

**Marianna  
High School  
“Meeting High Standards”**



**Student Handbook  
2008 – 2009**

***THIS PLANNER BELONGS TO:***

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## **Marianna High School**

**3546 Caverns Road  
Marianna, Florida 32446**

August 18, 2008

Dear Students:

Welcome to the 2008-2009 school year at Marianna High School! I hope this year is both enjoyable and rewarding for you. I assure you the year will be what you make of it!

This student handbook contains the rules and procedures that will govern MHS. Please read it carefully! Each rule has been developed to provide you with the best educational opportunities available. Your effort in following these rules and procedures will be greatly appreciated. Should you have any questions concerning these guidelines, please ask an administrator or one of our teachers for clarification.

I challenge you to "Do Your Best!" I believe each of you has the ability to excel this year and only you can stand in the way of achieving that goal. I encourage you to get involved in the many extra-curricular activities at MHS. Your involvement impacts your enjoyment of your high school experience.

Go Dawgs!

Randy Ward  
Principal

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*Motto: Pride Is Our Guide  
School Colors: Purple and Gold  
Mascot: Spirit  
Team Name: Bulldogs*

# GENERAL INFORMATION

## MISSION STATEMENT

Marianna High School in partnership with parents and community will prepare its students to become successful, respectful, and productive citizens in today's diverse society.

## BELIEF STATEMENTS

- Student learning is the chief priority for the school.
- Teachers, students, administrators, parents, and the community shares the responsibility for advancing the school's mission.
- Teachers, parents, and students should be involved in student learning and behavior.
- A safe, secure, and clean environment will be provided to promote learning.
- Every student can learn.
- Technological literacy is vital for a student's future success.
- Teachers positively impact a student's life in the classroom and through extra-curricular activities.
- Students learn in a variety of ways and should be provided with a variety of instructional approaches to support their learning.
- Administration, teachers and staff will consistently demonstrate respect for themselves and all others thereby creating an atmosphere in which students learn and practice respect for self and others.

## RELEASE OF DEMOGRAPHIC INFORMATION

On a limited basis Marianna High School may release student demographic information (name, address, and telephone number) to certain reputable organizations for a just cause. Parents that wish for this information not to be released must notify the school in writing within the first two weeks of school.

## NOTICE OF CONFIDENTIALITY

The intent of the Legislature is that pupils and students and their parents or guardians shall have rights of access, rights of challenge, and rights of privacy with respect to pupil and student records and reports as created, maintained and used by public educational institutions in the state.

The Jackson County School Board, by policy, supports the law which gives protection to every parent, guardian, pupil and student entitled to rights relating to pupil and student records.

## NOTICE TO PARENTS OF JACKSON COUNTY STUDENTS WITH DISABILITIES

The following important information regarding your child's Exceptional Student Education services can be accessed online at the Jackson County School Board (JCSB) Website, (<http://web.jackson.k12.fl.us/ese/>) to access Exceptional Student Education, and informational brochures listed below.

- 1) Least Restrictive Environment Consideration Related to Individual Education Plans.
- 2) Transition Planning for Students with Disabilities: A Guide for Families Involved in Transition Planning
- 3) High School Diploma Options for Students with Disabilities.

For more information or questions, contact ESE Office, JCSB, 482-1200, ext 236.

***YOU HAVE THE RIGHT TO A GOOD EDUCATION.  
YOU HAVE THE RESPONSIBILITY TO DO YOUR BEST.***

# ATTENDANCE GUIDELINES

## DEFINITION OF ABSENCES

An absence is considered to be any time the student is not present in class for a minimum of 40 minutes of the class period. A school related activity that takes a student out of class is considered a school excused absence and does not require a parent excuse. Students are expected to be in school 180 days during the school year. All absences will be considered unexcused until excused by the principal.

## EXCUSED ABSENCES DEFINED

Excused absences will be given for the following reasons:

- \* Religious instruction and/or holidays
- \* Sickness, injury or other medical reasons
- \* Other academic classes or programs
- \* School leave - school approved trips such as instructional field trips, club events, athletics
- \* Educational trips - when requested by parents, trips for educational purposes may be granted
- \* Pre-approved absences - absences from school approved by the administration prior to occurrence.
- \* Funerals
- \* Legal reason (documentation must be provided).

