subject to disciplinary action. Students will not be issued a pass within the first ten minutes of class.

CAMPUS VISITORS

Fleming Island High School is a closed campus. According to School Board Policy, all visitors must check in at the front office and obtain proper identification when visiting the campus. Only individuals on the student's contact list in FOCUS will be issued a visitor's pass. An unauthorized person (anyone without a visitor's pass) on any Clay County campus during school hours is in breach of the Student Code of Conduct and is subject to arrest by the Clay County Sheriff's Department.

DELIVERIES

Deliveries will not be accepted at school.

Items dropped off for students will need to be picked-up during class change or the student's lunch time.

LOCKERS

Lockers are assigned to students at the beginning of the school year through their 4th period teachers.

1. **Only locks issued by the school are to be put on school lockers. All unauthorized locks will be removed without warning.**
2. The rental fee for a locker is \$5.00. If a student loses his/her lock, there will be a \$5.00 lost lock fee.
3. Mechanical problems with locks or lockers should be reported to the Attendance Office.
4. Lockers are not to be slammed, kicked, marked, scratched or have any materials posted on them.
5. The school is not responsible for property left in the lockers.
6. **School officials may conduct a warrantless search of a student's person, locker, vehicle, or any storage area on school property if such officials have reason to believe that illegal, prohibited, or harmful items may be concealed per Florida Statutes 232.56 (b)**

LOST AND FOUND

The school assumes no responsibility for lost articles. If a student loses an item, he/she may check in the Clinic to see if it has been turned in. Items not claimed by the end of the semester or school year will be donated to charity. We encourage students to avoid bringing large sums of money to school as well as other valuables.

CLINIC

The clinic is available to students who become ill at school, who receive an injury while at school, or who must take prescribed medicine during the school day.

- **Clinic Procedures:**
 - Students must have a clinic pass from a teacher unless it is an emergency situation.
 - Students who are not going home due to illness will be sent back to class within ten (10) minutes in most cases.
 - The clinic does not provide medication of any kind, including aspirin and ibuprofen.
- **Emergency Cards:** All students are expected to return a signed Emergency Medical Card to the Clinic nurse each year to update parent contact numbers and authorize other persons to be contacted when parents are not available. The cards are given out at the beginning of each school year. If any information changes (health or phone numbers, etc.) please contact the school clinic.
- **Medical Conditions:** Any student who has medical problems should have a letter on file in the Clinic and Guidance Office.
- **Personal Medications:** For each medication, the parent or guardian will fill out a medication form which allows the clinic staff to administer the medication at school. Students cannot carry any medications at school. Over the counter drugs **MUST** be in their sealed containers and delivered by the parent or guardian when received by school personnel. Prescription drugs must be in a pharmacy prescription bottle with student's name, name of drug, prescription number and current date, along with administration information. **ALL** medications must be counted when received. Self-administration of ANY medication by the student requires a form provided by the Clinic nurse and signed by the doctor and parent. (Inhalers, Epipens) No medications are to be transported via the school bus system. Only under unusual circumstances will a student be allowed to transport medication. This must be preapproved by the school and the parent.
 - **MIS form 12470** must be completed and returned to the school before the student is allowed to carry their emergency medication (inhalers, epipens)
 - All medications, including emergency medications, must be registered with the school nurse.

MEDIA CENTER

- The Media Center is open each morning at 7:10 and will be open until 2:30 PM for student and teacher use Monday, Tuesday, and Thursday. It will be open until 1:30 on Wednesday and Friday. **Media Center hours may vary due to extenuating circumstances.**
- While students are encouraged to visit the Media Center, they must have a pass when visiting on an individual basis during class hours.
- Students are required to sign-in and out of the Media Center.
- **Circulation Policy:** Students may check out five (5) books at a time for a period of ten (10) school days. Some reference materials may be checked out for overnight use and must be returned before classes begin on the following day. The responsibility for materials checked out is that of the students.
 - Overdue books must be returned before additional materials are checked out.

- Students with overdue books may have limited privileges and be restricted from attending certain extracurricular activities.
- Any book not returned is considered lost.
- A replacement cost of the book is charged when a book is lost or damaged. If a student returns a book he/she paid for, the money previously collected is refunded to the student if returned during the same school year.
- There are two active book discussion groups, the Parent/Faculty Discussion Group and the Cookie Chat for students.
- A Teen Advisory Board for students and a Library Leadership Board consisting of parents and faculty members.

CAFETORIUM LUNCH PROGRAM

Applications for Free and Reduced lunches are available in the main office, guidance, and from the cafeteria manager. Any student who is eligible must apply at the beginning of EACH school year.

