

# FUNDAMENTAL

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2025 – 2026 HANDBOOK

Osceola Fundamental High School  
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## **FUNDAMENTAL PROGRAM**

Osceola Fundamental High School is the first and only full fundamental high school in Florida. Our program requires active parental involvement, students to remain on task and achieve success, and teachers to be responsive and highly communicative. OFHS fosters a school environment that is truly worthy of student attendance and upholds the highest expectations of excellence—academically, athletically, and artistically.

## **ENROLLMENT**

Students attending fundamental schools must be enrolled full-time in the program. Since the fundamental school is their designated school of assignment, they are not permitted to participate in functions and activities at any other area school.

## **WITHDRAWAL**

If a student leaves a fundamental school for any reason, the family should immediately contact the Data Management Technician at 727-547-7717 to discuss which school their child will attend. Students who move out of Pinellas County lose their seat in a fundamental school. If that opening needs to be filled, a Pinellas County student will be called from the appropriate waiting list. Only in cases where no waiting list exists, and if the student is on an approved Special Attendance Permit (SAP), may the student remain in the school.

A parent or guardian must provide written notification of their child's withdrawal from Osceola Fundamental High School. If a student is planning to withdraw, the parent/guardian should notify the front office, and the school will prepare the necessary information for the parent/guardian to take to the new school.

## **STUDENT EXPECTATIONS AND RESPONSIBILITIES**

### **Overview**

All fundamental school students are expected to:

- Adhere to all rules and regulations outlined in the Code of Student Conduct and the Fundamental Commitment Agreement.
- Follow the fundamental school dress code as explained in the Fundamental Student/Parent Handbook.
- Abide by the expectations set forth in the Homework/Classwork Guidelines.
- Read, understand, and comply with the Discipline Guidelines.
- Complete all homework and classwork in accordance with policy guidelines.

- Read, understand, and agree to abide by the Procedures for District Application Programs. Failure to honor this agreement may result in the student's removal from the school.

## Academic Demerit System

Homework and classwork are essential for student success and are key components of the fundamental program. Homework may be assigned any day of the week. Students who do not complete and turn in their homework by the assigned due date, fail to have the required parent/guardian signature, or come to class without the necessary materials will receive demerits.

- Missing homework = 2 demerits
- Homework turned in on time, but missing the parent/guardian signature = 1 demerit
- Missing materials = 1 demerit

**Homework forgotten at home and later brought to school by the parent/guardian will not be delivered to the classroom.**

If a student accumulates six demerits in one grading period in a single class, a Notice of Violation will be issued.

- The notice must be signed by the parent/guardian and returned by the next scheduled class.
- If the notice is not returned, the student must serve a detention. The school will notify the parent/guardian of the detention.

An additional six demerits in the same class, for a total of twelve demerits, will result in the student's referral to the Intervention and Appeal Committee (IAC).

- The Fundamental clerk will contact families to schedule a meeting date.

## Discipline

### Bullying Definition

The Florida Department of Education defines bullying as: *“systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. It is further defined as unwanted and repeated written, verbal or physical behavior, including any threatening, insulting or dehumanizing gesture, by student or adult, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment, cause discomfort or humiliation, or unreasonably interfere with the individual’s school performance or participation, and may involve, but is not limited to: teasing, social exclusion, threat, intimidation, stalking, physical violence, theft, sexual, religious, or racial harassment, public humiliation, destruction of property.”* A policy is in

place for the investigation, reporting, and resolution of bullying behavior at Osceola Fundamental High School which can be found at <https://www.saysomething.net>.

## Consequences

Students are expected to exercise good judgment and behave responsibly. Each school year, the Code of Student Conduct outlines misconduct that may lead to immediate suspension, disciplinary reassignment, or recommendation for expulsion. The Code of Student Conduct will be used to determine consequences for those actions. The following discipline requirements are in addition to that code. Students recommended for expulsion will be immediately removed from the Fundamental Program. Students who are suspended will be referred to the Intervention and Appeal Committee.

### *Teacher Consequences*

At the beginning of each school year, teachers will provide students with written course information explaining classroom rules and consequences. Each case of misconduct should be judged individually. Teachers may employ one or more of the following actions:

- Restorative Practices
- Positive Behavior Supports
- Counseling
- Note/Telephone call to parent/guardian
- Student must call parent/guardian
- On-Site Community Service
- Move student to another class or seating arrangement
- Formal apology
- Classroom contract
- Detentions
- Work detail (with parent permission)
- Student conferences
- Verbal warning
- Team conference
- Office referrals

### *Administrative Consequences*

- Conversation
- Office referral
- Restorative practice
- Suspension
- Detention
- Referral to the Intervention and Appeal Committee

Teachers may assign only one detention per offense. If a student accumulates five detentions within a school year, a Notice of Disciplinary Warning will be mailed home by a school administrator. Parents/guardians must contact the school within 48 hours of receiving the notice to schedule a mandatory conference. If the student receives an additional five detentions, bringing the total to ten, they will be referred to the Intervention and Appeal Committee.

