

Tech High

Tech High



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Dear Tech High Families and Community,

The great countdown has started for the first day of school which is Thursday, August 10!

Allow me to introduce our staff:

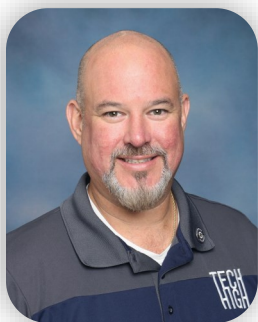
- Joshua Wolfenden**, Principal
- Melissa Campbell, EdD**, Assistant Principal
- Amy Rubin**, School Counselor

The following ladies are always ready to help and keep you connected to our great school. Please call one of them if you have any questions. Ms. Howard has created this detailed handbook to help you navigate our school. Keep it and refer to it often.

- Cathlene Burcham**, my secretary and school bookkeeper. Her duties include student parking passes and forms for financial assistance. Her hours are 7 to 3.
- Debbie Howard**, our Senior Data Management Technician. She is **your primary contact** to report school absences; records; and the DAP application process. Her hours are 6:45 to 2:45.
- Kristin Brantley**, our Career & Colleges Liaison. She coordinates mentors (we are currently looking for new mentors); school support from the community and volunteers. Her hours are 9 to 1.

Please remember our school philosophies – *WE act with integrity; WE use our words responsibly; WE never give up; WE respect others; WE are kind; WE are making 599 friends; and WE are investing in OUR FUTURE!*

We are...Tech High!



Joshua Wolfenden
Principal
wolfendenj@pcsb.org



Melissa Campbell, EdD
Assistant Principal
campbellme@pcsb.org

College Credit in High School

Advanced Placement[®] & Dual Enrollment

Jacobson Tech High students have the opportunity to take college-level courses in a high school setting as early as 9th grade. These courses are free to our students. Students have the opportunity to earn many college credit courses without leaving our high school. By taking college-level courses here students are in an environment receptive to teenagers and are learning with teachers willing to work with students toward their success. There are two types of college-level courses.

ADVANCED PLACEMENT

The College Board is a not-for-profit organization which governs and administers the PSAT, SAT and AP tests. The Advanced Placement (AP) course is nationally recognized for its standardized curriculum and test. Each student achieving credit is recognized by colleges as having an equal understanding of the subject.

Students should expect a rigorous class environment and heavy homework load for each AP course. Students will be administered the AP exam in the spring and must pass the test with a 3 or better on a 5 scale to receive college credit. Students who pass the course, but do not pass the AP exam will receive high school credit. Teachers will work hard as academic coaches with practice tests to help each student.

AP instructors have an approved course syllabus by the College Board and take training in teaching at the AP level.

DUAL ENROLLMENT

Dual Enrollment courses are accredited by St. Petersburg college. DE classes are available only to **juniors** or **seniors** who have passed the college placement tests. Students will receive college credit if they pass the course with a “C” or better. These courses are taught at a college level and are a great way for students to have the rigor of college in a high school setting. SPC requires its professors to have a master’s degree in the subject being taught. Therefore an instructor who teaches English will have their master’s degree and curriculum in English.

Most students will take one or two classes at SPC and remain enrolled at Jacobson. Four classes is considered full-time at SPC.

CONSIDERING AP OR DE COURSES

One complaint frequently heard by teachers who teach college-level courses is that the student was not ready for the rigor of the course. The student made a course selection that is currently beyond his/her skills. These are not high school courses. They are college courses being hosted at a high school or on the SPC campus.

Students should expect to have a heavy course load for each course and nightly homework. AP level courses demand persuasive essay writing and extensive reading. Expect nightly homework.

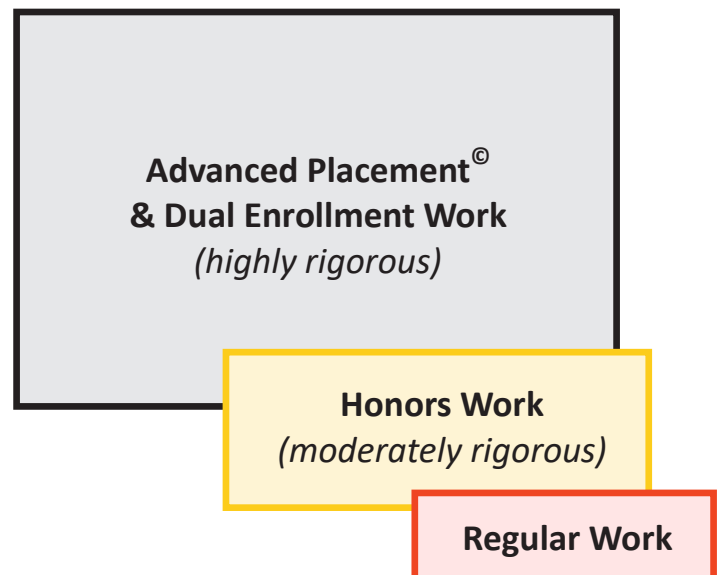
The courses also demand the student to be proactive and prepared for class each day. Studying class material prior to covering the subject is a good habit for a successful student.

WHY TAKE AP OR DE—WHAT DO THE COLLEGES WANT?

You should always challenge yourself to take courses that offer greater rigor; however, you also must recognize your own study habits and commitment to the course. Have you laid the foundation for success? Are you jumping too far ahead of your own learning potential (like jumping into the deep end of the pool...can you swim?)?

