

OLYMPIC HEIGHTS COMMUNITY HIGH SCHOOL



**STANDARD OPERATING PROCEDURES
2018 - 2019**

Olympic Heights Community High School Mission Statement

The staff of Olympic Heights High School – with support of parents, the community, and students – will provide a safe learning environment for all students, affording them the opportunity to achieve mastery of essential skills and to develop their unique interests and talents. Students will graduate as responsible lifelong learners who will make a positive impact on their community and world.

PRINCIPAL'S MESSAGE

Olympic Heights Community High School would like to welcome you and your student to our school.

We have prepared this student-parent handbook to inform you and your child of the rules and regulations of our school. Please read the information carefully and keep it handy for future reference. Feel free to call upon us for clarification of any items in this book or any other questions you might have regarding the school. Two-way communication is very important.

Our school mission at Olympic Heights Community High School is: Achieving Academic Excellence through Self-Discipline in a Caring Environment.

The teachers and staff want to do everything possible to help each student reach his/her goal and we firmly believe that teaching students to be self-disciplined is the key.

A safe and orderly environment is necessary to achieve our mission. Expectations for appropriate behavior have been clearly outlined for students in this handbook and will be further emphasized by the administration. Parental support is needed in order for us to achieve our mission. We hope that every parent in our school will provide that necessary support.

Sincerely,

Dave Clark
Principal

ADMINISTRATION

Principal

Mr. Dave Clark

Assistant Principals

Mrs. Sara Borah ...Vice Principal

Mr. Hal Videtto... A – H

Mr. Frank D’Annunzio ...G – N

Mr. Joseph Roberts ...S-V

Ms. Fe’Licia Durden

Ms. Stacey Belton...Adult Education

Guidance Counselors

Mrs. Patricia Alessi-Rossi...9th & 10th A - F

Mrs. Adrienne D’Annunzio... 9th & 10th G - N

Mrs. Kimberly Richards/Dr. Samantha Vanderpool...9th & 10th O - Z

Ms. Natalie Lima...11th Grade & OAPA 9th – 11th

Dr. Ivette Urbina...12th Grade/OAPA -12th/AVID – 12th

Mr. Jean Claude Milhomme...ESOL (LY, LF) /AVID 9th – 11th

Career Education

Ms. Anita Foster ... Academy Coordinator

Kelly Lawrence AP/AICE/OAPA Coordinator

Exceptional Student Education

Ms. Margie Cowan... ESE Coordinator

Mrs. Laura Zerbo . . . 504 Plan

Athletics/Activities

Athletic/Activity Director Ms. Cindy Lucia

School Police

Officer Brian Kahn

THE SCHOOL BOARD OF PALM BEACH COUNTY

Donald E. Fennoy II, Ed.D.
Superintendent

District 1 Barbara McQuinn
District 2 Chuck Shaw
District 3 Karen Brill
District 4 Erica Whitfield
District 5 Frank A. Barbieri, Jr., Esq.
District 6 Marcia Andrews
District 7 Debra Robinson, M.D.

AREA ADMINISTRATION

Dr. Ian Saltzman
Regional Superintendent

Instructional Superintendent
Dr. Glenda Sheffield

TELEPHONES

Main Number. 852-6900 Community School. 852-6905

Olympic Heights uses a complete, multi-line voice processing system. This system allows callers to hear pre-recorded information concerning events, school information and calls home when a student is absent in one or more classes.

BELL SCHEDULE

Block Bell Schedule (Odd/Even)

7:23	First Bell
7:28	Warning Bell
7:30	Late Bell
7:30 – 7:45	CRR
7:45 - 7:50	Announcements
7:50 – 9:35	1 st Period/2 nd Period
9:41 – 11:21	3 rd period/4 th Period
11:26 – 11:56	1 st Lunch
12:01 - 12:56	Period 5A
11:26 - 12:21	Period 5B
12:26 - 12:56	2 nd Lunch
1:02 - 2:50	6th Period/7 th Period

FACILITIES & SERVICES

Where to go.....

To Main Office

for general school business
to schedule an appointment with Principal
to leave message for a teacher
for information about the school calendar
or extracurricular activities
to pick up a student early
permission to leave campus student drivers
for all attendance issues

To Student Services

(Assistant Principal Student Administration)
to schedule an appointment with an Assistant Principal
disciplinary procedures
bus discipline
to pay for lost / damaged textbooks, uniforms, fees, etc...
bus information (stops/time)
for information concerning EDLINE

To the Media Center

to check out a library book
to pay for a lost/damaged library book/materials
Before/after school research/printing reports

To the School Police Office

to report a loss of personal property
to report if you have been the subject of an
incident on campus that will require
the intervention/assistance of your school resource officer

To the Guidance Office

counseling
to request peer mediation
for information concerning student progress
to schedule conferences
for information about curriculum

ADMINISTRATIVE DIRECTIVES FOR REVIEW

The School Board Policy Handbook and Administrative Directives are available for review in the Principal's Office.

AFTER SCHOOL ACTIVITIES

All students remaining after school must be under supervision. The school sponsors many clubs, interscholastic sports, and activities after school. Students who are bus riders and who participate in approved activities may ride home on the special activity bus. Bus riders must have a pass from their coach or sponsor.

EXTRACURRICULAR ACTIVITIES

Olympic Heights Community High School will strive to assure that a wide range of both athletic and non-athletic extracurricular activities are offered. Some of the possible activities are listed below. As the school year progresses and the interests and wishes of the students become known, the list below may be modified. The existence of an activity will depend upon student interest and staff sponsorship. Students should listen to the morning announcements, speak with their guidance counselor, or the club sponsor for further information.

ATHLETIC TEAMS

The interscholastic athletic program is a competitive program among schools. Tryouts will be held and the coach will select the team. A limited number of athletes may be on a team.

