



**Central**  
**HIGH SCHOOL**

**PARENT/STUDENT HANDBOOK**  
**2016-2017**

**1826 Lisenby Avenue**  
**Panama City, FL 32405**  
**(850)866-4148**

# Table of Contents

<b>Introduction.....</b>	<b>4</b>
<b>Admission Information.....</b>	<b>4</b>
A. Enrollment.....	4
B. Fees.....	4
C. Non-Discrimination Policy .....	5
D. Student Immunizations .....	5
E. Re-Enrollment .....	5
F. Annually Required Documents.....	5
G. Change of Address/Phone Number.....	6
H. Non-Sectarian School .....	6
<b>Student Responsibilities .....</b>	<b>6</b>
A. Code of Conduct .....	6
B. Dress Code & General Guidelines .....	8
C. Attendance Policy .....	9
D. Truancy Policy .....	10
E. Tardy Policy .....	10
F. Suspension & Expulsion Procedures .....	10
G. Student Search and Seizure.....	11
H. Emergency Removal .....	11
I. Withdrawal Policies and Procedures .....	11
J. Parent & Student Surveys.....	12
<b>Academics .....</b>	<b>12</b>
A. The Curriculum .....	12
B. Academic Sessions .....	12
C. Grading.....	13
D. Progress Reports .....	13
E. Grade Levels .....	13
F. Conferences .....	13
G. Transferring Credits .....	14
H. Graduation Requirements .....	14
<b>School Facilities.....</b>	<b>14</b>
A. Hours of Operation and School Address.....	14
B. Smoking and Eating .....	14
C. Parking .....	14
D. Transportation .....	14
E. Visitors .....	15
F. Emergency Phone Calls.....	15
G. School Closure Policy .....	15
<b>Safety.....</b>	<b>15</b>
A. Fire Alarm .....	15
B. Reporting Injuries.....	15
C. Harassment.....	16
D. Drug-Free School.....	16
E. Weapon-Free School .....	16
F. Gang Activity .....	16
G. Lost and Found.....	16

H. Backpacks, Desks, and Other Personal Storage Areas .....	16
I. Medication Administration.....	17
<b>Confidentiality of Records .....</b>	<b>17</b>
<b>Student Directory Information.....</b>	<b>17</b>
<b>Audio-Visual Information.....</b>	<b>17</b>
<b>Release of Student Records .....</b>	<b>18</b>
<b>Non-Custodial Parent Records Access and Release .....</b>	<b>18</b>
<b>Child Find .....</b>	<b>19</b>
<b>Parent’s Right to Know Teacher Qualifications .....</b>	<b>19</b>
<b>Parent Involvement Policy .....</b>	<b>19</b>
<b>Internet Safety .....</b>	<b>20</b>
<b>Florida Statute 322.091 .....</b>	<b>21</b>
<b>Code of Conduct Signature Page .....</b>	<b>23</b>

Welcome to Central High School!

It is our pleasure to welcome you to an exciting year at Central High School. It is our hope that you feel as the faculty and staff do – that this school represents the opportunity of a lifetime for both the students and those of us who work here.

We are thrilled to offer a 21<sup>st</sup> century high school education that focuses on both academic excellence and high levels of social, technological, and professional skills for our students.

We look forward to partnering with you this year in your education. We are committed to helping you meet your full potential and appreciate your commitment to this endeavor.

We have spent great amounts of time and energy planning the best possible environment. We hope you find Central High School an inviting and exciting environment in which to learn.

Thank you for entrusting your education to us. We promise to do our best. If we can be of assistance in any way, please let us know.

Again, welcome to the beginning of a wonderful year at Central High!

Sincerely,

Jeremy Knapp, Principal  
Tom Thorpe, Teacher

Martina Lucas, Assistant Principal  
Deseree Barnes, Teacher  
Rebecca Herard, Teacher

Chrissy Ward, Teacher  
Taylor Firman, Teacher

## **Admission Information**

### ***A. Enrollment***

Applications are accepted any time of the year at Central High School.

1. Complete a Central High School application form and return it to the school.
2. In order to complete your enrollment application, you will also be required to submit copies of your Birth Certificate, Social Security Card, Immunization Record and a photo ID.
3. Once you have submitted your enrollment application and required documentation, you will be scheduled for orientation. Orientation is held on Wednesday each week.
4. During your orientation, you will be assigned to a session, classroom, and teacher(s). The orientation process includes an introduction to your administrators and teachers, training on the computer programs you will be using, and other important information.
5. In the event that enrollment exceeds capacity students will be placed on the waiting list on a first come, first-serve basis. Admission preferences may only be given to existing students, siblings of existing students, re-enrolling students, and those students needing two (2) credits or less for graduation.

### ***B. Fees***

There is no tuition of any kind at Central High School as we are a non-profit, public charter school.

### **C. Non-Discrimination Policy**

Enrollment will not be denied to any eligible applicant on the basis of sex, race, religion, national origin, ancestry, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability. Central High School also will not discriminate in its pupil admissions policies or practices, whether on the basis of intellectual or athletic ability, measures of achievement or aptitude, or any other basis that would be illegal if used by any public school.

