



# INLET GROVE COMMUNITY HIGH SCHOOL

600 West 28<sup>th</sup> Street  
Riviera Beach, Florida 33404

<http://www.edline.net/pages/InletGrovehs.com>

## STUDENT HANDBOOK

2017 – 2018

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_

**In case of emergency, please notify:**

**Name:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

<b>MAIN PHONE NUMBER</b>	<b>561.881.4601</b>
<b>MAIN FAX NUMBER</b>	<b>561.881.4668</b>
<b>ATTENDANCE VOICEMAIL</b>	<b>561.881.4651</b>
<b>STUDENT SERVICES NUMBER</b>	<b>561.881.4651</b>

Visit us on the web [www.inletgrovehs.com](http://www.inletgrovehs.com)

Visit us on Facebook [www.facebook.com/inletgrovehs](http://www.facebook.com/inletgrovehs)

### ADMINISTRATION

**CEO/ Founder**

Emma T. Banks, Ed.D.

**Principal**

Jack Myszkowski, M.Ed.

**Assistant Principals**

Francisco Lopez-Ortiz, M.Ed.

Deanna Pientka, M.Ed.

Scott McDermott, B.S.

**Adult & Community School**

**Assistant Principal**

Keith Brown, Ph.D.

## WELCOME

Welcome to Inlet Grove Community High School. You and your child are about to embark on the final leg of your public school journey. Your years at Inlet Grove Community High School will be one of the most exciting and life altering to date and we are pleased to be travelling along with you on this journey. Times are changing and demands put on students today are quite different from those of a few years ago. Careful planning and a good relationship between the home and school can certainly make your child's stay at Inlet Grove Community High School an enjoyable one for all. We look forward to getting to know you and your child.

Our faculty consists of highly trained and dedicated teachers and support staff who are committed to promoting academic excellence, and post-graduation planning for success.

Success in high school requires some thoughtful planning and commitment. Hard work and daily attendance are a must. Researchers have noted that the most important thing parents/guardians can do for their child's education is to take an active interest in their schooling. When parents are involved in students' education, the children do better in school.

Sincerely,

A handwritten signature in blue ink that reads "Emma Banks". The signature is fluid and cursive, with the first name "Emma" being larger and more prominent than the last name "Banks".

Emma Banks, Ed.D.  
CEO/Founder

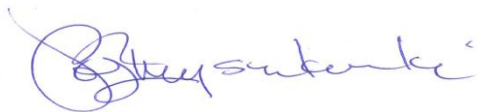
Dear Students and Parents,

On behalf of the Faculty and Staff of Inlet Grove Community High School Inc., I would like to welcome you to the 2017-2018 school year. I am very excited to be able to serve as your high school principal.

As the principal, I will have three main goals. The first goal is to increase the rigor of our curriculum and maintain high expectations, for our students and staff. Students need to be challenged and held accountable for mastering the necessary skills to not only pass their classes and state assessments, but be prepared for life beyond high school. A second goal would be to become lifelong learners. Through a challenging curriculum, students will see the importance of their education and how it will impact future opportunities. We live in a very complex world and the skills they will need are continually changing. The last and most important goal is to create a safe learning for all students and staff. Students and staff deserve a school/work environment where they feel safe and comfortable. I am confident that all students can be successful if they attend school daily, complete their work on time, and get involved in the school community.

I encourage you to visit our website and become familiar with our programs, students activities, and parent information. We welcome your involvement and participation in our great school and look forward to working with you and your student as we strive toward an academically successful school year,

Sincerely,



Jon "Jack" Myszkowski, Ed.D.  
Principal

## **Mission Statement**

It is the mission of Inlet Grove Community High School to graduate students with the skills and knowledge to be lifelong learners and responsible citizens through a technology rich and innovative learning environment that integrates rigorous academic and career preparation and develops internationally minded students who make contributions to a better and more peaceful world. Students will be prepared to enter college and the workforce upon graduation and will be able to successfully compete in today's global society. The Conversion Charter School shall be non-sectarian and non-discriminatory in its programs, admission policies, employment practices, and operations and shall act in full compliance with all state and federal requirements for race and gender equality.

## **Vision Statement**

The vision of Inlet Grove Community High School is for all students to develop a career perspective and to graduate college-ready, so life choices are limited only by creativity, passion, and hard work.

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## PHONE DIRECTORY

### **Main Office**

561-881-4601

### **Athletic Director**

Michael Timpson

561-881-4632

### **Career Academy Coordinator**

Rebecca Blair, MSN, RN

561-841-4446

### **Data Processor**

Kim Bavegehims 561-881-4615

### **ELL-LEP Facilitator**

Aluis Dorvil 561-881-4633

### **ESE Coordinator**

Elizabeth Calvert 561-881-4697

### **School Police Officer**

561-881-4420

### **Student Services**

9<sup>th</sup> Grade- Scott McDermott

10<sup>th</sup> Grade- Deanna Pientka

11<sup>th</sup> Grade- Jack Myszkowski

12<sup>th</sup> Grade- Francisco Lopez-Ortiz

### **Teacher Work Days**

#### **No School for Students**

Oct 16, 2017

Nov 3, 2017

Jan 8, 2018

Feb 16, 2018

Mar 26, 2018

### **Secondary School Student Attendance Days**

<b>Semester 1</b>		<b>Semester 2</b>	
<b>Term 1</b>	08/14/2017 – 09/12/2017	<b>Term 5</b>	01/09/2018 – 02/09/2018
<b>Term 2</b>	09/13/2017 – 10/13/2017	<b>Term 6</b>	02/12/2018 – 03/16/2018
<b>Term 3</b>	10/17/2017 – 11/15/2017	<b>Term 7</b>	03/27/2018 – 04/27/2018
<b>Term 4</b>	11/16/2017 – 12/21/2017	<b>Term 8</b>	04/30/2018 – 06/01/2018

# INLET GROVE GENERAL INFORMATION

**School Colors:** Royal Blue and Silver

**Mascot:** Hurricanes

## Bell Schedule

### **Regular Bell**

Class Alert Bell.....	7:50am - 8:00am
<b>Morning Announcements</b> .....	8:00am - 8:10am
Period 1.....	8:00am - 9:35am
Period 2.....	9:40am - 11:10am
<b>Lunch</b> .....	11:10am - 11:55am
Period 3.....	12:00pm - 1:30pm
Period 4.....	1:35pm - 3:00pm
<b>Afternoon Announcements</b> .....	3:00pm - 3:05pm

## **Extra-Curricular Activity Schedule**

Class Alert Bell.....	7:50am - 8:00am
<b>Morning Announcements</b> .....	8:00am - 8:05am
Period 1.....	8:00am - 9:10am
Period 2.....	9:15am - 10:35am
<b>Lunch</b> .....	10:40am - 11:50am
Period 3.....	11:55am - 12:40pm
Period 4.....	12:45pm - 2:00pm
<b>Activity Period</b> .....	2:05pm - 3:00pm
<b>Afternoon Announcements</b> .....	3:00pm - 3:05pm

## Emergency Make Up Days Priority Order

- |                 |                  |
|-----------------|------------------|
| 1. June 4, 2018 | 5. June 8, 2018  |
| 2. June 5, 2018 | 6. June 11, 2018 |
| 3. June 6, 2018 | 7. June 12, 2018 |
| 4. June 7, 2018 | 8. June 13, 2018 |

**Inlet Grove Community High School's Student Acceleration**  
**Policy for Advanced Learners**

**Policy:**

This Policy for Academic Acceleration has been developed to assist students in meeting their Educational and Career Objectives at Inlet Grove Community High School.

- (A) This policy addresses but is not limited to, whole grade acceleration, subject area acceleration, dual enrollment, and early high school graduation.
- (B) No individual or group should be excluded from the opportunity to learn, and all students are presumed capable of learning. Every Inlet Grove student, regardless of race, gender, ethnicity, socioeconomic status, limited English proficiency, disability or giftedness shall have access to a challenging, standards-based curriculum.

The knowledge and skills defined in Florida's academic content standards are within the reach of all students. Students, however, develop at different rates. All children learn and experience success given time and opportunity, but the degree to which the standards are met and the time it takes to reach the standards will vary from student to student. Students who can exceed the grade-level indicators and benchmarks set forth in the standards must be afforded the opportunity and be encouraged to do so. Students who are gifted may require special services or activities in order to fully develop their intellectual, creative, artistic and academic capabilities or to excel in a specific content area.

Again, the point of departure is the standards-based curriculum. All children should be provided adjustments when necessary in order to address their individual needs. Identifying and nurturing the talents of all students will enable all students to reach the standards.

Research conducted nationally has demonstrated that academic acceleration can be a powerful and cost-effective strategy for providing appropriately challenging, standards-based instruction for students who are ready to learn above grade-level content. Acceleration has also been shown to increase motivation, reduce boredom, and enhance the social and emotional well-being of appropriately selected students.

**Programs:**

**Whole-Grade Acceleration:** The practice of assigning a student to a higher grade level than is typical given the student's age on a full-time basis for the purpose of providing access to appropriately challenging learning opportunities. **(Any student skipping the eighth grade to attend Inlet Grove must return to his/her middle school if student leaves Inlet Grove before completing the ninth grade).**

**Individual Subject Acceleration:** The practice of assigning a student to a higher course level than is typical for the purpose of providing access to appropriately challenging learning opportunities (i.e. Honors or Advanced Placement) in one or more subject areas.