ATHLETIC TEAMS

Baseball (Boys)
Basketball (Boys and Girls)
Bowling (Boys and Girls)
Cheerleading
Cross County (Boys and Girls)
Football (Boys)
Flag Football (Girls)
Golf (Boys and Girls)
Soccer (Boys and Girls)
Softball (Girls)
Swimming (Boys and Girls)
Tennis (Boys and Girls)
Track & Field (Boys and Girls)
Volleyball (Boys and Girls)
Wrestling (Boys)

Clubs/Organizations

Academic Games (Math and Social Studies)
Art Club
Chinese Club
Debate/Forensics Club
Drama
FBLA
FFEA
French Club
Junior Class
Latin Club
Model U.N.
National Art Honor Society
National Junior Classical League
Newspaper (The Torch)
Project Graduation
Senior Class
Spanish Club
Stage Crew (theater)
Student Government
Yearbook

Anime Club
Chess Club
DCT/Blood Drive
DECA/Bookstore
Earth Club
FCCLA
First Priority
Freshman Class
Key Club
Lions of Judah
Mu Alpha Theta – Math Honor Society
National Honor Society
National Latin Honor Society
PEP Club
Red Cross Club
SECME
Sophomore Class
Spanish National Honor Society
Student Ambassadors
SWAT

GENERAL INFORMATION

ACCIDENTS

It is the responsibility of the student or his/her parent to see that all accidents, major or minor, that occur on the school grounds or buses are **REPORTED TO THE SUPERVISING TEACHER, THE STUDENT SERVICES OFFICE, OR AN ADMINISTRATOR IMMEDIATELY.**

ACCIDENT INSURANCE

A student insurance policy covering school accidents with school day coverage or 24-hour coverage is available to students. Application forms are sent home at the beginning of the school year. **The responsibility for arranging for insurance lies with the respective student or parents, not with the school.** Claim forms are available in the main office.

ASSAULT OR BATTERY UPON DISTRICT SCHOOL BOARD EMPLOYEE

Assault and battery is a criminal offense.
Any assault or battery upon a school employee will be subject to prosecution.

BLOOD DONATIONS

During the school year, your Junior/Senior will be given the opportunity to establish a lifelong habit which benefits the community, and helps build moral character. He or she will be able to "Give Blood." The State of Florida legislature has found this so important that it has given the 17-year-old the right to give blood without permission. The law, however, does give a parent or guardian the ability to deny permission. If your Junior/Senior is 17 and you wish to deny permission to give blood, Guidance has a form to be completed and returned to the Blood Bank two weeks prior to each blood drive. Additionally, a 16-year-old can give blood with parent permission.

EXCUSING AN ABSENCE

Upon returning to school from an absence, students will report to the Guidance Office and place all notes from a parent/guardian or doctor in the Absent Note Bin on the counter.

If the absence is excused the designee will then excuse the absence on student's attendance screen in the computer for teachers to know immediately if student is excused or not. It is the responsibility of the student to bring a note into The Guidance Office. **DO NOT** give excuse notes to teachers. It is also the responsibility of the student to ask for make up work.

Any student entering school after an absence from any part or all of a school day must bring a note within **3 school day's** of the return explaining the absence. **After three day's notes will not be excused.**

An acceptable note must contain the following:

1. Student name and Student ID.
2. Dates and/or periods missed.
3. Reason for absence
4. Signature of parent or guardian
5. Telephone number to verify note

******Students have as many days as they were absent to make-up missed work. It is the student's responsibility to get missed work from the teacher and make it up on time. ******

If a student is continually sick or repeatedly absent from school (10+ absences in one or more classes) parent messages will no longer be acceptable and doctors' letters will be needed.

Excused absences are only for the following:

1. Illness, documented by doctor's note.
2. Court appearance, documented by court papers
3. Funeral
4. Religious reasons

Students leaving campus without signing out OR without a pass will be considered as an unexcused absence and subject to disciplinary action.

Any discrepancies in attendance, excused or unexcused, must be clarified within two weeks. Any absence over ten (10) days must be excused by the student's Assistant Principal.

***** ALL ABSENT NOTES ARE SUBJECT TO VERIFICATION *****
ABSENCE FOR RELIGIOUS REASONS - STUDENT

State Board Rule 6A-1.09514 requires school districts to develop rules regarding student absence for religious instruction or religious holidays. The following guidelines have been implemented:

Students' parents or guardians must, within five days prior to an expected absence for religious reasons, notify the principal in writing and request that the student be excused from attendance.

The following are the identified religious holidays:

1st Day of Jewish New Year	Purim
2nd Day of Jewish New Year	Festival of Holi Dissehr or Phagwa
Chanukah	Christmas
First Day of Lent	New Year's Day
Maulud-un-Nabi	Ram Naumi
Sukkot -- 1st Day	Holy Thursday
Pavarana	Good Friday
Sukkot -- 2nd Day	7th Day of Passover
Shemini Atzsere	Simchat Torah
Kanname Festival	Hanamatsuri
Reformation Day	Yom Hashoah
All Saints' Day	Baishakhi
Niiname Festival	Idul-Fitr
Day of Our Lady	Yom Ha'atzma'ut of Guadalupe
Ascension Day	Ash Wednesday
Maha Shiva Ratre	Decalaration of the Bab
Nirvana Day	Vesaka Puja
2nd Day of Shavout	

ATTENDANCE OF HIGH SCHOOL STUDENTS

STUDENTS MUST WEAR THEIR I.D. BADGES AT ALL TIMES.

School attendance is the direct responsibility of parents and students. All students are expected to attend school regularly and to be on time for classes in order to benefit from the instructional program and to develop habits of punctuality, self-discipline and responsibility.

Students who are on school approved activities (TLE's) such as field trips, student council meetings, and the like will **NOT** be marked absent from class. It is the responsibility of the student to make up work missed resulting from excused absences or participation in school approved activities.

