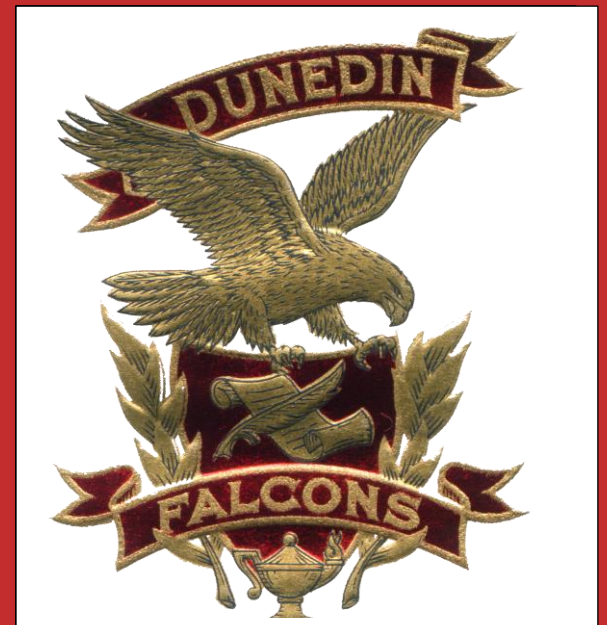




# Dunedin High School Fundamental School -Within -a-School (SWAS)

# Fundamental School Handbook



Kyle Johnson

Principal

8/01/2017

## Dunedin High Fundamental School-Within-a-School (SWAS) Handbook

Dunedin High Fundamental SWAS provides Pinellas County families an additional high school fundamental location. Fundamental schools are schools of choice and emphasize principles that set them apart from non fundamental schools. The Dunedin High Fundamental SWAS environment provides for those who work best where expectations are clearly defined. A strong emphasis is placed on the home and school working together to promote successful learning.

Dunedin High Fundamental SWAS provides a quiet, well disciplined and structured learning environment. The fundamental guidelines, school rules and policies are strictly enforced during every school day, during extracurricular activities up to and including the last day of school. A competitive spirit exists within the framework of mutual respect, cooperation and regard for the rights and property of others. Dunedin High Fundamental SWAS takes great pride in maintaining a safe learning environment for your child. We believe in setting high expectations for all of our students. It is because we closely monitor student behavior that we are able to maintain a successful learning community. We ask for your support by realizing that children will make poor choices from time to time. These poor choices may result in a child earning a demerit, detention, suspension or in rare cases being recommended for dismissal from our program. It is our expectation that all parents and teachers work together in a consistent and productive manner to promote accountability for our students. Parents choose Dunedin High Fundamental SWAS for many reasons, one being the type of learning environment that exists. Your support of our program and its guidelines only increases the likelihood that your child will experience many successes while being a student at Dunedin High Fundamental SWAS.

### **Mission**

The mission of the Dunedin High Fundamental SWAS community is to educate students to be productive in a global society by providing skills and knowledge for the 21<sup>st</sup> century.

### **Vision**

Dunedin High School Fundamental SWAS envisions a curriculum that offers students choices which enable them to be immediately prepared for the postsecondary environment.

### **Parent Meeting Responsibilities**

To show support for the school, parent/guardian attendance at either Parent Teacher Student Association (PTSA) or School Advisory Committee (SAC) meetings is required. Dunedin High Fundamental SWAS has no meeting makeup policy. A parent/guardian must attend either a PTSA or a SAC meeting each month. If circumstances arise which make it impossible for a parent to attend a required meeting, a representative (18 years or older, not representing another Dunedin High Fundamental SWAS family) may be sent. If a parent needs to exercise this option, he/she must call the office of the SWAS clerk by the morning of the meeting day. It is the parent's responsibility to make the representative aware of all obligations. PTSA and SAC meetings are in the Dunedin High School auditorium at 6:30 pm on two different evenings each month (see meeting dates below).

Attendance cards will not be given out after 6:45 pm and credit for attendance will not be granted after that time. All students in attendance must sit with their parents, and you must stay until the meeting is adjourned to receive credit for attendance. There are no exceptions since this is the Pinellas County School's fundamental policy.

PTSA meetings are the second Monday of each month at 6:30 pm. SAC meetings are the third Tuesday of each month at 6:30 pm. Meeting dates may be adjusted as needed because of holidays and conflicts. See the school website for a list of dates.

