

# Osceola Fundamental High School

## Fundamental Handbook

“Home of Academic Success and Warrior PRIDE”

<https://www.pcsb.org/osceola-hs>

### PROGRAM STRUCTURE

Osceola is the first and only full fundamental high school in Florida. Our program requires that parents are involved, students are on task and successful, and teachers are responsive and high communicative. OFHS creates a school that is worthy of student attendance and true to the expectations of excellence, academically, athletically, and artistically.

### FULL TIME ENROLLMENT

Students attending fundamental schools must be enrolled full time in that program. Since the fundamental school is the student’s school of assignment, the student will not be permitted to participate in the school functions and activities at any other area school.

### PARENTAL EXPECTATIONS AND RESPONSIBILITIES

A student’s continued and successful enrollment in a fundamental program depends upon the cooperation of parents or guardians in this educational philosophy. Fundamental school parents and students are expected to comply with all the following commitments:

- Sign and agree to the parent commitment letter, confirming that you will abide by all policies, procedures, and rules of the school as a condition of continued enrollment.
- Continued enrollment at OFHS requires the cooperation and compliance with all fundamental policies and procedures.
- Adhere to the parent/guardian requirements concerning attendance at Parent-Teacher-Student Association (PTSA), School Advisory Council (SAC) or other approved general membership meetings (required monthly).
- Attend parent/teacher conferences, when requested.
- Adhere to the Homework/Classwork Guidelines and Discipline Guidelines.
- All freshman families and families of students without a 3.0 GPA must review and sign all homework assignments.
- Understand that reassignment of a student to a district discipline program or expulsion will result in immediate removal from the school; no readmission will be considered.
- Support the student dress code by ensuring that your student is dressed in **accordance to the dress code every day**.
- Sign a statement with the following acknowledgment: “I understand that 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. I agree that confidential information concerning my child may be disclosed to all members of the committee, including student evaluation records and personally identifiable information contained therein.

### GENERAL MEMBERSHIP MEETING RESPONSIBILITIES 2022-2023

As a requirement of the fundamental program, every parent/guardian must attend either a Parent Teacher Student Association (PTSA) meeting, School Advisory Council (SAC)/ Parent meeting, Booster meeting, monthly, attending a total of six of eight general meetings over the school year (September - May). Meetings last approximately one hour (not to exceed 90 minutes) and parents/guardians are expected to be present for the entire meeting. Arriving late, leaving early, or failure of a parent/guardian to sign in, will be considered a meeting absence. If a parent does not attend a meeting opportunity in a given month, they **may not** make up the missed credit by attending two opportunities in the next month. Information regarding Meeting opportunities, such as the time and the location can be found on our school website and announced weekly on our Sunday Call Outs. Please note that meeting days and times may be subject to change; ample notice will be given if a meeting date is rescheduled. ***For a full listing of general membership meeting opportunities, please see our school website under Resources – Parents.***

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

**PROCEDURE FOR UNATTENDED MEETINGS IS AS FOLLOWS:**

- 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/family on probation. Once a family is placed on probation, a representative may not be sent to any meetings. The parent or legal guardian is required to attend all remaining meetings.
- After the third missed meeting, the student/family will be referred to the school-based Intervention and Appeal Committee (IAC).

For general meeting credit, attendees must arrive no later than 15 minutes from the start of the selected meeting, **sign-in cards are removed at that time. Attendees are required to** remain for the entire meeting. Sign-in cards must be handed in by the individual who signed the card for that meeting at the end of that session. General meeting cards will be available for pick up at each meeting.

**CONFERENCES**

At times conferences are necessary for the success of the student. Conferences can be held face to face, using MS TEAMS, telephone, an/or email. When a conference is requested, the parent/guardian is required to attend.

**Grading Period/ Infraction Period Dates for 2023 - 2024 are:**

1 <sup>st</sup> Report Period	August 10, 2023 – October 13, 2023
2 <sup>nd</sup> Report Period	October 17, 2023 –December 21, 2023
3 <sup>rd</sup> Report Period	January 8, 2024 – March 8, 2024
4 <sup>th</sup> Report Period	March 25, 2024 – May 29, 2024

**Midterm Progress Report Dates:**

September 12, 2023    February 6, 2024  
November 14, 2023    April 23, 2024

**Report Card Distribution Dates:**

October 26, 2023    March 30, 2024  
January 18, 2024    June 4, 2024

Parent-teacher conferences are held between the teacher and the parent(s), and student. We ask that you not bring siblings or other children, other than the student for whom you are meeting, to the parent-teacher conference. Important information such as test results, grades, disciplinary issues, and other items pertinent to your child's success is shared at the conference.