**Early Admission/Dual Enrollment:** The practice of admitting a student to post-secondary education who has not yet graduated for the purpose of providing access to appropriately challenging learning opportunities.

**Early High School Graduation:** The practice of facilitating completion of the high school program in fewer than four years for the purpose of providing earlier than typical access to post-secondary educational opportunities. (Inlet Grove's 4X4 class schedule)

I \_\_\_\_\_ have read the above information concerning my child, and I as the parent/guardian understand and agree with this policy

Date \_\_\_\_\_



## Advanced Placement

### Inlet Grove Community High School Advanced Placement Contract

\_\_\_\_\_

Last Name, First Name

\_\_\_\_\_

Student Number

\_\_\_\_\_

Grade

Advanced Placement Courses are college level courses that help students develop the necessary critical thinking skills and content mastery to be successful college students. Students who earn a qualifying score on the AP Exam may earn college credit in addition to high school credit.

***Please check mark next to the Advanced Placement course(s)  
you will be enrolling in for the 2017-2018 school year.***

AP Biology	AP Environmental Science	AP Spanish Language
AP English Language	AP Human Geography	AP World History
AP English Literature		

***Please read the following carefully and initial next to each statement.***

	Parent Initials	Student Initials
I am aware that taking one or more AP courses is a commitment on my part.	_____	_____
I am aware that AP courses are a college level course that provides rigorous content and demanding assignments that will require additional time beyond the standard high school course requirements.	_____	_____
I am prepared to prioritize my obligations in order to allow the demands of the AP course(s) in which I plan to enroll.	_____	_____
I am aware that I am eligible to take the AP exam in May and I am committed to necessary preparation and participation, and if I am absent from the test without an excused note from the doctor, I will be responsible for paying the \$94 exam fee.	_____	_____
I accept the challenges of the rigorous academic curriculum contained in the AP course(s) I am taking and understand it is a yearlong commitment and I will not be permitted to drop the course, except under extenuating circumstances.	_____	_____

\_\_\_\_\_

*Parent Signature*

\_\_\_\_\_

*Date*

\_\_\_\_\_

*Student Signature*

\_\_\_\_\_

*Date*

## Accidents and Injuries

- Notify teacher(s) or an administrator immediately
- Accident report must be submitted to the principal's secretary
- Student insurance is available at the beginning of each school year

## Assessment of Student

Quality of work will be assessed by a combination of procedures including but not limited to: Teacher observations (oral presentations or reports, speeches, recitations, impromptu speaking, student participation, laboratory practical, and demonstrations); Classroom assignments (paper and pencil assignments, reports, term or research papers, models, projects, exhibits, posters, computer programs, and homework); Examinations (paper and pencil tests including essay, multiple choice, and completion; oral tests; and skill tests requiring demonstration); Alternative methods (portfolios and performance assessments and peer assessments).

## Assessment Storage

It is the policy of Inlet Grove Community High School that all AP, FSA, and End-of-Course examinations be stored in a secure testing closet upon arrival and after administration of exams occurs. The only administrators who will have the key to the testing closet will be the principal, the assistant principal, and the testing coordinator.

## Athletics

Inlet Grove students interested in playing sports must do the following:

- Maintain a GPA of 2.0 or higher.
- Maintain good conduct: No lower than a 3 in their conduct grades and no major discipline referrals.
- Submit the Athletic Eligibility Packet to your coach or Athletic Director before the season starts.
  - Student athletes should pay the following: \$75 Annual Athletic insurance Fee, \$25 Annual Athletics and Activities Participation Fee, and any other fee established by their respective sports.
- Raise Money for your club and/or sport.
- Parents should participate in monthly Parent Trainings and volunteer to help in home games.
- Student athletes should come prepared with proper equipment to practices and games.
- Student athletes should abide by the Inlet Grove School rules and procedures and by their team rules. They should exemplify respect, commitment and discipline in all facets of student life.

### **Sport Programs 2017-2018**

Fall Sports		Winter Sports		Spring Sports	
Football	Boys	Basketball	Boys / Girls	Flag Football	Girls
Cheerleading	Co-Ed	Cheerleading	Co-Ed	Track & Field	Boys / Girls
		Soccer	Boys / Girls		

## **NCAA**

There have been several updates to the policies and procedures relating to high school athletics. The National Collegiate Athletic Association (NCAA) updated their initial eligibility requirements for student athletes beginning August 1, 2017. In addition, two statutory changes specific to high school athletics in Florida occurred this legislative session. Information regarding each of the three updates is included below.

Updates from the NCAA regarding eligibility for Division I and Division II student athletes include the following:

- College bound students athletes first entering a Division I college or university on or after August 1, 2016, will need to meet new academic rules in order to receive athletic aid (scholarship), practice, or complete during the first year.
- Academic rules that will go into effect in 2016 are significantly more rigorous and will require a higher grade point average (GPA) with correlated standardized test scores.
- An academic redshirt component was added.

## Athletics Cont.

The following links are provided by the NCAA and contain more detailed information about the requirements to become a NCAA Division I student athlete.

- NCAA Eligibility Website
- Guide for the College Bound Student Athlete
- Eligibility Quick Reference Sheet

The following legislative changes were included within House Bill 1403, effective July 1, 2012 updating:

- Eligibility and transfer requirement for students participating interscholastic athletics
- FHSAA policies, procedures and bylaws
- Policies related to background screening exceptions for certain investigators for the FHSAA

The Chart below reflects the NCAA initial eligibility standards beginning August 1, 2017, in comparison to the Florida statutory requirements:

<b>NCAA Requirements for Full Qualifiers (beginning August 1, 2017)</b>	<b>Florida's High School Graduation Requirement</b>
<ul style="list-style-type: none"> <li>➤ Complete sixteen courses               <ul style="list-style-type: none"> <li>➤ Ten of the sixteen courses must be completed before senior year</li> <li>➤ Seven of the ten core courses must be English, math or science.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>➤ Successfully complete a minimum of twenty-four credits to include the following:               <ul style="list-style-type: none"> <li>➤ Four credits in English</li> <li>➤ Four credits in mathematics (including Algebra I, Geometry, Algebra II)</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>➤ Have a minimum core course GPA of 2.300               <ul style="list-style-type: none"> <li>➤ Grades earned in the ten required courses are "locked in" for purposes of GPA calculations.</li> </ul> </li> <li>➤ Meet the competition sliding scale requirement of GPA and ACT/SAT score (this is a new scale with increased GPA/test score requirement)</li> <li>➤ Graduate from high school</li> </ul>	<ul style="list-style-type: none"> <li>➤ Three (3) credits in science (including Biology)</li> <li>➤ Three (3) credits in social studies (including United States History, World History, Economics and United States Government)</li> <li>➤ One credit in physical education to include the integration of health</li> <li>➤ One(1) credit in fine or performing arts</li> <li>➤ Eight electives</li> </ul>

The FHSAA is a non-profit governing body that is responsible for overseeing all Florida high school athletic programs and events. The Department of Education does not have legislative authority over high school athletics or the FHSAA. If you would like to contact the FHSAA for information on policies and procedures, the contact information is included below:

**Florida High School Athletic Association**  
 801 NW 80<sup>th</sup> Blvd  
 Gainesville, Florida 32606  
 Phone: (800)4617895  
 Website: <http://www.fhsaa.org>

## Attendance Policy

We believe that to maximize learning and to develop good habits, students should be in attendance every day and arrive on time. We ask all students and parents/guardians to make this a top priority. **Routine doctor and other appointments must be made for non-school hours.** The **Award of Credit** policy states that absenteeism, excused or unexcused, regardless of the reason, negatively affects the continuity of the learning process. As a student's absenteeism increases, there is a greater responsibility for the school to deter future absenteeism and there is a greater responsibility for the student to demonstrate that such absenteeism has not negatively affected performance mastery (School Board Policy 5.09).

### **Daily Attendance Procedures**

- Attendance is taken during each class period. Tardiness of 30 minutes or more is considered an absence. Students who arrive at school after the 8:00 a.m. late bell must obtain a pass from the Student Services Office before being admitted to class. A parent must come into Student Services to sign the student in.
- Students who are late to school two times in any five day period must serve a detention issued by the front office.
- Period by period discrepancies of student attendance will be checked by the attendance office. Any student who skips a class or leaves campus during the day without being properly signed out will receive a discipline referral. Parents will be called for a meeting.

### **Excused Absences**

Excused absences will be given for the following reasons:

- Student illness (if the student is continually or repeatedly absent from school, the student must be under the supervision of a physician to receive an excuse for absences)
- Medical appointment that cannot be scheduled at a time other than during school hours (verified by appointment card/receipt showing date and time)
- Death in the family
- Observance of a religious holiday of the student's specific faith
- Subpoena for a court appearance (verified by subpoena)
- Quarantine of the home by local health officials
- Absences for any reason other than stated above will ***be considered unexcused***

### **Excusing an Absence**

The parent/guardian must send a note with the student within two days following the absence. The date or dates and reason for the absence MUST be given. If the parent/guardian fails to send a note as required, the absence will be classified unexcused.

### **Sign Out for Students**

Student sign out is facilitated in the Main Office. A parent or guardian (over the age of 18) MUST provide photo identification and be listed as a parent contact in order to sign out a student on the appropriate form. If the student returns to school on the same day, he/she must bring a written note from the parent to sign-in at the Office of Student Affairs. Students will not be released after 2:30 PM.

