

# CLAY HIGH SCHOOL



**STUDENT HANDBOOK 2017-2018**

# PRINCIPAL'S MESSAGE

The policies and procedures contained in this handbook are the results of a concerted effort on the part of the faculty and the administration. This information has been carefully prepared and presented so that it will be of great value in helping you to adjust to our school and to become an integral part of it.

The ultimate purpose of education is to help each student become an effective citizen in a democracy. To develop and accept the responsibilities and obligations of good citizenship will help us to participate successfully in the world of tomorrow. We hope that you will participate in our activities and find those things within our school, which will prepare you to live a better life and take your place in this complex society. Remember that your success in this school will be directly proportional to your efforts.

It is my sincere hope that this handbook will help you understand and maximize your education at Clay High School. We are proud of our school, faculty, and students. As you find your place, and make your mark, my hope is that you build memories that will last a lifetime. Take every opportunity to make yourself and Clay High School better. Let's all have the spirit and drive to always do things to make Clay High School the best.

Sincerely,

*W. Cary Dicks*

W. Cary Dicks  
Principal

<b>TABLE OF CONTENTS</b>	<b>PAGE</b>
PRINCIPAL'S MESSAGE	1
CLAY HIGH SCHOOL'S MISSION STATEMENT	4
CLAY HIGH SCHOOL'S ALMA MATER	4
WHAT IS A "BLUE DEVIL"	4
CLAY HIGH SCHOOL'S PHILOSOPHY AND GOALS	5
INFORMATION DIRECTORY	6
OFFICE DIRECTORY	7
CURRICULUM INFORMATION	8
EXAM SCHEDULES (FIRST AND SECOND SEMESTER)	8
INTERIM REPORTS	8
REPORT CARDS	8
MAKE-UP WORK	9
PHYSICAL EDUCATION	9
SUMMER SCHOOL	10
TEXTBOOKS	10
ATTENDANCE INFORMATION	10
ATTENDANCE POLICY	11
CATEGORIES OF ABSENCES	13
EARLY DISMISSAL	13
PROCEDURES FOR STUDENT ABSENCES	14
TARDY TO SCHOOL/CLASS	14
WITHDRAWAL/TRANSFER PROCEDURES	15
SCHOOL SERVICES	15
CLINIC	15
INFECTIOUS DISEASE CONTROL PROCEDURES	16
FIRE AND TORNADO DRILLS	16
LOCKER AND FEES	16
LOST AND FOUND	17
LUNCH PROGRAM	17
MEDIA CENTER	17
STUDENT INSURANCE	18
VIDEOTAPING OF STUDENTS	18
GUIDANCE SERVICES	19
GUIDANCE INFORMATION	19
CONFERENCES	19
TRANSCRIPTS	20
SCHEDULE CHANGES	20
GRADING SYSTEM	20
GRADE POINT AVERAGE (GPA)	21
FORGIVENESS POLICY	21
HONOR ROLL	21

DUAL ENROLLMENT	22
COLLEGE ENTRANCE TESTS	22
STUDENT RULES AND REGULATIONS	22
REFERRALS	23
ASSAULT AND/OR FIGHTING	23
BUS RULES FOR SAFETY	23
AUTOMOBILE PARKING LOT RULES AND REGULATIONS	23
PARKING PERMITS (DECALS)	24
BUYING AND SELLING	25
CAFETORIUM	25
CHEATING	26
DESTRUCTION OF SCHOOL/PRIVATE PROPERTY	26
DISRESPECT AND /OR INSUBORDINATION	26
DISRUPTION	26
DRESS CODE	26
DRUG AND ALCOHOL	28
FIRE ALARM SYSTEM	29
GAMBLING	29
HALL PASSES	29
LEAVING SCHOOL BEFORE END OF DAY/EARLY DISMISSAL	29
WIRELESS COMMUNICATION DEVICES	29
PHYSICAL CONTACT	29
PROFANITY	29
ELECTRONIC DEVICES	30
USE OF SCHOOL COMPUTERS	31
CAMERAS	31
SEARCH AND SEIZURE	31
SMOKING OR USE OF TOBACCO	31
HARASSMENT	32
STEALING	32
CAMPUS VISITORS	32
WEAPONS	32
DISCIPLINE PROCEDURES	33
PROGRESSION OF DISCIPLINARY PLAN	34
SKIPPING	35
SCHOOL FUNCTIONS	35
CLUBS, ORGANIZATIONS, AND ACTIVITIES	36
GRAD BASH	36
CHECK POLICY	36
FLORIDA ACTIVITIES ACCOCIATION ELIGIBILITY	36
ATHLETIC INFORMATION	36
TERMS AND CONDITIONS FOR USE OF INTERNET	38
SCHOOL DISTRICT CALENDAR	43
PARENT SIGNATURE PAGE	44

# CLAY HIGH SCHOOL'S MISSION STATEMENT

Clay High School's mission is to provide a quality education and motivate students to develop and excel in academics, technology, and social interaction in a caring, safe environment that fosters responsible citizens.

## CLAY HIGH SCHOOL ALMA MATER

'Neath the Lordly Oaks of Green Cove  
Restful to Our View  
Stands Our Dear Old Alma Mater  
Basking 'Neath the Blue  
Glory, Laud, and Honor Ever;  
This We Give to Thee  
Ever to Thy Halls Returning  
To Dear Old Clay High

## WHAT IS A "BLUE DEVIL"?

In World War I the Chasseurs Alpines or "Blue Devils" were well known French soldiers. They first gained attention when their unique training and alpine knowledge was counted upon to break the stalemate of the trench warfare in their native region of the French Alps.

Unfortunately, the Vosges Campaign in March 1915 failed to alter the status quo even through the Blue Devils won accolades for their courage. However, their distinctive blue uniforms with flowing cape and jaunty beret captured public imagination.

When the United States entered the war, units of the French Blue Devils toured the country helping raise money in the war effort. Irving Berlin captured their spirit in song describing them as "strong and active, most attractive...those Devils, the Blue Devils of France.

## CLAY HIGH SCHOOL'S PHILOSOPHY AND GOALS

Clay High School's philosophy encompasses several core factors, all-revolving around the primary responsibility of meeting the critical needs of the student. Providing and sustain this educational development cannot be accomplished in isolation; the physical, emotional, academic, and social progress of each student must be the concern of both administrators and teachers. Every instructional program should be geared towards the student's needs; one that strives to develop the student's full potential, including his maturing sense of social and civic responsibility, and attitude of self-worth, a posture of self-discipline, and a positive, meaningful commitment to the school community.

Through a wide range of curricular and extracurricular experiences, the school program seeks to foster the development of the unique individual, one who contributes to the maintenance of a long and honored school tradition by expressing a creative individuality. Each student is offered a challenge – to become a person who accepts personal responsibility for learning, which will culminate in personal fulfillment and meaningful human relationships.

To this end, providing the best educational experiences with the resources available, we commit our school program to the following goals:

- To prepare the student to function successfully with his or her choice of community.
- To assist the student in finding a responsible role in society.
- To engage the student actively in the learning process.
- To encourage the student to think for himself or herself.
- To provide an observable model in all areas of learning.
- To design curricular subject matter, which allows for individual needs.
- To recognize problems of health and handicap when they occur.
- To involve parent and community in the implementation of the school's objectives.
- To maintain an atmosphere free of bias and social generalization.
- To measure educational goals in terms of positive behavioral changes in the student.
- To coordinate programs within and among academic departments, between administration and faculty, and among schools within the county district.
- To recognize and encourage the dynamic relationships and balances among the arts, the physical sciences, the behavioral sciences, the social sciences, and the vocational sciences.

## INFORMATION DIRECTORY

Activity Schedule	Mr. Lewis
Address Changes (Students)	Mrs. Heath
Athletics	Mr. Stilianou
Attendance Concerns	Mr. Lewis
Building & Maintenance	Mrs. Lanier
Bus Concerns/Daily Transportation/Bus Passes	Mrs. Justus
Compass	Guidance
Clinic	Mrs. Bulger/Mrs. Natalie
Conferences, Teacher/Parent	Mrs. Heath
Curriculum	Mrs. Garcia
Discipline/Suspensions	Mr. Lewis Mrs. Garcia Mr. Freeman
ESE Information & Paperwork	Mrs. Davidson
Reduced/Free Lunch Applications	Mrs. Heath/Mrs. Green
Interim Reports	Guidance
Late Arrivals/Early Dismissals	Mrs. Justus
Lock & Lockers	Mrs. Green
Lost & Found	Clinic
Media Center	Mrs. Nay
Parking Registration/Stickers	Mr. Lewis/Mrs. Green
Report Cards	Mrs. Garcia/Guidance
Schedules	Guidance
School Pictures	Ms. Davis
Student Insurance	Mr. Freeman
Student Registration/Withdrawal/Transcripts	Mrs. Heath
Test Schedules/Testing	Guidance
Textbooks	Mr. Freeman

## OFFICE DIRECTORY

<b>PRINCIPAL</b>	<b>Mr. W. Cary Dicks 904-336-7183</b>
Principal's Secretary	Mrs. Cheryle Lee 904-336-7184
<b>VICE PRINCIPAL</b>	<b>Mr. Matthew L. Lewis 904-336-7185</b>
<b>ASSISTANT PRINCIPAL</b>	<b>Mrs. Linda M. Garcia 904-336-7186</b>
<b>ASSISTANT PRINCIPAL</b>	<b>Mr. Josh Freeman 904-336-7187</b>
Counselor – Department Head Last Names A - F	Mrs. Cheryl Nix 904-336-7197
Counselor - Last Names G - M	Mr. Frank Dunn 904-336-7198
Counselor – Last Names N – Z	Mrs. April Senters 904-336-7196
Guidance Secretary	Mrs. Tracey Heath 904-336-7201
Athletic Director	Mr. Jay Stilianou 904-336-7192
Bookkeeper	Mrs. Jennifer Weseman 904-336-7190
Cafeteria Manager	Mrs. Brenda Michael 904-336-7286
Clinic	Mrs. Lisa Bulger 904-336-7202
ESE Secretary	Mrs. Melissa Davidson 904-336-7199
Media Specialist	Mrs. Amanda Nay
NROTC	LT Berley Rodabaugh
NROTC	Master Chief Chris Green
Receptionist	Mrs. Renee Justus 904-336-1775
Youth Resource Officer	Mr. Tom Dunlap



## CURRICULUM INFORMATION

First Semester Exam December 13, 14, 15, 2017
Second Semester Exam June 4, 5, 6, 2018
Graduation June 1, 2018 @ 8:00 pm

## INTERIM REPORTS

Interim Reports will be available to view through the Parent Portal Account, [www.focus/oneclay.net](http://www.focus/oneclay.net) on these dates:

## REPORT CARDS

Report Cards will be available to view through the Parent Portal Account, [www.focus/oneclay.net](http://www.focus/oneclay.net) on these dates:

Friday, October 13, 2017	Wednesday, January 10, 2018
Friday, March 23, 2018	Thursday, June 20, 2018

**PLEASE NOTE:** Final Report cards for students that owe a fine (books, fees, etc.) will not be posted until the fine has been paid.