**TRANSPORTATION STUDENT ARRIVAL/DISMISSAL**

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

**Drop off and Pick up protocols:** In creating an effective and efficient car dismissal process, and considering student safety, parents and guardians can help.

1. Use the car circle located off 94<sup>th</sup> Ave., by the school auditorium.
2. Please remain in your car. No walk ups.
3. Reduce your car speed to five miles per hour while in the car circle.
4. Move all cars forward.
5. Follow staff directions.

### STUDENT EXPECTATIONS

All fundamental school students are expected to:

- Adhere to all rules and regulations stated 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.
- Adhere to the expectations of the Homework/Classwork Guidelines.
- Read, understand, and abide by the Discipline Guidelines.
- Complete all homework/classwork per 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.

### HOMEWORK/CLASSWORK

Homework and classwork are integral for student success and are a key component of the fundamental program. Homework may be assigned any day of the week. Students that do not have their homework completed and turned in by the assigned due date, don't have the required parent/guardian signature, and/or come to class without the necessary materials will receive demerits.

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

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

**Six demerits in one grading period, in one class, will result in a *Notice of Violation*.**

- 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.

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

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

### COMMUNICATION BETWEEN HOME AND SCHOOL

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

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

1. Notice of Violations\*
2. Midterm Progress Reports, available through PCS Focus for parents.
3. Grades/notes available in PCS Focus for Parents, accessible at any time.
4. Canvas
5. Email
6. Weekly callouts (Sunday evenings)
7. Report Cards
8. Parent/guardian conferences
9. School newsletters
10. Marquee
11. PTSA meetings
12. SAC meetings
13. School website
14. Other social media outlets

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

## DISCIPLINE

**Bullying Policy:** 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 campus which can be found at <https://www.saysomething.net>.

**Consequences for Unsatisfactory Behavior:** Students are expected to exercise good judgment and behave in a responsible manner. Each school year, the Code of Student Conduct lists misconduct which 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 discipline requirements, listed as follows, are in addition to that Code. Students recommended for expulsion will immediately be removed from the Fundamental Program. Students who are suspended will be referred to the Intervention and Appeal Committee.

At the beginning of each school year, the teacher 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:

- Restorative Practices
- Positive Behavior Supports
- Counseling
- Note/Telephone call to parent/guardian
- Student must call parent/guardian
- On Site Community Service
- Move student in class or to other class
- Formal apology
- Classroom contract
- Student conferences
- Verbal warning
- Team conference
- Report
- Detention
- Office referrals

### ADMINISTRATIVE CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR

1. Conversation
2. Restorative practice
3. Detention
4. Office referral
5. Suspension
6. Referral to the Intervention and Appeal Committee

### DISCIPLINE GUIDELINES

**Detentions:** Teachers give only one detention per offense. Five detentions in one school year results in a *Notice of Disciplinary Warning*, which will be mailed home by a school administrator. Parents/guardians must call the school within 48 hours of receipt of the warning to schedule a mandatory conference. Five additional detentions, resulting in a total of ten, will result in the student’s referral to the Intervention and Appeal Committee.

School administration will keep accurate and current discipline records. All detentions given by either a teacher or administrator are included in the cumulative total.

Detentions are assigned for various infractions of the discipline code. Teachers or administrators may assign detentions. Students will be issued a copy of the detention form stating the reason for the detention, this copy is taken home as notification to the parent/guardian that the student will be required to stay after school one hour for detention. Parents/guardians are responsible for the transportation of students who serve detention. Failure to serve a detention will result in the missed detention being rescheduled, an additional detention being issued, plus an office referral.

The following offenses not listed in the Code of Student Conduct are contrary to the fundamental middle/high school expectations. The minimum consequences for specific offenses are listed below however; the administration will make the final decision based on a review of the student’s record and the severity of the offense.