All students who accumulate eleven (11) absences in a semester whether excused or unexcused will be required to TAKE AND PASS the semester exam. An absence in a **BLOCK PERIOD counts as two absences. Along with passing the semester exam, the student must have also passed one of the two nine week periods in order to receive credit for the course.**

NOTE: If a student is absent more than ten percent (10%) of the second (2nd) semester in an EOC Assessment course, the student must earn a passing grade in the fourth (4th) nine-weeks, in order to pass the course.

ATTENDANCE REQUIREMENTS FOR MINORS TO MAINTAIN THEIR DRIVING PRIVILEGE

The 1997 Florida Legislature enacted requirements that schools report to Department of Highway Safety and Motor Vehicles (DHSMV) the names, birthdates, sex, and social security numbers of minors who attain the age of 14 and accumulate 15 unexcused absences in a period of 90 calendar days. The legislation further provides that those minors who fail to satisfy attendance requirements will be ineligible for driving privilege.

THIRTY DAY RULE FOR REINSTATEMENT OF DRIVERS LICENSE

Thirty (30) days of continuous attendance without any unexcused absences. This includes class period absences. If an unexcused absence occurs, the count will start all over again. If an excused absence occurs, the count will continue, but plus one (1) day.

HOMEBOUND STUDENTS – Parent(s)/guardian(s) may request hospital homebound services for a student with an illness which will require the student to miss fifteen (15) or more consecutive school days. This illness must be clearly documented by a certified medical representative on a form entitled “*Request for Consideration of Hospital Homebound Services (PBSD 0312)*” The ESE Coordinator should be contacted and can assist any parent/guardian in determining whether or not a student is eligible to access hospital homebound services.

EXCEPTIONAL STUDENT EDUCATION (ESE) – A student classified as ESE, with the exception of gifted and speech students must have an ESE staffing to determine whether or not the student’s excessive absences are related to the student’s disability. If the student, parent(s)/guardian(s), or staffing team member presents acceptable evidence that the excessive absences are related to the student’s disability, appropriate changes in placement and/or the Individual Education Plan (IEP) should be recommended by the staffing team.

CHILD STUDY/504 TEAM – In the case of a student on an active 504 Plan, the multi-disciplinary team shall determine if the absences are in any way caused by the documented disability of record on the active 504 Plan. If the multi-disciplinary team determines that the absences are caused by the disability, the student’s placement must be re-evaluated as to the appropriateness of the current placement and necessary additional strategies and/or interventions must be addressed. If the multi-disciplinary team determines that the absences are not caused by the disability, the student is treated in the same manner as similarly situated non-disabled students. The child study team determines the Section 504 Plan. Individualized planning/modifications are available for students meeting eligibility criteria under the Section 504-Rehabilitation Act. Conditions such as asthma and Attention Deficit Disorder are included under Section 504 as well. It is important to note, however, that the condition must substantially limit a major activity, such as learning, to be considered a handicap under Section 504.

School Based Team

The School Based Team concept is founded upon educational research on effective student intervention practices. The Team is comprised of Guidance Counselors, School Psychologists, Nurses, Administrators, Exceptional Education staff, 504 staff, multicultural staff, School Police and other related service providers. The School Based Team follows a

structured problem-solving process that allows a diverse representation of instructional and support staff to identify effective interventions.

If you have a concern about a student; parents, students and school staff may make referrals to the School Based Team through the Guidance Department.

Cafeteria

Students have a wide selection of offerings from our cafeteria, including standard school lunch (\$2.00) and many popular a la carte items. Breakfast is also offered daily for a price of (\$1.00). Information regarding free or reduced lunch and breakfast will be sent out to all parents via the mail. You can also request a form through the cafeteria manager at 852-6945. All students will be assigned PIN (Personal Identification Numbers) and will be required to use this PIN number throughout the school year when purchasing breakfast and/or lunch items. PIN numbers cannot be shared and purchasing privileges may be revoked if PIN numbers are shared with other students or used more than once during a breakfast and lunch period. Please note that respectful, courteous and appropriate behavior is expected at all times in the cafeteria. Students are not to throw any items or food at any time and are expected to clean up their eating area in a timely manner before they are dismissed from the cafeteria. If a student is caught throwing any items or food in the cafeteria, the **minimal disciplinary consequence will be a Saturday detention**. More appropriate and severe consequences may be applied if deemed necessary by the administrator.

Cell Phones / Ipods

Cell phones, Ipods, headphones and earplugs maybe used during lunch and between classes. Cell phones are to be turned off during class. Cell phones or Ipods that are used in class will be confiscated. Possession, use or display of a camera phone will be treated as “Prohibited Items, non-criminal” and will result in confiscation of the phone, and in a disciplinary consequence. Refusal to hand-over a cell phone (any item) requested by staff member will result in a more severe disciplinary consequence. **Lost or damaged cell phones are not the responsibility of the school.**

CLINIC

If a student feels ill he/she is to report to class first and get a clinic admit pass from the teacher. The school clinic is intended for the use of those students who become ill after reaching school or who suffer an accident during school hours on school property. The clinic is located in the Guidance Office. Students are not to stop in the clinic between classes or without a pass from their teacher. If a student is to go home, parent contact must be made by the nurse. An ill student should not be calling from his/her cell phone to inform a parent/guardian to pick them up. **Students leaving campus without signing out will be considered unexcused and subject to disciplinary action.**

CLOSED CAMPUS

Olympic Heights Community High School is a closed campus, in order to satisfy state and school board requirements for supervision of students. FS 230.22, 2

1. Students are not permitted to leave the campus during the school day without permission from the administration.

2. **During lunch, students must remain in the lunchroom or courtyard.** All other portions of the campus are off limits. **Food deliveries are NOT permitted.**

3. Failure to comply with these rules will result in disciplinary action.

CHANGE OF ADDRESS

***** For emergency reasons, it is necessary that the school keep an up-to-date address and telephone number for each pupil. Any change in addresses and telephone numbers should be reported to the Guidance Office with documentation. Failure to report changes results in a breakdown in the reporting process to parents. *****

BOUNDARIES AND LEGAL GUARDIANSHIPS

Students are required to attend a school in the area in which their parents/guardians reside. The Superintendent of Palm Beach County schools shall establish procedures to ensure that students in a legal guardianship are in attendance at their appropriate school.