### **D. Student Immunizations**

All new students are required to submit a copy of their Immunization Records within the first 14 days that they are enrolled. Students attending school are in violation of Florida law if:

- a student's immunization record is not on file
- the student still needs their initial Measles, Mumps, or Rubella (MMR) vaccine
- the student still needs their initial dose of DTaP vaccine
- the student still needs their initial dose of Polio vaccine

If a student's Immunization Records have not been received by the school by the 15<sup>th</sup> day of enrollment, the student will be released from school and will not be able to attend until they can acquire their medical records from their last school of attendance, primary physician, or until they can prove that they have begun the immunization process and have received at least one dose of DTaP/DPT/DT, MMR, Polio and Hepatitis B. A student who has been released for not submitting a copy of their Immunization Records will be counted as unexcused while the student is not attending school.

If a student has received at least one dose of DTaP/DPT/DT, MMR, Polio and Hepatitis B, s/he may remain in school. However, s/he must finish the series as soon as the scheduled intervals between doses permits. Any student with partial immunizations has until the end of the school year to complete their immunization vaccines.

The required doses for all students include:

- 4 DPT, DTaP, or DT (Pediatric)
- 3 Polio Vaccine
- 2 MMR Vaccine
- 3 Hepatitis B Vaccine

### **E. Re-Enrollment**

Students who have withdrawn from Central High School during a school year and want to enroll again will re-enroll according to the enrollment process as previously outlined. Student and parent/guardian will need to meet with the administrator to sign a re-enrollment agreement to ensure success. Any variation to this process requires the approval of administration.

### **F. Annually Required Documents**

At the beginning of each school year the schools must distribute and collect the following forms and documents from all students who have rolled over from the previous school year:

- Current school year Board-approved Parent/Student Handbook (no collection necessary)
- Current school year Board-approved School Calendar (no collection necessary)
- Emergency Medical Authorization – must be completed, signed by the parent or student (if over 18) and collected.

## **G. Change of Address/Phone Number**

It is the student's responsibility to inform Central High School office of any change of address or phone numbers. Any other relevant information must also be updated in the office.

## **H. Non-Sectarian School**

Central High School is a public, non-profit, non-sectarian charter school.

# **Student Responsibilities**

## **A. Code of Conduct**

Central High School recognizes that a positive learning environment cannot occur without maintaining order and discipline conducive to learning. The Code of Conduct is intended to standardize procedures to guarantee the rights of every student at Central High School.

Students at Central High School are required to know the Code of Conduct. When students do not follow the rules, they are expected to accept the consequences. The student's attitude toward the rules of Central High School is very important.

Corporal punishment is not permitted. No employee should threaten, inflict, or cause to inflict unreasonable, irrational, or inappropriate force upon a student. Good sense and judgment should always prevail.

The rules of the Code of Conduct apply to any conduct that occurs:

1. On school grounds during the school day or immediately before or after school hours;
2. On school grounds at any other time when the school is being used by a school group;
3. On or off school grounds at any school activity, function or event;
4. Traveling to and from school, including actions on any school or public conveyance.

Under this Code of Conduct, the following definitions will apply:

### **Student:**

A person, adult or minor, enrolled in Central High School

### **Parent:**

- a) Official care-giver of a minor child, including but not limited to mother, father, stepparent, grandparent, or court-appointed guardian, including any and all State of Florida government case workers and/or group home employees as identified at the time of admission or amended in writing thereafter; or an emancipated minor (proof required)
- b) For dependent adult student, ages 18-20, parent, guardian, etc. with whom he/she lives
- c) For married and independent adult students ages 18-20 and for all students 21 years old or above, the student him/herself

**Spouse:**

The legal spouse of a student, as expressed in a marriage certificate of any state, the Commonwealth of Puerto Rico, or a sovereign nation

The following behaviors are considered **OFFENSES** at Central High School and will result in corrective action, up to and including a suspension, recommendation for expulsion, or withdrawal, at the discretion of the school administration.

1. **Truancy** – Absent without permission from the school.
2. **Dress Code Violation** – Not dressed according to Central High School dress code.
3. **Disruption** – Interfering with school policies or classroom routine.
4. **Cheating** – Copying someone else’s work or in any way trying to take credit for work not done by the student himself/herself.
5. **Profane Language** – Use of profane or unacceptable language.
6. **Sexual Misconduct** – Including, but not limited to improper public display of affection in the school building or at any school related activity including but not limited to kissing, note, etc.
7. **Smoking** – Smoking is strictly prohibited anywhere on school property.
8. **Sleeping** – Activity which results in student non-performance.
9. **Disobedience to the lawful instructions of a teacher** – Disobeying the lawful instructions of an administrator, teacher, or other staff member.
10. **Out-of-Bounds** – Being in any part of the building or grounds including bathrooms, parking lot, classrooms, or offices unless specifically scheduled to be there or unless he/she has received permission from an appropriate authority.
11. **Misuse of Electronic Devices** – Phones, MP3, and iPods are permitted but must not pose a distraction in class or to students and others.
12. **Non-completion of assigned activities** – Failure to finish academic work.
13. **Failure to provide name or identification to school employees** – Refusal to provide staff with their name, or other necessary information including, but not limited to current phone number, address, etc.
14. **Theft** – Taking the property of another without right or permission
15. **Fighting or violence** – Participating in physical contact and/or verbal abuse with one or more students.
16. **Vandalism** – Purposeful destruction of school or student property.
17. **Gang Activities** – Participating in gang activities.
18. **False fire and/or bomb alarm** – Willful intent to cause panic by submitting false information.
19. **Arson or attempted arson** – Setting fire or attempting to set fire to any school or building property.
20. **Drug/Alcohol/Other Substances** – Use/possession/concealment/sale/transmission of any drug, alcoholic beverage, or other illegal, or controlled substance.
21. **Weapons** – Use/possession/concealment/sale/transmission of any dangerous or illegal instruments including but not limited to weapons, fireworks, etc.
22. **Wrongful conduct** – Actions that impede, obstruct, interfere with or violate Central High School’s mission, philosophy, and regulations.
23. **Property** – Destruction and or intentional harm to person or property.
24. **Harassment** – Sexual harassment, misconduct, and or improper language or inappropriate touching.
25. **Disrespect of the rights of others or other’s property** – Willful destruction or rudeness towards others (staff or students).
26. **Conduct which endangers themselves or others** – Any form of physical contact which jeopardizes others including but not limited to horseplay and throwing objects.