School administration is responsible for maintaining accurate and up-to-date disciplinary records. All detentions, whether assigned by a teacher or an administrator, contribute to the student's cumulative total.

Detentions are issued for various infractions of the discipline code and may be assigned by either teachers or administrators. When a detention is assigned, the student will receive a copy of the detention form stating the reason for the detention. This form must be taken home as notification to the parent/guardian. Detentions require the student to stay after school for one hour, and parents/guardians are responsible for arranging transportation. Failure to serve a detention will result in the rescheduling of the missed detention, the issuance of an additional detention, and an office referral.

Certain offenses, while not explicitly listed in the Code of Student Conduct, are considered violations of fundamental middle/high school expectations. Minimum consequences for specific offenses are outlined below; however, school administration will determine the outcome based on the student's disciplinary record and the severity of the offense.



## Offenses and Consequences

OSCEOLA FUNDAMENTAL HIGH SCHOOL  
2025 - 2026 Discipline and Consequence Guidelines

Students are referred to the Alpha Clerk for discipline infractions and dress code violations. Please remember that such referrals represent the next step in the classroom discipline progression. The administration reserves the right to exercise discretion in the interpretation and application of these guidelines.

VIOLATION	REFERRAL	CONSEQUENCE	VIOLATION	REFERRAL	CONSEQUENCE	
CELLULAR/ELECTRONIC/COMMUNICATION DEVICES	1	Issued for 1st violation. Device confiscated until end of the school day. Detention.	MISSED DETENTION	1	Two detentions.	
	2	Issued for 4th violation. Device confiscated and held by administration until parent picks up device during school hours. Double detention.		2	In-School Suspension (1-3 days).	
	3	Issued for 5th violation. Device confiscated and held by administration until parent picks up device during school hours. In-School Suspension (1-3 days) and referral to IAC.				
	Additional	Referral to IAC for Defiance/Insubordination. Out-of-School Suspension (1 day).	PROFANE/OBSCENE/DESTRUCTIVE LANGUAGE	1	Detention.	
				2	In-School Suspension (1-3 days).	
				3	Out-of-School Suspension and referral to IAC.	
CHEATING/PLAGIARISM	1	Issued for 2nd and out of cheating/plagiarism. No credit given for assignment and detention.				
	2	No credit given for assignment and two detentions.	SKIPPING CLASS/SCHOOL	1	Detention.	
	3	No credit given for assignment, In-School Suspension (1-3 days), and referral to IAC.		2	Two detentions.	
				3	In-School Suspension (1-3 days) and referral to IAC.	
DEFAIANCE/INSUBORDINATION	1	In-School Suspension (detention).				
	2	In-School Suspension (1-3 days).	STEALING/THEFT	1	Out-of-School Suspension and referral to IAC.	
	3	Out-of-School Suspension and referral to IAC.	TARDIES	1	Warning.	
DISRUPTION	1	In-School Suspension (1-3 periods or days).		2	Warning.	
	2	In-School Suspension (1-3 days).		3, 4, and 5	Detention.	
	3	Out-of-School Suspension and referral to IAC.		6, 7, 8, and 9	Double Detention.	
DRESS CODE	1	Detention.		10	Referral to IAC for Defiance/insubordination.	
	2	Detention and may not return to class until clothing changed.				
	3	In-School Suspension (1-3 days) and referral to IAC.	THREAT/INTIMIDATION	1	Administration will determine consequences based on the findings of the investigation. Consequences will range from mediation to out-of-school suspension, and referral to IAC.	
	Additional	Referral to IAC for Defiance/insubordination. Out-of-School Suspension (1 day).				
FIGHTING/CAUSING A DISTURBANCE	1	Out-of-School Suspension and referral to IAC.	TOBACCO/SMOKING (nicotine)	1	In-School Suspension (1-3 days) and educational program.	
FALSE/MISSLEADING INFORMATION	1	In-School Suspension (1-3 days) and referral to IAC.		2	Out-of-School Suspension (1 day), cessation course, and referral to IAC.	
	2	Out-of-School Suspension and referral to IAC.		3	Out-of-School Suspension (2 days), FACE IT program, and referral to IAC.	
FORGERY	1	Detention or In-School Suspension (1-3 days).				
	2	Out-of-School Suspension and referral to IAC.	UNAUTHORIZED LOCATION	1	Detention.	
				2	Two detentions.	
				3	In-School Suspension and referral to IAC.	
HARASSMENT/SEXUAL HARASSMENT/BULLYING	1	Administration will determine consequences based on the findings of the investigation.				
LEAVING CAMPUS WITHOUT PERMISSION	1	Detention and possible suspension of parking privileges.	VANDALISM	1	Out-of-School Suspension and referral to IAC.	
	2	Two detentions and suspension or loss of parking privileges.				
	3	In-School Suspension (1-3 days), loss of driving privileges, and referral to IAC.				

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### *Dress Code*

Students at fundamental schools are expected to exercise good judgment and dress in a responsible manner. The Code of Student Conduct outlines the dress code for all Pinellas County schools.