COMPUTER USE

Computers are to be used only under the control of a staff member. Students are not to be logging on to the network or running programs without the knowledge and supervision of a staff member. Because computers are subject to computer viruses, no external media is to be brought to school for use on our computers. Under special circumstances external media may be brought from home, but the staff member must personally run a virus protection program on the diskette. Failure to follow these rules will result in disciplinary action.

Any students involved in using any computer program within the Olympic Heights High School computer network that is not directly related to course requirements will be subject to disciplinary action up to and including suspension from school. No student will have access to the Internet without an instructor's permission and supervision. Any student who, unlawfully, accesses any files on the Internet not directly related to course requirements are subject to any or all disciplinary actions.

The Palm Beach County Net is used as part of a school activity; the school's code of conduct applies to network activities as well. These rules apply to vandalism of computer equipment, unauthorized access to information, computer piracy, and tampering with hardware or software. Other types of damage and information loss to a computer system may be caused by viruses. If you are responsible for a computer becoming infected with a virus, you could be held liable. These rules further apply to the electronic use of harassing and abusive or obscene language. You may not use the network to annoy, harass, or offend other people.

Each student who uses these electronic resources is required to have the Consent/Waiver Form signed by: the student, parent/guardian, and the principal or designee of the school.

AUTHORITY OF THE PRINCIPAL

The principal shall be the administrator and supervisory head of the school and shall be responsible for the enforcement of the policies of the board as directed by the superintendent.

Subject to law and to the rules of the state board of education and the district school board, the principal in charge of the school or another designated representative shall develop policies which may be delegated to any teacher, instructional staff member or any bus driver transporting students of the school, such responsibility for the control and direction of students.

The principal or a designated representative may suspend any student transported to or from school from the privilege of riding on the school bus. Written notice will be provided to the student's parents or guardians and to the superintendent within 24 hours of the incident/suspension. This notice will clearly outline the reason(s) behind the suspension of bus privileges and the duration of the bus suspension. School personnel shall not be held legally responsible for suspensions of students made in good faith.

The principal or designated representative may recommend to the superintendent the expulsion of any student who has committed a serious breach of conduct including, but not limited to, willful disobedience, open Defiance of authority of a member of the staff, violation against any persons or property, or any other act which substantially disrupts the orderly conduct of the school. Any recommendations of expulsion shall include a detailed report by the principal or designated representative on the alternative measures taken prior to the recommendation of expulsion. F.S. 232.26

COLLECTING/SOLICITING MONEY

Students or staff may not solicit funds unless the principal has authorized permission. Students are to refrain from borrowing money from other students. **ABSOLUTELY NOTHING IS TO BE SOLD ON CAMPUS UNLESS IT IS SCHOOL SPONSORED AND APPROVED BY THE PRINCIPAL.**

COMPULSORY SCHOOL AGE

The compulsory school attendance age is six to sixteen. Florida Statute 232.01

BULLYING

Please review the **Student and Family Handbook** and **Code of Student Conduct** located on the School Board Website.

NOTE

If you are being bullied or know someone that is being bullied, please call the Bullying Hotline at **561-852-6982**. This call is completely anonymous and will be investigated immediately.

DISCIPLINE/STUDENT CONDUCT

Please review the **Student and Parent Handbook** and **Code of Student Conduct** on the School Board Website.

NOTE

*** A student removed from class for disciplinary reasons will receive a minimum of an After School Detention.
*** 3:05 – 5:30

EARLY DISMISSAL

Upon written request from a parent, a student may be signed out of school early for certain reasons (i.e., doctor's appointment, etc.). **Students will not be released to the front of the school. Students may not be released after 2:30 p.m.**

Parents that are picking up a student before the end of the day must report to the Main Office. Students that are being **PICKED UP** must bring a request to the **Main Office in the morning**. Students are to be signed out in the front office by parent or guardian with an ID. Students will **only be released to names designated on their contact list**. Picture ID will be requested from a parent/guardian upon signing out a student. The request from the parent must be specific as to the reason and have a phone number where the parent can be reached. Parent contact will be made, and the student will be given a pass to leave campus.

If a **STUDENT DRIVES** their request must be brought to **The Main Office**. Parents of students that drive must either send in a note with a contact number or may call the main office. **A pass will be given only if a parent/guardian can be reached**

If requesting to leave during 5th hour lunch, please make prior arrangements so your student will have their pass prior to lunchtime. It is extremely difficult to locate students in the lunch room.

It is also important that the student sign back in if returning the same day.

If students are not feeling well they must go to the CLINIC then parent contact will be made by nurse. Students are not to call parents directly from their cell phones.

Failure to follow these procedures will result in absences being classified as unexcused.

Forging or misrepresenting one as a parent/guardian will result in disciplinary action.

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL)

A comprehensive ESOL program is provided for students with limited English proficiency.

EXCEPTIONAL STUDENT EDUCATION

Exceptional Student Education is provided for those who are eligible because of specific learning disabilities, gifted learning abilities, varying exceptionalities, speech/language problems, or emotional handicaps.

The eligibility of an exceptional student shall be officially certified by the district coordinator of Exceptional Student Education (or his designee) after reviewing the student's complete eligibility file, which includes all necessary identification data. A school staffing committee shall consider the eligibility of a student for special programs and recommend students to the area ESE Placement Committee chairperson.

EYE PROTECTIVE DEVICES

Eye protective devices shall be worn by students, teachers, and visitors whenever engaged in or observing an activity, or using hazardous substances that may cause injury to the eye. Safety glasses or devices for students, teachers, and visitors shall be provided. Prescription safety glasses of the shatterproof variety are the responsibility of the individual.