All students are to report to the cafeteria during their lunch period. Students will not be allowed to leave the cafeteria during lunch unless they have a pass. Those students outside the cafeteria without a pass will be considered skipping and disciplinary action can occur. **Students are NOT permitted to leave campus for lunch.**

It is expected for students to behave appropriately while in the cafeteria. **Students are responsible for picking up after themselves.** Leaving food trays and other trash on the table is prohibited. Each of the cafeteria personnel should be treated with respect and abusive language will not be tolerated. Actions of destruction, ranging from food throwing or abuse of the trays, wall or floor, will not be tolerated. Misuse of the area will result in disciplinary action.

The following procedures should be followed:

1. Sit in the section of the cafeteria assigned to your lunch shift.
2. Hats are not to be worn inside the cafeteria.
3. Throw away all trash and push in chairs when leaving the lunch table.

<u>Full Price</u>	<u>COST</u>	<u>Reduced</u>
Breakfast – \$1.25		Breakfast – \$.30
Secondary Student Lunch - \$2.10		Lunch - \$.40

VIDEOTAPING OF STUDENTS

Many Clay County students have the opportunity of being videotaped or photographed at school or school activities. Some of these tapes or photographs may be eventually air on Clay County School Board Channel 29 (an educational access channel), be utilized at local, state, or national conferences or workshops, shown on the school's CCTV, or included in local news or the school's internet web page. Outstanding work of students may also be displayed in the community, on the web page or incorporated into video. If you have an objection to your student's work being used for any of the above purposes, you must notify the school in writing within 48 hours of your receipt of this information.

TEXTBOOKS

1. At the beginning of the year, students are issued the textbooks that they will need for their particular courses.
2. Textbooks are the property of the Clay County School Board, not the student, and therefore, must be accounted for by each student, teacher, principal and the county superintendent. Any textbook that is damaged, lost, or stolen must be paid for by the student to whom the textbook is issued.
4. Students may lose privileges of extra-curricular activities if they have a lost textbook.
5. Money for lost or damaged textbooks must be paid before a new book can be issued. In the event a lost textbook is found, the student's money will be refunded.
6. It is encouraged for students to cover textbooks.

PHYSICAL EDUCATION

1. All students assigned to physical education in grades 9-12 are required to dress out. Students are to wear the official Fleming Island High School uniform for physical education. Uniforms will be sold the first three days of each semester at an estimated cost of \$20.00. The uniform may used for any physical education class a student has during their Fleming Island High career. Shorts will wear in accordance with school dress code at the waist. Students who fail to dress out for physical education will have points deducted from their daily grade.
2. Students are requested to leave all personal belongings and textbooks in their lockers before coming to physical education classes. The school will not be responsible for lost or stolen articles.
3. If a student cannot participate in physical education, he/she must bring a note from a parent and/or doctor to the clinic before school. The note must describe the illness/injury, physical activity, which is not permitted, and the number of days the student is unable to participate. Upon receiving the parent's/doctor's note, a temporary physical education exemption form will be issued. Exemptions based on a parent request will be excused from one (1) to three (3) days. Exemptions for more than three (3) days require a note from the physician treating the illness/injury. Permanent or extended physical education exemptions are handled in the guidance office.
4. Physical education exemptions only excuse students from physical participation. Students are to continue to follow instructions from their physical education teacher and are responsible for completing assignments given by their physical education teacher.

DRESS CODE

At Fleming Island High School, we believe the dress and personal appearance of students should be a positive reflection on the family, student, school and community. A good rule of thumb; if there is a question about whether an outfit would be acceptable, choose another. The following guidelines are to be followed:

Permitted Apparel

- Outfits are to be tailored in such a manner so as not to expose the body while in normal activity.
- Shorts, dresses or skirts should be **3 inches above the knee or longer**. If leggings are worn, then the top MUST be the proper length of 3 inches above the knee or longer.
- Pants and shorts should be **worn at the waistline** without the necessity of support whether a shirt is tucked in or out and fastened at the top closure. Belts will be buckled at all times if worn.
- Jeans/pants that have frays/holes must have something underneath them, such as leggings, so as not to expose skin or undergarments
- Girls' shirts must cover the shoulder and not expose undergarments in any manner or the midriff.
- Boys' shirts must have a sleeve
- The neckline of a shirt must limit exposure of the body.
- Footwear of some type must be worn at ALL times. Do not wear bedroom slippers.

Non-Permitted Apparel

- Apparel with off-color remarks, pictures, or emblazoned with drug, alcohol or tobacco related slogans
- Apparel displaying violent imagery
- Apparel that is deemed to be tight fitting, such as yoga pants, spandex skirts/dresses, leggings without proper length top, cheer shorts, etc.
- Sleepwear, such as bedroom slippers, pajamas, etc.
- Tank tops, halter tops, tube tops, spaghetti straps, mesh/see-through shirts
- Muscle shirts
- Hats, hoods, bandannas, and caps are not to be worn in class or the buildings unless approved by the administration or for special events
- Chains hanging from clothing

An administrator will determine the suitability of attire in question. Students found to be in violation of dress code policy will be required to wear "dress code" attire for the remainder of the day or until a parent can bring a change of clothing. **Student refusal to wear the "dress code" attire will result in the placement of in-school suspension for the remainder of the day or until a proper outfit can be brought for the student.**

Continued violation of dress code will result in disciplinary action. Time missed from class as a result of dress code will be unexcused.