27. **Harassment, Intimidation, or Bullying** – Any harassing, intimidating, or bullying behavior whether in the classroom, on school property, to and from school, or at school-sponsored events.
28. **Unauthorized websites and misuse of Internet** – Students misuse or actions related to the Internet.
29. **Other Behaviors** – Any other behaviors that the Principal deems as offenses that will result in corrective action.

## ***B. Dress Code & General Guidelines***

### **Central High School Colors**

Lime Green, Navy Blue, and White

### **On-Campus Dress Code Requirements:**

**Males:** Central High School shirts are required at all times.

**Pant choices:** slacks, shorts, or jeans. All pants must cover undergarments

**Females:** Central High School shirts are required at all times.

**Pant Choices:** Slacks, jeans, skirts, and shorts. Skirts and shorts must be mid-thigh or longer.

**Shoes:** Students must wear shoes to school. No heavy military type boots or shoes with metal tips may be worn. Heels must be 2 inches or lower.

**Outerwear:** Central High School T-shirts must be visible under hoodies, jackets, or coats. Hats may be worn in the classroom but not during the Pledge of Allegiance. All logos/advertisements on hats and outerwear must be school appropriate.

**Hair and General Appearance:** Hair must be neat and clean. Students must be clean and well groomed.

### **Central High School Dress Code Intent:**

Central High School staff intends and expects to maintain an environment that is fun, interesting, and engaging with a focus on education and learning – not on what we wear. We expect our young adults to help us ensure the above policies and privileges are maintained and enjoyed. However, students should note that:

- On ALL MATTERS where judgment is required, the determination on any and all issues of appearance will be at the sole discretion of Central High School staff.
- ALL of the Central High School's Dress Code policies will be reviewed on a regular basis and may be changed at any time at the sole discretion of our staff.
- In cases where an individual student must be reminded more than once on any of the policies, privileges related to that policy may be revoked on an individual student basis at the sole discretion of Central High School staff.

**All students who attend Central High School must adhere to the dress code policy as stated.**



### **C. Attendance Policy**

All students should strive to maintain an 80% in seat attendance rate (at least four out of five days per week) while enrolled at Central High School. Students at Central High School are expected to attend their academic session and be on time.

Students must sign a daily attendance sheet at the beginning of their session. These sheets are kept as attendance records at the school.

If the student needs to miss school, a written excuse must be brought to school upon the student's return. Unexcused absences will reduce the student's overall attendance percentage. Excused Absences will also reduce the student's overall average attendance percentage but will be taken into account should the total attendance percentage drop below 80%.

#### **EXCUSED ABSENCES**

Excused absences require **written documentation** such as a doctor's note, verification from the court or employer, or any other documentation as stated below. All students are required to submit written documentation regarding excused absences to Central High School on the first day they return to school. An excused absence will be granted if the student is not in school for the following reasons:

1. Medical appointment with appropriate written documentation
2. Under a doctor's care with appropriate written documentation
3. Automotive with appropriate tow truck or repair shop receipt
4. Scheduled road test for a driver's license with appropriate written documentation
5. Employment (which cannot be conducted outside of school hours) with appropriate written documentation from employer (Hours must conflict with school hours)
6. Death of an immediate family member with appropriate written documentation
7. Personal Illness with appropriate written documentation
8. Court appointment with appropriate written documentation
9. Other appointments which cannot be scheduled outside of school hours (CARE, job interview, case worker, probation officer, signing a lease) with appropriate written documentation
10. Other absences as deemed appropriate by the Principal

Any prolonged absence due to illness or other documented reason will also be excused. Excused absences with documentation, such as a doctor's note or verification from the court, can still count against a student's average attendance percentage.

#### **UNEXCUSED ABSENCES**

Unexcused absences include the following:

1. Any absence that is not excused
2. Any absence where a student fails to provide appropriate written documentation of the absence (Students should have written documentation for absences in-hand on the first day that they return to school)
3. Attending school for less than one (1) hour. Any exceptions to this need to go through administration.
4. Any other unexcused absence defined by the Principal.

**Any student whose unexcused absences reach 11 consecutive days may be automatically withdrawn from school per Central High School Policy. Students may be permitted to re-enter the school, if there is a seat, after attending a scheduled meeting with a school official.**

*\*See Florida Statute 322.091 on pages 21-22 for more information*

### **D. Truancy Policy**

Central High School will act according to any federal, state, county and/or local laws or rules for any student who is deemed as truant.

### **E. Tardy Policy**

1. Students will be counted tardy if they are at Central High School less than the required 5 hours per day. If the student can make up the missed hours from a given day *during the same week*, the Tardy may be changed to a Present Day.
2. Students who are tardy more than three (3) times within two weeks may warrant a conference with administration. These tardies may be changed to an Unexcused Absence by the Principal.
3. The administration will handle all special circumstances on a case-by-case basis.