All clothing must be worn as designed. Dress and grooming rules will be strictly enforced. Students who violate the dress code will be sent to the office to contact a parent/guardian and request a change of clothing. Each violation will result in a detention. Repeated violations will lead to progressive disciplinary action, which may include a referral to the Intervention and Appeal Committee.

In addition to the dress code outlined in the Code of Student Conduct, Osceola Fundamental High School enforces the following additional dress code requirements:

#### Acceptable Dress at Osceola Fundamental High School

- Pants and Bottoms - Acceptable options include ankle-length pants, slacks, nylon jogging pants, or sweatpants (all must have pockets). **Leggings and jeggings are permitted only when worn with a shirt that extends below the fingertips, with arms fully extended and resting naturally at the sides.**
- Tops - Shirts, blouses, and sweaters must be long enough to fully always cover the midriff (including when sitting, bending, standing, or raising hands). All shirts, tops, and dresses must have sleeves and cover the shoulders.
- Footwear - Safe and appropriate footwear must be worn. Shoes must have a heel strap.

#### Unacceptable Dress at Osceola Fundamental High School

- Bottoms - Shorts of any kind are not permitted. Jeans or pants with holes, rips, or tears in any location. Pajamas, sleepwear, yoga pants, or spandex are not allowed.
- Tops and Outerwear - See-through or mesh fabrics. Halter tops, tank tops, or tops with plunging neckline. Clothing that exposes the midriff.
- Footwear - Slippers, slides, Birkenstock-style sandals, or any sandal without a back strap.
- Headwear - Hats, scarves, bandanas, or other head coverings are not allowed inside the school building. *Exceptions:* Hats may be worn during outdoor P.E. activities or with express permission from the principal.
- Clothing that disrupts the learning environment.
- Clothing or jewelry with profanity, violent imagery, sexually suggestive content, gang-related symbols, or references to alcohol, tobacco, or drugs.

### Parental Expectations and Administrative Discretion

We expect parents to set an example when volunteering or visiting the school by dressing in a manner consistent with the student dress code.

Any exceptions to the dress code must be approved by school administration. Administration has the final say regarding the appropriateness, neatness, cleanliness, and compliance of student attire.

## **INTERVENTION AND APPEALS COMMITTEE (IAC)**

### Overview

Each fundamental program has a school-based Intervention and Appeal Committee (IAC) responsible for reviewing and enforcing cases involving severe or repeated disciplinary infractions, continued non-compliance with homework and classwork policies, failure to adhere to the dress code, parental absences from PTSA/SAC/Booster meetings, and parental non-attendance at required conferences.

The IAC has the authority to recommend alternatives and interventions for improvement, place students on probation with specific stipulations, or recommend removal from the program. However, the committee does not have the authority to reinvestigate incidents and must accept the validity of administrative decisions. The IAC serves as the first level of appeal for cases involving a student's removal from the program.

### Composition of the Committee

The principal, who is not a voting member, selects the IAC members. The committee consists of:

- A minimum of three teachers (selected with faculty input) or other school personnel.
- Three parents (selected with input from SAC, PTSA, and PTA chairs).
- A community representative, if available.

A majority of the members must be present to conduct meetings and issue recommendations. Committee members serve a renewable one-year term.

### Meetings and Procedures

- The committee meets on a regular, predetermined basis or at the request of the principal or designee.
- While not a member, the principal may participate in deliberations and answer questions but does not vote.
- At the high school level, the assistant principal, school counselor, and grade-level team leader may be available to provide additional information.

- Only committee members vote, and decisions are based on a majority vote.
- All proceedings are conducted in strict confidence.

## Confidentiality Agreement

To maintain the confidentiality of fundamental school students, each IAC parent representative must sign the following agreement annually:

“I understand that under the Family Education Rights and Privacy Act and Florida Statutes, student records are confidential. As a member of this school’s Intervention and Appeals Committee, I understand that I will have access to confidential information and agree to maintain the confidentiality of all student records and information, including student evaluation records and personally identifiable information contained therein.”

## Referral to Intervention and Appeals Committee (IAC)

A student and their family will be referred to the Intervention and Appeal Committee (IAC) for violations of the fundamental agreement. Referrals to the committee may be made for, but are not limited to, the following reasons:

- Excessive demerits
- Excessive detentions or tardies
- Receiving two referrals within a grading period
- Receiving one suspension or work detail
- Serious violations of the Code of Student Conduct
- Failure of a parent/guardian to meet required parent obligations
- At the request of an administrator

## Meeting Procedures

- Parents/guardians will be notified at least five days in advance of the scheduled IAC meeting.
- Meetings will be held at the scheduled date and time as planned.
- Parents/guardians may address the committee for a maximum of ten minutes but will not be present during the committee’s deliberations.
- Minutes will be recorded, though deliberations will not be included.
- Parents may request access to the portion of the meeting minutes that pertain to their child.
- Parents are permitted to submit an addendum to the official minutes.
- Schools may provide parents with a conference report immediately following the meeting.