What do colleges want to see? According to Education.com, “colleges want to see that applicants challenge themselves.” With that said, colleges also expect that if you take the course you will show success. “If you think that just being in an accelerated course and barely passing is going to impress a college admissions person, then you are mistaken.”

A good start for taking AP courses is Human Geography. APHG is considered one of the easiest AP classes to pass. Students will study geography, cultures and societies.



SPORTS!

Co-Enrollment Forms

Students who wish to participate in sports at their zoned school must **annually** complete a Co-Enrollment Application form. This form is prepared by the parent and submitted to Student Assignment BEFORE attending any practice or event.

Student Assignment will review the request and notify both Tech High School and your zoned school that permission was granted.

Students may also request to participate in their non-zoned school. Within the form is a line that you write your non-zoned school's name.

Forms are available online on our web page under Parent Resources, available in Ms. Howard's office and on the PCS website www.pcsb.org.



Umbrella

Florida is famous for its sunshine. People who live here also know that is famous for its rain—or should I say its odd rain. It can rain on one side of the street, but not the other—very odd.

We recommend that every student owns (and carries) a small, collapsible umbrella. These umbrellas can easily be stored in a backpack.

Our campus consists of 3 buildings. The walkway between building 1 and 3 is covered from the elements. Unfortunately, the walkway from building 3 to buildings 4 (veterinary program & marine science) and 9 (Mr. Chase/freshman math) are not covered.



WATER BOTTLE

Water, water everywhere, but not a drop to drink. As the result of COVID, PCS has removed water fountains from our property and replaced them with water bottle refilling stations.

One problem we see is students don't bring a water bottle with them to school or lose their bottle during the school day.

We are asking all students to purchase at least one water bottle to carry. Putting your name on the bottle helps identify its owner.



School Store

Tech High School does not have a physical store .

We do have sales on a regular basis through our online store. In addition to Tech High sales, our PTSA sells spirit items. We post these sales through the school's website and our Facebook page.

Please buy for the entire family as sales benefit the school.

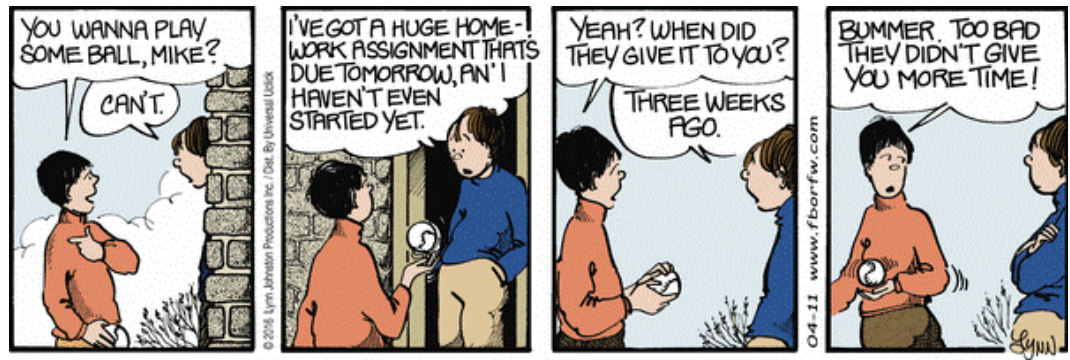


Using a Planner

Keeping organized—GOAL #1

Keeping organized and on top of deadlines are good habits that may need developing. Using a planner to keep you on task takes time to grow into a good routine.

Using a planner each class period to record assignments and due dates are essential skills for a well organized student. Users can use the space to record grades too.



Before you buy something expensive, please consider if you will use it.

Remember you will not be able to use your cell phone during class time unless the teacher permits its use. Before you pull out your cell phone ask the teacher if you can record the due date on your cell phone.

Shopping List

Here is a standard list of items a student should have available in your child's bookbag. Only a few of these items need to be carried each day. Paper, pens, and pencils are standard items. Due to Covid 19, students should not share supplies.

PLEASE limit light colored pens or glitter pens for writing. These inks make it difficult to read.



- Water Bottle w/name on bottle
- Umbrella—Small collapsible
- Scientific calculator a TI 30XSA (about \$12) is required for math & testing. **(no cellphone may be used as a calculator)**
- Planner
- Flash Drive
- Graphing calculator for Algebra 2 & higher course TI 84 (\$88+) **
- 1" Binders
- College Ruled Notebook Paper
- College Ruled Spiral Notebooks
- Blue & black ink pens
- Pencils
- Personal Disinfected Wipes
- Graph Paper (for Geometry)
- Composition Books 😊
- Pocketed Folders 😊
- Colored Markers 😊

- Construction Paper 😊
- Colored Pencils 😊
- Highlighters 😊
- White Glue 😊
- Index Cards 😊
- Glue Sticks 😊
- Poster Board 😊

😊 **Good to purchase while sales are running, but may not be needed.**



Student Parking

Tech High School students who wish to park on campus may pay an annual fee of \$5.00 and complete a form with Mrs. Burcham, the school's secretary/bookkeeper. She will issue a parking hang tag for the rear view mirror. The form helps us identify your car in case we need to contact you.

Parking on campus is a privilege that can be revoked by Mr. Wolfenden, our Principal, or Mrs. Campbell, our Assistant Principal.