### **F. Suspension & Expulsion Procedures**

Rules of suspension and expulsion follow due process requirements as mandated by Bay District Schools.

#### **Suspension**

1. The Principal may suspend any student at Central High School for violation of the Code of Student Conduct.
2. No suspension shall exceed ten (10) school days.\*
3. The Principal must give written notice of the intention to suspend and the reason for the suspension to the student.
4. The student shall be given the right to appear at an informal hearing before the Principal and has the right to challenge the reason for the intended suspension or otherwise explain. This informal hearing should take place within five (5) days, if practical, immediately following the infraction.
5. Before returning to school following a suspension, the student and/or the parent/guardian (required for students under 18) must have a conference with the Principal or designee prior to returning to class in order to discuss expected behavior.
6. A written notice of suspension shall be sent or given within one calendar day of the anticipated suspension to the parent/guardian if the student is under the age of 18. The notice shall contain the reasons for the suspension and the right of the student to appeal to the Executive Director or Board of Directors.
7. A parent/guardian or the student, if over 18, has the right to appeal the suspension, which must be submitted, in writing, to the Principal within fourteen (14) school days of the written notice of suspension. The Principal shall immediately forward this written appeal to the executive director.

*\*Rule 6A-6.03312, Florida Administrative Code, Discipline Procedures for Students with Disabilities states that students may not be removed from the school for more than 10 consecutive school days for any violation of school rules, unless his behavior is a manifestation of his disability.*

## **Expulsion**

1. The Principal of Central High School may recommend expulsion to the Bay County School District.
2. Expulsion is the removal of a student from school for the remainder of the year plus one additional year.
3. The Principal shall provide the student and the parent/guardian written notice of the recommendation for expulsion. The written notice shall include reasons for the intended expulsion.
4. The Principal will abide by all of the school district policies regarding expulsion.
5. All expulsion proceedings will be handled by Bay County School District.
6. The time frame for expulsion will be determined by the Bay County School District.

## **G. Student Search and Seizure**

*Source: F.S. 1006.09(9)*

**School personnel may search** students reasonably suspected of being in possession of contraband or other prohibited items while on board-owned property or wherever students are under the official supervision of board employees, such as on field trips, at extracurricular activities, or while being transported to and from such places either by school bus, by approved drivers, or by other means of conveyance.

**School personnel may conduct** a search of a student, and a student's possessions without a warrant when school personnel have reasonable suspicion that illegal, prohibited, harmful items or substances, or stolen property may be concealed on a student's person or in a storage area.

**School personnel are encouraged** to attempt to obtain consent from a student to search for illegal, prohibited, harmful items or substances, or stolen property, but may proceed with a search without a student's consent, upon reasonable suspicion of a prohibited or illegally-possessed substance or object.

**School personnel have the authority** to search a student's backpack, purse, or wallet, upon reasonable suspicion, if the student refuses to reveal the contents inside.

## **H. Emergency Removal**

The Principal may perform an emergency removal of a student from curricular or extra-curricular activities or from the grounds if the student's presence poses a threat and/or danger to any person or property, or if the student's presence poses an on-going disruption to the educational process. This removal may be done without immediate notice or hearing.

Any student removed will be given written notice and provided with a hearing within five (5) school days after the removal as defined in the **Suspension** section of this handbook. If it is probable that the student is going to be expelled, the procedures outlined in the **Expulsion** section of this Handbook will be followed.

## **I. Withdrawal Policies and Procedures**

### Mandatory Withdrawals – 11 Consecutive Days

Per Central High School policy, students may be withdrawn if they are absent for 11 consecutive days and have not provided the school with documentation of approved excused absences. A student will be sent a warning letter if the student is unexcused absent for 25 consecutive hours (5 school days). If a student reaches 11 consecutive days, they may be withdrawn. Final withdrawal letters will be sent to the parents or student (if 18 or older) and the appropriate truancy procedures will begin. **Notice will also be reported to the Department of Motor Vehicles to suspend the student's driver's license when deemed appropriate.**

### Mandatory Withdrawals – Students Age 22

The day the student reaches the age of 22 for regular education and special education students, they will be withdrawn from Central High School. The appropriate withdrawal letters will be sent to the student at the time of withdrawal.

### Voluntary Withdrawals

If a parent wishes to withdraw their student or an adult student wishes to withdraw from Central High School, they must complete and sign a **withdrawal** form.

### Curricula Cut-Off

All curricula *in progress* at the time of withdrawal will be deleted from the system. Should a student choose to re-enroll, he/she will begin those classes again. The administration will handle all special circumstances on a case-by-case basis.

## **J. Parent & Student Surveys**

By contract, parents and students are asked to complete a Parent and Student Satisfaction Survey as well as any other school surveys deemed appropriate by the Principal.

# **Academics**

## **A. The Curriculum**

The curriculum is a combination of academics, life skills preparation and workplace instruction and experience. Each student works on an individualized computer program, participates in small group sessions and completes independent work in order to earn credits for graduation and pass any mandatory state testing. Students also have access to electronic educational software programs and the internet for their academic lessons and vocational exploration. One-on-one tutoring is always available if needed.

Students receive an individual academic and career plan based upon their academic needs and vocational/employment plans. The Principal, Assistant Principal or Enrollment Specialist works with each student to assist with job placement, vocational opportunities, and career advancement.