**It is the student's responsibility to communicate with his/her teacher for make-up work.**

## Books and Request for Payment from Students

The school provides textbooks for instructional purposes on a loan basis. It is important that students care for and return these books at the end of the school year. Books that are lost or damaged will be paid for by the student who was assigned the book. Replacements costs will be charged if the book is lost or unusable. Students will be placed on our obligation list for unpaid, lost or damaged textbook assessments.

Some courses and programs at Inlet Grove Community High School require that a student have personal equipment, uniforms, and/or insurance. Students may also have voluntary lab, activity, or program fees used to enhance the instructional program. Specific information can be obtained from the course/program instructor.

Any such voluntary request for money from a student shall be in writing, addressed to the student's parent or legal guardian. If a student fails to pay a fee associated with the regular curriculum, no penalty of any type will be imposed against the student nor shall they be denied the right to participate. The principal may, however, forego a planned activity or use of a particular item based upon the collection of insufficient funds to cover the cost.

## **Bullying and Harassment**

Every school district in Florida has been mandated by Florida legislature and Governor Crist, under the *Jeffrey Johnston Stand Up for ALL Students Act*, to develop and implement policies and procedures to remedy the problem of bullying and harassment of student and staff. In March 2011 the School Board of Palm Beach County adopted state revised definitions to separate bullying and harassment into two categories of behavior(s):

**Bullying-** (intimidating behaviors) systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees that is severe or pervasive enough to create an intimidating, hostile, or offensive environment; or unreasonably interfere with the school performance or participation.

**Harassment-** (insulting behaviors) Any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct that: (1) places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property, (2) has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or (3) has the effect of substantially disrupting the orderly operation of a school including any course of conduct directed at a specific person that causes substantial emotion distress in such a person and serves no legitimate purpose.

**To report a bullying OR harassment incident:** a) see an administrator, b) call the anonymous contact number 561-881-4652 or c) complete the "anonymous incident report" form and place the form in the drop box located in the Main Office.

***Any issue or confrontation that begins on a social media site such as Facebook, and Twitter, and continue on our school campus will be dealt with per our bullying/harassment policy.***

### **Authority of the Principal**

The Principal is the highest authority in the school on discipline and policy, subject to laws and to the rules of the state and local school boards. The Principal may designate school personnel to attend to matters of policy and discipline, but the Principal is the ultimate authority.

### **Authority of the Teacher**

Subject to law and to the rules of the Governing Board, each teacher or other member of the staff of any school shall have such authority for the control and discipline of students as assigned by the Principal or designated representative and shall keep good order in the classroom and in other places in which the teacher is assigned to be in charge of students.

The following acts, by any student, have been deemed **serious misconduct** and shall be subject to action by disciplinary and legal means:

- The possession, display, or use of any object that could be used to harm another person.
- Being present on any school campus without the permission of the principal/designee of the school center, including being present on the campus of the student's assigned school while on an out of school suspension.
- Pushing, shoving, fighting or threatening bodily harm towards a student, member of the school staff, volunteer, or visitor.
- The use or possession of tobacco products on PBCSD property.
- The possession, sale, use or distribution of any mood modifying drug or substance, including alcohol, or being present on any school campus under the influence of any mood modifying drug or substance, including alcohol.
- The use of profane or obscene and abusive language or gestures. The use of language, which tends to socially humiliate, verbally abuse, or tease.
- To invade the privacy of any student or staff member through actions which he or she did not give consent to or by that person. This includes behavior, which constitutes stalking, as defined in FS784.048.
- Disobeying or threatening physical harm to any staff member, volunteer, or chaperone; threatening the family or property of any staff member, volunteer, student, or chaperon at a school center or at any school sponsored activity at or away from the school center. Threats may include conditional, imminent and/or future acts.
- Defacing, stealing, or threatening to deprive the owner of real or personal property belonging to the District, a student, or members of the school staff, volunteers, or chaperons.
- Threatening the school, a teacher, or any person on school grounds with a verbal threat referencing "gun", "bomb" or any other serious instrument of destruction.

## **Bullying and Harassment Cont.**

- Participating in or encouraging any activity that is disruptive to the general peace and welfare of the school center or classroom.
- Discriminating against any other student, staff member, volunteer or chaperone on the basis of his or her sex, race, creed, color, disability, or national origin.
- Displaying behavior on the part of a student which is self-defacing or injurious to the student.
- Participating in a walkout, sit-in, strike or other action which is disruptive to the good order or functioning of the school.
- Sexual harassment.

## **Business Enterprises**

Business enterprises which include, but are not limited to, selling food, candy, DVD's, CD's, student ID cards, video games, and hair braiding are not permitted on school property. Students may not engage in usury, loan sharking, and/or borrowing money on a school campus.

## **Bus Transportation**

The Palm Beach County School District (PBCSD) equally provides school bus transportation to all district students regardless of race, gender or national origin in accordance with the State of Florida and the Florida Department of Education (FDOE) statutes and rules. In order to be eligible for PBCSD school bus transportation the student(s) must reside two (2) or more miles from their assigned school, be a participant in a designated Exceptional Education Program with an active Individual Education Plan (IEP), or a 504 Plan that has been approved by the school principal or their designee.

The following rules apply to students at all times if they are riding the school bus:

- Obey the bus operator and all the bus rules.
- Stand off the roadway while waiting for the bus.
- Be at the bus stop at least five minutes prior to the scheduled stop time.
- Cross the roadway several steps in front of the bus.
- Ride only the assigned bus.
- Board and depart at the assigned bus stop.
- Act appropriately while waiting for the bus.
- Give your proper name when requested by the bus operator.
- Remain seated at all times when the bus is moving.
- Remain absolutely silent when the dome lights are on.
- Remain absolutely silent at railroad crossings.
- Refrain from bringing food, drinks, gum or tobacco on the bus.
- Refrain from bringing reptiles, bugs, animals or marine life (dead or alive) on the bus.
- Refrain from displaying signs from the bus.
- Refrain from any use of profane language or gestures.
- Refrain from acts of vandalism.
- Refrain from throwing any objects from the windows of the bus.

Bus passes for students who ride a school bus will not be approved by the administration, except on an emergency case-by-case basis. It is also important to understand that bus drivers are not permitted to let students off the bus except at the school campus or at the student's designated stop. (*School Board Policy 5.186, section 2P*) Students and parents should contact the designated administrator to submit any special requests in writing.

### **Transportation of Musical Instruments/Other Items on School Busses**

For the safety of students being transported on school buses, the items listed below cannot be transported. These items will impede the evacuation of the bus during an emergency and the ability of the school bus driver to keep all students and traffic in view.

<b>Musical Instruments</b>	Baritone Horn, Baritone/Tenor Saxophone, Bass Drums, Cello (half and full), Contra-bass Clarinet, Contra Bassoon, French Horn, Snare Drum, Sousaphone, Tuba, Guitar, Trombone,
<b>Other Items</b>	Fishing poles, Skateboards, Helium Inflated Balloons, All Animals, Large Science Projects*

## Bus Transportation Cont.

### **Poor Conduct on the Bus**

Poor conduct on the school bus may result in a ten-day suspension from the bus for the first violation and loss of bus transportation privileges for the remainder of the school year for the second violation. **School bus transportation is a privilege not a right. This privilege can be denied for unacceptable bus behavior.** Please refrain from the following behaviors:

- Opening a school bus emergency exit door while the bus in motion.
- Opening a school bus emergency door and exiting the bus when the bus is stopped - unless directed by the school bus driver in an emergency or during an emergency evacuation drill.
- Extending any body part—head, hands, feet, etc.—out of the bus window.

Students who violate the discipline policy on any school transportation vehicle or at the bus stop while on the way to or from school are subject to school disciplinary consequences and possible criminal prosecution (*School Board Policy 5.186*).

### Cafeteria Service

The cafeteria serves breakfast and lunch daily. **BREAKFAST IS COMPLIMENTARY (free) FROM 7:30am TO 7:55am.** Payments or checks are not accepted at outside lunch lines. The price of lunch is \$2.30. There is one main hot lunch line inside the cafeteria that serves the menu entrees for the day (menu can be located at the district web site).

The Free/Reduced Lunch Applications is available online. **All free/reduced lunch applications must be filled out online.** Parents may come to the Inlet Grove campus to complete these applications. Cash and checks payable to Inlet Grove Community High School are permitted as payment. Students are not permitted to use credit cards, \$50 or \$100 bills to purchase lunch. The last date for payment by check is April 15, 2018.

In emergency situations which may result in the cafeteria staff being unable to provide a regular hot lunch. Nutritious sandwiches and juices will be provided for students. Students will be notified in advance, if possible, so they can opt to bring their own lunch.

#### **Rules for lunch**

- **Food deliveries to campus are not permitted during school hours.** We are not equipped to handle, nor will we accept, lunches delivered by family and friends. For example: Fast food, cakes, or other food items delivered to students.
- **Students are not permitted to go north of Building 3 during lunch unless supervised by a teacher or administrator.**
- The parking lots and athletic fields are off limits during lunch.

#### **Rules for the cafeteria**

- **Have your student ID in hand before entering the lunch line.** Students without IDs will receive a dress code violation before passing through the lunch line.
- Cutting in line is unacceptable.
- Dispose of trash in the receptacles provided.
- Throwing anything will result in severe disciplinary action.