FEES

Fees may be assessed in individual courses to enhance the learning and provide a greater range of materials. Lab courses such as in science, art, technology, and vocational courses are most likely to charge a fee. No fee or charge may be required of any student as a condition of attendance and full participation in any class. Principals are permitted to request that students **voluntarily purchase** prescribed consumable items to aid learning. No penalty may be imposed upon any student who fails to purchase a requested item. Provision for equal learning opportunity must be made for any student who fails to purchase a requested item. Students will normally pay for materials used in the **production of a major project**, which is to be kept by the student. If the school furnishes materials that are consumed or used in the learning process, the student is not necessarily entitled to the finished project.

ASSEMBLIES AND SPECIAL SCHOOL ACTIVITIES

Students may participate in off-campus field trips to school board approved locations. To attend these functions, students must have demonstrated that they will conduct themselves in a respectful and appropriate manner. A Field Trip Permission Form must be completed and signed by the parent/guardian in order for the student to participate and submitted to the sponsoring teacher before a student will be allowed to leave campus. Teachers and chaperones will have complete authority during the trip. Regular school conduct codes apply. **PARENT PERMISSION MUST BE IN WRITING. PHONE CALLS CANNOT BE ACCEPTED.**

FINANCIAL OBLIGATIONS

Students are expected to satisfy all financial obligations in a timely manner. Students are required to pay for such items such as lost or damaged textbooks, library fines, sport uniforms and cafeteria charges that have been assessed so that they will be able to receive their grade reports at the end of each semester. **Students with outstanding financial obligations may not be permitted to participate in any athletic or non-athletic extra-curricular activity until the obligation is satisfied.**

***Any check returned by the bank, not paid must be repaid with cash or money order. A bank fee of \$10.00 will be charged.**

FIRE DRILLS

Several fire drills will be conducted throughout the school year. When the alarm is sounded, all students are to leave the building quietly and quickly by the exit designated in each classroom. Students must remain with their class. All students should be at least fifty feet from the building. Students are to remain quietly outside until the all-clear signal is given. If classes are changing or students are in an assembly or somewhere other than in a classroom, students should leave the building immediately and quietly by the shortest route. Students are to be silent and follow all directives. A mandatory ten day suspension will be issued if a student pulls the fire alarm with no just cause and charges may be initiated followed by a police investigation and/or arrest.

FUNDRAISING

Various clubs, organizations, classes, and teams will conduct fundraising activities throughout the year. The money raised by these activities enables the school to provide enriched opportunities for students. These activities also provide students with the opportunity to contribute to their school community while they learn responsibility and enjoy camaraderie. At no time, however, should these fundraisers interfere with the learning environment or any school related activity nor should they jeopardize the health or safety of students. Door to door solicitations or any other potentially dangerous activity is not permitted.

GRADING

1. **Report card grades** will be issued each nine (9) weeks. Students are advised to retain their report cards throughout their high school years for reference purposes and occasional cross-checking with permanent transcript records. Please refer to the school calendar on Palm Beach County website for report card distribution dates.

2. A standard grading policy is used to calculate semester grades. The semester grade is based on grades from the two 9-week periods in one semester, and on the semester final_exam. Each semester is worth 1/2 credit. The semester grade point average for each course is calculated by: converting the letter grade for each 9-week period to a numerical grade using Table A, converting the letter grade for the semester final exam to a numerical grade using Table B, adding the point grades converts, and then dividing that sum by 5. The letter semester grade is determined by converting from the semester grade point using Table C.

<u>Table A</u>	<u>Table B</u>	<u>Table C</u>
A=8	A=4	A=3.6 or above
B=6	B=3	B=2.6 thru 3.59
C=4	C=2	C=1.6 thru 2.59
D=2	D=1	D=0.6 thru 1.59
F=0	F=0	F=Below 0.6

In the example below, the first 9-week period grade was a C, the second 9-week period grade was B, and the Semester Final Exam Grade was a B. The point semester grade was calculated as 2.6, and this was converted to a Semester grade of B. (Note: Each 9-weeks counts for 40%; the final Exam counts for 20%)

<u>Semester Average</u>	
1st 9 Weeks	C = 4
2nd 9 Weeks	B = 6
Sem. Exam	B = 3

The sum of $4 + 6 + 3 = 13$ and $13/5 = 2.6$, so the semester grade is a B

- A. Transcript request at graduation (one) - FREE
- B. Electronic transcripts - FREE
- C. All other transcripts - \$3.00
- D. Parchment

Note: Student Discipline Referral information is also transmitted with transcripts.

For an appointment with your guidance counselor:

1. Complete a conference request form in the guidance office.

2. The counselor will contact you when the appointment is confirmed.
 3. Students should not "drop in" to see their counselor during classes.
 4. Students should not wait in the guidance office without a conference pass from the counselor.
- Violations of these procedures will result in unexcused tardies or absences from classes missed.**

Graduation Requirements may be found in the Student and Parent Handbook located on the District Webpage.

Hall Passes / Bathroom passes

Each student in the hall during class must have an official plastic bathroom hall pass or a signed hall pass from the teacher of that hour. Failure to do so will result in an assigned detention. Students are not to be in the Student Parking Lot without a pass from an Assistant Principal. **Teachers do not issue passes to the Student Parking Lot. Hall passes will not be issued the first and last 15 minutes of each period. Cell phones are not to be used when on a hall pass.**

INFORMATION RELEASE

Any requests for directory information including name, birth date, school address, home address, telephone number or dates of attendance about a specific student, as well as requests for lists of students, must be screened through the Coordinator of Pupil Personnel Services and sent to him in writing. Parents have the right to refuse the release of such information, but must state their refusal in writing to the Coordinator of Pupil Personnel Services.

LOCKS AND LOCKERS

School lockers will be sold through Student Government during Pre-School and Student Services during School. Students must use an Olympic Heights Community High School lock. All other locks are unacceptable and will be cut off. The school is not responsible for items stolen from lockers. Students must remain in his/her assigned locker unless approved by the Administrator in charge of lockers.