## Offense/Consequences

1. **Skipping Class or Leaving Class without Permission** – Ten minutes or later to class without the teacher’s permission is considered skipping.
  - 1<sup>st</sup> offense – potential grade reduction of assignments, parent/guardian contacted, minimum of one detention with a referral.
  - 2<sup>nd</sup> offense – potential grade reduction of assignments, parent/guardian contacted, minimum of two detentions with referral and appointment with the Intervention and Appeal Committee.
2. **Tardy** – 9 minutes or less (see number 1 if a student is more than 10 minutes late.) Students are expected to arrive to school on time. Students who arrive at school after the final bell rings must report to the office to get a pass. The classroom teacher will mark the student tardy. (Tardies are earned per class and are reset each 9 weeks)
  - 1<sup>st</sup> - 2<sup>nd</sup> Tardy: Warning and marked in Focus
  - 3<sup>rd</sup> - 5<sup>th</sup> Tardy: Detention and marked in Focus
  - 6<sup>th</sup> & above Tardy: Referral to administration and marked in Focus
3. **Missed Detention**
  - 1<sup>st</sup> offense – parent/guardian notification, additional detention.
  - 2<sup>nd</sup> offense - additional detention and an appointment with the Intervention and Appeal Committee.

## 4. Cellular Telephones and Electronic Devices

The best way to get in touch with your student during the school day is by calling the school office. Students may possess a cell phone/electronic device if they comply with the following policy/expectations:

- The cell phone/electronic device is off and out of view while school is in session, unless given permission by teacher to use for instructional purposes.
- When using cell phone/electronic devices students may not access and/or view web sites that would be blocked to students at school.
- When directed by administration, staff, and/or a teacher, the cell phone should be turned off and put away.
- Use of cell phone/electronic devices is **STRICTLY PROHIBITED** in locker rooms and bathrooms.

Violation of The Cell Phone Policy/Expectations may result in disciplinary action, below is the discipline tree for violation:

- 1<sup>st</sup> offense: teacher confiscates device and return to student at end of period.
- 2<sup>nd</sup> offense: teacher confiscates device and sends to alpha clerk. Clerk returns device to student at the end of the school day. Student is issued a detention.
- 3<sup>rd</sup> offense: teacher confiscates devices and sends to alpha clerk. Parent must come to school to pick up device at the end of the school day. Student is issued a disciplinary referral (detention will be given).
- 4<sup>th</sup> and any subsequent offense: teacher confiscates device and send to alpha clerk. Parent must come to school to pick up device at the end of the school day. Student is issued a referral (double detention will be given) and possible appointment to the Intervention and Appeal Committee.

\*\*Students refusing to comply with request to give cell phone/electronic device to the adult will be considered defiant and a referral will be given. \*\*

## 5. Dress Code Violation

– Administration will determine the appropriateness of the attire. \*\*see Dress Code Guidelines\*\*

- Within the first 5 days of school, students violating the dress code will receive a warning for the first violation of dress code and subsequent violations during that time frame, student will be assigned a detention.
- Each offense (following the first 5 days): parent contact made\*, and student will be issued a detention.

\*a request will be made to have parent bring a change of clothes to bring student in compliance with fundamental dress code policy, if clothing cannot be brought the student will remain in IC for the remainder of the day. \*

## 6. Prohibited Behavior

– Gossiping, bullying, slander or unkind/hurtful remarks about another person.

- Violations may result in a warning, detention, work detail, office referral or suspension, as deemed appropriate for the offense.
- Administration will make the final determination as to the appropriateness of the offense.

## 7. General Hallway/Campus Misconduct or Horseplay

Appropriate hallway behavior is going directly to class. No loud talking or excessive gathering or congregating in hallway. Violations may result in one or more of the following:

- Warning
- Detention
- Community service to school
- Office referral or suspension, as deemed appropriate for the offense.

Administration will make the final determination as to the appropriateness of the offense.

**8. Cheating/Plagiarism (Academic Dishonesty):** Being academically dishonest (in any fashion) is a serious offense. Being academically dishonest includes but is not limited to:

- The giving or receiving of another student's work (collusion). Students may not share any work, including homework, without the teacher's permission.
- Using another's work without giving credit, using others' ideas and words without clearly acknowledging the source of that information.
- Inappropriate behavior during testing: possession of unauthorized materials, communicating during the test/exam, using non approved testing aids.

Students caught being academically dishonest will:

- 1<sup>st</sup> offense: receive a 0 on the assignment/test and parent contact
- 2<sup>nd</sup> and any subsequent offense: receive a 0 on the assignment/test and an office referral

**Students who are caught cheating/plagiarizing may become ineligible for National Honor Society.**

**Forgery:** If a student were to forge a parent/guardian signature on any school paperwork (e.g. homework, academic notices, detention forms, permission slips or any other school documents that require a parent/guardian signature) a referral will be issued. Repeated incidents of forgery may result in an IAC referral.