#### **Rules for outdoor lunch (in addition to the Rules for the Cafeteria)**

- No students are allowed to use the stairwells for seating.
- No students are allowed to eat in the hallways. Do not enter the school building during lunch, unless attending a sponsored club meeting or tutorial session.
- Dispose of trash in the receptacles provided.
- **Violations may result in a referral and/or other disciplinary action.**

## Cell Phone Policy

Students may have Cell Phones and Mobile Communication Devices in their possession. Students are only permitted to use Cell Phones and Mobile Communication Devices before and after school, during their lunch period and in hallways between classes. No student shall use a Cell Phone or Mobile Communication Device to violate any Student Code of Conduct, including computer usage agreements, and/or bullying policies. Examples of unacceptable usage can include but are not limited to: in restrooms or hallways during instructional time, cheating, cyber bullying, sexting, taking pictures or videos, using phones in places of school business. Each teacher has the right to permit the use of Cell Phones and Mobile Communication Devices for instructional purposes.

“Wireless communications device” means a handheld electronic device having the ability to receive and/or transmit voice, text, or data messages with a cable connection, such as cellular telephones, digital wireless phones; radio-phones/walkie-talkies, telephone pagers, PDA phones, or RIM wireless devices.

***If a cell phone is found in a student's possession during testing, the test will be invalid. Further disciplinary consequences may occur. Cell phones or mobile communication devices are not permitted to be in a student's possession during testing and if found in a student's possession will result in their test being invalidated and further disciplinary action may occur.***

Violations of cell phone use are serious and will be dealt with in accordance with the Index of Incidents and Actions for secondary school. Violation of the appropriate use of electronic devices, as described above, (1) may result in detentions, Alternative to Suspension Program, or Out of School Suspension; and (2) Student may be required to turn the device over to school personnel and the student and/or parent may pick up the device from the Main Office at the end of the school day.

**Consequences: Every time a student's cell phone is confiscated, it will cost \$20 to get the phone back. This money is placed into the Student Activity Account and will go towards the student's senior dues. After the third offense, disciplinary action will result**

If students possess a cellular phone or other wireless communication device (**including I-Pods**) it should be turned off and kept inside a book bag, purse, or similar container, and it may not be used (and may not be allowed to emit any ring tone, vibration, or other noise) on school grounds or during any school-sponsored program or activity, including school transportation.

### **Lost or Damaged Device**

Inlet Grove Community High School assumes no responsibility for theft, loss, or damage of an electronic device brought to school. Students bring these devices at their own risk.

## **Zone Indicators**

**Red Zone:** An area designated as a Red Zone indicates that any personal device, permitted or otherwise, is strictly prohibited. A classroom designated as a Red Zone may ask that all personal devices be placed in a predetermined location or out in plain sight but turned off and not in use. All restrooms and locker rooms are designated as a Red Zone.

**Yellow Zone:** An area designated as a Yellow Zone indicates that personal devices *may* be in use in a limited capacity *as permitted and directed by school personnel*. Classrooms are designated as Yellow Zones giving each teacher the flexibility to change between Red and Green depending on the appropriate environment needed for instruction.

**Green Zone:** An area designated as a Green Zone indicates that personal devices may be in use for school related tasks as permitted and directed by school personnel. At lunch time, all outside areas will be designated as a Green Zone. Hallways will be designated as a Green Zone during non-instructional time, meaning use may be permitted between classes.

## Class Dues

Class dues cover extracurricular activities and events such as Homecoming, Prom and class trips, in addition to the purchase of class t-shirts. **Dues MUST be paid each year.** Class dues that are not paid are put on the student's obligation list and must be paid before graduation.



## Classroom Discipline Procedures

Every student has a right to expect fair rules and disciplinary measures. Instructors will post specific classroom behavior guidelines for all students. When a student's conduct is disruptive to classroom learning, teaching, or the effective functioning of the school, the instructor will discuss the behavior with the student in an attempt to correct the behavior. If the behavior continues, the following actions will be taken and documented in an attempt to attain a more positive student attitude:

- Initially, parent contact will be made by the teacher.
- If necessary, a conference will be scheduled with the student and/or parents/guardian of the student and other support staff as needed.
- Contact will be made with an Administrator to determine the need for additional support services.
- Referral of the student will be made to the Administration for disciplinary action.

## Clinic

There are no clinic facilities available at Inlet Grove. Parents will be contacted if a student is ill or injured. Paramedics will be contacted in the event that parents cannot be reached. ***It is imperative that contact numbers be kept up to date in order to avoid being charged for emergency services.***

Students are not allowed to possess or carry any medication including prescription medication; exception: EpiPens, as prescribed by a physician. Documentation must be on file in Student Services in this case.

### **Medication**

Requests from a parent or guardian for their child to receive medication during school hours must be made by submitting to the school a completed ***Physician's Authorization of Medicine/Treatment for a Student at School*** form which details the student's name, the name of the drug, dosage and time interval, route of administration and adverse effects, for the medication which the student is to receive. This form requires a physician's signature and must be signed by the parent/guardian. A separate ***Authorization of Medication/Treatment for a Student at School*** form must be submitted for medication/treatment, each dosage change and each school year. School personnel shall not be responsible for the administration of medication which is not prescribed by a physician.

Medication which has been prescribed by the physician must be brought to school in the original container.

- Pills must be counted and signed for by the authorized personnel
- The container must be appropriately labeled by the pharmacy or by the physician with the:
  - Student's name
  - Medication dose and time
  - Prescription number
  - Date the prescription was filled
  - The name of the physician
  - Expiration date on medication container
- Medications will to be kept locked in a secure place at all times. Exceptions may be made for medicine which requires refrigeration.
- Any deviation from this medication policy needs to be assessed on an individual basis by school administration

Over the counter medication ordered by the physician must be in the original container and labeled with the child's name and an ***Authorization of Medication/Treatment for a Student at School*** completed by the physician and parent.

## Closed Campus

Inlet Grove Community High School is a closed campus and it is **mandatory that all students wear their Inlet Grove Identification Badges**, on a lanyard around their necks, when on campus during school hours. Additionally, students must have their Inlet Grove ID when attending **ALL** school sponsored functions. The initial badge with lanyard is provided to each student for the academic year for \$5.00; thereafter, a replacement badge will cost \$10.00.

- All visitors must obtain a visitors pass in the Main Office. School alumni are not permitted to visit classrooms during the school day without administrative approval.
- Students are not permitted to leave the campus during the school day without permission from the Administration. Any violations of this policy will result in a disciplinary action.

## **Closed Campus Cont.**

- During lunch, students must remain in the designated areas.
- Students are not permitted in the parking lot during the school day.
- Student food deliveries to campus (such as but not limited to: McDonalds, Burger King, or other fast food) are not permitted during school hours.
- Inlet Grove will not accept lunches, balloons, flowers, cakes, cupcakes, or any type of birthday style celebration items including gifts of food to students that are delivered by family and friends.
- Dual enrollment students are required to leave the campus within ten minutes after their last class, or they will be assigned to a class on campus.
- Parking on campus and driving a vehicle to school is a privilege, not a right. If students wish to park on campus, they must see the School Resource Officer for a parking decal at a non-refundable cost of \$10.00 and park in a designated area.
- Speeding and reckless driving in a school zone are flagrant offenses, which will be dealt with severely by school and police authorities.
- Students are not allowed to go back to their car during instructional time without the permission of an administrator.

## **Clubs and Organizations**

The school district recommends that a student chooses to participate in club activities. These clubs will be held after school with adult supervision. Contact individual club sponsors for more information.

## **College Readiness Requirements for the Class of 2018 and Beyond**

Students are college and career ready when they have the knowledge, skills, and academic preparation needed to enroll and succeed in introductory college credit-bearing courses with an associate or bachelor level degree program without the need for remedial courses. Students need these same attributes and levels of achievement to enter and succeed in postsecondary workforce education programs or to obtain a job that offers a living wage and the chance for career advancement. Upon graduation our seniors must be academically prepared to pursue their future college and career endeavors. For the Class of 2018 and beyond, this means they are “college-ready” or have earned minimum scores on SAT, ACT, or PERT (Postsecondary Education Readiness Test) prior to the senior year. Inlet Grove Community High School juniors who have not yet earned “college-ready scores” will take the PERT in June to ensure their college-readiness. Any senior who does not meet the required "college ready" score in English or Math by the time the senior year begins will be placed in an English or Math college-readiness preparatory course.

## **Community Service & Internships**

Students will be required to participate in paid and unpaid internships, job shadowing experiences, and clinical experiences, to enhance their overall learning experience. Also, all students are required to perform 100 hours of Community Service by the end of their senior year in order to be eligible for Bright Futures, Gold Seal Scholarships, and to graduate. This should include at least 20 hours related to their career area.

## **Computer and Internet Ethics**

Since 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 of 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. Students may not use the network to annoy, harass, or offend other people. Each student who uses any electronic resources is required to have the School District of Palm Beach County PBCNet Consent and Waiver form signed by the student, parent/guardian, and the Director/Principal or designee of the school. Students are not guaranteed privacy when utilizing school computers and/or networks. Tracking software will be used to insure compliance with this section.

## **Computer Misuse**

Computer misuse is unauthorized access to or use of computers and includes, but is not limited to, modification, use, creation, or destruction of computer-stored data and programs. Violations of computer misuse, including using computers or cell phones for cyber bullying or cyber space crimes, are serious and may result in a discipline referral, three days (3) suspension, and the incident documented on the student’s permanent electronic discipline file.