The procedure for unattended meetings is:

- One missed meeting = reminder letter will be mailed to the family.
- Two missed meetings = family will be placed on probation.
- Three missed meetings = referral to the Intervention and Appeals Committee (IAC).

If a family is reassigned for nonattendance of parent meetings, they may not reapply to any Fundamental High School within the Pinellas County School District.

# Dunedin High Fundamental School-Within-a-School (SWAS) Handbook

## **Before and After Student School Supervision**

Students should not arrive more than thirty minutes before the start of the school day. No supervision is provided before that time. At the end of the student day, students must be picked up by parent/guardian or a designee no later than thirty minutes after dismissal. No supervision will be provided after that time. Repeat offenders will be referred to the IAC for possible reassignment.

## **Attendance**

Florida state law requires attendance in school until age 16. Each student is expected to accept responsibility for regular class attendance. This is consistent with fundamental school philosophy. Students who are excessively absent may be referred to the RtI Team and/or IAC.

When students are absent from school, parents must call the office or use the absence reporting system on our web site before 10:00 am stating the reason for the absence. A student is expected to attend school unless he/she is ill, there is illness or death in the family, a religious holiday or a court appearance. All other absences are unexcused.

Parents are discouraged from planning family and vacation trips while school is in session. Even if class work and homework are made up, the student can never recapture the time lost from the classroom. Teachers cannot be expected to reteach a lesson already presented in class. Too many absences can lead to a drop in academic performance or a referral to Truancy Court, the Attendance Specialist, the RtI Team and/or the IAC.

A student who has an excused absence shall make arrangements with the teachers for any make-up work on the next day the class meets. It is the student's responsibility to make these arrangements. A student is given one day to make up work for each day missed. Make-up work for unexcused absences will be penalized a letter grade. Any work not made up within time limits will result in a zero.

## **Medications**

Both prescription and over-the-counter medications must be stored and administered in the clinic. Students carrying inhalers, epi pens, or other medical devices are required to notify the fundamental office. Leftover medications not picked up by a parent within the week following the end of the school year will be destroyed.

## **Locker Procedures**

- Students must use a school purchased (\$5.00) combination lock. All other locks will be removed with no liability to the school for replacement.
- Homework or other required materials left in locker during the day will be considered as incomplete. Appropriate consequences will be issued.
- All electronic devices including cell phones should be turned off and stored in the locker during school hours.
- Students may not mark, color or place any permanent pictures or stickers on the outside or inside of the lockers.
- Students who damage their locker will be required to pay for repairs and may receive further consequences as issued by an administrator.
- Students are responsible for the security of their lockers and should keep their combination secret.
- Lockers are school board property and are subject to inspection at any time without prior notification.
- Students who violate the rules may have their locker taken away and/or be referred to an administrator for appropriate discipline.

## **Homework Policy**

All Fundamental students must have the Dunedin High Fundamental SWAS Planner with them daily during all classes. Homework will be assigned at the teacher's discretion. Homework is considered an integral part of the fundamental philosophy and will be reviewed upon completion by the teacher. When assigned, it is an expectation that the parent review the assignment for quality and accuracy. The parent/guardian must sign all homework of 9<sup>th</sup> graders. A student must earn the privilege of not having homework signed beginning in 10<sup>th</sup> grade. To maintain the privilege a student must earn at least a cumulative 3.0 grade point average (B) and continue to complete all assignments during

## Dunedin High Fundamental School-Within-a-School (SWAS) Handbook

grades 10 – 12. To avoid the earning of two demerits for incomplete homework, the student must complete at least 90% of the work assigned; however, it is a school expectation that the student attempt 100% of the assignment to be eligible for full credit towards the final grade of the marking period. Students will earn one demerit for failure to obtain a parent signature and two demerits if the homework is not completed (less than 90%).

Lack of parent signature = one demerit

### Notice of Disciplinary Warning

Signatures, school supplies, and textbooks are integral components of the fundamental school philosophy. Homework can be assigned any day of the week and communication between home and school is a must. Demerits are used to

- Lack of materials = one demerit
- Missing/Incomplete homework = two demerits
- No band instrument or music = two demerits
- No PE dress-out clothing = two demerits

Every effort will be made to stamp the student's planner or note in FOCUS during the class on the date in which the demerit was received; however, stamping the planner or noting in Portal is simply a courtesy - not required. A student will still receive demerits if he/she forgets the homework, even though the parent brings the work to him/her after school has begun.