## Committee Recommendations and Probation

The IAC will make an official recommendation to the principal regarding the student’s status, which may include probation or removal from the fundamental program.

- If probation is recommended, the committee will outline specific conditions the student must meet to continue in the program.
- Failure to agree to probation or a violation of the probation agreement will result in immediate removal from the program.
- The final decision regarding probation or removal will be made by the principal, considering the committee's recommendation and any other relevant information.

Note: If a student on probation voluntarily leaves the school, reapplies, and is accepted into another fundamental school, the student will resume their existing probationary status.

## Appeals of a School-Based Intervention and Appeal Committee Decision

### *School-Level Appeals*

Decisions made by the school-based Intervention and Appeal Committee (IAC) must first be appealed in writing to the committee within 48 hours of the original decision. As part of the appeal process, any new or additional information must be submitted in writing to the principal within the same 48-hour period. Parents/guardians are invited to attend the scheduled IAC meeting, though their attendance is not required. If present, they may address the committee for a maximum of 10 minutes. Only committee members may be present during deliberations. The final decision of the committee will be communicated to the parents within 48 hours of the meeting.

Students awaiting an appeal will be permitted to remain at the school, provided they maintain acceptable behavior, until the IAC meets and renders its decision. If the IAC upholds the recommendation for the student's removal from the school, the student will be immediately withdrawn. This process will be coordinated by the principal. However, parents may continue the appeal process at the district level.

### *District-Level Appeals*

Students removed from a fundamental program may appeal the IAC's decision within 48 hours of notification by contacting the appropriate Area Superintendent's office. For students with disabilities who have an Individualized Education Program (IEP) or a Section 504 plan, district staff from Exceptional Student Education (ESE) or 504 compliances will conduct a record review to ensure anti-discrimination mandates have been met. This review will take place before the District IAC meeting.

The appeal process at the district level only determines whether proper procedures were followed in making the decision for dismissal. The incident(s) leading to the student's removal will not be reinvestigated, though the facts may be reviewed.

### *Fundamental School District Appeal Committee*

The Fundamental School District Appeal Committee will be composed of the following members, all of whom will serve a one-year term:

- Chairperson: An Area Superintendent not assigned to the school of appeal (other Area Superintendents may attend the meeting but will not be eligible to vote).
- Parents: Two parents of fundamental school students, from schools not involved in the appeal.
- Teachers: Two fundamental school teachers, from schools not involved in the appeal.

Committee members will be selected from fundamental school IACs and appointed by the Area Superintendent, with every effort made to ensure diversity in membership.

The principal representing the school of appeal will present all documentation regarding the school-based IAC process and appeal. The principal will be present during the meeting to provide input to the district committee upon request but will not be present when the parent presents their appeal. The principal is not eligible to vote.

The decision of the Fundamental School District Appeal Committee is final and will not be reviewed by the School Board. The School Board delegates final decision-making authority to the committee.

Students removed from a fundamental school at a particular level (elementary, middle, or high) will not be eligible for readmission at that level. However, they may apply to a fundamental school at the next level.

### Post-Meeting Communication and Probation Agreement

- A school administrator will communicate with the parent/guardian within 48 hours of the IAC meeting to outline the probation conditions, duration, and required interventions.
- A probation agreement will be explained and signed by both the student and parent/guardian during a follow-up conference.
- Probationary agreements may extend into the next school year if necessary to fulfill the terms of the agreement.
- A copy of the agreement will be provided to the parent at the time of the meeting or mailed within three days.

### Student Removal from the Program

- If the committee recommends removal from the school, the removal may be delayed only under specific circumstances, such as:
  - When removal occurs immediately before a holiday
  - During standardized testing periods
  - Other instances approved by school administration

- If a student is referred to IAC and the parent/guardian chooses to withdraw the student to avoid the IAC process, the withdrawal will be considered an automatic removal from the fundamental school.
- The student will be ineligible for readmission to any fundamental school at the same level. However, they may apply to a fundamental school at the next level (middle or high school).

### Reassignment to a District Discipline Program or Expulsion

A student reassigned to a district discipline program or expelled will be immediately removed from the fundamental school. The student will be ineligible for readmission to any fundamental school at the same level. However, students may apply to a fundamental school at the next level (middle or high).

## **PARENT EXPECTATIONS AND RESPONSIBILITIES**

### **Overview**

A student's continued and successful enrollment in a fundamental program depends on the cooperation of parents or guardians in supporting this educational philosophy.