**STUDENTS ARE RESPONSIBLE FOR KEEPING THEIR CURRENT MAILING AND STREET ADDRESS ON FILE WITH THE GUIDANCE OFFICE. THE STUDENT'S LEGAL NAME MUST ALSO BE ON FILE.**

## MAKE-UP WORK

Students may make up work missed due to excused absences. **If the absence was unexcused (out of school suspensions are considered unexcused), the teacher may decide whether or not to count the make-up work,** (Note: Tests, exams, or “major” projects assigned prior to unexcused absences shall be accepted for credit. Se DI-87032.)

For excused absences from school/class, students will be given a reasonable length of time to make-up work (equal to the number of days absent.) Students are responsible for contacting teachers when they have missed exams or class work. Methods for taking make-up exams are left to the teacher’s discretion. **Parents may request assignments for students who will be absent more than three days by contacting each teacher of the student directly.** During Out-of-School suspension, the student is placed in the custody of his/her parent or legal guardian and the absence is considered unexcused. The school is required to provide homework assignments to the student to be completed by the student. **Teachers shall determine to accept and grade the daily work or to give a “0” for the day’s work.** All students are allowed to make up weekly tests or semester exams arranged by the school and parent. In addition, special projects are allowed to be turned in on time (by parent) when due as stated by teacher. All work missed due to pre-excused absences from school must be completed upon return. A pre-excused absence must be requested in writing (to the administration) one week, **5 school days prior to absence.**

## PHYSICAL EDUCATION

1. All students assigned to physical education classes in grades 9-12 are **required to dress out.** Students are to wear the official Clay High School uniform for physical education. Uniforms will be sold the first three days of each semester at an estimated cost of \$20.00. The uniform may be used for any physical education class a student has during their Clay High career. Shorts will be worn in accordance with school dress code at waist. Students who fail to dress out for physical education will have points deducted from their daily grade. Lockers are rented for \$3.00 a semester.
2. Students are requested to leave all personal belongings and textbooks in their locker before coming to physical education classes. The school will not be responsible for lost or stolen articles.
3. If a student cannot participate in physical education, he/she must bring a note from a parent and /or doctor to Nurse Bulger before school. The note must describe the illness/injury, physical activity, which is not permitted, and the days the student is unable to participate. Upon receiving the parent’s/doctor’s note, a temporary physical education exemption form will be issued. Exemptions based on parent request will be excused from one (1)

to three (3) days. Exemptions for more than three (3) days require a note from the physician treating the illness/injury. Permanent or extended physical education exemptions are handled in the **guidance office**.

4. Physical education exemptions only excuse students from physical participation. Students are to continue assignments given by their physical education teacher.

## **SUMMER SCHOOL**

Summer school is available to students who failed to acquire credits or the required grade point average during the regular school term. Course offerings vary each summer. Transportation is not provided by the school district during summer school. Strict attendance and student conduct policies are adhered to during summer school. There is a fee for attending summer school. \$75.00

## **TEXTBOOKS**

1. At the beginning of the year, students are issued the textbooks that they will need for their particular courses.
2. All textbooks used at Clay High School are normally those that are state-adopted. Textbooks are the property of the State of Florida, not the student, and therefore must be accounted for by each student, teacher, principal, and the county superintendent. Any textbook that is damaged, lost or stolen must be paid for by the student to whom the book has been issued.
3. Money for lost or damaged textbooks must be paid before a new book can be issued. In the event a lost textbook is found, the student's money will be refunded.
4. Textbooks will be covered. Teachers have been instructed to enforce the covering of all textbooks.

## **ATTENDANCE INFORMATION**

Research shows that the single greatest factor contributing to student achievement is school attendance. The School District of Clay County takes pride in offering quality education to all students, and believes that regular school attendance is a very important part of educational success. Although missed school assignments can be made up, missed instruction cannot.

Florida Law requires all children between the ages of 6 and 18 to attend school regularly. Students between the ages of 16 and 18 (with certain exemptions outlined in F.S. 1003.21) are exempt only if the parent has signed **Intent to Withdraw Form**. We encourage you to monitor your child's attendance on the parent portal, and contact us with any questions or concerns. School attendance can be followed by checking a student's interim reports/or report cards on the parent portal or when in doubt, a parent/guardian can always call the school to

check on present or past attendance. If excused absences become excessive, medical documentation may be required by the principal to excuse further absences. If your child has a chronic medical condition that may lead to his/her absence from school on a regular basis, a doctor's statement is required.

Students with 5 or more unexcused absences in a month or 10 unexcused absences in 90 calendar days must be referred to the school's Attendance Team, and the school will attempt to set up a meeting with the parent or guardian to try to resolve the attendance problem. When a parent or guardian does not participate in activities requested by the school to improve school attendance, legal action may result in the filing of a Truancy Petition with the court or referral to the State Attorney's Office (F.S. 1003.24).

Additionally, students beginning at age 14 may lose their future or current driving privileges for excessive unexcused absences. Students who are habitually truant will have their driving privilege taken away until they attend school for 30 days without unexcused absences. To be habitually truant means that a student has 15 unexcused absences within 90 calendar days. (F.S. 1003.27).

Learnfare (formerly known as AFDC) requires children of cash assistance recipients to attend school regularly or they risk cash assistance reduced.

The following policies regarding attendance are in effect county-wide.

- Schools will contract a parent or guardian, wherever possible, to notify them of an absence.
- Following an absence, a note must be received from the parent or guardian no later than the 3<sup>rd</sup> day following return to school. Notes will not be accepted after the 3<sup>rd</sup> day and the absences will be considered unexcused.
- It is at the discretion of the principal whether absences for family emergencies or extended absences are considered excused or unexcused.
- Tardies are handled and dealt with individually at each school, but are taken into account when and if legal action is pursued.

### ATTENDANCE POLICY

Regular school attendance is required between the ages of six (6) and sixteen (16) (with certain exceptions outlined in **Florida Statutes, Chapter 232**) and is the responsibility of the parent (F.S.23.19(7)(a)(l) parent or legal guardian who refuses or fails to have a child who is under his or her control attend school regularly. Or who refuses or fails to comply with the requirements in subsection (3), commits a misdemeanor of the second degree, punishable as provided in s.775.082 or s.775.083. (F.S. 232.19(2)). Schools are required to report students age 14 and older with excessive unexcused absences to the Department of Highway Safety and Motor Vehicles. These students will be ineligible for driving privileges. Students have the responsibility to take advantage of their educational opportunity by attending all classes daily and on time. Parents have the responsibility to provide

the school with an adequate explanation and appropriate documentation indicating the reason(s) for absences.

Since a strong assumption can be made that a student with excessive absences is in a high risk category for failure, the following guidelines and procedures will apply. If a student is absent for more than thirty (30) days during the school year, 15 days for semester courses, 8 days for individual grading period, then he/she must demonstrate mastery of the student performance standards in order to be eligible to earn credit. Students must also meet all other requirements to earn credit, such as teacher tests, passing average in course, etc. A passing grade on a semester exam for a semester course or passing average on the two semester exams for a year course may be used as a determination of mastery of student performance standards.

Excused absences are religious instruction/holiday, sickness, injury, or other insurmountable conditions, or absence due to participation in an academic class or program. Students who have excused absences must be allowed to make up missed work. Students who are absent on the day that a paper, project, test, or other major assignment is due, with an excused absence, will be allowed to turn in the assignment or take the test/examination without academic penalty. Work assigned prior to the absence will be due immediately upon return. Work assigned during the absence will be due in the amount of time equal to the number of days absent. For unexcused absences, work assigned or tests that cover instruction prior to the unexcused absence must be taken and graded for credit. Work assigned and due during the time of an unexcused absence may be accepted for credit at the discretion of the teacher. In all cases the student is responsible for arranging with the teacher the turning-in or making-up work.

A notice will be issued by the teacher upon the 5<sup>th</sup> absence to inform parents that the student is approaching the maximum number of absences. Teachers will immediately notify the assistant principals' office upon the 8<sup>th</sup> absence. Students are not to be counted absent due to in-school suspension or participating in school-sponsored activities.

Parents may appeal grades affected by poor attendance ruling through a review committee appointed by the principal with representation from the administration, the instructional staff, and guidance which will review each such case individually and will make recommendations to the principal for the disposition of the case. Verification of extended or frequent illness will be necessary; i.e., physician's statement. Students who need to appeal their grades must complete this form, which is available in the assistant principal's office. This form must be completed within five days after report cards are issued except for the last nine weeks.

### CATEGORIES OF ABSENCE

1. **EXCUSED ABSENCES** – Excused absences are: religious instruction/holiday, sickness, injury, or other insurmountable conditions, or absence due to participation in an academic class or program. The principal will determine what constitutes an insurmountable condition. (Reference: **Florida Statutes 232.09 and Clay County Pupil Progression Plan**)
2. **PRE-EXCUSED ABSENCES** – Such absences are the direct responsibility of the principal who shall determine the merit of each individual case. Permitted absences are to be approved by the principal one (1) week prior to the absence.
3. **UNEXCUSED ABSENCES** – All absences other than excused and approved pre-excused absences shall be considered unexcused.
4. Excessive absences will result in loss of privilege to school special events such as Homecoming events; Prom, Grad Nite, etc may result in loss of driving privileges.