PARKING PERMITS

Parking permits will be issued to students in grades 11th and 12th who have a valid driver's license, and a 2.5 GPA or higher. Parking permits are non-transferable.

- Students may pick up a parking permit application in the front office. Both the student and parent/guardian must sign the application. All completed applications must be turned in with a valid driver's license, vehicle registration, proof of insurance, and **\$20.00** for each decal. The decals will be placed on the lower left-hand front window of the car.
- Each vehicle that a student drives to school on a regular basis must be registered and have a proper decal.
- **TEMPORARY PARKING PERMITS-** If a situation arises and you must drive an unregistered vehicle on campus (Change of cars, broken windshield, etc.), you must go to the office immediately upon arriving to school and request a one-day parking pass. Due to limited parking, this is for emergency situations only. Each applicant must provide the vehicle tag number, proof on insurance and a valid driver's license. There is a charge of \$1.00 for temporary parking permits. If your old permit shows up on another car, both your car and the car with the permit can be banned from parking on campus and may be towed without warning.

STUDENT PARKING RULES

Driving a motor vehicle to school is a privilege.

1. All vehicles, including motorcycles/mopeds, must be registered to park on campus.
2. **All vehicles not properly registered by the end of the second week of school will be subject to tow at the owner's expense.**
3. Speed limit on campus is 10-MPH AT ALL TIMES.
4. Observe all posted traffic information and directional arrows.
5. Park only in the designated student parking lot area. Student parking is not allowed in the faculty parking lot, the grass by the Teacher Training Center or in the bus loading area.
6. Do not take up more than one parking space and park only within designated white parking lines.
7. Yield right of way to pedestrians.
8. Violations of parking or speeding regulations on campus will result in termination of driving privileges.
9. Upon reasonable suspicion, vehicles are subject to search for prohibited or illegally possessed substances or objects. The principal or his/her designee will conduct the search.
10. Lock, secure, and leave your vehicle as soon as you arrive on campus.
11. Students are not allowed to return to their cars or be in the parking lot during school hours. Teachers may NOT write passes to the parking lot.
12. Fleming Island High School assumes no liability for damage to vehicles parked on campus or theft of items from vehicles. Park at your own risk.
13. **Driving privileges will be revoked for:** leaving campus without permission, 4 or more tardies to school in a 9 week period, or at administration's discretion for safety violations on campus or discipline issues.
14. **Student cars parked in the grass by the bus loading or in the faculty parking lot will be towed at the owner's expense.**

DISCIPLINE

All students at Fleming Island High School will be held accountable for their actions and governed by all rules and regulations of the Clay County School District's Student Code of Conduct.

POLICY ON HARASSMENT AND BULLYING

It is the policy of the Clay County School Board and Fleming Island High School to maintain a learning environment that is free from harassment based on sex, race, color, sexual orientation, national origin, or disability as required by federal laws prohibiting discrimination by school districts receiving federal financial assistance.

It is a violation of District policy for any student, teacher, administrator, or other school personnel of this district to harass a student or to tolerate harassment of a student based on race, color, sexual orientation, national origin, or disability.

For additional information regarding the definitions of, and examples of harassment and bullying, please see the Student Code of Conduct. Also outlined on these pages are procedures for reporting bullying or harassing behavior to the proper representatives of the school system, and timelines for reporting.

CELL PHONE AND OTHER WIRELESS COMMUNICATION DEVICES

Students may possess a cell phone while the student is on school property or in attendance at a school function for after-hours usage. Cell phone use is limited to texting between classes and during lunch time only. Under no circumstances are students allowed to talk on the cell phone during the school day.

School phones are available throughout the school campus for emergency purposes.

Students will be held accountable for any inappropriate use of wireless devices while on school grounds or during any school activity.

Such inappropriate usage will be deemed disruptive and will be sufficient reason to impose disciplinary actions.

Consequences may include:

- 1st offense – 1 day ISS
- 2nd offense – 2 days ISS
- 3rd offense – 1 day OSS

Criminal penalties may result if a wireless communication device is used in a criminal act.

CHECK POLICY

Your check is welcome at Fleming Island High School. We accept your checks under the following conditions:

If your check is returned or rejected for any reason, you expressly authorize your account to be electronically debited for the amount of the check plus a processing fee of \$25 or the maximum amount allowed by law.

The use of a check for payment is your acknowledgement and acceptance of this policy and its terms and conditions. INSURACHECK 866-268-0030