Parents, guardians, and students are expected to comply with the following commitments:

- A Parent Commitment Letter must be signed, confirming agreement to abide by all school policies, procedures, and rules as a condition of continued enrollment.
- Continued enrollment at OFHS requires adherence to all fundamental school policies and procedures.
- Parents or guardians must fulfill attendance requirements for Parent-Teacher-Student Association (PTSA), School Advisory Council (SAC), or other approved general membership meetings monthly.
- Parent-teacher conferences must be attended when requested.
- Homework/Classwork Guidelines and Discipline Guidelines must be followed.
- Families of freshman students and students with a GPA below 3.0 are required to review and sign all homework assignments.
- Any reassignment to a district discipline program or expulsion will result in immediate removal from the school, with no possibility of readmission.
- Parents or guardians must ensure that students adhere to the school's dress code daily.
- A statement must be signed acknowledging the following:  
*"The records of all students who are brought before the school's Intervention and Appeal Committee are reviewed by all members of that committee, which includes parent representatives and school staff. Confidential information*

*concerning the student, including student evaluation records and personally identifiable information, may be disclosed to all members of the committee."*

## Mandatory Parent Meetings

As a requirement of the fundamental program, every parent or guardian must attend a Parent-Teacher-Student Association (PTSA) meeting, a School Advisory Council (SAC)/Parent meeting, or a Booster meeting each month, totaling at least six of the eight general meetings held throughout the school year (September–May). Meetings last approximately one hour and will not exceed 90 minutes. Parents and guardians are expected to remain for the entire duration of the meeting.

Arriving late, leaving early, or failing to sign in will be considered an absence. If a parent or guardian misses a meeting in a given month, they may not make up the missed credit by attending two meetings the following month.

Information regarding meeting opportunities, including time and location, can be found on the school website and is announced weekly in the Sunday Call Outs. Please note that meeting dates and times may be subject to change; however, ample notice will be provided if a meeting is rescheduled. For a full listing of general membership meeting opportunities, visit the school website under **Resources – Parents**.

When circumstances arise that make it impossible for a parent or guardian to attend a required meeting, a representative (18 years or older) may attend on their behalf. The representative may not be a parent or teacher at the school and may represent only one family. A representative may attend no more than two meetings per year. If a parent or guardian chooses to exercise this option, they must notify the principal prior to the meeting. It is the parent or guardian's responsibility to ensure that the representative is aware of all obligations.

## General Meeting Credit Requirements

- Attendees must arrive no later than 15 minutes after the meeting start time.
- Sign-in cards will be removed at that time.
- Attendees are required to remain for the entire meeting to receive credit.
- Sign-in cards must be submitted at the end of the session by the individual who signed in.
- General meeting cards will be available for pick-up at each meeting.

## Missed Meeting Consequences

- After one (1) missed meeting – A reminder call will be made to the family.
- After two (2) missed meetings – A letter will be sent placing the parent or family on probation.



- Once on probation, a representative may no longer attend meetings on behalf of the parent or guardian.
- The parent or legal guardian must personally attend all remaining meetings.
- After three (3) missed meetings – The student and family will be referred to the school-based Intervention and Appeal Committee (IAC).

## Parent/Teacher Conferences

At times, conferences are necessary for a student's success. These conferences can be held face-to-face, via MS Teams, by telephone, or through email. When a conference is requested, the parent/guardian is required to attend. Parent-teacher conferences are conducted between the teacher, the parent(s), and the student. It is requested that siblings or other children who are not the student for whom the conference is scheduled not be brought to the conference. Important information, such as test results, grades, disciplinary issues, and other matters relevant to the student's success, will be shared during the conference.

## Communication

Communication is an integral part of student success and a key component of the fundamental agreement. Students are required to deliver all forms of school communication to their parent/guardian on the day they receive the communication.

Osceola Fundamental High School communicates with parents in the following ways (but not limited to):

- Notice of Violations\*
- Midterm Progress Reports, available through PCS Focus for parents
- Grades/notes available in PCS Focus for parents, accessible at any time
- Canvas
- Email
- Weekly callouts (Sunday evenings)
- Report Cards
- Parent/guardian conferences
- School newsletters
- Marquee
- PTSA meetings
- SAC meetings
- School website
- Other social media outlets

\*Failure to sign a Notice of Violation or any form of written communication will result in detention if not returned the next school day and may lead to an IAC referral.

# ATTENDANCE

## Overview

The classroom experience is of unique value and cannot be replicated by make-up work. The purpose of this attendance policy is to foster responsibility and reliability in

District students, encouraging them to attend all classes. Students will be made aware that greater emphasis is placed on attendance, as credit in their classes will be contingent upon their presence.

## Parent and Student Responsibilities

Parents and students must do the following in connection with school attendance:

- Ensure the attendance of a child of compulsory school age, as required by law (F.S. 1003.24).
- Notify school personnel of the child's absence prior to the end of the school day, if possible, and provide written notification within 48 hours of the child's return to school. Otherwise, the absence will be considered unexcused.
- If requested, provide documentation of illness from a physician or public health unit within 48 hours. The maximum number of days a student may be absent without acceptable documentation is five (5).
- Notify the school of any changes in address, phone numbers, or emergency contact information.
- Obtain an application from the current school if a student is eligible for homebound instruction.
- Notify school personnel if the family is moving out of town or out of the school's attendance boundary.
- Be aware of the school district calendar and coordinate trips, vacations, and personal business to support attendance on school days.

## Absences Defined

A student who is not present in class for at least half of the class period shall be counted absent. To be counted present for the school day, a student must attend at least half of the class periods during the school day.