- 1<sup>st</sup> offense – office referral, detention
- 2<sup>nd</sup> offense – office referral, IC
- 3<sup>rd</sup> offense – office referral, referral to the Intervention and Appeal Committee, Out of School Suspension (OSS)

**Office Referrals:** Referrals are for serious violations of fundamental/school board policies. Students that choose to continually violate classroom/school rules will receive an office referral and will be sent to administration for discipline action. Any student who receives two referrals in a grading period will be scheduled to meet with the Intervention and Appeal Committee.

#### **DRESS CODE GUIDELINES**

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

All clothing must be worn in the way it was designed to be worn. All dress and grooming rules will be enforced. Students violating the dress code will be sent to the office to call their parents and request a change of clothing. The student will be issued a detention for each violation of the dress code policy. Repeated violations will result in progressive disciplinary steps which can end with a referral to the school's Intervention and Appeal Committee. In addition to the dress code outlined in the Code of Student Conduct, OFHS students must follow the additional dress code requirements.

**Acceptable dress at Osceola Fundamental High School:**

- Ankle-length pants or slacks, nylon jogging pants, sweatpants (must have pockets).
- Shirts, blouses and/or sweaters – at no time should bare midriff be exposed including sitting, bending, standing or raising your hands over your head.
- All shirts, tops, and dresses shall have sleeves and cover the shoulders.
- Safe and appropriate footwear must be worn, and shoes with some form of heel strap.
- Leggings/Jeggings **WITH** a shirt that reaches mid-thigh in length

**Unacceptable dress at Osceola Fundamental High School includes/ Further Clarification-Other Requirements:**

- Shorts of any kind.
- Jeans/pants that have holes or tears in any location on the garment.
- No pajamas, sleepwear, pajama type clothing, yoga pants, and/or spandex. Slippers are not allowed.
- Clothing must be appropriate size, with the waist of the garment worn at the student's waist.
- See through or mesh fabric clothing.
- Halter dresses/tops or blouses with plunging necklines.
- Inappropriate footwear includes, but is not limited to, slides, bedroom slippers, Birkenstock type sandals and/or any other type of sandal without a back strap.
- Clothing that bears the midriff.
- Tank tops.

- Hats, head coverings such as scarves or bandanas \*\*\*Hats or other head coverings may be worn during outside P.E. activities and may not be worn during any portion of the regular school day without the expressed permission of the principal.
- Clothing disruptive to the learning environment \*\*\*\*All clothing, or jewelry, shall be free of the following: profanity; violent images, wording or suggestion; sexually suggestive phrases or images; gang related symbols; alcohol, tobacco, drugs or advertisements for such products.

**We also expect parents to use good judgment when volunteering in and/or visiting the school, and dress in a manner consistent with the student dress code.**

Any exception to the dress code policies must be approved by the school administration. Administration shall be the final judge as to the neatness and cleanliness of wearing apparel and whether or not such apparel is appropriate, disruptive, distracting, or in violation of health and safety rules.

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

Each fundamental program has a school-based Intervention and Appeal Committee (IAC). The purpose of this committee is to review and enforce cases including severe or repeated discipline infractions, continued lack of compliance with homework and/or classwork policies, failure to follow the dress code, parental absences from PTSA/SAC/Booster meetings and parental non-attendance at required conferences. The IAC may recommend alternatives and interventions for improvement, recommend probation with stipulations and removal from the program. This committee is not authorized to reinvestigate situations but must accept the validity of administrative decisions regarding incidents. This committee is the first level of appeal regarding a student's removal from the program.

The principal, who is not a committee member, selects the members of the IAC. The IAC shall be composed of a minimum of three teachers (selected with faculty input) or other school personnel and three parents (selected with SAC, PTSA and PTA chair input). Efforts will be made to have a community representative. A majority of the members must be present to conduct the meeting and render a recommendation. The Intervention and Appeal Committee members will serve a renewable one-year term.

The committee will meet on a regular, predetermined basis or when requested by the principal/designee. Though not a member of the committee, the principal will be available to answer questions and participate in deliberation but will not vote. In addition, at the high school level the assistant principal, school counselor, and grade level team leader may be available to answer questions. Only the committee members will vote. Decisions will be based on majority vote. The proceedings will be held in strict confidence.