The student parking lot is locked during the school day and is opened before school is dismissed. Students leaving early for an appointment or being sick must let the office know so we can have

the lot opened. The grassy lot by Building 4 is by permission only which is designated for early release students—OJT, internships or SPC DE. The grassy lot should be clear of vehicles before our school busses arrive on campus at the end of the day. It gets locked from 1:45 until 2:30 daily. **Students may not leave for lunch.**

DRESS CODE

Each year we hear, *"If I only had known, I wouldn't have*

bought.." from a parent whose child is being challenged by our dress code. PCS posts our dress code on their web page and in the ***Student Code of Conduct***. This code also permits the school's principal to add to these re-

quirements (denoted by the star ★).

The policy states clothing should :

- **Cover** underwear
- **Cover** mid-riffs
- Clothing is opaque—lacking transparency
- Shirts should have sleeves which cover the shoulder and arm pit area.
- Pants, shorts or skirts should be no higher than 3" above the knee and **not have rips above the knee** ★
- Clothing should not contain messages about topics such as drugs, weaponry, or messages of hate toward any group.
- Clothing should be school appropriate—no pajamas or costumes.

(For the complete list of the dress code policy, please see the PCS ***Student Code of Conduct***).

Building & Electrical

Due to safety concerns, these programs require:

- Closed-toe shoes to be worn. Students in these programs may not wear flip-flops or slides.
- Long pants made of denim or twill. No synthetic fabrics due to safety concerns with sparks from grinders.
- No shorts are permitted.

In addition, the program **requires** dark blue polos worn daily. (One **REQUIRED** program logo polo to be worn for events).

Marine Mechanics

Due to safety concerns, this program requires:

- Closed-toe shoes to be worn. Students in this program may not wear flip-flops or slides.
- Shorts or pants made of denim or twill—no synthetics. Garment must have belt loops.

In addition, the program **requires** black polos or black "shop" shirts worn daily (One **REQUIRED** program logo shirt to be worn for events).

SCHOOL GEAR

All of our Tech HS programs have t-shirts, hats and hoodies that represent their programs and school. These shirts are normally sold online and can be purchased for other family members too. School gear does not replace the required program attire. These opportunities happen throughout the year and may be program specific.

Nursing & Veterinary Programs

Students in Nursing and Veterinary Science programs will be required to wear:

- Scrubs five (5) days a week
 - Closed-toe shoes. No slides or flip-flop type shoes
 - Scrub bottoms should be **dark navy blue, royal blue, ceil blue, black, pewter grey or maroon**
 - Scrub tops in various (school appropriate) designs.
- In addition, both programs require the purchase of our **Tech High School scrub set** which will be worn at clinicals and program events.



Our vendor for the embroidered scrubs is **ScrubIn**. You can order online at:

<https://rojtech.scrubin.com/home.cfm>

Access Code: TECHHS727

(888) 988-0028

customerservice@scrubin.com

It is recommended that students in the **Veterinary** program purchase boots or galoshes that can withstand mud, water and **animal waste**. You should look for something that goes over the ankle area as sloppy stuff can be deep. These boots can run from the economical \$15 to over \$100 depending on the style and the designer manufacturer. Best suggestion is an inexpensive boot that can be **hosed off** and put into a locker.



NO Changing Clothes

Students are dressed for the day when they arrive. Program mandated attire is worn for the entire day. Students not dressed appropriately for their program class may receive a zero for that day's participation grade.

Financial Needs

Please communicate to the school if you are having financial difficulties with clothing or school supply purchases. We have a small fund to assist our students cover these costs. The form is online under our Parent Resources page.

To Do...

Parents' "to-do" list

Here is a list of things parents should accomplish this summer.

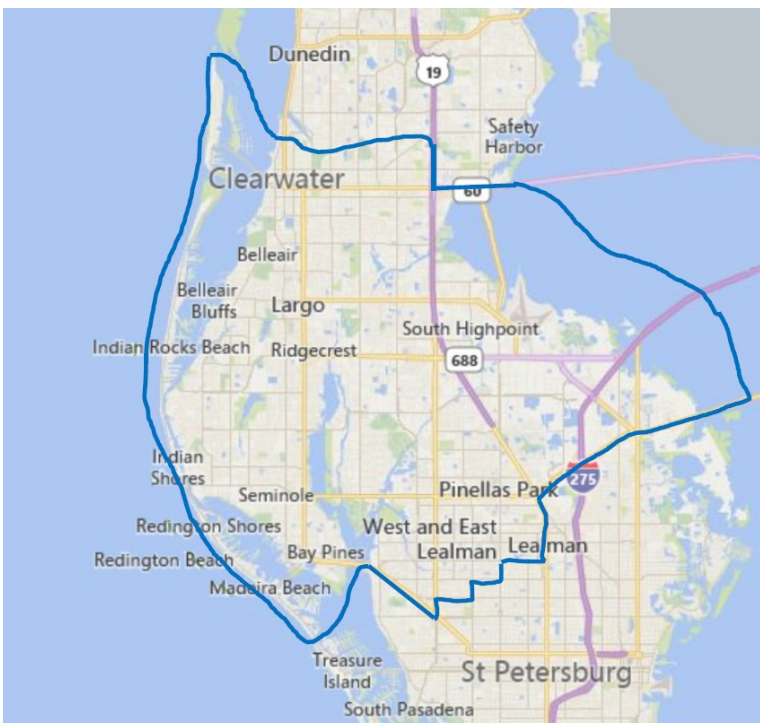
- ☆ Apply for free/reduced lunch in late July. You have to apply each year. www.myschoolapps.com
- ☆ Purchase in July school insurance. Basic coverage is **REQUIRED** for Building & Construction; Electrical; Marine Mechanics; Nursing and Veterinary even if you have great insurance through your employment. Basic at school option is just a few dollars. A list of coverages and options on web: www.pcsb.org/Page/15271
- ☆ Playing **sports** at your zoned school? If so you will need to complete the High School Activities form **AND the co-enrollment form** for Tech High School students to participate in their zoned school. (JULY)
- ☆ Register your email address with Ms. Howard at: howardd@pcsb.org so you are included in her email communication. Please include your child's name in your communication. If you don't have an email address, **create one**. It is easy and essential for a parent/guardian to communicate with the school. Have your child help you if you need technical help. We send all our announcements via email.
- ☆ Bookmark the Richard O. Jacobson Technical High School web page so you will have school updates. www.TechHigh.pcsb.org
- ☆ Log onto Focus using **YOUR** parent account to see your child's records. Although very similar, parents should not use their child's R2.D2 account. Using your parent account allows you to communicate with the teacher as the parent. If you don't see a child on your account, notify Ms. Howard so we can **connect** your Focus account to your child (and other children you have in Pinellas County public schools). Please include your name and your child's LEGAL name.