## **B. Academic Sessions**

Students are to attend one, five (5) hour academic session per day, Monday – Friday. A change of selected session times must go through the administration to verify there is availability in the requested session.

Session 1	7:30 a.m. – 12:15 p.m.
Session 2	12:15 p.m. – 5:00 p.m.

Working/Volunteering students will earn credits towards graduation. Every 60 hours that are reported to and verified by the Assistant Principal will earn the student one-half (.5) credit. These credits can be earned from employment, volunteering, vocational counseling or other activities deemed suitable. Students may earn a lifetime maximum of four (3) credits that are counted towards the elective credits needed for graduation. Exceptions to this requirement are only permitted after the School Administration performs an in-depth review of the student’s individual circumstances, and approval is obtained from the Graduation Committee and administration.

All activities, except working and verifiable volunteering, need to be approved by the administration and documented so the student can receive Central High School credits.

### **C. Grading**

Each student is required to complete a minimum of twenty (20) weekly academic activities on the computer. Failure to complete the required number of assignments will place a student on academic probation for the following week. A student failing to complete the required number of assignments will be required to meet with the assistant principal to develop an action plan. A student that continuously fails to complete the required assignments may be assigned to a new session. Students must receive 80% or better to receive credit for a class. Some courses require a passing score on an End of Course Assessment, Florida Standards Assessments, or other state testing in order to earn credit. Please refer to the 2016-2017 Course Code Catalog for further information regarding this requirement.

### **D. Progress Reports**

Central High School uses the Bay County Schools grading system. (100-90 = A; 89-80 = B; 79-70 = C; 69-60 = D; 59 and below = F) Progress Reports are available by logging into the student’s APEX account and reviewing their progress in the class.

Central High School does not have set grading periods due to the individual nature of our programming.

### **E. Grade Levels**

Unlike traditional high schools, classrooms at Central High School are not split by grade level. However, since we are part of the state education system, the student is assigned to a grade level. A student will progress each semester based on the following number of credits. 9<sup>th</sup> Grade – 5 credits; 10<sup>th</sup> Grade – 10 credits; 11<sup>th</sup> Grade – 15 credits; and 12<sup>th</sup> Grade -- 19 credits. In order to be promoted to the 12<sup>th</sup> grade, the student must have 19 credits prior to the beginning of the school year or prior to the start of the second semester of the school year.

### **F. Conferences**

Conferences are strongly encouraged throughout the year. Parents/legal guardians may be contacted to meet with instructors and the student at least once a semester. The school encourages parents to request a conference at any time.

## **G. Transferring Credits**

Student credits from former high schools do transfer to Central High School.

**Note:** An official transcript has a raised seal. Central High School **MUST** have an official transcript in order for the credits to appropriately transfer to this district if coming from another county or state.

## **H. Graduation Requirements**

Students may work toward earning one of following: Standard Diploma (18 or 24 credit options) or a Certificate of Completion.

As the requirements for graduation vary based on when you originally started 9<sup>th</sup> grade the Principal or Assistant Principal will provide you with a list of the specific requirements you will need to complete in order to obtain your high school diploma. The requirements will list required classes and Florida testing requirements and will be signed by the student and the administrator.

Other requirements for graduation include:

- Completion of one-half (.5) credit of Employability Skills coursework.
- Reporting 120 validated work or volunteer hours.\*
- Completion of approved exit exam(s).

Exceptions to the graduation requirements are only permitted after the School Administration performs an in-depth review of the student's individual circumstances, and approval is obtained from the Principal, and the School District liaison.

# **School Facilities**

## **A. Hours of Operation and School Address**

Central High School hours of operation are **7:15 a.m. to 5:00 p.m. Monday – Friday**. Students may enter the Central High School facilities after 7:15 a.m. Students are not permitted on school grounds prior to 7:15 a.m. or after 5:00 p.m. Student's that are not picked up by 5:00 p.m. may be moved to the morning session at the Principal's discretion.

If you need to contact the school after hours, voicemail is available. The address is 1826 Lisenby Avenue, Panama City, FL 32405, and the phone number is (850)866-4148.

## **B. Smoking**

Smoking within 1,000 feet of a school is illegal. If a student is caught smoking on school property s/he may receive a written citation from local law enforcement and/or suspension. The first time a student receives a citation the court may fine the student up to \$100. For any additional citations, the court may fine a student up to \$500.

## **C. Parking**

If you drive, you may park only in the area designated for students.

## ***D. Transportation***

The school does not provide transportation.

## ***E. Visitors***

Central High School is a closed campus school. If an emergency arises the student will sign out and, if need be, the party picking up the student will also sign the student out with information as required by the school. All students must and will be accounted for while on campus.

Parents, graduates, and other visitors are always welcome with advanced notice and approval of Central High School office. Exceptions to the advance notice and approval are made in the event of an emergency. No visitors are permitted in the classroom at any time. If visitors would like to visit the school, an appointment for a tour must be scheduled with the main office.

All visitors are required to report to the school office prior to their visit and may be escorted while in the building. All visitors must sign in upon arrival and sign out before leaving the building and must wear a visitor's pass while in the building. Visitors will need to have a valid picture ID or Driver's License upon signing in to the school.

Visitors must pre-arrange any meetings or visits with teachers or administration prior to entering the building. Visits should be limited to 1/2 hour unless other arrangements have been made for an extended period of time.

When parents are visiting, they are asked not to attempt a parent-teacher conference while students are in the classroom.