### ALL AFTER SCHOOL ACTIVITIES

1. **ATTENDANCE** – Students absent more than one-half day the day of a school activity shall not be allowed to participate during the same day without prior approval from the principal. (10:30a.m. is considered middle of the day.)

### EARLY DISMISSAL

For a student to leave school early, the student (**upon arrival at school**) is to report to the attendance office with a note from his/her parent/guardian requesting early dismissal. Requests may not be approved after 7:20 a.m.

Request must have the following information:

1. **Name of student to be dismissed**
2. **Reason for early dismissal**
3. **Date and time of dismissal**
4. **Parent's home and work number (phone number where parent can be reached)**
5. **Parent signature**

At the time of the student's early dismissal, the student reports to the attendance office and signs out of school. When the student returns to school he/she presents the Early Dismissal Slip to the teacher for admittance to all classes missed. Early dismissal request cannot be made by phone to ensure the security and safety of students.

**EXAMS** – During semester exams students are not to be dismissed until the bell rings at the end of the exam period.

**Note: All appointments should be made after school hours to eliminate the need for early dismissal. Early dismissal will be written unexcused but changed to excused when the student brings a note from the office/agency visited confirming the appointment and the time of the appointment.**

### **PROCEDURES FOR STUDENT ABSENCES**

1. A written note from parents, guardian, and/or doctor explaining the absence is to be brought to the school the day of the student's return. Students will drop off the note at the front desk (Mrs. Justus); it will be posted on the computer excused or unexcused. No readmit will be written.
2. Notes are to contain the following information:
  - **Date Written**
  - **Dates of absences**
  - **Reason for absences**
  - **Home or work phone number of parent/guardian** (where parent can be reached)
  - **Parent's signature**
3. These notes are to be brought to the front desk in the front office.
  - **NOTE:** Bus students must drop off their note as soon as they get off the bus.
4. An effort by an assistant principal to contact the parents regarding a questionable absence will be made within 2 days.
5. **A doctor's note is required to excuse an absence or excessive tardies for students who have missed more than 20 days.**
6. Verbal excuses are not accepted.
7. All absences will remain unexcused if a written note has not been received within **3 days** of returning to school.

### **TARDY TO SCHOOL/TARDY TO CLASS PROCEDURES**

- All unexcused arrivals to any class will receive a "Tardy" from your teacher.
- If a student's tardy is unexcused and more than 10 minutes late to any class it will be deemed "skipping".
- All students who arrive to school after 7:20 am must report to the front office to be checked in. If the tardy is unexcused, then the attendance secretary will place a "tardy" on your attendance and give you a pass to class. For a tardy to be excused, a parent must write a note or accompany you to the front desk.

**No matter what the time, all late arrivals must come to the front desk for check in.**

## TARDY CONSEQUENCES

- 5th total tardy - tardy referral and 1 (1 hour detention)
- 6th total tardy - tardy referral and 2 (1 hour detentions)
- 7th total tardy - tardy referaal and 1 (2 hour Monday School)
- 8th total tardy - tardy referral and 1 (3 hour after school work detail)
- 9th total tardy - tardy referral and 2 (3 hour after school work details)
- 10th total tardy - tardy referral and 1 (3 hour Saturday School)
- 11th total tardy - insubordination referral 1 (1 day ISS)
- 12th total tardy - insubordination referral 1 (2 days of ISS)
- 13th total tardy - insubordination referral 1 (3 days of ISS)
- 14th total tardy - insubordination referral 1 (4 days of ISS)
- 15th total tardy - insubordination referral 1 (5 days ISS)
- 16th total tardy - insubordination referral (behavioral contract and progression plan implemented)

## WITHDRAWAL/TRANSFER PROCEDURES

To withdraw or transfer from Clay High School the student must bring a written parental consent to the guidance office. Parents wishing to come in and speak with the counselor regarding withdrawal/transfer are welcome.

## SCHOOL SERVICES

### CLINIC

- **CLINIC PASS:** The clinic is available to students who become ill at school, who receive an injury while at school, or who must take prescribed medication. **Students will not be allowed in the clinic without a clinic pass from his/her teacher.** Students will be returned to class after a maximum of ten (10) minutes unless it is necessary to send them home.
- **EMERGENCY CARD/INFORMATION:** Any student with a health problem should have a letter on file from the student's physician stating the problem. The EMERGENCY INFORMATION CARD must be returned to the clinic so the student may receive proper care. It is very important that students with chronic medical problems have information on file with the school nurse. **Emergency phone numbers are also needed.** If any information changes (health or phone number, etc), please contact the school clinic at 904-336-7202



- **HEALTH DEPARTMENT NURSE:** A nurse from the Clay County Health Department is assigned to the school for scheduled contact. Consult your school nurse for date and times of her visits.
- **MEDICATION:** Students are not allowed to carry prescription or non-prescription medications on their person with the exception of emergency medications (i.e., epi-pen and asthma inhalants) **MIS form 12470** must be completed and returned to the school before the student is allowed to carry their emergency medication. All medications, including emergency medications, must be registered with the school nurse. Parents will be responsible for delivery and retrieval of medications to the school nurse. Medications cannot be transported via the school bus system except under unusual circumstances and must be pre-approved by the school. Parents must contact the school and inform the nurse of the date the child will be transporting the medication and the number of doses being transported. **The clinic does not provide medication of any kind, INCLUDING ASPIRIN.** Herbal medications/preparations must be accompanied by a physician's written and signed order. NOTE: medications should be picked up from the clinic by the last school day for students. Medication not picked up will be discarded.

### **INFECTIOUS DISEASE CONTROL PROCEDURES**

In order to safeguard the school community from the spread of certain communicable diseases, the Clay County School District follows the recommendations provided by the Florida Department of Health and the Clay County Health Department.

### **FIRE AND TORNADO DRILLS**

Several times during the year there will be fire and/or tornado drills. Students are to follow the instructions of their teachers. **NO TALKING**, walk in a single file. **DO NOT RUN**. There is an evacuation route posted in each classroom.

### **LOCKERS AND FEES**

Lockers are available to rent in the AP office. Rental fee \$5.00

- **ONLY LOCKS ISSUED BY THE SCHOOL ARE TO BE PUT ON SCHOOL LOCKERS. ALL UNAUTHORIZED LOCKS WILL BE REMOVED WITHOUT WARNING.**
- Students are not allowed to share lockers and should not give their lock combination to anyone.
- If it becomes necessary for a student to rent another lock during the school year because the lock is missing, the student must pay \$5.00 for the missing lock. Lockers should not be slammed, kicked, marked, scratched, or have any materials posted on them.
- The school is not responsible for property left in the lockers.

### LOST AND FOUND

The school assumes no responsibility for lost articles, including textbooks. When a student loses an article, an inquiry should be made in the Clinic where all found articles (except textbooks) would be returned. Found textbooks should be returned to the guidance office. Items not claimed by the end of the semester or after summer school will be donated to charity. Students should avoid bringing large sums of money or other valuables to school.

### LUNCH PROGRAM

Applications for free and reduced lunches are available in the assistant principal's office. Clay High School's cafeteria is computerized. Each student is assigned his or her own unique account number. It is necessary to use this number when making a purchase in the cafeteria. Students may pay cash for their purchases or prepay into an account. Cafeteria personnel will be available from 7:00 – 7:15 each morning to accommodate students wishing to prepay or arrange for free/reduced lunch program. Cost of lunch is \$2.10.

PLEASE NOTE: STUDENTS WHO WISH TO PREPAY TO AN ACCOUNT MUST DO SO BEFORE SCHOOL. PREPAYS CANNOT BE ACCEPTED DURING LUNCH.

### MEDIA CENTER

The media center opens each morning at 7:00 a.m. and closes at 2:30 p.m. Extended hours can be arranged upon request. The media center is staffed by two media specialist. All students are allowed to check out a total of four (4) books at a time for a period of ten (10) school days unless a book is marked as **restricted**. Students will pay for lost or damaged books; students may do community service in lieu of payment. Each student is required to sign in and out of the media center and present his/her pass when visiting on an individual basis.

### CIRCULATION POLICY

**Students:** Students are encouraged to check out books. Students in grades 9-12 may check out four (4) books at a time for a period of ten (10) school days. However, some books are restricted to one (1) day and some to one (1) week. Some reference materials may be checked out for overnight use.

### LOST AND OVERDUE LIBRARY BOOK PROCEDURES

Students are reminded periodically throughout the year to return their overdue library books. Fines accumulate at a rate of .05 per day until the maximum of \$1.00 is reached. If the book is returned BEFORE the 1.00 is reached, the fine is waved and the student does not have to pay the fine. If the book is overdue 20 days or longer, the \$1.00 fine will be assessed and the student will need to pay that fine before he or she can continue to check out books. If a student's book is lost or damaged, the student will be asked to pay for the book or for the damages to the

book. If the student does not return or pay for a book by the end of the school year, the following procedures will apply.

At the end of the year, the student's report card will be held and the parents will be asked to come to the front office to pick up their child's report card. At that time, the student will be given the choices of:

1. Returning the book
2. Paying for the book
3. Or completing community service at school during the summer as payment, at the discretion of the administration.

In addition, as a Senior, if the student does not return or pay for a lost book, he or she will not be allowed to walk at Graduation.

### **STUDENT INSURANCE**

Insurance is made available through the school for students. You may choose school day coverage or 24-hour coverage. Information concerning insurance will be sent home with students at the first of each school year. Claim forms are available from the assistant principal's office. It is the responsibility of the parent to file the insurance claims.

Football insurance is available to students participating in football. This insurance covers football practice as well as games. Football insurance covers **only** activity related to football. It provides no coverage for normal school day activities.