All student lockers are subject to search without warning pursuant to State of Florida law FSS2321.250.

LOST AND FOUND

Lost and Found articles are turned into Student Services. Students should check for lost articles in a timely manner.

MAKE-UP WORK

Students will be allowed to make up work. It is the student's responsibility to see each teacher and request make-up assignments. Students will receive credit for make up work done as the result of excused absences. If a student will be absent for more than three days due to illness, the parent may request home assignments by notifying the Guidance Office. Teachers are then given 24 hours notice to prepare assignments.

MEDIA CENTER

Students are welcome to the Media Center at all times. The media staff is there to help students and to make their time in the Media Center pleasant and productive.

1. **Book bags**

A storage area has been provided at the entrance for book bags and gym bags. All such bags should be left in the storage area for the duration of your stay in the Media Center. Please do not leave anything of value in the book bags.

2. **Media Hours**

The Media Center is open at 7:15 a.m. and closes at 2:50 p.m. Monday thru Friday.

Media Passes

For the students to use the media center during the day, a media center pass is needed, filled out and signed by the teacher. Students must have their student ID to use computers or check-out materials.

Books and materials are checked out for a 2-week period, unless special dates are entered. There is a \$.10 fine for overdue materials. Students must return to class 15 minutes before the end of the period.

MEDICATION DURING THE SCHOOL DAY

Parents of students requiring the administration of medication during the school day should contact the school nurse in the Clinic to make arrangements. Students may not possess any prescription or non-prescription medication on school grounds or at any school activity.

ADMINISTRATION OF MEDICATION BY SCHOOL DISTRICT PERSONNEL (S.B. POLICY 5.321)

Notwithstanding the provisions of the Nurse Practice Act, Chapter 464, Florida Statutes, school district personnel shall be authorized to assist students with required prescription medication if the following conditions have been met:

School personnel designated by the principal to administer medication are trained according to the procedure in the approved health services plan.

The School Board of Palm Beach County adopts policies and procedures that govern the administration of medication. Policies and procedures shall include but are not limited to:

1. The student's parent/guardian provides a completed *Physician's Authorization of Medicine/Treatment for a Student at School* form.
2. The parent/guardian should deliver the medication and the documentation directly to the school nurse.
3. The medication to be administered shall be received in its original container. When the medication is not in use, it shall be stored in a secure fashion, under lock and key, in a location designated by the principal.
4. Every attempt shall be made to administer the medicine in a manner, which will not interfere with the educational process.
5. There will be no liability for civil damages as a result of the medication administration, when the person administering such medication acts as an ordinarily prudent person would have acted under the same or similar consequences.
6. An asthmatic student shall be allowed to carry a metered dose inhaler on his person, while in school, if proper documentation is provided.

MESSAGES

Messages to students **will not** be able to be delivered unless an emergency. The office will not interrupt classes during the instructional periods with public address announcements. Parents should make all arrangements with their child prior to students reporting to school.

NO SMOKING POLICY

Olympic Heights Community High School follows the School Board Conduct Code by not allowing students to smoke on campus. Students are not allowed to use or possess any tobacco product on campus at any time (Vaporizer/Vape pens are considered tobacco products). This includes morning and evening activities sponsored by the school. Violators will be referred to Student Services and will be subject to disciplinary consequences.

NON-DISCRIMINATION POLICY FOR STUDENTS

Discrimination on the basis of religion, race, national origin, color, sex, marital status, or parental status is prohibited in the admission selection, scheduling, or other treatment of any student in any activity or educational program conducted by the Palm Beach County School System, except as may be operationally required and authorized through Title IX of the Educational Amendments of 1972.

STUDENT PARKING

Students riding bicycles are required to park in the bicycle rack located in the northeast corner of the student parking lot. Motorbikes must park in the area designated in the southwest corner of the student parking lot.

Students desiring permission to park automobiles on campus must purchase a parking decal for **\$50.00** through Student Services. Students have two weeks from the start of school to obtain a Parking Decal. The Parking Decal must adhere to the inside of the driver's side windshield. **Students may not park in the Student Parking lot without a decal.** The use of motor vehicles on the campus is restricted to coming to school at the beginning of the student's school day and leaving campus at the end of the student's day. *Students are not permitted to be in the student parking lot during the school day without permission.* Students in the Student or Faculty Parking Area without permission are considered "out of area" and are subject to disciplinary action. Students are **NOT** to park in the Front Lot for any reason. **Cars parked in unauthorized areas will result in the student being subject to disciplinary action and possible towing of the car.** Careless or reckless driving will result in the suspension of driving privileges and possible disciplinary action. Students are not to remain in their vehicles. Students who accumulate 5 tardy's during period 1 and/or 2 will lose their driving privilege for the semester.

Vehicles on campus are subject to search.

PARENT-TEACHER CONFERENCES

Parents who wish a conference regarding their child's work, or any other issue, are asked to schedule an appointment by calling the Guidance Services Secretary. Conferences are not available on a drop-in basis. School visitors must report to the **Main Office** prior to meeting with school personnel. Teachers are not permitted to leave a class of students at any time to talk to a parent. Any material sent home with a teacher's request for a signature should be signed and returned as requested.

PERSONAL PROPERTY

The following items are **NOT** to be brought to school: **laser pens, noise makers, squirt guns, mace, pepper spray, aerosol sprays, fireworks, poppers, stink bombs or other dangerous or disruptive items.**

These items, or others, which cause distraction or damage to persons or property or otherwise interfere with learning will be immediately confiscated from the student and held until picked up by a parent. If appropriate, disciplinary action will be taken. Balloons, candy, or flowers should not be delivered to students or brought to school at any time.

REPORTING HARASSMENT OR DISCRIMINATION

Please notify a teacher, administrator or call the Bulling Hotline (561-852-2682).