## ***F. Emergency Phone Calls***

Students may give the school's phone number to relatives for emergency purposes only. The main office will take a message and forward it to a student as soon as possible.

## ***G. School Closure Policy***

Should it be necessary to close Central High School due to weather or other unforeseen emergencies, information will be given over radio and television stations. Students and parents are asked not to call the school. Closures due to severe weather events will be in alignment with Bay County Schools' and Palm Bay Prep Academy's decision to open or close.

# **Safety**

## ***A. Fire Alarm***

When the fire bell rings, exit the building through the nearest exit in an orderly fashion according to instructions given by the attending staff. Instructions are also posted in all student areas.

## ***B. Reporting Injuries***

If a student is injured at Central High School, he/she must immediately report the injury to a teacher or administration. The main office will complete an injury report.

### ***C. Harassment***

Any form of harassment, intimidation, or bullying behavior whether in the classroom, on school property, to and from school, or at school-sponsored events, is strictly forbidden. Students who are determined to have engaged in such behavior are subject to disciplinary action which may include counseling, suspension or expulsion from school. The school's commitment to addressing harassing, intimidating, and bullying behavior, however, involves a multi-faceted approach, which includes education and the promotion of a school atmosphere in which this behavior will not be tolerated by students, faculty or school personnel.

If a student believes that he/she is a victim of harassment, he/she should speak with the Principal or Assistant Principal. He/She can call the anonymous hotline which is posted throughout the school or can also call the school's cell phone.

### ***D. Drug-Free School***

In accordance with Federal Law, Central High School prohibits the use, possession, concealment, or distribution of drugs by a student on school grounds, or in the school building. Drugs include alcoholic beverages, steroids, dangerous controlled substances as defined by State statute, or any substance that could be considered a "look alike." These substances may be legal or illegal but can be used as intoxicant, hallucinogen, mind-altering agent, or may be used for some other unsafe purpose. Examples include, but are not limited to, inhalants, over-the counter drugs, bath salts, and spice cannabinoid. Any student who violates this policy will be subject to disciplinary action, up to and including recommendation for expulsion from Central High School.

### ***E. Weapon-Free School***

Central High School is a Weapon-Free School. No student at any time, for any reason, shall knowingly possess, handle, transmit, or use any object, which can be reasonably considered a weapon in or on the property of Central High School or at any Central High School sponsored activity held away from school property. Pocket knives are considered a weapon. Any student who violates this policy will be subject to disciplinary action, up to and including recommendation for expulsion from Central High School.

### ***F. Gang Activity***

Students are prohibited from engaging in gang activities while at Central High School, on school property, to or from school, or at a school related function or event.

### ***G. Lost and Found***

Any personal items that have been left at Central High School will be taken to the Principal's office. If students find personal items that belong to others, they should turn the items into the teacher or Principal immediately. Central High School is not responsible for lost money, jewelry, cell phones, electronics, or other personal items.



## ***H. Backpacks, Desks, and Other Personal Storage Areas***

Desks and other storage areas provided to students for their use remain the property of Central High School. Students by State Statute have no expectation of privacy in any storage area assigned to them. No student shall lock or otherwise impede access to any storage area.

Backpacks, desks, and other personal storage areas may be searched at any time for any reason. The Principal may at any time, with reasonable suspicion, call upon the assistance of local or state law enforcement to conduct a search of backpacks, desks, and other personal storage areas, and the contents contained therein.

## ***I. Medication Administration***

If medication needs to be administered during school hours, parent/student must complete appropriate forms and have medication in original prescription bottle. Medication will be secured in a locked area and documentation will occur when the medicine is taken. However, students are permitted to possess and use a metered dose or dry powder Asthma Inhaler to alleviate or prevent asthmatic symptoms. In addition, students may carry and use an epinephrine auto injector to treat anaphylaxis (an intense allergic reaction). Identified Staff members will be trained to administer the epi-pen when necessary for students with health plans. Written approval must be obtained from the student's physician, with all Central High School required information listed as detailed in the Medication Administration Policy. If a student is a minor, a parent's approval must also be obtained.

## **Confidentiality of Records**

At Central High School we take student records and their confidentiality very seriously and have a policy of not disclosing any student records to anyone outside of the school except in strict accordance with state and federal law. Records of students are only released to another school upon request from that school or from a signed release by the parent/guardian or as otherwise required by law.

## **Student Directory Information**

It is the policy of Central High School not to release any personal information such as names, home address, and phone numbers or any directory information, as that term is defined by Florida and Federal law, to outside agencies or requesting parties without the direct written consent of the parent or guardian or as otherwise required by law, such as military recruiters, etc. Unless a parent/guardian or adult student permits the distribution of any personal information, the school will not release the information.

Directory Information consists of:

- Student's Name
- Student's Address
- Student's Telephone Number
- Student's Date of Birth
- Dates of Attendance
- Date of Graduation
- Scholarships Received
- Awards and Honors Received
- Participation in Officially Recognized Activities and Sports

## **Audio-Visual Information**

Central High School recognizes the value of audio-visual and other types of electronic communication in providing our students with an effective education. In communicating our school-related activities, opportunities exist to photograph and /or videotape students and their work in a variety of activities. However, individual student records (academic, behavioral) will not be disclosed. Communications may include Central High School newsletters, local newspapers, community access cable channel, school-sponsored web pages, marketing materials and other publications. Highlighting the achievements and celebrating student successes in our schools is an integral part of the reporting responsibility to the community.