### Excused Absences

Students must be in school unless the absence is permitted or excused for one of the following reasons:

- **Illness or Injury:** The maximum number of days a student may be absent without acceptable documentation is five (5) consecutive days.
- **Major Illness in the Student's Immediate Family.**
- **Death in the Immediate Family.**
- **Religious Observance:** Attendance at religious instruction or religious holidays in the student's own faith.
- **Court Appearance:** Required by summons, subpoena, or court order to appear in court. A copy of the subpoena or court order must be provided to the principal.
- **Special Event:** Examples include important public functions, conferences, state/national competitions, or exceptional family needs. The student must get permission from the principal at least five days prior to the absence.

- Scheduled Medical or Dental Appointment: It is recommended to schedule appointments outside school hours to avoid missing instruction.
- Communicable Disease or Infestation: Students suspected of having or having a communicable disease that could be transmitted are excluded from school until no longer a health hazard.
- School Function: The student is participating in a school function such as testing, school-sanctioned field trips, athletics, or school meetings.

### Unexcused Absences

Any absence that does not meet the criteria for an excused absence is considered unexcused. Examples include:

- Out-of-school suspensions
- Family vacations

### Tardies

A student is considered tardy if they are not in their assigned seat or station when the bell rings.

### Excused Tardies

A tardy will only be excused if the student is late for one of the reasons outlined in the **Excused Absences** section above.

### Unexcused Tardies

A tardy is unexcused unless it is caused by one of the reasons described in Section V for excused absences. Examples of unexcused tardies include:

- Oversleeping
- Heavy traffic
- Missing the school bus
- Habitual tardiness (which is unacceptable and unfair to other students because instruction is interrupted each time a late student arrives)
- Returning for forgotten items
- Shopping trips
- Pleasure trips
- Car problems (e.g., flat tire, no gas, car won't start, or issues related to obtaining a parking decal)

Individual schools may establish school-based consequences for students who are tardy.

### Make-up Work for Absences

*(This does not apply to specific homework provided under F.S. § 1003.01 to certain suspended students.)*

Make-up work for full credit and without a grade penalty is allowed for all absences. It is the student's responsibility to obtain the missed work. The number of days allowed to make up the work shall be equal to the number of days the student was absent.

In cases where the grading period ends before make-up work can be completed due to absences, an “I” (Incomplete) may be recorded for the grading period. The “I” can be converted to a letter grade once the student has completed the make-up work within the allowable number of days set by policy.

## Field Trips

Students participate in approved field trips throughout the year to enhance their educational experiences. Permission forms, which include details about locations, costs, and other relevant information, will be sent home for parents/guardians to review and sign prior to any field trip. Please note that money will not be refunded on or after the day of the field trip. Volunteers who attend field trips must be Level II volunteers.

Students who have violated fundamental guidelines may not be allowed to participate in field trips. Students on disciplinary probation may not be permitted to attend any field trip. Additionally, students who have violated fundamental discipline guidelines may be restricted from traveling on field trips. These rules apply to all school-sponsored trips.

Students are responsible for completing any homework or classwork that is due and must make arrangements with teachers prior to attending the field trip.

## Early Sign Out

Students who must leave school during school hours must have their parent request this release by phone, email, or in person to the office in order to obtain pre-approval.

### Excused Early Sign Out

The same criteria used to determine an excused absence and an excused tardy will be used to determine whether an early sign-out is excused.

### Unexcused Early Sign Out

The same criteria used to determine an unexcused absence and an unexcused tardy will be used to determine whether an early sign-out is unexcused.

Numerous incidents of early release are unacceptable and unfair to other students, as their instruction is interrupted each time a student leaves early.

## STUDENT ARRIVAL/DISMISSAL

Students may not arrive on campus earlier than 6:50 a.m. Parents must remain with their child until 6:50 a.m. The school day begins at 7:25 a.m., and students are dismissed at 1:55 p.m. Students must be picked up by parents/guardians or a designee no later than 30 minutes after dismissal, at 2:25 p.m.

## Drop-off and Pick-up Protocols

To create an effective and efficient car dismissal process while ensuring student safety, parents and guardians are asked to follow these guidelines:

- Use the car circle located off 94th Ave, by the school auditorium.
- Remain in the car. Walk-ups are not permitted.
- Reduce car speed to five miles per hour while in the car circle.
- Move all cars forward as space becomes available.
- Follow staff directions at all times.

## GRADING AND PROMOTION

All students receive a report card each grading period. Grading procedures are consistent with District practices, and the grades reflect actual achievement. Notices are provided to parents/guardians when a student's work is unsatisfactory and a failing grade for the grading period is probable.

The Midterm Progress Report is a report distributed prior to the student report card and is made available on Parent Focus Student Report Card and the Report Card is distributed four times a year to all students.