### Homework Demerits

Five demerits in one class during a grading period will result in a Notice of Academic Violation. Parents are required to sign the violation notice and have it returned to the teacher when the class next meets. Failure to return the violation notice on time will result in a detention and can lead to an IAC referral.

Should five additional demerits be earned in the same class, resulting in a total of 10 or more demerits, the student will be referred to the IAC. Students earning a second Notice of Academic Violation during the same marking

reinforce the above goals and will be assigned should the student fail to fulfill his/her obligations. Demerits may be assigned as follows:

### Communication

Dunedin High Fundamental SWAS communicates with parents in the following ways:

- Report cards
- Parent conferences (telephone or in person)
- Homework demerit stamp in the planner or note made in Portal (a courtesy--not required)
- Academic Violation Notice

**Intervention and Appeals Committee (IAC)** The IAC meets on an as-needed basis. The IAC is made up of both parents and staff. The IAC will recommend either probation or dismissal. If a student is dismissed from the program, the Student Assignment Office will provide a new school for enrollment. Failure of the parent/guardian to sign an academic or disciplinary probation notice within 48 hours may result in the student's immediate removal from Dunedin High Fundamental SWAS. Parents having any questions about the fundamental policies, detentions, demerits or discipline policies are encouraged to contact the  Notice of Detention

- Office Disciplinary Referral
- Parent full legible signatures on homework, quizzes, tests, notes, etc.
- Dunedin High Fundamental SWAS planner - student daily assignment notebook
- School newsletters
- Marquee (sign in front of school)
- PTSA
- SAC
- Teacher and school mass emails
- Individual teacher/administrative emails
- Administrative mass phone messages
- School website  Parent Portal
- Parent Connect

It is part of the student fundamental school agreement, which each student signs, that he/she will deliver all school communications to his/her parent or guardian. Please remember that the planner is an important means of communication among students, parents, teachers and administrators. It should be kept intact

## Dunedin High Fundamental School-Within-a-School (SWAS) Handbook

throughout the school year, and all pages for the current marking period should be easily accessible (not folded or clipped together).

### Emergency contacts

Please be sure your emergency contact numbers are current on your child's clinic card and updated in FOCUS. Please notify the office immediately of any changes during the school year. If you have a change of address, you need to bring a utility bill or other proof of address to the front office.

### Parent Request for Conferences

Parents who wish to schedule a parent/teacher conference should call the fundamental office to schedule the conference. We follow this procedure so that if more than one teacher wishes to meet with the parent, the conference can

be scheduled to accommodate all individuals who need to be involved. Please note that we do not weeks marking period at the High School level. Conferences are scheduled as needed at the request of parents or teachers. This procedure facilitates good home/school communication and benefits the student. Once a conference has been scheduled, we request 24 hours notice should the conference need to be cancelled.

### Fundamental Dress Code

The students at Dunedin High Fundamental SWAS are expected to exercise good judgment and are required to dress in a responsible manner. All clothing must be worn in the way it was designed to be worn. Any exception to dress code policies must be approved by the school administration. Violation of dress/grooming codes will result in the following:

1<sup>st</sup> Offense – Verbal warning and parent notification by teacher.

2<sup>nd</sup> & Subsequent Offense – Office Referral, in school suspension or ABS.. Note – ABS requires students to attend school from 1:00 PM to 6:00 PM. The

student is responsible for their own transportation.

Repeated violations will result in referral to the IAC. Dress code violations will be judged at the time they are first seen, not after a student has adjusted his/her clothes. The Fundamental Dress Code exceeds that of other district schools. Dress or grooming of students shall not be disruptive of the educational environment. Fundamental Dress Code requirements include:

- Ankle length pants or slacks (no shorts) with no holes or tears.
- Skirts and dresses not shorter than 3” above the knee (no culottes or skorts).
- Shoes with closed back or heel strap (no thongs, sandals, or shoes without heel straps).
- All shirts and/or tops must cover the midriff at all times and must have sleeves that cover the shoulders.
- PE shorts must meet the fundamental short standard of being within 3 inches of the knees.
- No clothing shall be worn which advocates or is associated with antisocial groups, gangs, or gang-like activities, or potentially dangerous/harmful behaviors.
- The following are specifically prohibited; visible body piercings (except ears), exposed tattoos (real or drawn), neck collars such as dog collars or other heavy chains. Students wearing these items will be subject to disciplinary actions.