However, we will respect your wish for privacy in this area. Please call the school if you have any questions or concerns. You may also notify the school in writing if you prefer that we do not use your student's name, picture and/or work product for presentations or other uses.

## **Release of Student Records**

Access to records will be in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974 as pertaining to release of records. In compliance with FERPA, parents have the right to inspect and/or request corrections to student records. Parents are required to submit their request to inspect student records in writing to the Principal to allow her to schedule a reasonable and appropriate time and date for the parent to present their case. Records will be provided for parental inspection only under the direct supervision of Principal or a designee. Central High School must comply with the parent's request for inspection within forty-five (45) days.

Parents have the right to a response to reasonable requests for explanations and interpretations of the records. Parents also have a right to obtain copies of the records or make other arrangements where circumstances would effectively prevent the parent or student from exercising the right to inspect.

Parents have the right to file a complaint with the Department of Education if they think Central High School is not complying with the federal laws or regulations regarding student records.

## **Non-Custodial Parent Records Access and Release**

Central High School will only give access to or release records to parents who have a legal right to the records of their child. If a parent has ever been to court for custody, those court documents must be on file with the school. Both custodial and non-custodial parents have equal access to the following unless there is a court order to the contrary:

- Cumulative file (including the Enrollment file, Academic file, Vocational file, Title One file, and Graduation file);
- Health records;
- Psychological records;
- Parent conferences and lab observations.

Only the custodial parent can have access to Due Process where the student is classified as being handicapped and only the custodial parent can make decisions about the student.

Students over the age of eighteen (18) may deny the disclosure of school records to parents or guardians.

A stepparent does not have access to the stepchild's records unless the stepparent has adopted the student, the natural parent has given power of attorney, or the natural parent shows the record to the stepparent.

## Child Find

Central High School is participating in an effort to assist the State of Florida in identifying, locating, and evaluating all children who may have disabilities that may be hindering their ability to receive FAPE (Free and Appropriate Public Education).

School districts across the state of Florida are also participating in this effort to identify disabilities such as hearing impairments, visual impairments, speech or language impairments, specific learning disabilities, emotional disturbances, multiple disabilities, cognitive impairments, physical impairments, autism, traumatic brain injury, and other health impairments.

We are committed to affording all students their right to a free and appropriate education, regardless of any disability a student may have. However, in order to accomplish this, we must know that a need is present.

## Parent's Right to Know Teacher Qualifications

Parents have the right to request the following regarding their student's teacher(s):

- Licensure and certification information
- Emergency or provisional status
- Educational background
- Qualifications of Instructional Aides (if applicable)

## Parent Involvement Policy

Central High School is intended to foster and enhance parent-involvement in the school. The goal of Central High School is to involve parents in their student's learning and to form an open line of communication between school and home. This will be accomplished through the following policies:

1. Information. Parents are informed about school activities and events through email, notes sent/mailed home, parent newsletters, parent/teacher conferences, and informal personal/telephone conferences.
2. Open Door Policy. Parents are invited to come to the school to observe the education of their student on any day with prior notification.
3. Volunteer Program. All parents are invited to volunteer in the school on any given day of the week with prior notification.

4. **Curriculum.** We provide a high quality curriculum to enable our students to meet high standards, and prepare for the state graduation exam. We share these results with parents and provide an explanation of the results with parents during the course of the school year.

## **Internet Safety**

The use of technology is a privilege and an important part of Central High School's overall curriculum. The school will, from time to time, make determinations on whether specific uses of technology are consistent with school policies for students and employees of the school. The school always reserves the right to monitor and log technology use, to monitor file server space utilization by users, and examine specific network usage (as may be deemed necessary) for maintenance, safety or security of the technology resources or the safety of the user.

The Internet Safety Policy provides full guidance of the rights, permissions and restrictions of school Internet use.

It is the policy of Central High School to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity and damage to school resources; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act (CIPA) [Publ. L. No. 106-554 and 47 USC 254(h)].

### **Access to Inappropriate Material**

To the extent practical, technology protection measures (or "Internet filters") are used to block or filter internet access to, or other forms of electronic communications containing, inappropriate information. Filtering, or blocking, is applied to visual depictions of material deemed obscene, child pornography, or to any material deemed harmful to minors, as defined by the Children's Internet Protection Act. The filter serves to block minors from accessing inappropriate matter on the internet and the World Wide Web.

The technology protection measures may be disabled only for bona fide research or other lawful purposes. Disabling technology protection shall only be performed by a staff member of Central High School or its designated representatives.

Additionally, it shall be the responsibility of all members of the staff to supervise and monitor usage of the online computer network and access to the internet and ensure that the same is in accordance with this policy. To the extent reasonable, steps are taken to promote the safety and security of users of the School's online computer network. Other inappropriate network usage that the School intends to eliminate includes:

- Unauthorized access, including so-called 'hacking', and other unlawful activities; and
- Unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

By signing the Parent/Student Contract Page at the end of this Handbook, the parent and student agree to abide by all rules in the Internet Safety policy.