To maintain confidentiality for fundamental school students each Intervention and Appeals Committee parent representative must annually sign to show their compliance with the following statement:

"I understand that under the Family Educations 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 the Intervention and Appeal Committee:**

A student/family will be referred to IAC for violations of the fundamental agreement. Reasons for student referrals to the Committee include but are not limited to:

- Excessive demerits
- Excessive detentions or tardies
- Upon receiving two referrals in a grading period
- Upon receiving one suspension or work detail
- Upon serious violation of the Code of Student Conduct
- Parent not meeting parent requirements
- At the request of an administrator

Parents/guardians will be notified at least five days prior to the scheduled meeting that the student has been referred to IAC. Meetings will be held on the scheduled date and time. The parent/guardian may address the committee for a maximum of ten minutes but will not be present when the committee deliberates. Minutes will be kept of the meeting; however, deliberations will not be included. Parents may have access to the portion of the minutes which refer 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 conclusion of the meeting.

The members of IAC will make an official recommendation to the Principal for probation or for the student's removal from the program. If probation is offered, the committee will specify the conditions for the student to continue in the fundamental school. Failure to agree to probation or violation of the probation agreement will result in immediate removal from the fundamental program. The final decision will be made by the Principal based on the committee's recommendation and other relevant information.

A school administrator will communicate with the parent/guardian within 48 hours of the IAC meeting to outline conditions, duration of the probation, and proposed interventions. A probation agreement will be explained and signed by the student and the parent/guardian at the conference. Probationary agreements may be carried over to the next school year if necessary, to meet the terms of the agreement. A copy of the agreement will be given to the parent at the time of the meeting or mailed within three days.

If the committee recommends removal from the school, the removal may be delayed only in instances when the removal takes place immediately preceding a holiday, standardized testing, or other instances approved by the school administration.

If a student is referred to IAC and the parent/guardian withdraws the student in order to avoid the IAC process, that withdrawal will be considered automatic removal from the school. The student will be ineligible for readmission to any fundamental school at the same level. Students may apply to a fundamental school at the next level (middle or high).

**Probation:** If a student on probation voluntarily leaves the school, reapplies and is accepted to any other fundamental school, that student resumes his/her existing probationary status.

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

#### **School Level Appeals**

Decisions of the school-based IAC shall be appealed in writing first to that committee within 48 hours of the original decision. As part of the appeal process, if there is any new or additional information, it must be provided to the principal in writing within those 48 hours. Parents/Guardians are invited to attend the scheduled meeting of IAC; however, their attendance is not required. Parents may address the committee for no more than 10 minutes. Only committee members may be present during deliberations. The final decision of the committee will be forwarded to the parents within 48 hours of the meeting.

Students awaiting an appeal will be permitted to remain in the school so long as they maintain acceptable behavior until the IAC meets and renders its decision. Following an appeal, if the recommendation for the student's removal from the school is upheld by the IAC, the student will be immediately removed from the school. This process will be coordinated by the Principal. The parent may, however, continue the appeal at the district level.

#### **District Level Appeals**

Students removed from a fundamental program may appeal the decision of the IAC within 48 hours of notification to the Fundamental School District Appeal Committee by contacting the appropriate Area Superintendent's office. For students with disabilities (who have an IEP or a 504 plan), a record review will be conducted by district staff from ESE or 504 compliance to ensure anti-discrimination mandates have been met. This review will take place prior to the District IAC meeting. The appeal only addresses whether proper procedures were followed in making the final decision to dismiss. There will be no further investigation of the incident(s) that led to dismissal although the facts may be reviewed.

Members of the Fundamental School District Appeal Committee will be appointed to serve a one-year term and membership will be comprised of the following:

- Chairman – An Area Superintendent not assigned to the school of appeal (The other Area Superintendents may attend the meeting but will not be eligible to vote.)
- Parents - Two parents of fundamental school students not assigned to the school of appeal.
- Teachers - Two fundamental schoolteachers not assigned to the school of appeal.

Committee members will be selected from members of the fundamental schools' IACs and will be appointed by the Area Superintendent with every effort made to have diversity in the committee's membership. The Principal representing the school of appeal shall present all documentation regarding the school-based IAC process and appeal, be present during the meeting to provide input to the district committee, as requested, however the Principal is not present when the parent presents their appeal. The Principal is not eligible to vote.

The decision of the Fundamental School District Appeal Committee shall be considered final and shall not be reviewed by the School Board. The School Board hereby delegates to the committee its final decision-making authority for such decisions. The student will be ineligible for readmission to any fundamental school at the same level. Students may apply to a fundamental school at the next level (middle or high).



**Leaving a Fundamental School Program:** 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 is to be filled, a Pinellas County student will be called from the appropriate waiting list. Only in cases where no waiting list exists the student who moved may, if on an approved Special Attendance Permit (SAP), remain in the school.