## **Detention of Student/Search and Seizure of Property**

Parents, students, Inlet Grove employees, and the public are reminded that public school campuses including buildings, parking areas, athletic or recreation areas, and lockers are the property of the School District and no one using said property, whether as a student or in any other capacity, has any exception of privacy in, on, or around said property.

Authorized personnel may temporarily detain and question a student under circumstances which reasonably indicate that such student has committed, is committing, or is about to commit a violation of law. If reasonable suspicion arises that the detained student is unlawfully concealing stolen property, authorized personnel may search the student, the student's locker, or the student's personal property. Any prohibited or illegally possessed substances or objects may be confiscated and turned over to the Police.

## **Disciplinary Procedures for Violation of Conduct Code**

Inlet Grove Community High School has adopted the Palm Beach County School District progressive policies and procedures for violations of the student conduct code. Parents or students may pick up a copy of the discipline Coding System from the main office.

## **Dress Code: Career Appropriate**

Inlet Grove is committed to providing a safe, friendly learning environment for students. Attire is not only a reflection of the individual student, but also of the general learning environment. Therefore, students have the responsibility to wear clothing that projects a positive attitude of pride in self, school and community. Students are required to wear appropriate, comfortable and safe clothing that are neat and clean.

Male students at all times must wear a belt, have their career polo shirts tucked in, and black or tan khaki Dockers® or Dickies® style pants (NO SWEAT PANTS). Female students may wear black or tan khaki or Dickies® slacks/skirts (no carpi's) with closed shoes or sneakers (NO LEGGINGS). Skirts must be knee length or longer.

### **Polo Shirts**

<b>Programs</b>	<b>Colors</b>
Culinary Arts	Royal Blue
Digital Design	Red
Journalism	Light Blue
Marine Technology	Teal
Pre-Architecture	Green
Pre-Engineering	Yellow
Pre-Law	Navy
TV Production	Black
Web Design	White

The following listed attire is NOT dress code appropriate during the regular, dress down, or dress up days:

- No head coverings (hats, caps, beanies, bandanas, sweat bands, visor, hoodies, etc.).
- No JEANS (Black or Khaki Pants Only)
- No backless, strapless, low-cut or sleeveless shirts/ blouses and midriff showing.
- No Capri pants or shorts.
- No flip-flops, bedroom slippers or other footwear that do not have backs.
- No excessive and/or ostentatious jewelry, make-up, or hairstyles. No hoop earrings larger than a quarter.
- No visible body piercing jewelry other than single earrings worn on the ear lobe.
- No spiked jewelry, pocket chains or chains worn as jewelry.
- No sweat pants/sweat tops, warm-ups (velour or terry) pajamas, or lounging pants or yoga pants or banners.
- No spandex leggings.
- No frayed articles of clothing.
- No grills or teeth inlays.
- No hair dye colors either temporary or permanent other than your natural hair color.
- No ripped or torn clothing

**If not in appropriate dress, students will not be allowed to attend class.**

## Dress Code: Career Appropriate Cont.

### **Medical**

First and second year medical students will wear navy blue scrubs with totally white tennis shoes. Upon passing *Algebra I, Geometry, Biology, US History, End-of-Course Exams and Reading 10<sup>th</sup> grade FSA*:

- Pre-Med Students will wear teal scrubs with totally white tennis shoes.
- Practical Nursing students will wear purple scrubs with totally white tennis shoes.

Additional requirements for medical students can be found in the Medical Student Handbook that will be distributed via your Instructors.

### **Culinary**

Students will be required to wear and purchase a chef's jacket and hat which they will have to wear with closed toed shoes and hair covering. During their other classes they may wear their culinary jacket or culinary career shirt.

### Jeans Day Dress Code Policy

Attention students, Thursdays & Fridays are Jeans Days. You may wear jeans for only \$1.00

#### **Jeans Day rules:**

- Ripped or torn jeans must have leggings worn underneath them. No rips or torn jeans above the knee are allowed.
- No camouflage jeans
- T-shirts are allowed (t-shirts must cover stomach area & chest area completely)
- No sleeveless t-shirts
- No tank tops
- No low cut blouses (stomach and chest area must be covered at all times)
- No shorts, legging, or jegging style pants
- No sweat pants of any type (jeans only)
- No hats, visors or head wear of any kind
- No bandanas or head coverings of any kind
- No sandals, flip flops, slides or high heels
- Closed toe shoes only
- No Inappropriate Clothing (Profane Language, Stomach or Chest Area Showing is strictly prohibited)
- No Nose Rings, Visible Piercings (Ears Only),
- No Mouth Grills of any Kind
- Dresses are allowed (CAN NOT BE ABOVE THE KNEE and/or EXCESSEVELY TIGHT FITTING)

#### Consequences

- 1<sup>st</sup> violation- **Verbal Warning**
- 2<sup>nd</sup> violation- **No Jeans Day (1 week)**
- 3<sup>rd</sup> violation- **No Jeans Day (1 month)**
- 4<sup>th</sup> violation- **No Jeans Day (3 months)**
- 5<sup>th</sup> violation- **No Jeans Day (Remainder of the Year)**

To register for credit courses at Palm Beach State College, high school students need to:

- Speak to their high school guidance counselor regarding eligibility for the program
- Submit a Palm Beach State College admissions application online at [www.palmbeachstate.edu](http://www.palmbeachstate.edu).

Click on the Apply button at the top left and then click the yellow apply button at the bottom of the page.

Have college level readiness scores in Reading, Writing, & Math. Any combination of SAT/ACT/PERT scores can be used to fulfill this requirement if taken within the last 2 years. Those who need to meet college level readiness scores can take all or any part of the PERT at the college testing center. The test is given at each campus. Students should follow these steps:

- Request the one-time testing fee waiver at the Admissions/Registration counter.
- Have a government-issued photo ID or current high school photo ID (required to test).
- Refer to the Testing Center link for campus schedule: [www.palmbeachstate.edu/testing](http://www.palmbeachstate.edu/testing).

Test Scores prior to 10/22/2013	Test Scores as of 10/22/13
SAT: 440 Verbal, 440 Math	SAT: 440 Verbal, 440 Math
ACT: 18 Reading, 17 English, 19 Math	ACT: 19 Reading, 17 English, 19 Math
PERT: 104 Reading, 99 Writing, 113 Math	PERT: 106 Reading, 103 Writing, 114 Math

All **new** students to Dual Enrollment/Early Admission must register for and attend a mandatory Palm Beach State College Dual Enrollment (DE) Information/Advising Session.

- Students register for the session through their student page at [www.palmbeachstate.edu/pantherweb](http://www.palmbeachstate.edu/pantherweb) Select Information at the menu bar at the top and go to Dual Enrollment Information/Advising Sessions to view the schedule.
- The session can be attended at any campus, regardless of where the student will attend.
- Students must be pre-registered. No walk-ins or late arrivals will be allowed.

Each term, submit the documents below to the Admissions/Registration counter at any campus:

- 1) Palm Beach State College Dual Enrollment Permission and Registration form from the high school counselor which indicates course selection(s). This form must be completed in its entirety and signed by the high school principal/designee (counselor), the student, and a parent/guardian every term.
- 2) The following must also be submitted:

- Public school - A14 print screen (GPA verification) AND A21 print screen (ACT/SAT/PERT test scores)  
**Both forms must be signed by the guidance counselor.**
- Private school – Official high school transcript (in sealed envelope)
- Home Education– Home Education DE/EA Legal Compliance & Eligibility Form

When the registration form and other required documents are submitted and processed, the student will receive a notification at [www.palmbeachstate.edu/pantherweb](http://www.palmbeachstate.edu/pantherweb) under View Notifications. Please refer to the academic calendar @ [www.palmbeachstate.edu/AcademicCalendar](http://www.palmbeachstate.edu/AcademicCalendar) for registration dates.

\* Additional Requirements for Early Admissions

In addition to the requirements listed above, Early Admission (EA) students must:

- Submit a letter of recommendation/authorization from the high school principal on school letterhead, required for the first term only.

\*\*Please visit the Dual Enrollment web page at [www.palmbeachstate.edu/dualenroll](http://www.palmbeachstate.edu/dualenroll) for additional information about this program.

## Dual Enrollment/Early Admission

Dual Enrollment (DE) means that student is receiving a grade for both high school and college. This grade becomes a part of the **permanent** high school GPA/HPA, high school transcript, the **permanent** college GPA and transcript. Students may take one or two courses per semester (a maximum of 8 credit hours including labs). A student must have a 3.0 GPA to qualify for DE. A student must have a 3.2 GPA to qualify for Early Admission. DE students must have passing college-ready test scores on all sections of the admissions test (SAT, ACT, or PERT) to enroll in any course. DE high school students are subject to the rules, regulations, codes of conduct, and academic expectations of the college. Students must earn a minimum grade of "B" in each college course to remain eligible for DE. Students must earn an industry certification in 9th, 10<sup>th</sup>, or 11<sup>th</sup> grade in order to qualify for DE or EA. **Beware: Earning a grade of "D" or "F" for any reason in a dual enrollment course may jeopardize future financial aid, including Bright Futures.**

## Early Graduation Requirements

The student must have:

1. Met all credit requirements
2. A 3.2 GPA
3. Received an industry certification (For the Law Program scored 3 or higher on 2 Advanced Placement Test)
4. Met the standards for college ready status on the ACT, SAT or PERT
5. Met the standards for a Scholars Diploma
6. Completed over 100 hours of Community Service

## Edline

Edline is a learning tool for students and families in the Palm Beach County School District. It is a web page where both student and parent may access grades and other school information at any time. Each student and parent receives a username and password to be used to access this information. The username and password will carry over from year to year; however, if you forget your password, you must come to Mr. Myszowski in Student Services.