### **VIDEOTAPING OF STUDENTS**

Taking photographs or videos by any means whatsoever on school property or while on school transportation is prohibited. The only exceptions to this prohibition are: 1) Taking photos for reproduction in a school publication. 2) Taking photos during a school sponsored social event, sporting event, awards ceremony, or other school sponsored activity or function at which photography is allowed and the photographs are images of activities which are reasonable considered to be part of the activity or event. 3) Taking photographs with the permission of the school administration. Publication on any internet site of photographs, videos or images taken in violation of the prohibitions listed above is strictly prohibited will be deemed disruptive to the order of the school and will be sufficient reason to impose disciplinary measures which may include, but not be limited to, in-school suspension, out of school suspension, and recommendation for expulsion. Please do not bring cameras to school unless you have prior approval.

**Many Clay County Students have the opportunity of being videotaped or photographed at school or school activities. Some of these tapes or photographs may eventually air on Clay County School Board Channel 29 (an educational access channel), be utilized at local, state, or national conferences or the school's internet web page. Outstanding work of students may also be displayed in the community, on the web page or incorporated into videotape. If you have objection to your student's work being used for**

any of the above purposes, you must notify the school in writing within 40 hours of your receipt of this information.

## **GUIDANCE SERVICES**

The guidance office provides help and information about:

- Personal Problems
- Career information, Tech Prep Program, and up to date computer software.
- School, work, and study habits
- Post Secondary plans, college, employment, technical schools, up to date computer software.
- Credit checks for promotion and graduation
- PSAT, SAT, and ACT (college placement tests) packets and information
- Withdrawing and transferring from school
- Group counseling
- Assistance with financial aid and scholarships
- Processing of appropriate referrals for special education
- Information and registration of Advanced Placement and Dual Enrollment courses.

## **GUIDANCE INFORMATION**

Students may sign up to see a counselor by making an appointment with the Guidance Secretary.

All counselors will meet with students in a classroom setting to present information regarding guidance services available and the appropriate way to make an appointment to see their counselor. Graduation requirements, scholarships (including Bright Futures Scholarships), and community service requirements are explained in detail. Requirements for post secondary institutions and other appropriate grade level information is discussed. Information is provided for future educational and career planning, interest inventories are completed for all ninth graders. Handouts are provided for students to take home and share with their parents.

**Important, please note:** To graduate on time, students, must earn (6) credits each year in grades 9-12 in order to obtain 24 credits. Students must pass the 10<sup>th</sup> grade FSA-ELA to receive a standard high school diploma. A student **not** successful in mastering the skills will receive a Certificate of Completion or Special Diploma rather than a diploma at graduation. The 10<sup>th</sup> grade FSA-ELA is administered several times beginning in the tenth grade. Remediation will be available to those students needing additional assistance.

### CONFERENCES

Parent-Teacher conferences are scheduled at the request of either the school or parent. If you desire a conference, please call Mrs. Heath at 904.336-7201.

### TRANSCRIPTS

Transcripts can be requested from Guidance. One (1) transcript will be issued at no charge. Additional transcripts will cost \$2.00 each. Electronic Transmission of transcripts is free. Requests for transcripts should be given to the guidance office.

### SCHEDULE CHANGES

If a parent or student feels a change in a schedule is needed, the parent must initiate the change. The parent is advised to consult with the classroom teacher regarding their student's progress before requesting a change. It is imperative that all schedule changes comply with the following district policies. When making schedule changes after the first ten (10) days of school, the following must be followed:

- Leveling must be within the same specific subject such as Algebra I Honors to Algebra I
- Any withdrawal made after the first quarter require a withdrawn "F" for the course.
- Schedule changes based on teacher preference will not be honored.

### **GRADING SYSTEM**

"A" 90-100	SUPERIOR
"B" 80-89	EXCELLENT
"C" 70-79	GOOD
"D" 60-69	DEFICIENT
"F" 0-59	FAILURE

### **CITIZENSHIP**

"O"	OUTSTANDING
"S"	SATISFACTORY

“N”	NEEDS IMPROVEMENT
“U”	UNSATISFACTORY

### GRADE POINT AVERAGE

All students are required to have a 2.0 GPA overall to graduate. Grade Point Average (G.P.A.) is the average point value a student has acquired at any given time during his/her school attendance.

G.P.A. is sometimes computed for a single nine (9) week period, a semester or even a week. This is not to be confused with cumulative grade point average (G.P.A.), which covers all high school grades, at time of G.P.A. computation.

G.P.A. is a judge of progress during school and is used for awards and honor consideration and for post-high school selection purposes. G.P.A. is determined by assigning a point value to each subject mark a student earns:

**A=4.0      B=3.0      C=2.0      D=1.0      F=0**

Then all the point values for all subjects are added and divided by the number of marks earned. For weighted courses:

**A=4.5      B=3.5      C=2.5      D=1.5      F=0**

For Dual Enrollment and Advance Placement courses:

**A=5.0      B=4.0      C=3.0      D=2.0      F=0**

All students' class rank is the position of his/her weighted G.P.A. in relation to the rest of the class. All G.P.A. calculation are based on alpha grades, not numerical.

Students may retake a course in which they earned a “D” or “F”. The higher grade earned will be used in computing their G.P.A. School district grade forgiveness policies for

### FORGIVENESS POLICY

Required courses are limited to replacing the grade of “D” or “F” with a grade of “C” or higher earned subsequently in the same or comparable course. Elective courses may replace the grade of “D” or “F” with a grade of “C” or higher in any elective course. Yearlong electives will replace yearlong electives; semester electives will replace semester electives. Note: We will not forgive yearlong courses when the averaging of semesters requires the use of two different grading scales.

### HONOR ROLL

There are two (2) honor rolls – the “A” honor roll which requires all “A’s”, and the “A-B” honor roll which require “B’s” or better. The honor rolls are published and honor students are recognized.

### **DUAL ENROLLMENT**

Seniors and college preparatory students who qualify for dual enrollment may take certain college classes in conjunction with St. Johns River Community College and Florida Community College. Classes are offered at Clay High School and on various SJRCC and FCCJ campuses. Students receive high school and college credit. These classes have no tuition fees. Please contact the guidance office for eligibility requirements.

### **COLLEGE ENTRANCE TESTS**

Most college bound students start taking the ACT (American College Test) and the SAT (Scholastic Aptitude Test) the spring of their junior year. These tests are given at various locations in Clay and Duval County. The registration packets for these tests are available in the guidance office.

The PSAT (Preliminary Scholastic Aptitude Test) is given at Clay High School in October. This test is for college bound juniors to compete for the National Merit Scholarship Competition. Sophomores or freshman can also take this test for practice but cannot compete for National Merit Scholarship until their junior year. This test is also designed as excellent practice for the SAT.

The PLAN (practice ACT) will be given to each sophomore in the fall. This test includes an interest inventory along with a practice ACT.

Advanced Placement examinations are given in May at Clay High School to those students who are enrolled in Advanced Placement courses.

## **STUDENT RULES AND REGULATIONS**

The authority set forth in **Florida Statutes, Chapter 230.23 (6-c)**, vests in school boards the responsibility to “Adopt rules and regulations for the control, (and) discipline of pupils.” To accomplish the objective, rules and regulations must and enforced. Ours are based on Florida Statutes, State Board of Education Policies, Clay County School Board Policies, the Clay County Codes of Student Conduct, and Clay High School Administrative Policies.

- Each student will receive a copy of the Student-Parent Handbook a copy of the Code of Student Conduct available on line or a copy will be given upon request and along with a thorough explanation of its contents. English teachers will cover the handbook within the first two weeks of school.
- All students are expected to conduct themselves at all times in a manner that will contribute to the best interest of the school systems and not infringe on the rights of others.

- When a student interferes with the learning process of other students, it will be necessary for the teacher to find effective ways to correct that student. These may be in-class discipline, student-teacher conferences, or parent-teacher conferences by phone or at school. If the student continues to disturb others, the teacher will refer the student for disciplinary action,
- A violation of the rule will occur if the improper conduct takes place on the school grounds at any time, off school grounds at a school activity, function or event, or en route to or from school on the school bus.

### REFERRALS

Students receive some form of discipline when sent to the vice/assistant principal on a referral. After seeing an administrator, the student is given a copy of the referral to take home to his/her parent(s). If a student receives eight (8) referrals in a year's time he/she may receive out-of-school suspension, no matter what the infraction may be.

### ASSAULT AND/OR FIGHTING

Violence will not be tolerated. Students will not inflict or attempt to inflict verbal abuse or physical injury on a school employee, fellow student, or any other individual. Violation of this rule will result in out of school suspension.

### BUS RULES FOR SAFETY

Each year all students and their parents are provided with school bus rules. Parents are urged to discuss the rules with their child, then to sign acknowledging they have read them.

The subject of pupil discipline on buses is of such importance that the Transportation Department is distributing as much information as possible to parents and students. It is important that you familiarize yourself with the rules that must be observed and the consequences for not observing these rules found in the appendix of this handbook.

**“Remember, Transportation is a privilege not a right, treat it as such.**

### AUTOMOBILE/PARKING LOT RULES AND REGULATIONS

Driving a motor vehicle to school is a privilege. If a student is granted this privilege, he/she must **observe the following traffic and parking regulations:**

- Students must have a 2.0 GPA to be eligible to apply for the privilege of driving and/or parking their automobile on the Clay High School Campus. Anyone who falls under 2.0 GPA and/or has more than **12 unexcused absences** per semester will not be issued a parking decal or will have their parking decal revoked and will need to purchase another if parking privileges are reinstated.
- Students skipping class will be placed in Saturday School for the first offense. Parking privileges will be revoked and parking decal pulled on the second offense.
- Speed limit on campus – **10-MPH AT ALL TIMES.**
- Observe all posted traffic information and directional arrows.
- Avoid high-speed starts.