**Reassignment to a District Discipline Program or Expulsion**

Reassignment to a district discipline program or expulsion will result in immediate removal from the fundamental school. The student will be ineligible for readmission to any fundamental school at the same level. Students may apply to a fundamental school at the next level (middle or high).

**WITHDRAWAL**

A parent or guardian must provide written notification of their child's withdrawal from Osceola Fundamental High School. If you are planning to withdraw, please notify our front office. We will prepare information for you to take to the new school.

**ATTENDANCE**

The classroom experience is of unique value and cannot be duplicated by make-up work. The purpose of this attendance policy is to foster responsibility and reliability on the part of District students to attend all classes. Students will acknowledge greater emphasis on attendance at school because credit in their classes will be contingent upon their presence.

**ABSENCES**

- **ABSENCE DEFINED:** A student who is not present in class at least one half of the class period shall be counted absent from that class. To be counted present for the school day, a student must be in attendance for at least one half of the class periods during the school day.
- **EXCUSED ABSENCES:** Students must be in school unless the absence has been permitted or excused for one of the reasons listed in paragraph V below:
  - Ill or injured, the maximum days a student may be absent without acceptable documentation justifying the absence is five (5) consecutive days.
  - Major illness in the student's immediate family.
  - Death in the immediate family.
  - Attendance at a religious instruction or there is a religious holiday in the student's own faith.
  - Required by summons, subpoena, or court order to appear in court, a copy of subpoena/court order must be given to principal.
  - Special event. Examples of special events include important public functions, conferences, stat/national competitions, as well as exceptional cases of family need. 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 missed instruction.
  - Students having, or suspected of having, a communicable disease or infestation which can be transmitted are to be excluded from school and are not allowed to return to school until they no longer present a health hazard.
  - Student having a school function such as testing, school sanctioned field trips, athletics and/or school meetings.
- **UNEXCUSED ABSENCES:** Any absence which does not meet the criteria of an excused absence is an unexcused absence. The following are examples of unexcused absences:
  - out-of-school suspensions
  - family vacations.

**TARDIES**

A student is tardy when the student is not in his or her assigned seat or station when the bell rings.

- **EXCUSED TARDY:** A tardy is excused only if the student is late for one of the reasons described above in excused absences.

- **UNEXCUSED TARDY**

A tardy is not excused unless it is caused by reasons set forth in section V. Examples of unexcused tardies include:

- Oversleeping
- missing the school bus
- shopping trips
- pleasure trips
- car problems (ex: flat tire, no gas, car won't start, student getting a parking decal)
- heavy traffic
- returned for forgotten items
- Habitual tardiness is unacceptable and unfair to other students because instruction is interrupted every time a late student arrives. Individual schools may develop school-based consequences for tardy students.

#### **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.
- **AN UNEXCUSED EARLY SIGN OUT INCLUDES:** 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 the other students whose instruction is interrupted each time a student leaves early.

#### **MAKE-UP WORK FOR ABSENCES (EXCUSED, UNEXCUSED OR SUSPENSION).**

(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" may be recorded for the grading period grade. The "I" can be converted to a letter grade once the number of make-up days allowable in policy have been granted for the completion of make-up work.

#### **RESPONSIBILITY OF PARENTS AND STUDENTS TO ATTEND SCHOOL**

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

- Ensure the attendance of a child of compulsory school attendance age, as required by law. (F.S. 1003.24)
- Notify school personnel of their child's absence prior to the end of the school day of the absence, if possible and provide written notification within 48 hours of the child's return to school. Otherwise, the absence will be unexcused.
- If requested, provide documentation of illness from a physician or public health unit within 48 hours. The maximum number of days that a student may be absent without acceptable documentation justifying the absence is five (5).
- Notify the school of any change of address, phone numbers and emergency contact numbers.
- Obtain application from currently assigned 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 school district calendar and coordinate trips, vacations and personal business to support attendance on school days.

#### **FIELD TRIPS**

**Field Trips:** Students go on approved field trips throughout the year to provide additional educational experiences. Permission forms, with information about locations, costs, etc. are sent home for parents/guardians to read and sign prior to any field trip.

**Money will not be refunded on or after the day of the field trip. Volunteers that attend field trips must be a Level II volunteer.**

Students who have violated fundamental guidelines may not be allowed to travel on field trips. Students on disciplinary probation may not be allowed to attend any field trip. Others who have violated fundamental discipline guidelines may not be allowed to travel on field trips. These rules apply to all school sponsored trips.