School Bus Transportation

Postcards will be mailed



Postcards will be mailed to all PCSB students who ride the bus. How does PCSB determine who will ride the bus? The system uses your registered address and your designated school to determine if you need transportation to school.



Students who live within 2 miles of Tech High School are considered within walking distance. Bus transportation is provided to all students who live outside the 2 mile radius and within the mid-county bus service.

Please take a moment to review your address in Focus.

To change your address, call the Student Assignment office at **(727) 588-6210**. Please make sure to tell them "change address **ONLY**" otherwise you will be withdrawn from Tech High and sent to your zoned school.

The process is not complete until we have two (2) proofs of address. Proof of address may be a utility bill, lease agreement, or any service on your dwelling. Email Ms. Howard the proofs at howardd@pcsb.org.

In late July or early August we will receive the routes from Transportation. You can contact Ms. Howard with questions.

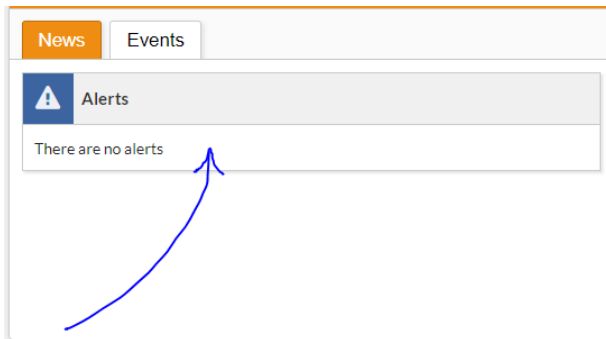
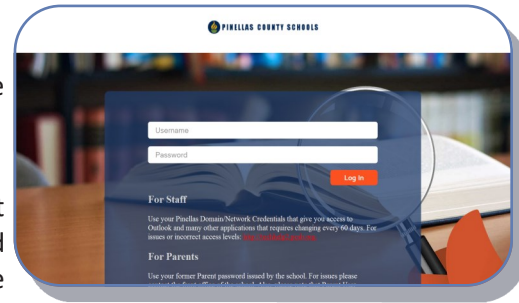
Focus—Parent's best friend

Be connected at your finger tips

Focus provides parents and students with real-time updates on grades, attendance and communication with teachers. To log-in, go to:

<http://focus.pcsb.org>

Parents should see their child or children's records. Parents who don't see a current schedule or student name should call our office to have their child's records attached to their account. Parents should use their own Focus account, not their child's as the system permits you to email teachers directly. The example below shows current grade for each course. Click the teacher's name and you will generate an email to the teacher. Under Alerts you will see



Richard O Jacobson Technical High School at Seminole

| Grades | | News | Planner | Reports | | |
|--------|---------------------|--------------|---------|---------------|-------|--------|
| RQ1 | RQ2 | RQ3 | RQ4 | 01/20 - 03/31 | | |
| Pd | Course | Teacher | Ex | Unx | Tardy | Grade |
| 01 | ENG HON 3 | HENDERSON, S | 0 | 3 | 0 | 103% A |
| 02 | ALG 2 HON | SULLIVAN, L | 0 | 3 | 0 | 96% A |
| 04 | MULTI-USER GAME&SIM | KIRK, J | 0 | 3 | 0 | A |
| 06 | CHEM 1 HON | ZUBEK, B | 0 | 3 | 0 | 105% A |
| 07 | AP U.S. HIST | LILLARD, K | 0 | 3 | 0 | 100% A |

messages from the school and your child's teachers. You can also review assignments; when the assignment was due; the category for the assignment (which may have varying overall percent of the grade; and teacher attachments of worksheets "Student Assignment Files". Students can also upload work to the teacher.

Students who are absent can go online to see what they missed. This is a great tool for parents to keep up with their child's success. Included in your account are your child's attendance and discipline records.

If you are having issues with Focus, please contact our office. Resetting your password normally resolves most issues.

School Wish List Items:

- ☆ Gift cards to Publix, Walmart, Target, Winn Dixie, etc. which are used to purchase food for perfect grade celebrations and odd requests.
- ☆ Facial tissues
- ☆ Paper towels
- ☆ Clorox/Lysol Wipes
- ☆ Hand sanitizer
- ☆ Loose-leaf paper or spiral bound notebooks for students-in-need
- ☆ Composition Books

Flash Drive keeping yours safe

Hi, I belong to Ashley!