SCHEDULE CHANGES

Schedule changes will only be made for valid reasons (i.e. student is taking a duplicate course, missing an academy class etc.). Electives are not guaranteed courses. Changes will not be made for elective classes. There is a

drop/add period for the first two weeks of each semester. Students will only be able to alter schedules at this time. Schedule changes will not be made during the semester unless there are extenuating circumstances.

SCHOOL ADVISORY COUNCIL

Council (SAC) is an integral component of the State of Florida's Education Reform Program. The primary role of the SAC is to maintain, monitor and evaluate progress in meeting the objectives of the formal School Improvement Plan (SIP).

The School Advisory

The SAC membership consists of representatives from the following groups:

- ◆ parents and a student representative
- ◆ business and community members
- ◆ teachers
- ◆ administrators
- ◆ support personnel

SAC meetings are held on the third Tuesday of each month. They begin promptly at 6:15 p.m.

SEARCH AND SEIZURE

Any school administrator or authorized officer may conduct a reasonable search of a student on the school premises if there is reasonable suspicion to believe that the student possesses an item, the possession of which constitutes a criminal offense or a danger. Any school administrator or authorized officer may conduct a search of every part of the physical plant of the school. Any confiscated property belonging to a student will be returned to the student or his/her parents within a reasonable time, except as required by law or by consideration of safety for students and staff.

SELLING, VENDING AND ADVERTISING

Selling, vending and advertising of merchandise or printed material are prohibited without the express consent of the administration. Posters must be school related and approved by the administration.

SKATEBOARDS/ROLLERBLADES/SCOOTERS

Skateboards, rollerblades, and scooters are not permitted in the school building. If they are used as transportation to and from school, helmets must be worn and they must be locked up in the bike rack after arriving to school. If these items are found inside the school facility, they will be confiscated from the student and the parent/guardian must come to the school in order to retrieve such items.

SPECIAL AFTER SCHOOL ACTIVITIES

Students that are bringing dates to special After School Activities (Prom and School Dances) must have approval of the Principal. Maximum age for a date is 20 years old.

SPORTSMANSHIP

All fans are expected to demonstrate good sportsmanship at all times. At athletic events, good sportsmanship prohibits booing. Students should be quiet during critical plays, such as basketball foul shots or when a player is injured. All fans are expected to display respectfully appropriate behavior during the National Anthem and other pre-game activities. Confetti, streamers, tissue paper rolls etc. are not permitted. No objects are permitted to be thrown from the stands at any time. Violations could cause removal from the events and other appropriate disciplinary actions. This high level of sportsmanship is expected of both students and adults.

STUDENT IDENTIFICATION CARDS

All students are required to have a student identification card in their possession at all times. There will be no cost for your original card. A school identification card will be required to use the Media Center, internet use, field trips, those students that are permitted to leave school early and to buy special school event tickets. A student must present their School ID Card to any staff member requesting to see it.

DRESS CODE

The administration and faculty of Olympic Heights High School believe that school performance and future success are enhanced by appropriate dress and grooming. Because we wish to do all in our power to improve your academic performance and eliminate unnecessary distractions, the following school-wide policies will take effect immediately:

1. At the start of each day every student will be checked for dress code violations by his or her teacher. This also will occur at the beginning of every class period throughout the day.
2. If your teacher feels you are in violation of the dress code policy, you will be immediately sent to Student Services.

The following consequences will occur when a student violates the dress code policy:

- 1st Offense – Warning
- 2nd Offense – Further disciplinary action

Dress Code guidelines are listed on the following page and are posted in your class room.

Dress Code Guidelines

1. The County Dress Code applies to all students. (See the County's Student and Family handbooks).
2. Absolutely no halter tops, t-tops, spaghetti string tops, tank tops, muscle shirts or sleeveless jerseys are allowed.
3. Sleeveless jerseys must be worn with a short sleeve top underneath.
4. Sleeveless tops, blouses, and dresses must be 3 fingers in width.
5. Razor back tops SHOULD NOT be worn.
6. All blouses, shirts and tops must be high enough to eliminate exposure of cleavage and long enough to prevent exposure of midriff, back or sides. Tops should not be sheer or see-through.
7. Shorts, skirts and dresses must reach the mid-thigh length, or fingertip length.

8. "Tight" clothing, leggings, yoga pants, tights, jeggings or see through clothing are forbidden. If you wear leggings or yoga pants, they MUST BE worn with a very long shirt, skirt, dress or shorts that are mid-thigh or finger-tip length.
9. Pants must be worn at student's waistline. No under shorts/undergarment should be exposed or worn on the outside.
10. Clothing MAY NOT have rips, holes, or tears ABOVE the knee. They May Be worn from the knee down.
11. No head gear of any kind. That includes hoods, baseball caps, hats, bandanas, scarves, wave caps or headbands. These articles will be confiscated.
12. Bedroom slippers or pajamas should not be worn.
13. No picks, combs, hair rollers or curlers may be worn in the hair.
14. Clothing, jewelry, buttons, etc. with words, phrases, symbols, pictures or insignia which are disruptive, obscene, profane, racist, suggestive, or related to drug or alcohol use are not permitted. Clothing which is offensive is not allowed.
15. Appropriate clothing can be worn on approved SGA "dress up days."

STUDENT OBLIGATIONS/RESPONSIBILITIES

Students who have outstanding obligations and/or responsibilities may be denied the privilege of participating in after-school or extracurricular activities. This decision will be made by the administration of Olympic Heights Community High School and is non-negotiable.

STUDENT TEXTBOOKS AND OTHER INSTRUCTIONAL MATERIALS

Many of the ways we do things are changing. Particularly, the basics of pencil, chalk and textbooks are being supplemented with computers, videos, and other electronic printed materials. Our school and our School Board are committed to providing appropriate instructional materials in all core areas of study for each child. We are committed, also, to ensuring your child has access to these materials, be they for homework, class use only, time on a computer at school, or other materials available in our Media Center. We want you to be informed of how we meet our commitment. Therefore, at the beginning of the school year, our teachers will advise you in person or by newsletter of the core materials they plan to use and how homework will be assigned. Teachers will perform book checks before Progress Report and Report Card time. If the student does not have his book during the check, the student will have 48 hours to show the teacher the book or be placed on the Obligation List.