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

### **GRADING AND PROMOTION**

All students receive a report card each grading period. Grading procedures are consistent with District Practices. These grades reflect actual achievement. Notices are given to the parent/guardian when the student's work is unsatisfactory and a failing grade for the grading period is probable.

The **Student Report Card** is distributed four times a year to all students.

- October 27, 2023
- March 30, 2024
- January 19, 2024
- June 4, 2024

The **Midterm Progress Report** is an additional report distributed prior to the student report card and is made available on parent Focus.

- September 12, 2023
- February 7, 2024
- November 15, 2023
- April 21, 2024

Grades are assigned the following point value:

A (90-100%)	C (70-79%)	F (0-59%)
B (80-89%)	D (60-69%)	I (Incomplete)

### **PHYSICAL EDUCATION**

Participation in physical education (P.E.) is required for all students, unless the parent signs a waiver exempting them from the activity for the year.

**P.E. Dress Requirements:** Students must bring laced athletic shoes and a change into the required clothes for physical education. Specific requirements will be outlined by the physical education teacher.

**Excuses:** County policy requires all students to participate in physical education. Students having an illness or injury that requires them to be excused from active physical activity must present a note to their physical education teacher. The students will remain in the class, be required to dress out, and will be given an alternative assignment. For a period of non-participation 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 discretion of the teacher.

### **PUPIL HEALTH AND SAFETY**

**Health Insurance:** A student must have school insurance to try out for and/or participate in any extra-curricular activity.

School accident insurance is optional. Each student is supplied 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. The parent/guardian will be notified immediately to pick up their child when the child is too sick or injured to return to class. The school office will only release your child to someone you list on their clinic card.

It is extremely important that parents update and make changes in FOCUS to their address and emergency contact numbers on a regular basis. Please notify the school as well so that your child's emergency contact information is changed 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 extremely important. A copy of this card is given to EMS when they arrive. Please be sure to complete all health and allergy information and sign the bottom of the card.

**Medication:** **NO STUDENT SHALL TRANSPORT MEDICATION TO OR FROM SCHOOL.** Parents must hand deliver all medications to student services/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. All 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 to a student self-carrying medication will be 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 and or forms. School personnel cannot administer any medication to your child without these forms. You may obtain a copy of the Pinellas County School Board and School Health Services Medication Guidelines from the school office if you need more information.

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

### **SERVICES FOR STUDENTS**

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

The Guidance Department:

- 9<sup>th</sup> Grade Counselor: Alexandra Havekotte
- Alpha A-G (grade 10-12): Krysta Nymark
- Alpha H-O (grade 10-12): Twila Jackson
- Alpha P-Z (grade 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 student classroom instructional needs, balancing loads, level changes requested by the teacher during the first marking period. (Example: a student is moved from a regular class to an advanced class).

### **STUDENT AND PARENT FAQ'S**

**Cafeteria and Food Policy:** All students receive a free breakfast from 6:50am – 7:20am in the cafeteria. Students may bring lunch from home or they may purchase one from the cafeteria. Students or parents may put money into an account or pay each day. Free or reduced-price lunches are available to students who apply and who qualify. Student lunches are \$2.75. Students who qualify for a reduced lunch eat at no cost except for a la carte items such as ice cream, etc.

**Hall Passes:** Each student must secure a hall pass before leaving the classroom. Each hall pass must be signed by the teacher listing the time and destination. Students must sign out on the room sign-out sheet prior to leaving the room. Students should not report to the office during class change time except to drop off a request for a conference. This does not permit the student to be tardy to his/her next class. No hall passes should be given during the daily announcements.

**Honor Roll:** A student can earn honor roll recognition if he/she maintains at least a B average and receives no more than one C on his/her report card. Any grade below a C disqualifies a student from this honor.

**Lost and Found:** We maintain a place in student services for lost and found items. It is the student's responsibility to check the lost and found area. Lost and found items not claimed within a reasonable period of time will be donated to charity.

**Principal's List:** Students receiving all A's will be on the Principal's list.

**Safety/Severe Weather:** Ensuring a safe setting for your child is of primary importance. Regular safety drills are conducted with our students to ensure their safety and comfort. During these drills, or when weather or safety concerns arise, students are secured within the school. This procedure is in place, so we can provide the safest possible environment and keep track of all students.

**School Advisory Council (SAC):** The SAC is composed of parents of Osceola Fundamental High School students, teachers at Osceola Fundamental High School, business or community members, and the Principal. The purpose and function of the SAC is primarily to oversee the development and implementation of the School Improvement Plan (SIP). Other issues may be discussed as requested by the District or brought forward by SAC members.