## Grade Classification

The following requirements are used to determine grade classification to the next grade level:

- 9th Grade to 10th Grade at least 5 credits
- 10th Grade to 11th Grade at least 11 credits
- 11th Grade to 12th Grade at least 17 credits

At the time a student earns the appropriate number of credits he/she will be classified as a 12<sup>th</sup> grade student provided the student is eligible for a Certificate of Completion or graduation by the end of the final grading period.

## Grading System

Course grades are reported to students and their parents/guardians on an ongoing basis (every 4-week assessment period) through the combined use of Edline and parent phone calls. Using the web-based, password protected Edline computer program parents may access the student's grades in any current class at any time. In addition, course grades are reported to parents according to the school's official grade reporting schedule. Students are advised to retain their report cards throughout their high school years for reference purposes and occasional cross-checking with permanent transcript records.

- If you move during the school year or the school has a wrong address, you must notify the school. (School Board Policy 8.01)
- Each semester contains three grades (two nine-week periods and an exam). A student must pass at least two of the three grades to receive semester credit, if the attendance policy has been satisfied.
- **All students must take the semester exam.**  
**Exception:** Graduating seniors shall, at their option, be exempt from the final semester exam in a course if:
  - They have no failing marks on a marking period during their final semester, and they have a 90% attendance rate their final semester whether absences are excused or unexcused. (*Refer to Attendance-Procedures for the Awarding of Credit; High School Student Progression Plan*).

## Grading System Cont.

### Description and Definition of the Grading Scale

<i>Grade of A</i>	<i>Outstanding Progress (90% - 100%)</i>	Indicates thorough mastery of the subject or areas as reflected in daily work, reports, tests, examinations, etc.
<i>Grade of B</i>	<i>Above Average Progress (80% - 89%)</i>	Indicates above average achievement, consistent effort reflected in daily work, reports, tests, examinations, etc.
<i>Grade of C</i>	<i>Average Progress (70% - 79%)</i>	Indicates average achievement in daily work, reports, tests, examinations, etc.
<i>Grade of D</i>	<i>Below Average Progress (60% - 69%)</i>	Indicates below average achievement, consistent effort reflected in daily work, reports, tests, examinations, etc.
<i>Grade of F</i>	<i>Failing (Below 60%)</i>	Indicates unsatisfactory or failing work in daily work, reports, tests, examinations, etc.

*All D's and F's shall be retaken.*

### Conduct Marks

Conduct marks are issued by the classroom teacher on progress reports and report cards to communicate the student's level of behavior in the classroom to his/her parent(s):

- 4 –Behavior very constructive to the learning of self & others
- 3 –Behavior constructive to one's own learning
- 2 –Behavior detrimental to own learning
- 1 –Behavior detrimental to the learning environment

### Extra Time to Bring a Grade Up to a “B” or Better

It is important to remember that the concept is to raise a grade that already exists. A grade that already exists reflects work completed, but perhaps not to the standard of a “B”. The policy of allowing students an extra grading period to raise their grade to a “B” or better in any class will be in force under the following conditions:

- The student has attempted to complete ALL work required in the course on time to the best of his/her ability prior to being granted the additional time.
- The student has taken the responsibility of asking for extra assistance AT THE TIME that assistance is needed from the instructor rather than waiting until the due date.
- The student has reviewed his/her grades with the instructor continually and at the end of the grading period to determine which assignments need to be revisited and revised to demonstrate mastery of the appropriate material.

**No student is allowed to skip class to make up work for another teacher.**

## Graduation Requirements:

### Section 1003.43, FS

Graduation requirements for a regular diploma:

STUDENTS ENTERING 9<sup>TH</sup> GRADE SCHOOL YEAR 2017-2018 WILL NOT PARTICIPATE IN GRADUATION OR ANY GRADUATION ACTIVITIES IF THEY DO NOT MEET THE FOLLOWING REQUIREMENTS: (see next page)

- Students must refer to the Inlet Grove Community High School Pupil Progression Plan.

## Students Entering Grade Nine in the 2017-2018 School Year What Students and Parents Need to Know

### What are the diploma options?

Students must successfully complete one of the following diploma options:

- 24-credit standard diploma
- 18-credit Academically Challenging Curriculum to Enhance Learning (ACCEL) option
- Advanced International Certificate of Education (AICE) curriculum
- International Baccalaureate (IB) Diploma curriculum

### What are the state assessment requirements?

Students must pass the following statewide assessments:

- Grade 10 ELA (or ACT/SAT concordant score)
- Algebra I end-of-course (EOC) or a comparative score on the Postsecondary Education Readiness Test (P.E.R.T.)

Students must participate in the EOC assessments and the results constitute 30 percent of the final course grade. These assessments are in the following subjects:

- Algebra I
- Biology I
- Geometry
- U.S. History
- Algebra II (if enrolled)

### What is the credit acceleration program (CAP)?

This program allows a student to earn high school credit if the student passes a statewide course assessment without enrollment in the course. The courses include the following subjects:

- Algebra I
- Geometry
- U.S. History
- Biology I
- Algebra II



Photo courtesy Chad Baker/Ryan McVay/Thinkstock

### What are the requirements for the 24-credit standard diploma option?

<b>4 Credits English Language Arts (ELA)</b>
<ul style="list-style-type: none"> <li>▪ ELA I, II, III, IV</li> <li>▪ ELA honors, Advanced Placement (AP), Advanced International Certificate of Education (AICE), International Baccalaureate (IB) and dual enrollment courses may satisfy this requirement</li> </ul>
<b>4 Credits Mathematics</b>
<ul style="list-style-type: none"> <li>▪ One of which must be Algebra I and one of which must be Geometry</li> <li>▪ Industry certifications that lead to college credit may substitute for up to two mathematics credits (except for Algebra I and Geometry)</li> </ul>
<b>3 Credits Science</b>
<ul style="list-style-type: none"> <li>▪ One of which must be Biology I, two of which must be equally rigorous science courses.</li> <li>▪ Two of the three required credits must have a laboratory component.</li> <li>▪ An industry certification that leads to college credit substitutes for up to one science credit (except for Biology I)</li> <li>▪ An identified rigorous Computer Science course with a related industry certification substitutes for up to one science credit (except for Biology I)</li> </ul>
<b>3 Credits Social Studies</b>
1 credit in World History 1 credit in U.S. History .5 credit in U.S. Government .5 credit in Economics with Financial Literacy
<b>1 Credit Fine and Performing Arts, Speech and Debate, or Practical Arts<sup>§</sup></b>
<b>1 Credit Physical Education<sup>§</sup></b>
To include the integration of health
<sup>§</sup> Eligible courses and eligible course substitutions are specified in the Florida Course Code Directory at <a href="http://www.fldoe.org/articulation/CCD/default.asp">http://www.fldoe.org/articulation/CCD/default.asp</a> .
<b>8 Elective Credits</b>
<b>1 Online Course</b>
Students must earn a 2.0 grade point average on a 4.0 scale.