Students must bring a written excuse to explain their absence. A note from the parent will be accepted for up to three (3) absences per class during a nine-week period. Any other absences will only be excused with a note from a doctor, dentist, funeral program of an immediate family member, or documentation for a legal reason. Notes that are altered will not be accepted. Replacement notes are the responsibility of the student. **Students must turn in excuse notes to the office within five school days after the absence.**

## UNEXCUSED ABSENCES

Students shall receive a zero for all work missed and will not be allowed to makeup work. Unexcused absences in excess of three (3) will require an attendance conference with the parent/guardian and student in order for the absences to be designated as excused/unexcused. A parent/guardian must request an attendance conference within five (5) calendar days of the student's return to school, after all unexcused absences in excess of three (3). **When a student has four (4) or more unexcused absences in a class during a nine (9) week grading period, that student shall receive a grade of no more than 59/F and may be referred to Truancy Court.**

The teacher's computerized attendance record or grade book will be the final authority in determining the number of absences.

## ATTENDANCE CONFERENCE

- \* In order to appeal an unexcused absence, the student and the parent must request a hearing at the school.
- \* The Child Study Team will hear and rule on the appeal. The Child Study Team is composed of the Principal, guidance counselor and one teacher.
- \* The principal may overrule the findings of the Child Study Team should special circumstances occur or excuse any student from any consequence arising from recorded absences.

## TRUANCY POLICY

1. When it is determined a student is truant, the principal/designee shall refer the student to the Child Study Team (CST).
  - (a) The primary teacher must report to the principal/designee when a student has five unexcused absences or absences for which the reason is unknown in a calendar month or ten unexcused absences within a ninety calendar day period that the student may be exhibiting a pattern of nonattendance.
  - (b) Unless there is clear evidence that there is no pattern of nonattendance, the principal/designee shall refer the student to the CST.
  - (c) If the CST finds a pattern of nonattendance, a meeting is scheduled with the parent/guardian.
  - (d) Notice to the parent of the meeting shall be in person or by return receipt mail.

2. If the meeting with the parent/guardian does not solve the problem, intervention that best addresses the problem shall be implemented. Examples are: change in the learning environment, mentoring, counseling, tutoring, evaluation for alternative placement, and attendance contract.
3. The CST will report the case to the Superintendent after all reasonable efforts to resolve the nonattendance are exhausted.
4. The Superintendent may file a truancy petition.

### **DRIVER'S LICENSE LAW FOR FLORIDA STUDENTS**

Florida Statute 322.091 establishes eligibility and attendance requirements for maintaining driving privileges. The 1997 Florida Legislature enacted requirements that schools report to the Department of Highway Safety and Motor Vehicles (DHSMV) the names, dates of birth, sex and social security number of minors who accumulate fifteen unexcused absences in a period of ninety calendar days. The legislation further provides that those minors who fail to satisfy attendance requirements shall be ineligible for driving privilege.

Florida Student Driver's License Law establishes educational requirements for a person under eighteen years of age to obtain and hold a driver's license. Persons ages fifteen through seventeen cannot get or keep their driver's privilege or license unless they are in school, have successfully completed school, earned their GED certificate, or have a hardship waiver. This law shall now impact all persons living in Florida ages fourteen through seventeen.

### **TARDIES**

A student is tardy when he/she is not inside the classroom when the tardy bell rings. A student that is tardy to class will sign the tardy sheet in the classroom. The teacher will turn the tardy sheet in to the attendance clerk at the end of the day. A student arriving more than ten minutes tardy in a class period will be marked "unexcused absent" for that class period. Consequences for an unexcused tardy are:

<b>First and Second Tardy</b>	<b>Verbal or written warning</b>
<b>Third Tardy</b>	<b>Two days of ASD or One day ISS and parent contact</b>
<b>Fourth Tardy &amp; each thereafter</b>	<b>An unexcused absence for each tardy</b>

The teacher's computerized attendance record or grade book will be the final authority in determining the number of tardies for each student.