- Park only in the designated area.
- **DO NOT PARK IN FRONT OF THE GYM IN THE FIRE LANE**
- Do not take up more than one parking space and park only within designated white parking lines.
- Lock, secure and leave your vehicle as soon as you arrive on campus.
- Yield right of way to pedestrians.
- Do not leave your vehicle on campus when school is not in session.
- Violations of parking or speed regulations on campus will be cause for termination of driving privileges.
- Upon reasonable suspicion, vehicles are subject to search for prohibited or illegally possessed substances or objects. The principal or his/her designee will conduct this search.
- Parking lots are off limit during the school day. Teachers may not write passes to the parking lot.
- FS 316.3045 It is unlawful for any person operating a motor vehicle to amplify the sound produced by radios, CD players, or other mechanical sound-making devices or instruments from within the motor vehicle so that the sound is plainly audible at a distance of 100 feet or more from the vehicle or louder than necessary for the convenient hearing by persons inside the vehicle in areas adjoining churches, schools, or hospitals.
- Clay High School assumes no liability for damage to vehicles parked on campus or theft of items from vehicles. Park at your own risk.
- All students not scheduled for a full six periods must sign in and/or out and must park in the front parking lot.
- **Vehicles parked on campus without a parking permit will be towed at the owner's expense.**

#### **PARKING PERMITS (DECALS)**

Parking permits are issued the second week of school (applications may be made during the first week) to students who have a valid driver's license, a 2.0 GPA and are in grades 10-12. **Parking permits are non-transferable.**

#### **Parking permits will be revoked if any one of the following occurs.\***

1. Excessive Absences (12 unexcused absences per semester)
2. Excessive tardies (driving privileges will be terminated for the remainder of the semester and the student will be put on the waiting list for parking if student has 12 unexcused tardies)
3. Skipping first offense – Saturday School. Second offense – Two (2) Saturday Schools and parking decal will be pulled for two (2) weeks.
4. Less than 2.0 GPA
5. There will be a \$5.00 replacement fee if the parking decal is lost or if needed for a different car.

\*If a student's parking decal is pulled for any reason throughout the year the student must reapply for a decal and pay the \$15.00 parking fee.

Parking decals will be distributed the second week of school in the AP Office before school, during lunches, or after school. Parking decals cost \$15.00 for the first decal and \$15.00 for the second or more. After the second week of school, decals will be issued in the AP office. Students will complete the request for parking permit form and provide, **DRIVER'S LICENSE, VEHICLE REGISTRATION AND PROOF OF INSURANCE**. The decal is to be placed on the lower left-hand front window of your car.

**TEMPORARY PARKING PERMITS – MUST BE PICKED UP PRIOR TO FIRST BELL.**

If a situation arises and you must drive an unregistered vehicle on campus, you must obtain a one day parking pass from the front office immediately upon arriving at school due to limited parking. This applies to **emergency situations only**. Each applicant must provide the vehicle tag number, proof of insurance, and a valid driver's license. There is a charge of \$1.00 per day for temporary parking permits.

**BUYING AND SELLING**

Students **ARE NOT PERMITTED** to bring any commercial or personal items to school for sale, resale or trading. Only those items, which are sponsored by Clay High School student organizations and have been approved by the administration as a fund-raising project may be sold at school. No buying or selling candy should take place during classes.

**CAFETORIUM**

Actions of destruction, ranging from food throwing to misuse or abuse of school property, walls or floor, will not be allowed. Each of the cafeteria personnel should be treated with respect and no abusive language will be tolerated. **No food or drink** may be taken from the cafeteria. Misuse of the area will result in disciplinary action.

**The following procedures should be followed:**

1. Sit in the section of the cafeteria assigned to your lunch shift. Seniors only in Senior Area! Underclassman found in Senior Café may result in referral.
2. Students being loud, unruly, or creating any disturbance may be removed from the cafeteria and issued a discipline referral.
3. Remain seated until your table has been dismissed. Push chair in and dispose of trash, walk quietly to class.
4. **All students are to report to the cafeteria during their lunch period. Students will not be allowed to leave the cafeteria during lunch. Those outside cafetorium will be considered skipping.**
5. No food or drink may be taken from the cafeteria. Unless note from teacher.
6. Buy drinks/snacks **prior** to entering cafeteria. **USE MACHINES AT OWN RISK.**

### **CHEATING**

- First offense – Zero (0) and parent contact
- Second offense – Referral to assistant principal's office

### **DESTRUCTION OF SCHOOL AND/OR PRIVATE PROPERTY**

**Florida Statute 741.24 states:** Parents of any minor student(s), living with the parents, may be liable for damages caused by said minor in any amount not in excess of \$2,500.00. Students shall not damage or steal private or school property. Students in violation of this rule will receive in school suspension or out-of-school suspension and parents/students will be liable for damages. Theft and vandalism will be reported to the Sheriff's Office.

### **DISRESPECT AND/OR INSUBORDINATION**

A student shall not fail to comply with reasonable directions or requests (those required of all students) by authorized school personnel. Violation of this rule may result in out-of school suspension.

### **DISRUPTION**

It is impossible for teaching or learning to take place in a classroom unless good order is maintained. Students are reminded that they must adhere to a code of good behavior, not only for their own benefit, but for the benefit of others as well. Violation of this rule will result in disciplinary action.

### **DRESS CODE**

In Clay County, we believe the dress and personal appearance of students should be a positive reflection on the family, student, school, and community. A good rule of thumb; if there is a question about whether an outfit would be acceptable, choose another. The following guidelines are to be followed:

#### **Permitted Apparel**

- Outfits are to be tailored in such a manner so as not to expose the body while in normal activity.
- Shorts, dresses or skirts should be 3 inches above the knee or longer. If leggings are worn, then the top **MUST** be the proper length of 3 inches above the knee or longer.
- Pants and shorts should be worn at the waistline without the necessity of support whether a shirt is tucked in or out and fastened at the top closure. Belts will be buckled at all times if worn.
- Jean/pants that have frays/holes above the knee must have something underneath them, such as leggings that cover the skin, so as not to expose skin or undergarments.

- Shirts must cover the shoulder and not expose undergarments in any manner or the midriff.
- The neckline of a shirt must limit exposure of the body.
- Footwear of some type must be worn at ALL TIMES. Do not wear bedroom slippers.

### **Non-permitted Apparel**

- Apparel with off-color remarks, pictures or emblazoned with drug, alcohol, or tobacco related slogans.
- Apparel displaying violent imagery.
- Apparel that is deemed to be tight fitting including but not limited to yoga pants; spandex skirts, dresses, and pants; leggings without the proper length top (no shorter than 3" above the knee). Leggings/joggers (plain and printed) and any other form fitting attire are not acceptable.
- Sleepwear, such as bedroom slippers, pajamas, etc.
- Tank tops, halter tops, tube tops, spaghetti straps, mesh-see-through shirts.
- Muscle shirts
- Hats, hoods, bandanas, and caps are not to be worn in class or the buildings unless approved by the administration for special events.
- Any apparel or accessory determined by administration to present a safety hazard for the student or the school.

**An administrator will determine the suitability of attire in question.** Students found to be in violation of the dress code policy will be required to change for the remainder of the day. Student refusal to change will result in the placement of in-school suspension for the remainder of the day or until a proper outfit can be brought for the student. Continued violation of dress code will result in disciplinary action.

Teachers and other school personnel are responsible for sending students to the school administration for dress code violations. Administrators will determine if the student is in violation of the school policies and be responsible for the discipline process.

### **1<sup>st</sup> Offense: the student will be given the following options and WILL NOT be issued a referral:**

- Changing the clothing item that violated the school policy by (presented to student in school determined order):
  - o Using clothing items that belong to the student (ex. Gym clothes, other personal garments, etc.)
  - o Having a parent/guardian bring approved garment(s) to the student in order to change.

- o The student is issued a school approved garment (ex. school shirt, gym clothes, plain shirt and/or pants, shorts or athletic gear)
- If the student refuses to take any of the options, they are placed in ISS for the remainder of the day and issued a referral for “failure to follow school rules”.

**2<sup>nd</sup> Offense: the student will be given the following options and WILL be issued a referral:**

- Same options as presented in 1<sup>st</sup> offense (change the clothing item)
- Assignment of school determined discipline (ex. work detail, after school detention, conferencing with student, ISS for the remainder of the day, etc.)
- Parent informed of infraction and future discipline consequences.

**3<sup>rd</sup> Offense: the student will be given the following options and WILL be used a referral:**

- Same options as presented in 1<sup>st</sup> offense (change the clothing item)
- ISS for 1 day or other discipline consequences determined by the administration.
- Parent informed of infraction and future consequences.

**4<sup>th</sup> and future Offenses: the student will be given the following options and WILL be issued a referral:**

- Same options as presented in 1<sup>st</sup> offense (change the clothing item)
- ISS for 2 days or other discipline consequence determined by the administration (could include OSS)
- Required parent/guardian conference.

### **DRUGS AND ALCOHOL**

**Florida Statute 232.277** requires that school personnel must report any suspected unlawful use, possession, or sale by a student of any controlled substance.

The school will not tolerate the use of prohibited drugs or alcohol by any students. Any student apprehended using, in possession of, or under the influence of illegal drugs, drug paraphernalia, or alcohol will be subject to the following procedures:

- Parents contacted and required to come to the school
- Notify Sheriff's Office, who will make an arrest or file a written report to the Division of Youth Services/HRS
- Student suspended from school for up to ten (10) days.
- Possible expulsion from Clay County Schools or Bannerman Learning Center placement.

Any student who has drug or alcohol related problem might request help from guidance counselors, teachers, or administrators without fear of disciplinary action. However, the administration will not tolerate abuse of this kind by any student.

All prescription drugs, aspirin, or aspirin products must be taken to the clinic and dispensed by the clinic aide.

**Florida Statutes 232.277 states:** All school employees are exempt from any civil liability in reporting to the proper school authority any suspected unlawful use, possession, or sales of drugs by a student. This act provides that contact with parent be made only by the principal or his/her designee.

#### **FIRE ALARM SYSTEM**

Any student tampering with a fire pull station or any fire-fighting equipment will be subject to an automatic ten (10) days out-of-school suspension, recommendation for expulsion and arrest.

#### **GAMBLING**

No type of gambling will be permitted at Clay High School.

#### **HALL PASSES**

**Students should not be out of class without a written pass!**

Students out of class without a pass are subject to disciplinary action.

Students who have physical conditions that require frequent use of the restroom must bring a doctor's note stating that it is necessary for the student to be excused from class to meet this physical need. Such notes should be turned in to the assistant principal's office.