A wealth of information can be contained on your flash drive — except who they belong to when lost. Every student should have one for high school.

To help reunite the owner to flash drive, we suggest renaming it with your first initial and last name.

1. Select **Flash Drive**
2. Right click your flash drive and select "rename."

Attendance—an explanation from Ms. Howard

One of the hardest policies to explain is the attendance policy. Students and parents...and sometimes staff...get confused at what counts; what doesn't count; is it five or four absences...etc. My goal is to write this column well enough to have the reader completely understand the attendance policy. **Attendance in high school counts more and has higher consequences.**

truancy

Let's first discuss truancy. Truancy is when a student is absent and a parent hasn't contacted the school. As the system sees it, without a parent contact, the student is skipping school. Officially, parents have 48 hours from the actual absence to notify the school. Your contact must be timely. You may call the office at 727-545-6405 x2007; use the attendance link on our webpage; email me at howardd@pcsb.org or send in a note with your child upon return to school to authenticate the absence as being excused.



The State of Florida has mandated that students have good regular attendance. If the student is habitually truant, the state will revoke the student's driving privilege (or the ability to get a license). Once a driving privilege is revoked (suspended), it takes 30 days of nearly perfect attendance to have the privilege returned. Habitual truants will be referred to our Child Study Team who looks at problematic students and work together to support the students' successes in school. In the magnet program, we place students with poor attendance habits on probation and work at supporting punctuality.

5 times

Parents may excuse five (5) absences during the semester without any further documentation (such as a doctor's note). These five days can be whole days or partial (arriving late or leaving early) days. Once the parent exceeds the five excused absences, I am not permitted to correct any further absences. Please contact me with the absence as I'll write in the notation, "Sick, parent exceeded 5." The intention of the five absences a parent may excuse are for legitimate absences. The school board has officially stated in policy that being out of school for family vacations or trips; power outages at home; car troubles or missing the school bus are not legitimate reasons for missing school.

In the same policy, the school board has established that legitimate absences for going to the doctor, dentist, or eye doctor and appointments with the courts or attorneys (along with supporting documentation) are not limited. Students attending religious services or religious conferences (along with supporting documentation) are also excusable.



Students are considered tardy to class if they are not in the classroom before the final bell. It may sound finicky, but their body...their person...the physical being must be in the classroom—not the hallway, not in the rest room—no their books and book bag don't count either. I hear so many wonderful reasons why THIS tardy is not the same as being *really* tardy. "My books were there," sounds like the student was in the classroom at some point; however, it just doesn't count.

tardy

The only way I can write a pass to class to excuse a tardy for a student arriving late to school is with documentation of the **legitimate appointment** that happened that morning. Same rules apply for tardiness as they do for absences, car issues and power outages are not legitimate reasons for being late to school. Please don't drag mom into the office with hair curlers, slippers and robe (actually happened) to say, "It's my fault we overslept!" I empathize, but can't excuse the tardiness.



Parents and students should periodically check Focus for errors in attendance. If you find an error in a single class period, the student should go to the teacher who reported the absence. Most frequently the teacher "clicked" the wrong student absent in the system. By notifying the teacher, adjustments can be made to correct any errors. We also run reports on attendance on a weekly basis looking for irregularities.

errors

All corrections should be made within a **few days** of detecting the error. I am not comfortable about challenging an absence that goes back weeks or months later. Do you remember what you had for dinner three weeks ago? Imagine a teacher with 150 students trying to recall attendance from a month ago. Timely challenges are important. The responsibility for monitoring attendance falls back onto the student.



Finally, attendance for exams and exempting final tests. Students must have a "B" or better for each quarter to exempt and have less than five absences **IN ANY CLASS** (no more than four days). If a student should accumulate a fifth absence in **ANY class** then the student is unable to exempt ANY exams for that semester. Other rules apply about exempting which will be sent out prior to exams.

If you have any questions, please give me a call. I'm here to help you.
☺ Deb Howard, Data Management Technician.

727-545-6405, x2007
howardd@pcsb.org

Food

Back in the old days of public school, lunch ladies were an icon of school food. Adam Sandler wrote a ballad, "Lunch Lady Land;" the Simpsons have *Lunch-lady Doris*; and Chris Farley dressed up on a recurring story on Saturday Night Live as a lunch lady. Much has changed over the years. Standards on healthy choices is one of the biggest changes to our food selection.



It is said that breakfast is the most important meal of the day. Pinellas County Schools provides breakfast at no cost for all students. At Tech High the breakfast line opens at 7:00 a.m. and closes when

school starts at 7:35. Breakfast items include fresh fruit, yogurt, milk and the breakfast entree of the day. Breakfast items include: Bacon, Egg & Cheese Sandwiches; Apple Cinnamon Texas Toast; Chicken Waffle Sandwiches; and Cheese Omelets with Bacon & Toast. Other optional items are available for sale too—such as Rice Krispy Treats and Pop Tarts.



Students have approximately 36 minutes for lunch each day. Students may eat in our cafetorium, outside in our covered patio, or with a classroom teacher who invites students to join in lunchtime tutoring.

During lunch, students may play frisbee, corn-hole or throw a football on our grounds between Building 1 and Building 3.