## Standard 24 Credit High School Diploma Requirements

<b>24 Credit Standard High School Diploma and Designations</b>			
Subject Area	Standard Diploma	Merit Designation	Scholar Designation
<b>English</b>	<ul style="list-style-type: none"> <li>❖ 4 credits in English Language Arts (ELA) I, II, III, and IV</li> <li>❖ Passing score on grade 10 FCAT 2.0 Reading*</li> </ul>	<ul style="list-style-type: none"> <li>❖ 4 credits in English Language Arts (ELA) I, II, III, and IV</li> <li>❖ Passing score on grade 10 FCAT 2.0 Reading*</li> </ul>	<ul style="list-style-type: none"> <li>❖ 4 credits ELA I, II, III, and IV</li> <li>❖ Passing score on grade to FCAT 2.0 Reading*</li> <li>❖ Passing score on the 11th grade ELA common core assessment***</li> </ul>
<b>Mathematics</b>	<ul style="list-style-type: none"> <li>❖ 4 credits including Algebra 1 and Geometry</li> <li>❖ The Algebra 1 EOC is 30% of course grade &amp; passing score is required.*</li> <li>❖ The Geometry EOC is 30% of course grade.**</li> </ul>	<ul style="list-style-type: none"> <li>❖ 4 credits including Algebra 1 and Geometry</li> <li>❖ The Algebra 1 EOC is 30% of course grade &amp; passing score is required.*</li> <li>❖ The Geometry EOC is 30% of course grade.**</li> </ul>	<ul style="list-style-type: none"> <li>❖ 4 credits including Algebra 1, Geometry, Algebra 2, and Statistics or an equally rigorous course</li> <li>❖ The Algebra 1 EOC is 30% of course grade &amp; passing score is required.*</li> <li>❖ The Geometry EOC is 30% of course grade.**</li> </ul>
<b>Science</b>	<ul style="list-style-type: none"> <li>❖ 3 credits including Biology I and two equally rigorous courses</li> <li>❖ The Biology I EOC is 30% of course grade.</li> <li>❖ Two of the three credits must have a laboratory component.</li> </ul>	<ul style="list-style-type: none"> <li>❖ 3 credits including Biology I and two equally rigorous courses</li> <li>❖ The Biology I EOC is 30% of course grade.</li> <li>❖ Two of the three credits must have a laboratory component.</li> </ul>	<ul style="list-style-type: none"> <li>❖ 3 credits including Biology I, Chemistry or Physics, and one equally rigorous course</li> <li>❖ The Biology I EOC is 30% of course grade &amp; passing score is required.</li> </ul>
<b>Social Studies</b>	<ul style="list-style-type: none"> <li>❖ 3 credits including 1 U.S. History, 1 World History, .5 Economics, .5 U.S. Government</li> <li>❖ The U.S. History EOC is 30% of course grade.</li> </ul>	<ul style="list-style-type: none"> <li>❖ 3 credits including 1 U.S. History, 1 World History, .5 Economics, .5 U.S. Government</li> <li>❖ The U.S. History EOC is 30% of course grade.</li> </ul>	<ul style="list-style-type: none"> <li>❖ 3 credits including 1 U.S. History, 1 World History, .5 Economics, .5 U.S. Government</li> <li>❖ The U.S. History EOC is 30% of course grade &amp; passing score is required.</li> </ul>
<b>Foreign Language</b>	None	None	2 credits in same foreign language
<b>Fine or Performing Arts, Speech and Debate or Practical Arts</b>	1 credit	1 credit	1 credit
<b>Physical Education</b>	1 credit	1 credit	1 credit
<b>Online Course</b>	1 course, excluding Driver's Education	1 course, excluding Driver's Education	1 course, excluding Driver's Education
<b>Electives</b>	<ul style="list-style-type: none"> <li>❖ 8 credits which must be coordinated so that students may develop knowledge and skills in their area of interest or in career education courses leading to industry certification</li> </ul>	<ul style="list-style-type: none"> <li>❖ 8 credits as required by standard diploma</li> <li>❖ Attain one or more industry certifications from the list established under s.1003.492</li> </ul>	<ul style="list-style-type: none"> <li>❖ 6 credits which must be coordinated so that students may develop knowledge and skills in their area of interest or in career education courses leading to industry certification</li> <li>● At least 1 credit must be earned in an AP, AICE, or dual enrollment course.</li> </ul>

\*Until the state transitions to an FSA assessment, after which time the student must pass that assessment.

### Parent notification requirements

Parents and students must be notified in writing of:

- Requirements for a standard HS Diploma
- Available Diploma designations
- Eligibility requirements for state scholarship programs
- Post secondary admissions requirements

## Grievance Procedure

**Step #1** - Most grievances can be resolved at the school level through informal conferences with teachers or other school personnel. This action should be the first step taken by the grievant in seeking clarification of questions or concerns before the formal grievance procedure is utilized. If efforts to resolve the grievance in this informal manner fail, the grievant may file a formal complaint with the school Grievance Coordinator. Forms for filing grievances are in the school office and shall be provided upon request.

**Step #2** - The initial grievance form (Form "A") shall be presented to the Grievance Coordinator no more than five (5) school days after conclusion of Step #1. The Grievance Coordinator will assign a Grievance Number to the form, record the number on Form "A" and place a copy in the Grievance Log Book and also provide the grievant with a copy of the form.

The Coordinator will discuss the nature of the complaint with the grievant and arrange for an informal conference to be held with the individuals involved within ten (10) school days. The Coordinator will notify the participants of the date, time and location of the conference and record the proceedings on Form "B". The Coordinator will notify all individuals involved, in writing, of the decision reached within five (5) school days.

**Step #3** - If the grievant is not satisfied with the decision reached in Step #2, it may be appealed to the principal, within five (5) school days. In unusual, extreme, or critical circumstances, the principal may request the assistance of the Board of Directors Grievance Committee, if needed to resolve the grievance.

If the grievance involves the principal, the Step #2 conference will be scheduled and conducted by the Board of Directors Grievance Committee consisting of three (3) members of the Board of Directors or their designates at a mutually acceptable time and place but no longer than thirty (30) calendar days from initiation of Step #2. A decision is to be rendered within ten (10) calendar days after conclusion of the conference.

## Hall Passes

It is important for all students to understand that they are expected to remain in their classes for the entire instructional period. When it becomes necessary to leave a classroom, students must secure a hall pass from their instructor. Students in the halls during a class period without a pass must serve a detention, or if it is repeated, a referral will be served by any reporting adult.

## Honor Code/Academic Honesty Policy

Inlet Grove Community High School has a strong commitment to both academic and ethical education. Academic honesty is important in all educational institutions today. Students must submit authentic pieces of work when given test, quiz, homework, project, or class work assignments. An authentic piece of work is one that is based on the candidate's individual and original ideas with the ideas and work of others fully acknowledged. Teachers will not ignore or condone cheating and other acts of misrepresentation of other students' work. *Referrals for cheating offenses will be cumulative during the student's tenure at Inlet Grove.*

**Students must refrain from acts of academic dishonesty which includes, but are not limited to the following:**

- Plagiarism, collusion or falsifying records or documents.
- Unauthorized communication to another student in relation to an assignment or exam.
- Stealing, tampering with or damaging school computers, files, or library materials.
- Stealing or destroying work of another student
- Using a proxy or being a proxy for another during an exam or activity
- The use of unauthorized materials, including electronic, in preparation for an exam or assignment.

**Students are expected to:**

- Refuse to aid any others in acts of academic dishonesty
- Notify staff of any observations of acts of academic dishonesty

**Consequences for any academic violation:**

- Students will receive a zero on the assessment. Students will also be recommended for withdrawal from any advanced academic program.
- If students are found in the possession of any unauthorized electronic device while testing, the test will be invalidated and additional disciplinary consequences may occur.
- A written summary of the cheating incident and the resulting action shall be given to parents; keeping a copy on file.

## **Honor Code/Academic Honesty Policy Cont.**

- Parents and students will be required to come in for a conference and sign a behavior contract, with possible recommendation for exit to the home school at the end of the year if the student did not meet the contract conditions.
- Students may lose designation as a recipient of recognition awards and scholarships.
- Students may lose designation as valedictorian or other commencement recognition.
- Students may lose other school recognition and/or recommendations may be withheld or withdrawn.

### **Students' Learning Is Promoted Through:**

- Assessing prior knowledge and experience
- Differentiating instruction to meet individual needs
- Engaging learners in reflection to determine strengths and weaknesses and to set goals
- Providing feedback for students
- Expanding student learning opportunities
- Building a profile of children's understanding

### **Information About Student Learning Is Provided Through:**

- Examples of student work or performances
- Statistics relating to benchmarks and/or rubrics or test scores
- Test results

### **Program Evaluation Uses A Variety Of Student Assessments To:**

- Assess the levels of students' current knowledge and experience before embarking on new learning
- Assess new learning
- Guide teacher planning and presentation
- Assess student performance relative to national, state, and local standards as well as PYP expectations
- Focus on closing the achievement gaps among students
- Course Rubrics

## **Honor Code/Academic Honesty Definitions**

**Academic Cheating:** This entails any form of dishonesty in academic endeavors when a student is solely responsible for the product. The student has used dishonest methods to gain an advantage. This includes utilizing any kind of secretive means of gaining information for use on quizzes, tests, or homework. If students are found in the possession of any unauthorized electronic device while testing, the test will be invalidated and additional disciplinary consequences may occur.

**Plagiarism:** A form of academic malpractice in which a student steals or passes off the ideas and words of another as his/her own.

**Collusion:** The support of malpractice by another student as in allowing one's work to be copied or submitted for assessment by another.

**Falsifying records or documents:** This includes any form of tampering with records or documents for one's own purpose or to alter records of others for any purpose. It also includes, but is not limited to, the writing, signing of notes and papers and verbal consent by any person not authorized to do so.

## **Industry Certification**

Every student enrolled in a Career Education course must take the state aligned and approved Industry Certification Exam for that course. The School District of Palm Beach County may pay for the cost of the Industry Certification Exam, but if the School District does not pay for the Industry Certification, the cost of that certification will be placed upon the student. See 2017-2018 Curriculum Handbook for suggested career path and pupil progression information.

Pre-Law students must participate in all law offerings, debate and advanced placement courses.

For the 2017-2018 school year there will be a \$25.00 lab fee assessed for every Career Academy student. This lab fee will be a requirement for every student enrolled in a Career Academy at Inlet Grove.

## **Lost and Found**

Students or staff members who find lost articles are requested to take them to the office. This includes textbooks or library books.

## National Honor Society Selection

National Honor Society is one of the highest honors that can be awarded to high school student. The standards used for selection are scholarship (3.25 GPA), leadership, service, and character as demonstrated by activities and teacher recommendations. Students who are eligible will be notified. Instructions for application will be provided by the faculty advisor.

The faculty council is responsible for the selection of students for membership and candidates receiving a majority vote of the council will be inducted into the chapter.