#### **LEAVING SCHOOL BEFORE END OF DAY/EARLY DISMISSAL**

Students who leave school without signing out with the attendance office will be considered skipping. Students who leave school to buy parts for Auto-Tech must have written parental permission on file. All early dismissals are to be obtained and verified before school each day. Once a student has checked out, the student must leave campus.

#### **WIRELESS COMMUNICATION DEVICES**

Students are to take care of business before the school day begins. This includes forgotten uniforms, books, homework, lunch money, bus passes, doctor appointments, etc. Students are to use only the telephone in the front office (not teachers' phones) for emergencies only.

#### **PHYSICAL CONTACT**

The conduct of a Clay High School student is a reflection of his family, school, and community. Therefore, there will be no physical contact other than holding hands on school grounds. Violations will result in Saturday School.

#### **PROFANITY**

Profanity will be interpreted as any profane, vulgar, or unnecessarily crude utterance or gesture. Violation will result in Saturday School.

### **INAPPROPRIATE ITEMS**

Any inappropriate items will be confiscated by the administration and consequences will be administered appropriately.

### **ELECTRONIC DEVICES**

Students may possess a wireless communication device while the student is on school property or in attendance at a school function. **Talking on the wireless communication device or listening to music is strictly prohibited during school time.** While using the wireless device, you may not be a distraction or cause a distraction in the building or anywhere on school property. **Streaming music is not allowed. Headphones or earbuds are not allowed.** Phones may be used for non-verbal communication only during these approved times:

- Before school starts at 7:20 (Devices may be used in cafe, hallways, classrooms, etc.)
- During the 5 minute passing bell. (NO PHONE CALLS OR LISTENING TO MUSIC ALLOWED)
- 5th period during your lunch period ONLY. (NO PHONE CALLS OR LISTENING TO MUSIC ALLOWED)

Wireless communication device usage is not allowed at the following times or in the following locations:

- During classroom instruction time. (the time the tardy bell rings until the dismissal bell rings)
- During school day events. (Class meetings, in school field trips, guest speaker, fire/safety drills, etc.)
- No usage allowed at all in the In School Suspension Room (ISS).
- No usage allowed at all in the Principal's office, VP office, AP office, Guidance office, front office, or clinic.
- No usage is allowed in the serving line of the cafeteria. (while inside the doors of the serving line)
- No usage is allowed in locker rooms or bathrooms.
- No headphones or earbuds are allowed.

Violations of this wireless communication device policy would be interpreted as talking on the device, texting or accessing social media during class time, accessing the internet during unauthorized instruction time, taking pictures or video recording of a School Board Employee during school hours. 7:00 a.m. - 1:40 p.m. During instructional time, teachers may allow usage of a device for educational purposes. Consequences for violation of this policy is:

- 1st Offense - Phone confiscated and 1 day of ISS.
- 2nd Offense - Phone confiscated and 2 days of ISS and loss of 1 school event

***An event may be one of the following: Homecoming, prom, grad night, week of after school activities.***

- 3rd Offense - Phone confiscated and 3 days of ISS and loss of second event. (Parent can pick up phone)
- 4th Offense - Phone confiscated and 3 days of OSS and phone not allowed at school again.

***\* Bullying will not be tolerated and electronic devices privilege will be revoked immediately if a phone is used to take a photo or video of someone without their permission, with or without intent to humiliate the individual or to post it to social media.***

### VIOLATION OF SCHOOL COMPUTERS

School Computers are located in the Media Center and Computer Labs for student use, please make sure that you abide by the rules when using these computers.

- **Do Not** change, add, or delete settings, icons, screen savers, files, or programs.
- **Do Not** download files or programs from the internet.
- **Do Not** share your login and password.
- **Do Not** use personal CD's (i.e.; music, movies, etc.) in the school computers.
- **No** streaming allowed
- **VIOLATION OF THE ABOVE RULES MAY RESULT IN 3 DAYS OF OSS.**

### CAMERA PHONES

Taking photographs or videos by any means whatsoever while on school property or while on school transportation is prohibited. The only exceptions to this prohibition are: 1) Taking photos for reproduction in a school publication. 2) Taking photos during a school sponsored social event, sporting event, awards ceremony or other school sponsored activity or function at which photography is allowed and the photographs are images of activities which are reasonable considered to be part of the activity or event. 3) Taking photographs with the permission of the school administration. Publication on any internet site of photographs, videos, or images taken in violation of the prohibitions listed above is strictly prohibited will be deemed disruptive to the order of the school and will be sufficient reason to impose disciplinary measures which may include, but not be limited to, in-school-suspension, out-of school suspension, and recommendation for expulsion. Please do not bring cameras to school unless you have prior approval.

### SEARCH AND SEIZURE

Upon reasonable suspicion, lockers, vehicles, personal belongings, and a student's person are subject to search by Principal or designee.

### SMOKING OR USING TOBACCO PRODUCTS



**ALL** students are prohibited from using tobacco products including electronic devices (e-cigarettes, vaping) on campus or school related activities.

Florida Statute 386.212 as created by Chapter 96-217, Laws of Florida, prohibits under the age of 18 to smoke tobacco in, on, or within 1,000 feet of a public or private elementary, middle or secondary school between the hours of 6:00 a.m. and midnight. This provision does not apply to persons in a moving vehicle or at a private residence. Violations will constitute a civil infraction, punishable by a fine not to exceed \$25.00. In lieu of the fine, a violator may perform 50 hours of community service or successfully complete a school-approved anti tobacco program, where available.

### **HARASSMENT**

#### **No Harassment of any type will be tolerated at Clay High School.**

Examples include:

- **Sexual harassment** consists of unwelcome and unsolicited sexual advances, requests for sexual favors, sexually motivated physical conduct, or any other verbal or physical conduct or communication of a sexual nature. Sexual harassment can take two forms: 1) hostile environment and 2) “quid pro quo” which means “you do something for me and I’ll do something for you” in a sexual context.
- **Harassment because of race, color, sexual orientation, or national origin consists of** verbal or physical conduct relating to an individual’s race, color, sexual orientation, or national origin when the harassing conduct is sufficiently severe, persistent or pervasive that it affects a student’s ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening or abusive educational environment.
- **Bullying:** When a student uses power (physical, verbal, or psychological) in a willful manner with the aim of hurting, intimidating or frightening another less powerful person or group.

### **STEALING**

Theft of any kind will not be tolerated and will result in OSS. Student(s) will be arrested and suspended from school for illegal entry, whether anything is stolen or not. Serious offenses will result in arrest and a recommendation to the School Board for expulsion from Clay County Schools. Restitution of stolen property will be required.

### **CAMPUS VISITORS**

#### **Clay High School is a closed campus.**

According to School Board Policy, visitors are not allowed on school grounds. Anyone found on school grounds without permission will be considered a trespasser, and asked to leave the campus. People not leaving campus when asked to do so may be subject to arrest. Students may not bring small children to school under any condition.

### **WEAPONS**

The possession or use of any weapon is prohibited at school.

- **Florida Statute 790.001 (13)** states: Carrying a concealed weapon is illegal. Weapons are defined as any metallic knuckles, slug shot, tear gas gun,

chemical weapon or device, a pocket knife more than two (2) to two and a half (2 ½) inches in length, or any other deadly weapon.

- **Florida Statute 790.001 (6)** states: It is illegal to carry a firearm or any part of a firearm concealed or on your person.

Because of the danger involved, the possession or use of firecrackers, etc. is prohibited.

**Severe penalties will apply to any student who brings a knife, regardless of length, and other sharp instrument, or anything, which is considered dangerous to school.** Infractions will result in suspension from school and recommendation to the School Board for expulsion from Clay County Schools.

### **DISCIPLINE PROCEDURES**

Parents and the school must work together to bring about positive and appropriate behavior in students. The administration will make an effort to contact parents each time a student is seen for discipline referral. It is the parent's responsibility to notify the school of current work and home phone numbers where they can be reached. Students who fail to report to the office when given a discipline referral will receive three (3) days of Out-Of-School suspension.

#### **1. Detention**

- a. For school infractions, the students may be assigned to detention and/or work duty after school for 45 minutes. The detention may be assigned by an administrator. A student shall be given twenty-four (24) hours notice before serving detention. It is the student's responsibility to arrange transportation home to notify parents if he/eh could not be reached by phone.
- b. Students who neglect to assume responsibility for detention when scheduled will receive an increase in the time assigned, In-School-Suspension, or may be suspended from school in more serious cases.

#### **2. Work Detail**

- a. For lesser infractions on a first offense basis, students may be given a work assignment. (Example: picking up paper; cleaning cafeteria tables, outside yard work)

#### **3. In-School-Suspension (ISS)**

- a. ISS is used as a means to keep students in school who have infractions that are severe but not severe enough to remove the student from school.
- b. Students placed in ISS will be restricted to the ISS area. Students will be working on compass based learning for the day of ISS. Students may be required to work in the café: picking up trash, washing dishes, or stacking chairs.
- c. Failure to comply with ISS guidelines may result in an increase in the time assigned, or OSS.

#### **4. Saturday School**

- a. Saturday School meets for three hours from 8:00 to 11:00 a.m. Students assigned to Saturday School must arrive on time. Regular school dress

code applies to Saturday School. An additional punishment will be given to any student who arrives late. **Failure to attend will result in two (2) days of OSS.**

5. **S.A.V.E. Program (Supervised Alternative to Violence Education)**
  - a. At the discretion of the administrator, the S.A.V.E. Program will be used in lieu of suspension from school. This program will consist of two (2) hours of academic work. The remainder of the time will be used at work detail.
  
6. **Out-of-School-Suspension (OSS)**
  - a. Sometimes it becomes necessary to remove a student from the school for the benefit of other students and the school environment. However, suspension is a last resort on the part of Clay High School.
  - b. Students on suspension will be considered trespassing if on school grounds; during the suspension period.
  - c. Days of Out-Of-School Suspension count as unexcused absences under the driver license attendance requirements.
  - d. If an adult tells a student to go to the office and the student doesn't comply, an automatic three (3) days of OSS will result.
7. **Alternative School – R.C. Bannerman Learning Center**
  - a. Students with severe discipline problems or drug involvement may be recommended for expulsion or referral to the Learning Center.
8. **Expulsion – Recommendation to the Clay County School Board.**
  - a. Expulsion is the removal of the right and obligation of a student to attend a public school under conditions set by the School Board, and for a period of time not to exceed the remainder of the term or school year and one(1) additional year.