### **SICKNESS DURING SCHOOL DAY**

Any student who becomes ill or is injured during school hours must report to his /her immediate teacher. The teacher will provide the student with a pass to the health room. **Do not skip class and stay in the restroom.**

### **SCHOOL TRIPS**

1. Students missing school when on a school-sponsored trip are school excused and are required to make up work missed. Arrangements for make up work should be made with the teacher prior to the trip and should return to class the next day prepared for that day's work.
2. Students must take responsibility of observing all safety rules while riding in school arranged transportation.
3. Students who participate in school activities will leave and return in school transportation and with the organization in which they are participating.
4. Field trips are considered an extension of the classroom; therefore, all attendance procedures, code of student conduct, dress code, etc., are in effect. Students must have a 2.0 GPA to be eligible for off campus activities.

### **MAKE-UP WORK - OSS**

Students will be permitted to complete assigned work missed during his/her suspension. However, it will be the student's responsibility to request their assignments and complete them within three days of their return. Make-up tests and/or exams should be more difficult in order to discourage students from being absent.

### **MAKE-UP WORK - EXCUSED ABSENCES**

It is the responsibility of the student to make arrangements with his/her teacher regarding class work missed. Students must make arrangements with the teacher within three (3) school days of returning to school. Teachers will decide how much time is allowed for work to be made up. Make-up tests and/or exams should be more difficult in order to discourage students from being absent.

### **CHECK-IN PROCEDURE**

If you are late to school (first time getting to school that day) you will need to report to the attendance clerk and get a blue slip. Students are to take the blue slip their assigned teacher. The teacher will take the slip, put a time on it return it to the attendance clerk at the end of the day. This slip does not excuse the student for being tardy to class or if more than ten minutes late it does not excuse the absence.

Students that have checked out of school will not be allowed to return to school the rest of the day unless proof is provided that checkout was for a medical/dental appointment, or a required court appearance. Otherwise a parent/guardian must come in person to the office to check in their child. All check-ins will be through the attendance clerk in the main office.

### **CHECKOUT PROCEDURE**

In order for a student to check out of school he/she must furnish a note from his/her parent or guardian to the receptionist in the main office. The note must contain a phone number where the parent/guardian may be reached to verify the note. Notes should be brought to the receptionist before first period begins on the day the student will be checking out. If the note cannot be verified the student will not be allowed to check out. Parents/guardians are requested not to call the school to check out a student unless it is an emergency.

Parents/guardians may come in person and checkout their child. **Students who check out will not be allowed to return to school without a doctor's note supporting their absence or they must be signed in, in person, by a parent or legal guardian.** Students may not checkout during 4thperiod unless a parent/guardian signs them out in person. Students may not check out during semester exams unless a parent/guardian signs them out in person. **Students who check out are not automatically excused. As with other absences a note must be provided for the absence to be excused. If you do not sign out your absence will not be excused.**

***YOU HAVE THE RIGHT TO VOICE YOUR OPINION.  
YOU HAVE THE RESPONSIBILITY TO RESPECT THE OPINIONS OF OTHERS.***

# CAMPUS GUIDELINES

## ARRIVING ON CAMPUS

Students that walk to school or travel by automobile may not leave campus for any reason without following the proper checkout procedures. This includes anytime before the first bell rings at 7:55 a.m.

## CAMPUS HOURS (7:55 a.m. - 3:04 p.m.)

All students not involved in a supervised extracurricular activity are expected to leave the campus shortly after the 3:04 p.m. bell. Students waiting for buses will remain in the designated area.

## CELLULAR PHONES/ELECTRONIC DEVICES

It is recommended that cellular phones be left in vehicles or at home. However, per state law students are allowed to bring cell phones on campus, but the phones must be turned off and out of sight from arrival on campus until after the bell ending the school day at 3:04. Violation of this policy will result in the phone being confiscated and turned over to school administration. Additionally, other electronic devices are not permitted on campus. These include IPODS, MP3 players, CD players, DVD players, video games, etc.