TARDY POLICY **HAVE SOME PRIDE! DON'T BE LATE**

The administration and staff at Olympic heights High School are concerned about your academic achievement as well as your safety. Student tardiness is detrimental to a positive learning environment. We are asking your cooperation to ensure your academic success. We will begin enforcing the following tardy policy on the second week of school.

1. Students will be in the classroom by the time the tardy bell finishes ringing.
2. Students who are tardy report to student services to receive a morning detention slip.
3. Morning detentions will be served the next school day 7:00 to 7:20 in the teacher café (In the back of the cafeteria).
4. Students who miss half the class period will be considered absent and sent to class with the tardy pass stamped ABSENT.

5. Students who are tardy must present their Student ID's.
6. Students who receive 5 or more tardy detentions in a semester will receive a discipline referral and an additional consequence.
7. Students who do not report directly to class from student services will be considered out of area and will receive a discipline referral.

If we all work together on these very simple procedures, then both students and staff will know exactly what to expect at all times. Thank you for your cooperation and we look forward to a safe and positive learning environment.

THE TARDY POLICY IS CALCULATED PER SEMESTER

TEACHER DETENTION

A teacher may assign a student an after school detention for behavior problems. Students will be given at least a 24-hour notice. The teacher will give the student an official notice of the detention to be returned with a parent's signature. The teacher will determine the time frame for the detention. Students who do not serve a teacher detention will be referred to Student Services and assigned an administrative detention.

TELEPHONE USE

The school office telephones are for business purposes only. If there is an **emergency**, students are to obtain a pass from the teacher and report to use the phone. Students should advise parents of their plans to stay at school late or attend a game, practice, etc., **prior** to leaving home instead of phoning from school. As a reminder, any student using a cell phone during class time will have the phone confiscated immediately by the appropriate school related personnel.

THEFT

Students that are caught stealing are subject to arrest and/or disciplinary action.

TRANSPORTATION (BUS RULES)

Bus transportation is provided for students living **more than two miles** from school. Riders are subject to the authority of the bus driver and may be suspended from riding the bus for violation of the bus rules. Occasionally, a bus is delayed in picking up students. Students should wait a reasonable time and then contact the school to see if the bus is en route. Students are required to ride their assigned bus.

The school bus operator is in charge of the bus and the passengers. The operator is responsible for the safety of pupils and for their conduct on the bus. Riding the bus is a privilege that can be denied if a pupil's behavior creates a problem on the school bus or at the bus stop.

If students are going to ride home with a friend who rides a different bus, then the student must present to the appropriate assistant principal a written note explaining the change in transportation. The note must contain a parent signature as well as a parent contact number so that the administrator can verify the arrangements if necessary.

Parents and students if there is a problem or concern with busing or transportation please call the **South Area Bus Compound @ 561 368-1522**

TRESPASS UPON GROUNDS OR FACILITIES OF PUBLIC SCHOOL
PENALTIES: ARREST (FS 228.091)

Any person who is **NOT** a student, officer, parent, guardian, employee of a public school, or individual with legitimate business on the campus, or **IS** a student under suspension or expulsion, and who disrupts the orderly conduct of activities on a campus, or enters or remains on a campus after being directed to leave the campus, is trespassing and guilty of a misdemeanor of the second degree. Such individuals are subject to arrest. All visitors must check in at the main office and secure permission to visit the campus. For the safety and security of the students and staff, proper identification may be requested.

VALUABLES

The school cannot be and is not responsible for valuables, cell phones, jewelry, and large sums of money brought to school. It is best to leave them at home. In case of theft, assistance will be given by the school police officer. **During Physical Education, Band, Chorus, or any other activity should be locked in a locker. Cell phones are not to be used or seen during the school day, except during lunch and class change. Cell phones are to be turned off in the classroom. Possession or use or display of a camera phone will be treated as "Prohibited Items, non-criminal" and will result in confiscation of the phone, and it could also result in other consequences. Any item confiscated may be picked-up after class in Student Services. A student that refuses to hand over a cell phone (any item) to a staff member will receive an in-school suspension for 1 day.**

VANDALISM

Respect for school property is an essential expectation. Students guilty of vandalism or defacing school property will be:

1. Required to clean up the defacement before or after school,
2. Subject to an investigation and prosecution by school police,
3. Subject to suspension from school and parent conference,
4. Required to pay for the repair or replacement of the items destroyed.

VISITORS

Visitors, especially parents, are always welcome. However, regulations require that **all visitors must report to the FRONT Office and sign in.** Visitor badges will be issued. Students not registered or no longer in attendance at Olympic Heights are **NOT** permitted to visit school or attend classes at any time.

VOLUNTEER PROGRAM

School volunteers make a significant contribution to the success of our students and are always needed and welcomed. Please contact the volunteer coordinator for more information.

WEB SITES (INTERNET)

No student will post pictures or a likeness of a person (that is school related) on the Internet that attends or is employed at Olympic Heights Community High School without permission of the Principal.

WITHDRAWAL PROCEDURES

1. Parents and/or guardian must contact the guidance office and authorize the withdrawal.
2. Student obtains the withdrawal form from the guidance office. This form must be taken to each teacher for completion of information. Textbooks and materials must be checked in to the teacher at that time. Students may not be withdrawn if they owe money or textbooks.
3. Clear out locker. Do not remove lock.
4. A transcript release form must also be signed by the parent/guardian before a student's records will be forwarded from Olympic Heights High School.
5. Students cannot withdraw within the last two weeks of a semester for purposes of avoiding loss of credit due to poor performance or attendance problems.