**PROGRESSION OF DISCIPLINARY PLAN FOR LEVEL 1 OFFENSES**

1. DETENTION	1 HOUR
2. DETENTION/WORK DETAIL/MONDAY SCHOOL	2 HOURS
3. SATURDAY SCHOOL	1 DAY
4. SATURDAY SCHOOL	2 DAYS
5. ISS	1 DAY
6. ISS	2 DAYS
7. ISS	3 DAYS
8. OSS/S.A.V.E.	1-3 DAYS
9. OSS	3 DAYS

10. OSS	5 DAYS
11. OSS	10 DAYS
12. RECOMMEND BANNERMAN+OSS	10 DAYS

### SKIPPING

Any student willfully absent from school or class without the consent of the parent, or absent from a class without consent of the teacher to whom he/she is assigned that period, will be considered skipping. This is an unexcused absence. Any student who willfully misses school will be assigned Saturday School on first offense. Progression plan will follow and could include loss of extracurricular activities, such as dance, prom, field trip Bash, etc.

### CONSEQUENCES FOR SKIPPING

1 <sup>st</sup> Offense	Saturday School
2 <sup>nd</sup> Offense	2 Saturday Schools; Loss of driving privileges for 2 weeks
3 <sup>rd</sup> Offense	1 day of ISS and loss of driving privileges for 9 weeks and one (1) event
4 <sup>th</sup> Offense	2 days of ISS and loss of all driving privileges and two (2) events
5 <sup>th</sup> Offense or more	3 days of ISS and loss of all school functions for remainder of school year

### SCHOOL FUNCTIONS

During the school year any parties and/or social functions, which are held, must operate within the following guidelines:

- Any event including nights and weekends must be with the permission of the administration and the club sponsor.
- All school events must be cleared by the administration as to date, place, etc., to prevent conflicting events.
- Dances must have an adequate number of faculty and/or chaperones.
- No parties or dances will be held on a night preceding a school day.
- Parties are not permitted during the school day.
- Student behavior will be under the authority of the school at any school-sponsored function. **Students suspended from school may not attend.**
- Students who may attend school function will be determined by the A.P. Office. Students who wish to bring a guest to a Clay High School activity may meet with the A.P. Office to obtain permission to bring a guest. Guest are subject to all Clay High School rules. Identification and guest permission slip must be presented when entering the activity. All guest must be under the age of 21 years of age.
- Students attending Clay High School functions must be in the ninth grade or above.

- At least one law enforcement officer from the Sheriff's office will be present at all school dances and major athletic events.
- There are two traditional school socials, sponsored by the Junior Class, the Homecoming Dance and the Junior-Senior Prom.
- The Homecoming Dance is held the night after the Homecoming Game. Dress for the dance is semi-formal. No jeans, tee shirts, sweatshirts, or athletic/tennis shoes are allowed.
- **HOME COMING:** Any student with more than **3 days OSS** or more than **10 days absent from school may not attend.**
- The Junior/Senior Prom is held in the spring. Only juniors and seniors receive invitations. Each junior and senior is allowed to purchase one ticket for a guest in grade nine and above. Picture taking is available on a pay at the camera basis.

**NOTE: Any student with 25 or more total absences (excused or unexcused) may not be allowed to participate in various school activities (Grad Bash, prom, etc.) Any student with more than five (5) days OSS in the school year may not be allowed to attend school sponsored events. All guests must be under the age of 21 years of age.**

## **CLUBS, ORGANIZATIONSS, AND ACTIVITIES**

### **GRAD BASH**

Only students who are Seniors are eligible to attend Grad Bash. Seniors participating in Grad Bash must be in attendance the entire school day prior to Grad Bash. All school rules as well as policies set by the amusement park are in effect throughout the Grad Bash trip.

### **CHECK POLICY**

Clay High School will accept checks from students under the following conditions: If your check is returned or rejected for any reason, you expressly authorize your account to be electronically debited for the amount of the check plus a processing fee of \$25.00 or the maximum amount allowed by law.

The use of a check for payment is your acknowledgment and acceptance of this policy and its terms and conditions.

## **FLORIDA HIGH SCHOOL ACTIVITIES ASSOCIATION ELIGIBILITY**

Eligibility rules for all extra-curricular activities will be based on semester averages not nine weeks. Students must have a 2.0 GPA. Students ineligible for the fall semester will not be eligible until January. Students ineligible for the spring semester will not be eligible until August.

## **ATHLETIC INFORMATION**

## ATHLETIC POLICY

1. **Eligibility** - Must be in accordance with Florida High School Activities Association. (See regulations included in this handbook)
2. **Insurance** – Athletes must have insurance provided by parents, or purchase school insurance. **\*\*The purchase of school insurance should be read closely by parents or guardians to be informed of exactly what is being covered.**
3. **Physical** – Athletes must have an up to date physical that will not expire during the season before beginning practice for the current school year.
4. **Parental/Student Consent** – Athletes must have consent form signed by parents or guardians, or the athlete before beginning practice. There must be a consent form signed for Steroid Testing.
5. **Birth Certificate** – Athletes must show proof of age by submitting a birth certificate to the athletic coach.
6. **Equipment** – Athletes are responsible for equipment issued to them. Lost or mishandled equipment will be charged to the athlete.
7. **Injuries** – Athletes should report injuries to the coach in charge or the trainer so that proper treatment or advice can be given.
8. **Dismissal** – Athletes dismissed from a team for violation of rules or conduct cannot practice with the team or join another team until season or dismissal is completed.
9. **Suspension** – Athletes suspended by the school shall not practice with the team until suspension is lifted. If suspension includes a game day, the athlete will not be permitted to compete, and may lose the right to participate altogether. Disciplinary action from the athletic staff may accompany any suspension from school.
10. **Quitting** – Athletes who quit a team for any reason during the season will not be permitted to compete in any other sport until the sport they quit is over.
11. **Training Rules** – Each sport will have its own set of rules supplied by the head coach. Smoking, drinking, or the use of drugs in or out of the season can be cause for not being permitted to try out for or participate on a team.
12. **Grade Checks** – Coaches will check athletes' grades at intervals deemed necessary by coach during the grading period. The athletic department and coach will check grades to insure athletic eligibility.
13. **Attendance** – Students absent more than one-half day the day of a school activity shall not be allowed to participate during the same day without prior approval from the principal. (10:30a.m. is considered middle of the day.)
14. **Illegal Substances/Alcohol** – If it has been determined that an athlete has consumed or been in possession of alcohol or drugs he/she may be dismissed from the team or be required to pay a penalty which includes:
  - School Discipline if during school time or school sponsored trip.
  - Suspension from games for two weeks
  - Extreme strenuous physical activity during the two weeks
  - Apologies to the coach and team-mates

- **Second time offenders will be dismissed from the team.** A player who has been dismissed from the team will not be allowed to participate in another sport until the sport in which he/she was suspended has ended.
15. **Disqualification** – due to unsportsman-like conduct may carry a fine levied by FHSAA. If a fine occurs the athlete may incur some responsibility and withheld from further competition until debt is resolved.
  16. **Student-Athlete Responsibility** – Your participation in athletics at Clay High School is of your own choosing; loyalty to the team, your teammates, coaches, and teachers is your first responsibility. **Any participation in unacceptable behavior on or off campus will not be tolerated; coaches have the right to set rules and guidelines for athletes to follow for their sports. (Example: Hair, conduct, attendance, jewelry, dress, etc.)**

**CLAY COUNTY DISTRICT SCHOOLS  
Terms and Conditions for Use of  
Telecommunications and Networks (FIRN/Internet)**

(Reference School Board Policy 4.62)

**4.58 USE OF TELECOMMUNICATIONS AND NETWORKS: TERMS AND CONDITIONS**

Electronic network facilities; i.e., computers, electronic mail, conferences, bulletin boards, data bases, and access to the Internet, referred to as “the network”, are to be used in a responsible, efficient, ethical, and legal manner in accordance with the mission of the School District of Clay County.

Information retrieval from the network shall be deemed in the same manner as information retrieval from reference materials. Use shall be made of resources, with guidance from faculty and staff, which will enhance the learning environment. At the school, student access to and use of the network will be under teacher direction and monitored by a School Board employee as any other classroom activity. Web filtering tools that screen incoming text and graphics shall be utilized to restrict user access to material that is consistent with the standards of selection of materials specified in Florida Statutes and with the educational mission, goals, and policies of the school district.

Network users must adhere to strict guidelines known as Terms and Conditions for Use of Telecommunications and Networks that have been developed by the district committee and documented in the Manual for Instructional Technology Use. A copy of the Terms and Conditions shall be distributed to parents and students in the Student Code of Conduct. A copy shall be distributed to district employees in the Employee Handbook. If a district user unacceptably violates any of these provisions, future access to the network will be denied. In addition,

serious violations may result in disciplinary action or legal action in accordance with Clay County policies. Signature on the Code of Student Conduct acknowledgement or the Employee Network Responsibility Contract is an obligation to comply with the terms and conditions. Failure to return the acknowledgement or Employee Contract will not relieve a student, parent or employee from responsibility to know the contents and will not excuse non-compliance.

The School District of Clay County is subject to Florida Statutes regarding public information access. The guidelines are adopted and incorporated by reference in this rule.

(Adopted: 03/21/96)(Amended: 09/28/99, 11/21/00, 12/16/04, 08/20/09)

#### **4.59 TECHNOLOGY SERVICES**

- A. Technology services shall be established and maintained in each school center as identified in the School Technology Plan. The School Technology Plan is the responsibility of the individual school inclusive of the School Advisory Committee.
- B. The purpose of technology services is to support computer literacy standards required by Sunshine State Standards and to provide students and teachers with access to technology resources to support, enrich, and vitalize the school's instructional program.
- C. The District shall develop a Manual for Instructional Technology Use, which shall include Terms and Conditions for Use of Telecommunications and Networks and shall be approved and adopted by the Board.