The Jackson County School System believes that students have a right to orderly, disciplined classrooms conducive to learning without the distraction caused by disobedient, disrespectful, violent, abusive, uncontrollable, or disruptive students. With this in mind the middle school and high school principals have agreed to a specific list of consequences regarding cell phones and all other electronic devices brought on school campus.

1 <sup>st</sup> Offense	Warning	Parent Must Pick up Phone/Device
2 <sup>nd</sup> Offense	1 Day Suspension	Parent Must Pick up Phone/Device
3 <sup>rd</sup> Offense	3 Days Suspension	Parent Must Pick up Phone/Device
4 <sup>th</sup> Offense	5 Days Suspension	Parent Must Pick up Phone/Device
5 <sup>th</sup> Offense	7 Days Suspension	Parent Must Pick up Phone/Device

\*\*A suspension of 3 days will result if a student refuses to give their cell phone or other electronic device to MHS Staff when requested.

Expulsion or placement at Jackson Alternative School may be recommended after the 5<sup>th</sup> Offense.

## COMPUTER USAGE

Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom. Communications on the network are often public in nature. General school rules for behavior and communications apply. It is expected that users will comply with the specific rules set forth in this handbook. The use of the network is a privilege, not a right, and will be revoked if abused. The user is personally responsible for their actions in accessing and utilizing the school's computer resources.

### Rules of Computer Usage

1. No student is allowed to use the Internet unless the classroom teacher is present.
2. Students must have permission to be online and are to visit only those sites relevant to their research.
3. The following are not permitted.
  - Chatting
  - Viewing inappropriate sites on the Internet
  - Using or viewing obscene language, *including song lyrics*
  - Improper use of e-mail
  - Sending, receiving, or displaying offensive messages or pictures
  - Harassing, insulting, or attacking others
  - Damaging computer systems, or networks
  - Playing video games
  - Violating copyright laws
  - Trespassing in other's folders, works, or files
  - Downloading of any kind
  - Employing the network for commercial purposes or illegal activities
  - Registering for free materials and prizes

- Printing from the Internet without teacher permission
- 4. The network will be treated like school lockers. Network administrators may review communications and view histories to maintain system integrity to ensure that students are using the system responsibly.
- 5. Notify the teacher immediately, if by accident, you encounter materials that violate appropriate use.
- 6. Be prepared to be held accountable for your actions and for the loss of privileges if any rule is violated.

## **DRESS CODE**

It is our professional belief that school performance and future success are enhanced by appropriate dress and grooming. Parents/guardians are encouraged to work closely with the school to insure their child's adherence to high standards of dress and grooming.

1. Skirts, dresses and shorts must be knee length. Splits in dresses and skirts should not be higher than the knee. Skirts, dresses and shorts worn with leggings/tights, etc. must be knee length.
2. Shoulder coverage on shirts, blouses and dresses is to be a minimum of three inches per garment. All tops are to have a modest neckline and should not allow cleavage, the mid-section or stomach area to show.
3. Strapless dresses and tops, halter tops, muscle shirts, one shoulder strap, exposed backs, spaghetti straps, racer back tops, basketball jerseys and tank tops are not allowed.
4. Pants or shorts must be worn at the waist with a belt. Pants or shorts with holes are not acceptable. Pants are to be appropriately sized to be worn at the waist.
5. Shirts or blouses must be tucked into the pants, shorts or skirt. An Over Shirt or Jacket that zips, snaps or buttons may be worn over the tucked in shirt or top. Shirts may not have holes in them. Tops are to be sized to be tucked in.
6. Shoes must be worn at all times. Bedroom slippers, shower shoes, etc are not acceptable.
7. Sleepwear, loungewear, fleece sweatpants are not permitted at MHS.
8. Headwear is not to be worn on campus unless previously approved for medical or religious reason. This includes hats, caps, headbands, bandannas, stocking caps and hoods. Sunglasses should not be worn in the building.
9. Clothing with inappropriate advertisements, monograms, emblems, insignias or statements that are offensive, vulgar, or inflammatory is prohibited. Clothing with references to alcohol, tobacco, profanity, drugs, gangs, promoting violence, sexual innuendo, etc. is not allowed.
10. Body piercing, other than in the ear, is not acceptable.
11. Appropriate undergarments are to be worn and covered at all times.
12. Clothing or jewelry with pointed tipped studs or spikes is prohibited. Wallet chains, "dog" collars or other inappropriate chains are not to be worn on campus.
13. Any clothing that, in the opinion of school administration, interferes with the educational process is not acceptable. A student whose personal attire or grooming does not meet administrative requirements for acceptable dress or whose attire could be hazardous to him/herself will be required to change before going to class. The student will wear clothes provided by the school or replacement clothes brought from home. If a student has a question about appropriate dress, he/she is advised to seek clarification from an administrator.