National Honor Society Procedures and Bylaws for Inlet Grove Community High School:

- To be eligible for membership, a student must have and maintain a cumulative grade point average of 3.25.
- To be eligible for membership, a student must have a three or four in conduct in **ALL** academic courses.
- A student with a discipline record will be ineligible for membership.
- Annual dues are \$15.00 per year and are due by the first school day of September. If any dues are not paid by the due date, the member will be placed on probation and may not be allowed to participate in NHS activities or be recognized in graduation exercises.
- If a member is involved in any disciplinary action on or off campus, that member will have failed to uphold the characteristics of the NHS and the following guidelines will be used.
- Any member suspended from school for any reason, involved in any questionable activities involving the police, or other public official for any reason can be immediately dismissed from the National Honor Society. Any member that is arrested will be immediately dismissed.

## Parking

Parking permit decals are required on all student vehicles, and parking is considered a privilege. Parking decals are purchased for a fee of \$25.00 and are to be displayed and visible in the rear window of the vehicle at all times; motorcycles are to display decal on the right side of the front fork. Students must submit a parking application for approval before a decal is issued.

- All vehicles parked on the school ground must be registered with the school.
- Student must park in their assigned spot in student parking. Students parking anywhere other than the designated areas are subject to suspension and towing at owner's expense.
- Inlet Grove Community High School and The School District of Palm Beach County cannot be held responsible for any damage or theft to an automobile or the contents of an automobile while it is parked in the student parking area.
- All students desiring to park a vehicle on school site property shall be required to sign a consent form allowing their vehicle, upon reasonable suspicion, to be searched by the principal or a school employee designated by the Principal upon the Principal's or designee's request. Upon execution of said consent form, a permit will be issued to the student authorizing the student to park on the school campus. Refusal of a student to cooperate in the request to search his/her vehicle shall result in the revocation of the student's parking permit and possible other legal action.
- Only authorized cars may park in the parking lot. Unauthorized cars may be towed at the owner's expense.
- No cars will be left in the parking lot after hours or on the weekend with the exception of approved school activities.
- Any reckless driving will be dealt with by an Administrator and or a school resource officer and will have their parking decal revoked.
- Any forgery of the parking sticker will result in no parking privileges on the school property.
- Students are not to transport other students to/from school as per school board policy and will lose their parking privilege immediately.
- Students are not allowed to go back to their car during instructional time without the permission of an administrator

## Philosophy of Discipline

One of the objectives of the school instructional program is to encourage and develop self-control and self-discipline rather than mere obedience to others. Intelligent self-direction is encouraged and developed. Students are provided with specific freedoms within the framework of school policies.

It is a primary objective of this publication to outline and clarify the responsibilities and rights of students and the rules of student conduct and discipline, specific grounds for disciplinary action, and the procedures to be followed for acts requiring discipline.

## Rubrics

A rubric is an authentic assessment tool used to measure students' work. Rubrics are established sets of criteria used for scoring or rating students' tests, portfolios, or performances. Rubrics are the common language through which teachers and students communicate and understand expectations. The descriptors tell the student and the assessor what characteristics or signs to look for in the work and then how to rate that work on a predetermined scale. A rubric is a working guide for students and teachers, usually handed out before the assignment begins in order to get students to think about the criteria on which their work will be judged. Rubrics help learners set goals and assume responsibility for their learning—they know what comprises an optimal performance and can strive to achieve it.

## Schedule Changes

Schedule changes are permitted during the first week of class if they are administratively approved and will be granted only for the following reasons:

- Incorrect class assignment
- Graduation requirement
- Level change (i.e., honors, regular, etc. Students are hand-scheduled at Inlet Grove and every attempt is made to meet the student's academic needs. Schedule changes will be rare. Appropriate forms will be available in the Guidance Department.)

Please note the following:

- Schedule change request forms must be obtained from the student's first period teacher and are initiated through the guidance counselor.
- Students **MUST** maintain their current schedules, until officially notified of an approved schedule change.
- Students must schedule an appointment with their guidance counselor to discuss a schedule change.

## School Advisory Council

Inlet Grove High School's School Advisory Council (SAC) meeting dates are posted on the school website and Edline. Meetings are held in our school Media Center unless otherwise posted.

## School Wide Rules

- Respect self, others, and property.
- Take responsibility for your learning.
- Be on time and be prepared for class.
- Follow directions (i.e. Inlet Grove classroom rules).
- Eating and drinking are not allowed during class time.
- **Extreme offense will result in immediate disciplinary action including a behavior contract and consideration for EXIT from Inlet Grove Community High School.**

## **Security Camera**

Signs will be posted at all main entrances to district buildings stating “Surveillance Cameras are in Use.”

Only individuals authorized by the school principal may view recordings of the security tapes. The district reserves the right to provide copies of recordings to law enforcement agencies as deemed appropriate by the principal and in compliance with appropriate federal and state laws.

Video recordings will be kept only when they become a part of a student disciplinary action per the student records policy, or as part of an ongoing investigation.

This policy will be distributed through student and employee handbooks, on facility use forms and by other reasonable means.

## **Student Records**

Student records D-5.05 (12) (a) states that any request for directory information including name, birth date, school address, telephone number or dates of attendance about a specific student, as well as request for lists of students, must be screened through the District Department of Charter Schools. Parents/guardians and adult students have the right to refuse the release of such information, but must state their refusal in writing to the District Department of Charter Schools.

## **Suspensions (Out of School-OSS)**

Out of school suspensions are unexcused absences and students who are suspended from school for a disciplinary problem will be permitted to make up nine week marking period and semester examinations. Projects, term papers, quizzes, etc. which represent student work for the term or semester period will be submitted with no penalty. Students will have the number of days as their suspension to make up their work; from the day they receive it.

### **Juvenile Court (Alternative to Suspension)**

All students involved in a level 1 or higher disciplinary problem will have to go to Juvenile Court with a parent as an alternative to suspension. If a student is required to attend court for a second offense, we will require that the court imposes a curfew on the student and conduct community service hours.

## **Transcripts**

When requesting transcripts:

- Students must complete/sign a Transcript Request Form and return it with payment to the data processor located in Guidance.
- We will do our best to make all requests available within 24-48 hours.
- Students must provide the name and address of the college/scholarship if not listed on the form.
- The following fees will apply when requesting transcripts:
  - Electronic transcripts \$1.00 each
  - Un-official Hard copy transcripts \$3.00 each
  - Official Hard copy transcripts \$3.00 each
  - All seniors will receive 1 FREE transcript

## **Valedictorian and Salutatorian**

The valedictorian and salutatorian will be chosen based upon their Honor Point Average rank in class, utilizing the state requirements for determining HPA, at the conclusion of the 1<sup>st</sup> semester of their senior year. To be eligible for the valedictorian and salutatorian status, students must have attended Inlet Grove Community High School for their two final years of high school and complete their high school graduation requirements in 8 or less semesters. Additionally, early admissions students are not eligible to become valedictorians or salutatorian. No exceptions will be made.

In the case of a tie, the following will be used to determine the winner:

- Highest number of advanced placement courses
- Highest number of honors level courses
- Highest grade point average (GPA)

The principal will be permitted to exclude a student from this honor based upon conduct violations or date of transfer to Inlet Grove Community High School.

## Video Recording

Inlet Grove Community High School, Inc. has authorized the use of video cameras on school grounds for the purpose of maintaining a safe and orderly educational environment, evaluation of instructional programs, for identifying disciplinary issues, for minimizing theft and vandalism, promotion of school and instructional programs and for enforcing school policies and rules.

Cameras are authorized for use in the following areas where the public, students and staff have no reasonable expectation of privacy: entrances, hallways, classrooms, commons, gymnasiums, athletic fields, parking lots and the exterior of buildings. Cameras are prohibited in areas such as bathrooms, locker rooms and health rooms.

School administrators are authorized to use video recording devices to document school policy violations, to maintain a safe environment for all our students and staff.

Other public areas may be subject to videotaping with the written authorization of the school principal. Such approval will be granted under the direction of the school's Governing Board.

## Volunteers in Public Schools (VIPS) & Raptor

*EFFECTIVELY IMMEDIATELY*, all public schools will use *both* Raptor and VIPS tracking. Raptor will be used for background clearance. The VIPS tracking system will be used for application completion and recording volunteer hours. **ALL VOLUNTEERS AND VISITORS MUST SCAN IN/OUT THROUGH THE RAPTOR SYSTEM PRIOR TO PASSING THE FRONT DESK AND GOING ON CAMPUS.** Hours are to be logged in on the VIPS Count tracking system computer.

VIPS program encourages volunteer participation by individuals and groups in School Board sponsored programs. A volunteer is a non-paid person functioning under the sponsorship of the Palm Beach County School District that supervises in local schools, central and area offices, School Board sponsored and supervised off-school campus activities before, during, and after regular school hours.

It is required that all students and adults who volunteer must register in the VIPS Count Program on an annual basis. All chaperones who are not PBCSD employees must register in the VIPS Count program three weeks prior to the event or six weeks prior to overnight field trips/activities.

All volunteer hours must be logged in on a regular basis. It is recommended that these hours are logged in during club and organization meetings, and the chaperone or sponsor will be able to assist you with this. You may also log your hours in on the computer in the main office for this purpose as well as in the Media Center.

## Withdrawals

Withdrawals from school procedures are outlined as follows:

- Only a parent/guardian of record can withdraw a student and must present a photo ID.
- The school will conduct an exit interview.
- During the student's last day of school attendance, a **withdrawal form will be issued to the student** by the data processor to obtain teacher signatures and to **return textbooks**.

**All obligations must be paid** with cash or money order to the school accountant before the student can be released from Inlet Grove. Once approval has been received from the principal and the completed withdrawal form has been returned to the data processor, the student will be released to the new school.