<b>REPORT PERIODS</b>	<b>GRADING PERIOD BEGINS</b>	<b>MIDTERM REPORTS DISTRIBUTED</b>	<b>GRADING PERIOD ENDS</b>	<b>GRADE CARDS DISTRIBUTED</b>
<b>FIRST</b>	11-Aug-25	10-Sep-25	10-Oct-25	23-Oct-25
<b>SECOND</b>	14-Oct-25	13-Nov-25	19-Dec-25	15-Jan-26
<b>THIRD</b>	5-Jan-26	6-Feb-26	13-Mar-26	2-Apr-26
<b>FOURTH</b>	23-Mar-26	24-Apr-26	28-May-26	2-Jun-26

Grades are assigned the following point values:

**A (90-100%)**

**C (70-79%)**

**F (0-59%)**

**B (80-89%)**

**D (60-69%)**

**I (Incomplete)**

## **PHYSICAL EDUCATION**

Participation in physical education is required for all students, unless the parent signs a waiver exempting the student from the activity for the year.

### **Dress Requirements**

Students must bring laced athletic shoes and a change of clothes to meet the required attire for physical education. Specific requirements will be outlined by the physical education teacher.

### **Excused from Participation**

County policy requires all students to participate in physical education. Students with an illness or injury that requires them to be excused from active physical activity must present a note to their physical education teacher. The student will remain in the class, be required to dress out, and will be given an alternative assignment.

For non-participation lasting longer than three consecutive days, a note from the student's doctor is required. Students must meet the state physical education requirement through an alternative assignment assigned by the physical education teacher at the teacher's discretion.

## **STUDENT HEALTH AND SAFETY**

### **Health Insurance**

A student must have school insurance to try out for and/or participate in any extracurricular activity. School accident insurance is optional. Each student will be provided with the necessary information regarding coverage and rates.

### **Illnesses or Accidents**

Students will be sent to the school office/nurse if they are ill or injured. If a student is too sick or injured to return to class, the parent/guardian will be notified immediately to pick up their child. The school office will only release the student to someone listed on their clinic card.

It is extremely important that parents update their address and emergency contact numbers in FOCUS regularly. Please notify the school as well, so that your child's emergency contact information is updated on their clinic card. Keep in mind that if your child experiences a life-threatening emergency at school, the information you provide on their clinic card is critical. A copy of this card is given to EMS when they arrive. Please ensure that all health and allergy information is completed, and the card is signed at the bottom.

## Medication

NO STUDENT SHALL TRANSPORT MEDICATION TO OR FROM SCHOOL. Parents must hand deliver all medications to student services or the school nurse, at which time an authorization to administer medication card will be filled out and signed by the parent.

- Prescribed medication must be in the original container and labeled with the time it is to be administered during school hours.
- Over-the-counter medication must be delivered in the original unopened container and will require an authorization card completed by the parent and a physician or dentist.

The only exception for a student to self-carry medication is for asthma inhalers and EpiPens, if an authorization is signed by both the physician and parent. You may call or visit the school office to obtain the required medication authorization cards or forms. School personnel cannot administer any medication to your child without these forms. One may also obtain a copy of the Pinellas County School Board and School Health Services Medication Guidelines from the school office if you need more information.

## Medication Policy

Students are NOT ALLOWED to have over-the-counter medications in their possession, including cough drops. All medicine must be kept in the front office.

# STUDENT SERVICES

## Guidance Counselors

Osceola Fundamental High School has a full-time guidance team consisting of four guidance counselors. This team should be consulted for the following reasons: schedules, progress in school, personal problems affecting students' schoolwork, test interpretations, planning for postsecondary education, information on vocations, and conferences with teachers.

9th Grade Counselor: Alexandra Havekotte

Alpha A-G (Grades 10-12): Krysta Nymark

Alpha H-O (Grades 10-12): Twila Jackson

Alpha P-Z (Grades 10-12): Elley Polizzi

## Schedule Changes

Students will be issued a class schedule on the first day of school. Parents/guardians will be notified of any changes to that schedule. Schedule changes may be made based on, but not limited to, the student's classroom instructional needs, balancing class loads, or level changes requested by the teacher during the first marking period (e.g., a student may be moved from a regular class to an advanced class).

## PCS 1:1 Laptop Acceptable Use Guidelines

PCS Connects will provide laptop computers to all students at Osceola Fundamental. Students are expected to follow the guidelines outlined below and take additional common-sense precautions to protect their assigned laptops.

### Student Responsibilities

- Students are responsible for the daily care and maintenance of their assigned laptops. Any damage or theft must be reported to the school immediately. Support and repairs should only be handled through Pinellas County Schools; external repair services are not permitted.
- Laptops and power adapters should not be shared with other students. Any loss or damage occurring while the device is in someone else's possession remains the assigned student's full responsibility.
- Each student will receive a charger with their laptop. It is the student's responsibility to ensure the laptop is fully charged each evening and brought to school with a full charge. Charging stations may not be available in all classrooms.
- Students must back up their data regularly. In the event of a crash or reformatting, all data will be lost unless saved to Office 365, OneDrive, or a flash drive. Students will be instructed on how to sync their OneDrive accounts for data backup.