School lunch menus are posted on our web page and can be viewed on the PCS web site at **Food Service** on the department ribbon.



School lunch choices include meat & meatless entrée, combination salads; cold sandwiches; a variety of fruits and vegetables. Entrée choices include: Chicken & Broccoli Penne Pasta; Chicken Souvlaki;

Meat Lovers Stromboli; Mini Cheese Calzones and much more.

My School Bucks—Create a meal account that your child can debit his/her lunch purchases at mychoolbucks.com. This real time money delivery is a great way to insure your child has lunch.



Free & Reduced Lunch Applications—There is a short overlap of free lunches from the previous year but why wait when you can get it done before school starts? Submit your online application starting in July for the coming school year. Go to myschoolapps.com to apply. Annual application is required. Submit your application BEFORE the school year starts! (If PCS continues to serve free lunch, they still request an application to be completed each year.)

NO Food Delivery—We do not permit delivery of food through agencies. We ask that parents limit their drop off of food. This should be limited to your child (not their friends too) and be done on an emergency or special occasion (birthday) basis.



Student leaving for lunch—Students are not permitted to leave campus to go get lunch. The student parking lot is locked until the end of the day and is only opened for students leaving for an appointment or for being sick.

Lunch with your child—We invite parents to come onto campus to share our lunchtime. We have a picnic table under a large tree outside the main office where you can enjoy lunch with your child (weather permitting) and building 1 has many benches outside.

Water fountains - our campus has filtered water refill stations. Please consider purchasing a water bottle and putting your child's name on it so we can reconnect lost items.



If you have any questions, please give us a call. We are here to help you. 727-545-6405

School Year

When students earn credit

When high school students earn credits can be confusing. High school is divided by two semesters. Final grades are reported and go into the student's high school transcript at the end of the semester. Semester grades are composed of two quarters and an exam grade. At the start of Semester 2, it is very much like the start of the new school year — Semester 1's grades are packed away and things start fresh.

| School Year August — May | | | |
|---------------------------------|---------------------------------|------------------------------|--------------------------|
| Semester 1 August — December | | Semester 2 January — May | |
| Quarter 1 August — October | Quarter 2 October — December | Quarter 3 January — March | Quarter 4 March — May |

Parent Drop-off /Pick-up Loop

DROP-OFF

We have a prescribed drop-off/pick-up loop which is followed by our parents. Pictured is a drawing of the loop in yellow. Parents will enter the campus off 86th Avenue drive slightly past the main office; circle the trees in a mini-loop to turn around; proceed past the main office; bare right to the south side of our main building (#1) on map. As a safety factor, only busses are permitted to use the 125th Street entrance.

Students access our building on the south side (side that faces 86th Ave.) Parents may drop students off in front of the main office or at the south entry. Students are asked to use the south entry before school starts. These doors open at 7:00 a.m. as we need our students to be supervised.

If traffic backs up, you can drop off your child any place after the mini-loop but before you begin your circle of the pond. Your child can walk to the south entry doors.

Only students arriving late may enter the building though the main entrance as they must sign-in to school as being tardy and receive a pass.

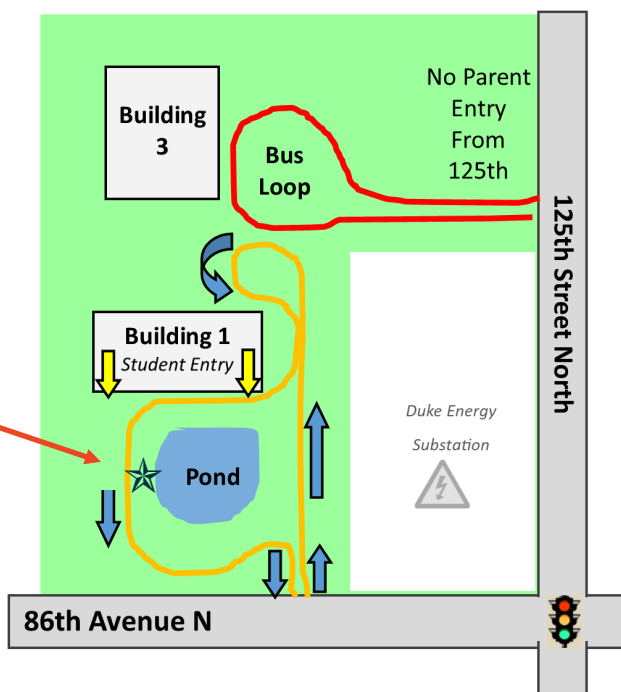
As this drop off is expected to be a quick process, please limit your teenage driver to non drop-off times as it can backup the drop-off process. Say your good-byes and have your backpack ready. ❤️

PICK-UP

At the end of the day, we have parents who show up almost an hour early to get a good spot. The first car should be at the very end of the parking spaces (see ☆ on map). Being early doesn't mean you get the spot just outside the exit doors.

We ask that everyone pull up to the next car leaving a gap that is very narrow—2' or less. The space is wide enough for cars to leave the chain and exit. We do not permit a **double line** as it is too dangerous for our students to walk between cars.

In 10 to 15 minutes after the bell the line is gone. Parents may want to consider arriving after 2:15 thus avoiding the long line and the hot wait. Unless involved with after school tutoring or teacher supervised classroom activities, we expect our students to leave campus. Students outside the buildings will not be supervised after 3:00 p.m.