As noted on Central High School application, the student and parent/guardian acknowledged and agreed to abide

# Florida Statute -- 322.091 Attendance Requirements

- (1) ELIGIBILITY REQUIREMENTS FOR DRIVING PRIVILEGES.—A minor is not eligible for driving privileges unless that minor:
- (a) Is enrolled in a public school, nonpublic school, or home education program and satisfies relevant attendance requirements;
  - (b) Has received a high school diploma, a high school equivalency diploma, a special diploma, or a certificate of high school completion;
  - (c) Is enrolled in a study course in preparation for the high school equivalency examination and satisfies relevant attendance requirements;
  - (d) Is enrolled in other educational activities approved by the district school board and satisfies relevant attendance requirements;
  - (e) Has been issued a certificate of exemption according to s. 1003.21(3); or
  - (f) Has received a hardship waiver under this section.

The department may not issue a driver license or learner's driver license to, or shall suspend the driver license or learner's driver license of, any minor concerning whom the department receives notification of noncompliance with the requirements of this section.

(2) NOTIFICATION OF INTENT TO SUSPEND; SUSPENSION; RECORD OF NONCOMPLIANCE.—

- (a) The department shall notify each minor for whom the department has received notification of noncompliance with the requirements of this section as provided in s. 1003.27, and the minor's parent or guardian, of the department's intent to suspend the minor's driving privileges.
- (b) The minor, or the parent or guardian of the minor, has 15 calendar days after the date of receipt of this notice to provide proof of compliance with the requirements of this section as provided in subsection (4) or to request a hardship waiver hearing under subsection (3).
- (c) Twenty days after the date of issuance of this notice, the department shall suspend the minor's operator's license or learner's driver license or record the legal name, sex, date of birth, and social security number of each minor who does not possess a driver license or learner's driver license, unless the minor has provided the department with verification of compliance with the requirements of subsection (1) or the appropriate school official has provided the department with verification of a request for a waiver hearing.
- (d) Upon notification of the outcome of a hardship waiver hearing, the department shall suspend the driver license or learner's driver license of a minor who was denied a hardship waiver, or record the legal name, sex, date of birth, and social security number of a minor who does not possess a driver license or learner's driver license and who was denied a hardship waiver.
- (e) The department may not issue a driver license or learner's driver license to any minor for whom it has a record of noncompliance with the requirements of subsection (1) unless the minor submits verification of compliance pursuant to subsection (4).

(3) **HARDSHIP WAIVER AND APPEAL.**—

(a) A minor, or the parent or guardian of a minor, has 15 calendar days after the date of receipt of the notice of intent to suspend to request a hardship waiver hearing before the public school principal, the principal's designee, or the designee of the governing body of a private school for the purpose of reviewing the pending suspension of driving privileges. The school official receiving the request shall notify the department of the request for a waiver hearing within 24 hours after receiving the request. Public school officials shall also notify the district school board of the request for a waiver hearing. The hearing must be conducted within 30 calendar days after the public school principal, the principal's designee, or the designee of the governing body of a private school receives the request.

(b) The public school principal, the principal's designee, or the designee of the governing body of a private school shall waive the requirements of subsection (1) for any minor under the school's jurisdiction for whom a personal or family hardship requires that the minor have a driver license for his or her own, or his or her family's, employment or medical care. The minor or the minor's parent or guardian may present other evidence that indicates compliance with the requirements of subsection (1) at the waiver hearing. The public school principal, the principal's designee, or the designee of the governing body of a private school shall consider the recommendations of teachers, other school officials, certified school counselors, or academic advisers before waiving the requirements of subsection (1).

(c) The public school principal, the principal's designee, or the designee of the governing body of a private school shall notify the department of the outcome of a minor's hardship waiver hearing within 24 hours after conducting the hearing. Public school officials shall also notify the district school board of the outcome of the hearing.

(d) Any person denied a hardship waiver by a public school principal, the principal's designee, or the designee of the governing body of a private school may appeal the decision to the district school board or the governing body of the private school. The district school board or the governing body of the private school shall notify the department if the hardship waiver is subsequently granted.

(4) **VERIFICATION OF COMPLIANCE AND REINSTATEMENT.**—A district school board shall provide a minor with written verification that he or she is in compliance with the requirements of subsection (1) if the district determines that he or she has been in compliance for 30 days prior to the request for verification of compliance. Upon receiving written verification that the minor is again in compliance with the requirements of subsection (1), the department shall reinstate the minor's driving privilege. Thereafter, if the school district determines that the minor is not in compliance with the requirements of subsection (1), the department shall suspend the minor's driving privilege until the minor is 18 years of age or otherwise satisfies the requirements of subsection (1), whichever occurs first.

(5) **REPORTING AND ACCOUNTABILITY.**—The department shall report quarterly to each school district the legal name, sex, date of birth, and social security number of each student whose driving privileges have been suspended under this section.

**History.**—s. 16, ch. 97-234; s. 968, ch. 2002-387; s. 1, ch. 2013-89; s. 1, ch. 2014-20

# Central High School Student/Parent Contract 2016-2017

Student's Name: \_\_\_\_\_

Parent/Guardian's Name: \_\_\_\_\_

(If student is under 18 years old)

I/We have read and understood all of the information contained in the Parent/Student Handbook. I/We agree to abide by and support the school's rules and regulations, **INCLUDING THE CODE OF CONDUCT AND ALL OTHER POLICIES**, as outlined in the Parent/Student Handbook.

Although this Parent/Student Handbook reflects the current policies of Central High School, it may be necessary to make changes from time to time to best serve the needs of the school and its students.

\_\_\_\_\_  
Student Signature Date

\_\_\_\_\_  
Parent Signature (if student is under 18 years old) Date

This agreement will be placed into the student's file.

**\*\*\*Not returning this signed agreement will be cause for immediate student dismissal.**