SAC serves as a resource to Osceola Fundamental High School and the Principal. The role of SAC is to serve as a liaison between schools, school organizations, and the community. The council is advisory in nature and deals with issues rather than individuals. Membership is open to all Osceola Fundamental High School parents on a self-nominating basis. SAC members serve a one-year term. Anyone wishing to be considered for nomination to the SAC should notify the Principal in writing.

**Searches and Seizures:** A student's PE locker, purse, backpack, and other personal possessions can be searched if there is a reasonable suspicion that any of them contain drugs, weapons, contraband or items not permitted on campus. Trained sniff-screening dogs are allowed in the schools to prevent drugs and weapons at school. The routine checks by the dogs are not considered a search by law. They are safety preventions to give students a safe and healthy school in which to learn.

**Visitors and Volunteers:** All visitors must sign in at the main administration building of the school and present a photo I.D. before being granted access. This pass must be prominently displayed. Parents/guardians desiring 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 **may not** bring children who are not Osceola Fundamental students to school when they are volunteering. The Principal has the authority to prohibit the entry of any person to a school of this District or to expel any person when there is reason to believe the presence of such person would disrupt the orderly and efficient operation of the school. If such an individual refuse to leave the school grounds or creates a disturbance, the Principal is authorized to issue a trespass warning and thereafter request from the local law enforcement agency whatever assistance is required to remove the individual.

**Level I Volunteer** - A Level I volunteer is a volunteer that has completed a registration form, been background checked, cleared by the district, and is active in our volunteer system. These volunteers can volunteer in the in sight of a school staff member while with students, in the office, and/or at events, as long as this volunteer is never alone with any students.

**Level II Volunteer** – A Level II volunteer is a volunteer that has been background checked, cleared by the district, and is active in our volunteer system AND has had their fingerprints cleared through the FBI and the district. These volunteers can do all of the duties of a Level I volunteer **and in addition** they can chaperone on field trips, work with small groups out of the sight of a school staff member and be left alone with a class in an emergency. Once a volunteer is Level II, they must wear their badge while on campus and on every field trip. Their Level II status is good for five years from the date they are cleared.

#### **PCS 1:1 LAPTOP ACCEPTABLE USE GUIDELINES**

For the 2022-23 school year, PCS Connects will provide laptop computers to all students at Osceola Fundamental. Students are expected to follow the guidelines listed below and take any additional **common-sense** precautions to protect the assigned laptop.

- The student is responsible for the daily care and maintenance of the laptop. Any damage or theft must be reported to the school immediately. Do NOT go outside of Pinellas County Schools for support and/or repairs.
- Do NOT allow another student to use your laptop/power adapter. Loss or damage that occurs when anyone else is using your assigned laptop will be your full responsibility.
- Each student will receive a charger with the laptop.
- Be sure to fully charge laptop each evening and bring to school with a full charge. Charging stations may or may not be available in all classrooms.
- It is the student's responsibility to back up their data. If the laptop crashes or needs reformatting, student data will be lost unless saved in Office 365, OneDrive or a flash drive.
- Students will be shown how to sync their OneDrive account to their laptop for data backup.
- Do not attempt to remove, add, or change the physical structure of the laptop, including keys, memory, battery, screen, charger, and ID labels. Do not add any decorative or personalizing stickers or labels to the device.
- Be careful to remove all objects before closing the laptop lid, close gently, and do not stack items such as heavy books on top of the closed laptop.
- To **clean** your screen, use a screen **cleaning** wipe or a soft, dry, lint-free cloth. When necessary, lightly moisten the cloth with one of the following: water, isopropyl alcohol (IPA) solution 70% or less/water 30% or more, or eyeglass **cleaner**. Never use glass **cleaner** or other chemical **cleaners, especially chemicals containing ammonia or chlorine**. Do not spray cleaner directly on the screen.
- Do not eat and drink around your laptop.

#### **LAPTOP DO'S:**

- Use my laptop with clean, dry hands
- Use my laptop for schoolwork only
- Log off when I leave my laptop
- Carry my laptop with two hands
- Power my laptop off and unplug headphones before I store it
- Keep my laptop charged

#### **LAPTOP DON'TS:**

- Eat or drink around laptop
- Write or draw on my laptop casing
- Lift or carry my open laptop from the screen
- Close the laptop with pencils, pens or even paper between the screen and keyboard
- Download ANY programs
- Allow others to use my laptop
- Share my username or password
- Leave my laptop on the floor