Cellphones & all electronics

Communicating the rules



Just a reminder that all cellphones are to be turned off during school hours. School hours include passing times. Students may **ONLY** use their cellphone during lunch time.

On the first occurrence of using the cellphone, we confiscate the phone until the end of the day when the student may pick it up from the office.

On the second occurrence, the parent must come to the office and pick-up the cellphone.

Subsequent infractions will result in confiscations and disciplinary referrals. Students with repeated issues have been required to turn in their cellphone at the beginning of the day and may pick it up after school.

In an emergency, parents may call the school to have a message sent to their child. (727) 545-6405

Smartwatch

Smartwatches are **prohibited on campus** as they follow our cellphone policy and are easily confused with FitBit or medically necessary devices.



DISTRICT POLICY

Note: Students in honors, advanced placement, or magnet courses who are expelled or reassigned to a disciplinary school must be aware that their curriculum will be impacted and they will not be allowed to return to a magnet program.

While every attempt is made to match schedules, it is rarely possible to replicate every class. Students taking these classes must be aware that, when engaging in serious **Code of Student Conduct Violations**,

TECH TITANS

Our school colors are **Navy Blue, Silver** and **Caribbean or Ceil Blue.**



WE Act with Integrity

WE use our words responsibly

WE Never Give Up

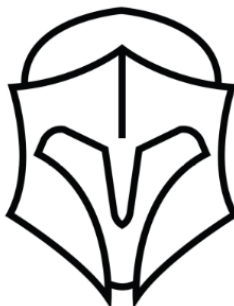
WE Respect Others

WE Are Kind

WE Are Making 599 friends

WE Are Investing in

OUR FUTURE!



Bedtime!

What is the best time to stop being connected “to the world?” Studies show that teenagers actually need more sleep than their younger siblings. Teenagers need approximately 9 hours of sleep per night. Those same studies say that teenagers, biologically, go to sleep later in the evening. Their internal clocks keep them burning the midnight oil. To maximize sleep, studies suggest following the same **bedtime routine** which includes:

- Avoid heavy studying or computer games before bed, they can re-energize a tired body.
- Set a schedule—go to sleep at the same time each day.
- Avoid trying to sleep with a computer or TV flickering in the room.
- Sleep-in on the weekend, but no more than 2 or 3 hours later than their usual awakening time or it will disrupt their body clock.



School Counselors

For a student to see a counselor during the day, the student completes a request from the front desk and drops it into the door of his/her counselor. As counselors are frequently in classrooms, this process helps needless waiting.

Students will meet at least twice each year with their counselor. Each year they go over the annual **Credit Check** which is a diagnostic document that compares the students record to the State of Florida requirements for graduation. They will make suggestions from that document for courses. The second visit is when students select courses for the following year. They go over each student's worksheet with the student to insure the final goal is attainable.

Parents may call to set-up a parent/teacher conferences. At Tech High, we invite all your child's teachers to these conferences as an issue in one class may be seen in another.

Students and parents may also view the Guidance & Academics webpage on the Tech HS site. It is under **Resources** from our top tool bar.

Steps for a conference

1. Check your Parent Focus. Click current grade to view assignments that made up that grade.
2. Message teacher through your Parent Focus account about any concerns.
3. Request a parent/teacher conference through our School Counselor. These meetings will be with all your child's teachers to be as comprehensive as possible.

Amy Rubin

rubina@pcsb.org
(727) 545-6405 ext. 2060



TBA Counselor #2

Tutoring

Sometimes students need additional help to gain understand-

ing. All Tech HS teachers offer tutoring to their students. These activities are teacher specific—meaning one teacher may offer tutoring every day at lunchtime or another may offer tutoring after school on specific days. Most tutoring is done as a drop in (no appointment).

Clear communication that the student needs help starts the process. If the student is having problems, first speak to the teacher. Your child should feel comfortable speaking directly to the teacher. If that isn't possible, your child should use the R2.D2 account to email the teacher on the issue. Parents should only get involved if the students efforts have failed—then reach out to the teacher before contacting our administration.

In-house tutoring is available after school. Students sign-in at the desk and will receive tutoring from one of our staff in the subjects of English, math, social studies, reading or science.



Finally, see the last page of this email about **Khan Academy** which is a fantastic tutoring online service. This website can be utilized any time of day.

We are here to help!

Letters of Recommendation

Many students will apply for scholarships and employment during their high school years. Often these students will request a letter of recommendation from staff. In order to get the best letter possible and cause the least amount of stress, here are a few pointers...

- ▶ Along with your request, attach a current resume which includes the clubs and organizations in which you belong, any leadership roles you hold, employment history and any volunteering you do in the community.
- ▶ Be respectful of their time by giving the person writing the recommendation **at least a week** to complete the task. Ask them at the time of your request when you should receive the letter.
- ▶ If the letter is being mailed out directly, include postage on the addressed envelope.
- ▶ When possible, keep copies for your portfolio. These letters can be shown during employment interviews.
- ▶ Maybe you don't need a letter now, but consider requesting letters from teachers who you respect and will give you a nice recommendation. You may need them at a later date and it may be more difficult to locate the teacher during summer months or after high school.

School Insurance

All Tech High School students are encouraged to purchase school insurance; however, students in **Marine Mechanics, Building & Construction, Electricity, Nursing and Veterinary Science** programs are **REQUIRED** to purchase (at the minimum) at school coverage. At school coverage runs about \$5.00 for 10 months of coverage. These programs are more likely to have injuries and PCS requires its purchase—even if your parent’s insurance covers you. Insurance renews each July 1 for the coming year (purchase after July 1).