## **Violations of Dress Code**

First dress code violation - Any student violating the dress code will be required to correct the problem at school. The student may wear clothes provided by the school and/or remain in AP for the remainder of the day.

Second violation – One day of ISS

Third violation – One day of OSS

Fourth violation – Three days of OSS

Fifth violation – Five days of OSS

Sixth violation – Nine days of OSS

**The administration will make every attempt to contact parents. However, if they are unable to do so, consequences will be rendered.**

## **DRIVING/PARKING BY PERMIT ONLY**

1. To purchase permit students must possess a valid operator's license. Permits will not be issued to students without proof of a **valid operator's license**. The cost of permits is \$10.00.
2. Students are to park in designated parking spaces only. Cars are NOT to be moved during the school hours without administrative approval. Spaces are not to be exchanged after assigned.
3. Students are to depart from their vehicles immediately after parking. They are not to return to their vehicle until the end of the school day.
4. Students are to operate their vehicle in a safe and responsible manner as not to endanger themselves or others. On campus the speed limit is 5MPH.
5. It is expected that all students will park in their designated areas. Students are not to park in areas designated as faculty/staff parking areas, behind the gym, or at the agricultural building any time during the school day.
6. When a student drives on campus, they may not leave without following the proper checkout procedures. This includes anytime before the first bell rings at 7:55 a.m.
7. All vehicles on MHS campus are subject to being searched. The Principal or any person designated by the Principal, having reasonable suspicion that a prohibited or illegally possessed substance or object contained within a student's car or other storage areas may search the car or storage area.
8. Students who leave campus without permission and transport other students off campus will have their driving privileges revoked. First offense—15 school days; Second offense—45 school days

Violations of the parking policies may result in suspension or revocation of driving privileges. The length of the suspensions will be at the discretion of MHS administration. Please see the Disciplinary Guidelines for parking violation discipline guidelines. Permit fees will not be refunded if privilege is revoked.

## **DRUG DOGS**

Students should be aware that drug dogs may be used on campus or at any school – sponsored activity at anytime.

## **EMERGENCY DRILLS**

1. Emergency drills are held periodically throughout the year to familiarize and to provide each student with emergency procedures. Students should familiarize themselves with the emergency procedure for each of their scheduled classes. Evacuation routes are posted in all rooms and buildings.
2. When the emergency alarm sounds, the students should:
  - a. Follow the emergency procedure as instructed by the teacher in a completely organized manner.
  - b. Stay together as a class during the entire emergency drill.
  - c. Students who are in the hallways when the emergency alarm sounds should move with the traffic flow and report to the nearest teacher.
3. In the event of a limited checkout of students during a school evacuation a parent/guardian may check out their child at the designated area.

## **FLOWERS & BALLOONS**

Flowers, balloons and cakes are not to be brought or delivered to the school.

## **FOOD, DRINKS, & GUM**

1. Students are asked to help keep our campus clean by placing empty containers and food wrappers in the garbage cans.
2. Food and drink items should remain in the cafeteria.
3. Students are not permitted to chew gum in the buildings.
4. No food is to be taken out of the cafeteria.
5. Students who come back on campus during lunchtime from dual enrolled classes, DCT/OJT or late checking in may not bring food back onto campus for themselves or others. Violation may result in up to three (3) days ISS.