The 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.

### Guidance

Guidance may be contacted either by students or parents on matters such as: schedules, progress in school, student personal problems which affect their school work, general ability as reflected in standardized tests, planning for future subjects in high school, post-high school planning, conferences with teachers, and other questions concerning the student and his/her progress in school. Schedule changes are made only under extreme circumstances. A student's schedule will not be changed due to a personality conflict with a teacher. Every effort will be made to resolve a situation. Appointments are recommended.

### Visitors

All visitors to the school must sign in and out through the main office. Parents who wish to visit the school, (including visits to have lunch with a child,) are asked to make arrangements through the front office. Students from other

## Dunedin High Fundamental School-Within-a-School (SWAS) Handbook

schools are not permitted to visit during school hours. Visits before and after school hours must be arranged in advance.

### Student Expectations

- We are on time to class, prepared to learn and attentive to the teacher's instructions.
- Class or homework left in a student's locker will be considered incomplete, and the appropriate consequences will be the result.
- We accept responsibility for our actions and commit to the policies of the fundamental school.
- We behave in a way that promotes a healthy, safe environment in which to learn.
- We support our fellow students and work together to achieve our goals.
- We respect cultural diversity, individuality and the rights of others.

### Student Behavior and Discipline Policy

Students at fundamental schools are expected to exercise good judgment and behave in a responsible manner. Students are also expected to read and adhere to the behavioral expectations set forth in the Code of Student Conduct. Student behavior which disrupts the learning process is not tolerated. Each teacher will be responsible for maintaining control of the classroom and determining consequences appropriate for misbehavior.

Cheating, forgery and plagiarism are serious violations and will result in specific consequences. Cheating will result in a zero percent and a discipline referral. Forgery and plagiarism will result in a disciplinary referral, and the student may be referred to the IAC.

All violations will result in consequences including warning, parent/guardian contact, written report, detention, office referral, suspension, work detail and/or recommendation for expulsion.

- Discipline Violation – discipline referrals will result in a parental notification and may require a

parent/guardian signature. It may result in a Report (requiring administrator or guidance conference), detention, or office referral. Failure to return a signed notice the following day/scheduled class results in a detention.

- Detentions may be issued by teachers or administrators. Detentions are held after school. A missed detention results in an additional detention.
- Four detentions (cumulative total) in a school year results in a Notice of Disciplinary Status Warning requiring signature and a mandatory parent/guardian conference.
- Six additional detentions (10 total) requires referral to the IAC.
- Out of school suspension requires referral to the IAC.
- Students may be referred to the IAC upon receiving two (2) discipline referrals in the same marking period, earning an out of school suspension or upon serious violation of the Code of Student Conduct as determined by the administrative team.

Parents remain responsible for making appropriate transportation arrangements. Students who earn ten detentions may be referred to the IAC. Detention forms which are not returned by the next class meeting may result in an additional detention. Students must be on time for detentions according to school clocks. No one will be admitted late. Students who are late will be issued a make-up detention and a penalty detention. Students failing to serve a penalty detention will be assigned additional consequences and may be referred to the IAC.

Misuse of the Internet including electronic communication (email/texting) that disrupts the school community may result in disciplinary action. Disciplinary action may range from parent notification to a disciplinary referral to appear before the IAC. An out of school suspension may be assigned. Electronic bullying, electronic cheating, electronic acts of forgery and electronic plagiarism are included in this policy.

Students in honors, advanced placement or fundamental courses must be aware that reassignment to a disciplinary program/ expulsion may impact their curriculum. 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, they are jeopardizing their academic plan.

**Extracurricular Activities** Participation in extracurricular activities is a privilege. It is our goal to provide a safe educational experience. Students who present a safety or

## **Dunedin High Fundamental School-Within-a-School (SWAS) Handbook**

behavioral concern to themselves or others may be excluded from activities at the discretion of staff and/or administration. Excessive detentions and/or involvement with IAC may prevent the student from participating. Refunds are not guaranteed should a student experience disciplinary action removing them from an extracurricular activity.

**The above handbook is not intended to be allinclusive. The Pinellas County School Board Policies also apply to all fundamental families**