Parents can select from 24 hour insurance, at school, extended dental and tackle football insurance through K-12 Student Insurance.

www.k12StudentInsurance.com

Parents who have insurance can claim their co-pay or deductible through this insurance company.



Plagiarism & Cheating

Keeping the record straight



The pressure of turning in assignments on time and done well can lead to questions on ethics.

One type of plagiarism was “writing in your own words.” It was once considered permissible to re-write a paragraph—as long as you wrote it in your own words. Well, that isn’t actually the correct pathway. Taking another work and presenting it as your own is plagiarism IF you don’t cite the source of the statement—even if the words are your own. Citing sources and creating source cards are skills developed over time.

Another type of plagiarism is presenting the entire work as your own. Technology is great and our teachers use TurnIt-In. TurnIt-In is a software program that can detect plagiarized work.

This software compares work to published authors AND student work submitted to this program. For example, you turn in your sister’s essay she submitted to her high school teacher 6 years ago as your own. If her teacher submitted it to TurnIt-In, the essay will appear and name your sister as the author!!

The third type, and common type, is “copying” work. As students you also have the pressure from classmates to “copy” the homework your classmate neglected to do. This is serious too. This is cheating. It is just as bad as texting answers to the test.

At Tech High School we take plagiarism and cheating very seriously. First time offenders get a zero on the assignment without the ability to make it up. On copying it is both the lender and borrower who get the zero grade.

Appearance

Book by its cover

Within this newsletter we discussed Dress Code and regulations about clothing. Another piece to this is appearance. As young adults keeping your appearance clean and tidy is essential. As you matured, your body has developed odors that can be offensive to classmates if you do not manage your appearance.

Sometimes it is simply the smell of foot odor from shoes worn without socks. You may not smell it yourself.

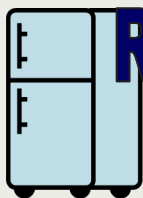
For a few students, the need for daily upkeep of appearance has not become a priority. Occasionally, we see students who appear to have not bathed in a few days. As young adults you need to keep your hair washed, teeth brushed and clothes clean.

Spraying perfume, cologne or Axe body spray doesn’t replace taking a shower. Fabrez spray doesn’t replace washing clothes.

We are here to help. If you are having issues with laundry and/or showering, let your school counselor know. We have helped previous students with laundering clothes, purchasing grooming supplies and getting clothes through Clothes for Kids. If you can’t say it, slip them a note with your name.

We expect every Tech High School student to look professional.





Refrigerator Page

This handy page is designed for continued use.

2023 / 2024

TECH HIGH SCHOOL CALENDAR

| | |
|-----------------------|---|
| Thurs., Aug. 10 | All schools open |
| Mon., Sept. 4 | Labor Day Holiday - schools closed |
| Mon., Sept. 25 | ProEd Day—No school for students |
| Mon., Oct. 16 | ProEd Day—No school for students |
| Nov. 20—24 | Thanksgiving Holidays |
| Dec. 18—21 | Final Exams |
| Thurs., Dec. 21 | End of 2nd quarter & 1st semester |
| Dec. 22—Jan. 5 | Winter Holidays |
| | |
| Mon., Jan. 8 | Schools reopen. Classes resume. |
| Mon., Jan. 15 | M. L. King Holiday - schools closed |
| Fri., Feb. 16 | ProEd Day—No school for students |
| Mon., Feb. 19 | ProEd Day—No school for students |
| March 11 - 15 | Spring Holidays—School closed |
| Fri., March 29 | No school for students |
| Fri., April 26 | ProEd Day—No school for students |
| Mon., May 27 | Memorial Day—No school |
| May 23—29 | Final Exams |
| Wed., May 29 | Last day for students— <i>dismiss 2 hrs early</i> |

Revised March 2023



Websites

Richard O. Jacobson Technical High School www.TechHigh.pcsb.org

Facebook www.facebook.com/TechHighSeminole

Pinellas County Schools www.pcsb.org

Focus <http://focus.pcsb.org>

SSRPM <https://sap.pinellas.k12.fl.us/ssrpm/Logon.asp>

(SSRPM is the automated password reset program, once you create an account YOU can reset or retrieve your lost password)

Jacobson Technical High School

Student Hours 7:35 to 2:05

Office Hours 6:45 to 3:00



Pinellas County Schools'

Homework Help-Line

Call to speak to a tutor for general guidance questions, mathematics, language arts, or science assistance.

727-547-7223

Mon.—Thursday

5:00 to 8:00 p.m.

Sponsored by PCTA/Pinellas County Schools

Khan Academy



www.KhanAcademy.org

It started as a project to help family with tutoring over a long distance. Salman Khan (who has 3 degrees from MIT) used the internet to post tutorials he created to demonstrate the topic he was teaching. In 2006 Khan Academy was launched which offers online tutoring free to all.

The site consists of topic areas of school instruction from elementary to college level topics. It was recently expanded to offer financial planning to older adults too.

Select a topic discipline and subtopic area. For example, Chemistry, covalent bonds. Users will select the subtopic and watch a brief video followed by a short test of comprehension. If the user doesn't understand, another video is presented.

This remote tutoring program enables students to get help from the finest teaching professionals at any hour of the day or night.

Bookmark the site in your favorites. It is one of many useful online tools available on the web.

727-545-6405

www.TechHigh.pcsb.org