## **FUND RAISING ACTIVITIES**

The Principal must approve all fund raising activities. The activity must be scheduled with Mrs. Griffin so as to avoid conflicts. On campus fund raising activities not sponsored by a school club or organization are prohibited if in direct competition with a school organization.

## **HALL TRAFFIC**

1. Students are asked to keep to the right and to walk rapidly with no running or loitering. Unnecessary noise (including loud voices) will not be tolerated. Students should not block doorways or steps at any time of the day.
2. Except between classes, students are expected to have a hall pass when in the hall.
3. Students in the hall without a hall pass may receive ISS.
4. Agenda books shall be used as hall passes. The destination, time and teacher signature columns should be completed.
5. If a student is sick, he or she **MUST** get a clinic pass from their teacher to go to the Clinic in the Main Office, Room C134 to call home.

## **LOCKERS & BOOKBAGS / BACKPACKS**

1. Lockers will be assigned and combinations will be issued for hall lockers.
2. Students will provide their own locks for PE lockers.
3. Students should not leave valuable items in lockers, hall or gym.
4. Book bags must be clear or see through mesh.
5. The Principal or any person designated by the Principal, having reasonable suspicion that a prohibited or illegally possessed substance or object contained within a student's locker or other storage areas may search the locker or storage area.

## **LUNCH**

1. Marianna High School has a closed lunch policy. Students are not to leave campus without prior approval. Any student leaving during the lunch period will receive ISS.
2. Students are prohibited from checking out during fourth period unless personally signed out by a parent/guardian.
3. Students will be assigned a lunch period according to their fourth period class.
4. Students are to report directly to the cafeteria when the bell rings.
5. School Board Policy does not allow students in grades 7 through 12 to charge in the cafeteria. Other arrangements must be done prior to coming through the line for their food.
6. Students that choose not to eat in the cafeteria may bring a lunch from home. Fast foods and other foods prepared off campus are not allowed and will not be delivered to students during the day.
7. A clean cafeteria is everyone's responsibility. Please dispose of your trays and help keep the floor and tables clean.
8. During lunch period students will remain in the cafeteria. Students should remain in the assigned areas only.
9. Please assume the responsibility for maintaining a quiet atmosphere during the lunch period.
10. Restrooms in F-wing will be available during lunch. Students that need to go to their lockers may do so at the beginning or end of the lunch period only. Students are to remain in the cafeteria only during lunch period.

## **MEDIA CENTER**

The Media Center offers a variety of materials to help complete class assignments and provide leisure reading opportunities. The Media Center is open to all students and staff and offers a quiet place to study, read or think.

Students are encouraged to use the Media Center. The following policies have been instituted in order to operate the Media Center in a friendly, efficient manner.

1. A student using the Media Center during the day will present his/her agenda book signed by their teacher. Media Staff will sign the agenda book before the student leaves the Media Center.
2. Each student is responsible for the care of materials checked out from the Media Center and for materials or equipment used within the Media Center.

3. Checkout Policy:
  - a. Books are checked out for a two-week period. They may be renewed as needed. We reserve the right to limit the number of books checked out by an individual.
  - b. Students will check out books through the circulation system.
  - c. Students will be notified monthly of overdue materials.
4. The Media Staff is here to help you. If you need assistance, please ask.
5. All school rules for behavior will be enforced in the Media Center.

### **MEDICATION DURING SCHOOL HOURS**

If a student requires medication during school hours, please contact the school nurse.

### **PARENT/TEACHER CONFERENCES**

Parents and teachers are encouraged to communicate. Parents or teachers may schedule a conference before or after school. Parents should call the school office for an appointment or make direct contact with the teacher.

### **PERSONAL PROPERTY**

Cellular phones, pagers, radios, MP3 players, DVD's, CD players, ipods, cameras, electronic games, expensive watches, playing cards, dice, card collections, skateboards, large sums of money and any other items that cause disruption or confusion should not be brought to school. Personal property (books, purses, clothing, etc) should not be left unattended. Students are responsible for all personal property and are cautioned that lockers are not theft proof. Valuables should not be brought to school or stored in lockers. Candy (or other items) may not be sold or traded at school. MHS will not be held responsible for an individual student's missing and/or damaged property. All thefts should be reported to the School Resource Officer.