(Ref. F.S. 1003.49 and 445.049)(Revised: 08/20/09)

#### **INTERNET WARNING**

With worldwide access to information also comes the availability of material that may not be considered to be of educational value in the context of the school setting. There may be some material or individual communications, which are not appropriate for school aged children. The Clay County District Schools views information gathered from the Internet in the same manner as reference materials identified by schools. Specifically, the district supports resources that will enhance the learning environment with guidance from faculty and staff.

At school, student access to and use of the network will be under teacher direction and monitored by a school board employee, the same as any other classroom



activity. The school district is not able to prevent the possibility of user access to material that is not consistent with the educational mission, goals and policies of the school district.

### **USER GUIDELINES:**

Internet access is coordinated through a complex association of government agencies and regional and state networks. It is the school district's intent that the Internet and our telecommunications network be used in a responsible, efficient, ethical, and legal manner. The operation of the Internet relies heavily on the proper conduct of the users who must adhere to strict guidelines. If a district user violates any of these provisions, their account will be terminated and future access will be denied. In addition, serious violations may result in school disciplinary action or legal action in accordance with Clay County policies. The signature(s) on the application form indicate that the user(s) have read the terms and conditions carefully and understand their significance.

**Acceptable Use** - the use of your account must be in support of education and research that is consistent with the educational goals and policies of the Clay County District Schools. Users are encouraged to develop uses, which meet their individual needs and that take advantage of the network's functions: electronic mail, conferences, bulletin boards, databases, and access to the Internet. Use of any other network or computing resources must be consistent with the rules appropriate to that network.

**Privileges** - the use of Internet is a privilege. Inappropriate use will result in the cancellation of that privilege. Each individual who accepts an account will receive information pertaining to the proper use of the network. School and district administrators will decide what is inappropriate use.

**"Netiquette"** - You are expected to abide by the generally accepted rules of network etiquette. Be polite. Do not use vulgar or obscene language. Do not reveal your address or phone number or those of others. Please remember that electronic mail is not guaranteed to be private. Do not disrupt the network, the data, or other users.

#### **Unacceptable Uses of the Network Include:**

Using the Internet for any illegal purpose;

Violating student or staffs rights to privacy

Using the Internet without application of common sense;

Using profanity, obscenity, or other language which may be offensive to another user;

Sending or receiving pornographic text and/or graphics; Role playing games;

Sending or receiving copyrighted materials, including computer software, without permission, or material protected by trade secret.

Reporting personal communications without the author's prior consent.

Using for commercial activities, product advertisement, or financial gain.

Knowingly transmitting viruses or other destructive programming.

Spam

Chain letters

Unauthorized solicitations for goods and services

Posting personal views on social, political, religious or other non-business related matters.

**Warranties** - The Clay County District Schools and FIRN make no warranties of any kind, whether expressed or implied, for the service it is providing. Clay County District Schools or FIRN will not be responsible for any damages you suffer including loss of data. The district or FIRN will not be responsible for the accuracy or quality of information obtained through this Internet connection. Inappropriate Internet sites should be reported to Information Services help desk.

**Security** - Security is a high priority. If you identify a security problem, you must notify a system administrator immediately. Do not show or identify the problem to others. Do not use another individual's account. Attempts to log on, as another user will result in cancellation of your privileges. Any user identified as a security risk or having a history of problems with other computer systems will be denied access.

**Vandalism** - Vandalism will result in cancellation of your privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet, or other networks. This includes the creation of or the uploading of computer viruses onto the Internet or host site. Deliberate attempts to degrade or disrupt system performance will be viewed as criminal activity under applicable state and federal law.

#### EMAIL POLICIES

- No individual e-mail accounts will be established by the school system for students grades K - 6.
- No student may access his or her own external e-mail accounts.
- Teacher directed accounts for students are acceptable as follows:
  1. Only class accounts may be established for grades K-6
  2. Students in grades 7-12 may have individual accounts for legitimate educational purposes as determined by the school principal.
  3. No personally identifiable e-mail addresses for students are to be published on the web.

District and school staffs will be issued school system e-mail addresses in the form: These accounts will be used for school business and will be published.

E-mail is not to be used for the transmission of confidential information, such as student and/or personnel information. Such information should be formalized into letters and memoranda. E-mail can be edited and redistributed with the knowledge or permission of the originator. There is also a presumptive right of the public to access public documents. It shall be the responsibility of the sending party to maintain a hard copy original of all e-mail transmissions he or she wishes to retain. Parents have a right to access their student's email account. As a rule, only current accounts will be accessed for a period to cover the previous thirty (30) days from the date of the request. The Information Technology staff will evaluate these requests, which must be signed by the school principal. Individuals using e-mail in an inappropriate manner will be subject to penalties as described in Board Policy 4.62. The e-mail system and hardware equipment is owned by Clay County District Schools and is intended for school district business use. Minor

personal use of e-mail is acceptable but should not interfere with or conflict with school district business.

**Email Etiquette** - Helpful to your email success are:

Preparing text files for uploading before logging on;

Making "subject" headings as descriptive as possible;

Beginning messages with a salutation, restating the question or issue being addressed in a response;

Choosing words carefully to avoid misunderstandings. Text does not permit the verbal or expression clues which are usually necessary when statements are intended to be funny or sarcastic; and,

Ending messages with your name and your email address to assist getting feedback or clarifications;

Logging off before editing and printing downloaded files; and deleting email files as soon as possible, as appropriate under public records law.

**Sponsors**-Teachers who supervise student access to computer network(s)/Internet accounts are responsible for teaching proper techniques and standards for participation, guiding student access to appropriate sections of the network, and for assuring students understand that network/Internet misuse will result in the loss of access privileges.

**Use of Screening/Web Filtering Tools** - The Clay County School District will use Web Filtering tools that screen incoming text and graphics to restrict user access to material that is consistent with standards of selection of materials specified in Florida Statutes, Clay County School Board Rules, and the Clay County Handbook of Instructional Materials Procedures.

**Contracts** - In order to access the network, District employees are required to enter into an "Employee Network Responsibility Contract". Parents/guardians and students are required to enter into a "Network Responsibility Contract". These forms shall be approved by the Clay County School Board.

**Exception of Terms and Conditions** - All terms and conditions stated in this document are applicable to all users of the network. These terms and conditions reflect an agreement of the parties and shall be governed and interpreted in accordance with the laws of the State of Florida, the United States of America, and Clay County School Board Rules.

**PLEASE SIGN AND RETURN**

Please sign and return to your student's English teacher. By signing this form you acknowledge that you and your student have received and read the 2017-2018 Student Handbook for Clay High School.

Print Student's Name \_\_\_\_\_

Signature of Student \_\_\_\_\_

Print Parent/Guardian's name \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_

Date: \_\_\_\_\_

**Please direct questions to the Assistant Principal's Office at  
(904) 336-7188**



## SCHOOL DISTRICT OF CLAY COUNTY STUDENT CALENDAR 2017-2018

Tuesday, August 8, 2017 .....	First Day, Teacher
Thursday, August 10, 2017 .....	District Inservice Day
Tuesday, August 15, 2017 .....	First Day, Students
Monday, September 4, 2017 .....	Labor Day, Student/Teacher Holiday
Friday, October 6, 2017 .....	End First Grading Period (38 days)
Monday, October 9, 2017 .....	Planning Day/Student Holiday
Friday, November 10, 2017 .....	Veterans' Day, Student/Teacher Holiday
Monday, November 20 thru Friday, November 24, 2017 .....	Thanksgiving, Student/Teacher Holidays
Friday, December 15, 2017 .....	End Second Grading Period (43 days)
Monday, December 18 thru January 1, 2018 .....	Christmas/New Year's Break, Student/Teacher Holidays
Tuesday, January 2, 2018 .....	Planning Day/Student Holiday
Wednesday, January 3, 2018 .....	Inservice Day/Student Holiday
Thursday, January 4, 2018 .....	Students Return to School
Monday, January 15, 2018 .....	Martin Luther King Day, Student/Teacher Holiday
Monday, February 19, 2018 .....	Presidents' Day, Student/Teacher Holiday
Friday, March 9, 2018 .....	End Third Grading Period (45 days)
Monday, March 12-16, 2018 .....	Spring Break, Student/Teacher Holidays
Monday, March 19, 2018 .....	Planning Day, Student Holiday
Tuesday, March 20, 2018 .....	Students Return to School
Friday, March 30, 2018 .....	Good Friday, Student/Teacher Holiday
Monday, April 2, 2018 .....	Fair Day, Student/Teacher Holiday
Monday, May 28, 2018 .....	Memorial Day (Observed), Student/Teacher Holiday
Wednesday, June 6, 2018 .....	Last Day, Students (4th Grading Period – 54 days)
Thursday, June 7, 2018 .....	Last Day, Teachers – Planning Day

**GRADUATION:** Friday, June 1, 2018

### EARLY DISMISSAL DAYS

#### ELEMENTARY SCHOOLS

Sept. 13, 2017, Oct. 31, 2017, Dec. 15, 2017  
Feb. 7, 2018, May 9, 2018 & June 6, 2018

#### JUNIOR HIGH/HIGH SCHOOLS ONLY

Dec. 13, 14, & 15, 2017  
June 4, 5, & 6, 2018

#### INTERIM REPORTS TO PARENTS

Available thru the Parent Portal Account  
<https://focus.oneclay.net>

##### Elementary

Sept. 12, 2017..  
November 7, 2017  
February 8, 2018  
April 26, 2018

#### REPORT CARDS TO PARENTS

Available thru the Parent Portal Account  
<http://focus.oneclay.net>

##### Secondary

Oct. 13, 2017  
Jan. 10, 2018  
March 23, 2018  
June 20, 2018

##### Elementary

Oct. 13, 2017  
Jan. 10, 2018  
March 23, 2018  
June 6, 2018

School Board Approved: 1/5/17