### Laptop Care and Maintenance

- Students should not attempt to remove, add, or alter any physical components of the laptop, including keys, memory, battery, screen, charger, or ID labels. Personal or decorative stickers and labels should not be applied to the device.
- To prevent damage, students should remove all objects before closing the laptop lid, close the device gently, and avoid stacking heavy items (such as books) on top of the closed laptop.
- To clean the screen, students should use a screen-cleaning wipe or a soft, dry, lint-free cloth. If necessary, the cloth may be lightly moistened with water, a 70% or less isopropyl alcohol (IPA) solution, or eyeglass cleaner. Glass cleaners and chemical cleaners containing ammonia or chlorine must not be used. Cleaners should never be sprayed directly onto the screen.
- Food and drinks should not be consumed near the laptop.

### Laptop Usage Guidelines

#### Allowed Actions

- Use the laptop with clean, dry hands.
- Use the laptop exclusively for schoolwork.



- Log off before leaving the laptop unattended.
- Carry the laptop with both hands.
- Power off the laptop and unplug headphones before storing it.
- Keep the laptop charged.

### Prohibited Actions

- Eat or drink near the laptop.
- Write, draw, or apply stickers on the laptop casing.
- Lift or carry an open laptop by the screen.
- Close the laptop with objects (such as pens, pencils, or paper) between the screen and keyboard.
- Download unauthorized programs.
- Allow others to use the laptop.
- Share usernames or passwords.
- Leave the laptop on the floor where it may be stepped on or damaged.

By following these guidelines, students can ensure their laptops remain in good condition and available for academic use throughout the school year.

## **Student and Parent FAQ**

### **Cafeteria and Food Policy**

All students are eligible for a free breakfast, served in the cafeteria from 6:50 AM to 7:20 AM. Students may bring lunch from home or purchase one from the cafeteria. Payments for lunch can be made daily or deposited into an account in advance. Students who qualify for free or reduced-price lunch must apply for the program. The cost of a student lunch is \$2.75, but students who qualify for reduced lunch eat at no cost, except for à la carte items such as ice cream.

### **Hall Passes**

Students must obtain a hall pass before leaving the classroom. Each hall pass must be signed by the teacher and include the time and destination. Additionally, students must sign out on the classroom sign-out sheet before leaving. Students should not visit the office during class change periods unless they are dropping off a request for a conference. Having a hall pass does not excuse tardiness to the next class. Hall passes will not be issued during daily announcements.

### **Honor Roll**

Students qualify for Honor Roll recognition if they maintain at least a B average and receive no more than one C on their report card. Any grade below a C disqualifies a student from this recognition.

Principal's List

Students who achieve all A's on their report card will be placed on the Principal's List.

## Lost and Found

A designated area in Student Services is maintained for lost and found items. Students are responsible for checking this area if they have misplaced belongings. Unclaimed items will be donated to charity after a reasonable period.

## Safety and Severe Weather Procedures

Ensuring student safety is a top priority. Regular safety drills are conducted to prepare students for emergencies. During drills or actual emergencies, students will be secured within the school to provide the safest possible environment and ensure accountability.

## School Advisory Council (SAC)

The School Advisory Council (SAC) consists of parents, teachers, community members, and the principal. The SAC primarily oversees the development and implementation of the School Improvement Plan (SIP) but may also discuss other relevant matters. The SAC serves as a liaison between the school, school organizations, and the community, offering advisory input rather than handling individual concerns. Membership is open to all parents of Osceola Fundamental High School students on a self-nominating basis, with each term lasting one year. Parents interested in joining should submit a written request to the principal.

## Searches and Seizures

A student's personal belongings, including PE lockers, purses, and backpacks, may be searched if there is reasonable suspicion that they contain prohibited items such as drugs, weapons, or contraband. Additionally, trained screening dogs may be used on campus as a preventative safety measure. These routine checks are not considered searches under the law but serve to maintain a secure learning environment.

## Visitors and Volunteers

All visitors must check in at the main administration office and present a valid photo ID before being granted access to the school. Visitors must wear a school-issued pass prominently while on campus. Parents or guardians wishing to visit a classroom must make arrangements with a school administrator at least 24 hours in advance. Students from other schools are not permitted to visit during school hours.

Volunteers are expected to follow school guidelines. They may not bring non-enrolled children when volunteering on campus. The principal has the authority to deny entry to any individual who may disrupt the school's operations. If an individual refuses to leave or causes a disturbance, the principal may issue a trespass warning and request assistance from local law enforcement.

## Volunteer Levels

- **Level I Volunteer:** A Level I volunteer must complete a registration form, undergo a background check, and be cleared by the district. These volunteers may assist in areas visible to school staff, such as classrooms, the office, or school events, but they cannot be alone with students.
- **Level II Volunteer:** A Level II volunteer must complete the same requirements as a Level I volunteer but must also have fingerprint clearance through the FBI and the district. These volunteers may chaperone field trips, work with small groups outside of staff supervision, and oversee a class in emergencies. Level II volunteers must wear their badges while on campus and during field trips. This clearance remains valid for five years.

By adhering to these policies, students and parents help create a safe, respectful, and effective learning environment for all.