### **POSTING SIGNS & POSTERS**

1. Posters or fliers should not be hung without administrative approval.
2. To prevent defacing school property, do not post on painted surfaces, varnished doors or windows so that it obstructs visibility. Do not use tacks, pins, nails, etc., which will penetrate the wall surface.

### **SCHOOL BUSES**

#### **School Bus Etiquette**

1. Stand off roadway while awaiting bus.
2. Students must be on time; bus will not wait for those who are tardy.
3. Students must board and leave the bus at regular stop location (unless by written permission of parent and principal).
4. Walk ten (10) feet in front of the bus. Wait for driver's signal before crossing the road.
5. The driver is in full charge of the bus and the pupils. Students must obey the driver.
6. The driver has the right to assign seats. Students must sit three to a seat.
7. Keep your seat at all times while the bus is in motion.
8. Keep your arms and head inside the windows. No objects shall be thrown from the windows or at the bus.
9. Unnecessary conversation with the driver is dangerous.
10. Other than ordinary conversation, classroom conduct is to be observed.
11. Absolute silence is required at all railroad crossings.
12. No eating, drinking, or use of tobacco is allowed on the bus.
13. No animals (dead or alive), glass or glass containers, sharp objects, ball bats, or batons are allowed.
14. Large objects including band instruments, which interfere with seating and safety of others, will not be permitted on the bus.
15. Riding the bus is a privilege. Serious and repeated misconduct with the use of profanity, fighting, throwing objects will result in limited suspension.

*The above list is subject to district school board policies.*

**Loading and unloading buses**

1. Students are to be considerate of others and avoid running, pushing, and shoving.
2. Students must follow the procedure established by the driver.

**Students riding morning buses**

1. Students traveling to school by bus are considered “on campus” once they board the bus.
2. Students are not allowed to leave campus after unloading. Violation will result in AP.

**TELEPHONES**

1. Students are not allowed to use phones in the classrooms.
2. Emergency calls are to be made through the receptionist or school nurse only.

**TEXTBOOKS**

1. The State of Florida furnishes you with textbooks without charge, but you are expected to care for the books while they are in your possession. You must pay for any damage occurring to the books while they are issued to you.
2. A book, which is lost or damaged beyond use, must be paid in full. Damage other than total damage will call for a fine in accordance with the damage done.
3. Do not use another student’s textbook for an indefinite period of time. If your book is lost or damaged, notify your teacher.
4. ALL payments for textbooks will be cash only.

**VISITORS ON CAMPUS**

Marianna High School operates under a closed campus policy. Absolutely NO visitors are allowed on campus without the approval of the administration. Anyone found in violation will be charged with trespassing.

All visitors must report to the main office to check in and receive visitor passes. After passes are issued visitors will be directed to their destination. Upon completion of their business, all visitors are asked to leave campus immediately.

***YOU HAVE THE RIGHT TO USE SCHOOL MATERIALS.  
YOU HAVE THE RESPONSIBILITY TO TAKE CARE OF SCHOOL MATERIALS***

# CURRICULUM GUIDELINES

Beginning with the 2004-2005 school year, students who enter the ninth grade may select one of the three high school graduation programs. Any student who selected an accelerated graduation program July 1, 2004, may continue that program, and all statutory requirements that were applicable when the student made the program choice shall remain applicable to the student as long as he or she continues that program.

The legislation amended Section 1003.429, Florida Statutes (Accelerated high school graduation options) to require that each district school board must provide students in grades six through nine and their parents with specific information related to the three high school graduation options, including curriculum for students and parents to select the postsecondary education or career plan that best fits their needs. The law prohibits district school boards from establishing requirements for the accelerated three-year high school graduation options in excess of the required 18 credits. The bill requires students to select one of the graduation options by the end of first semester of ninth grade and establishes a cumulative weighted grade point average of 3.0 on a 4.0 scale, or its equivalent, in the courses required for graduation for both three-year graduation programs.

This section is subject to revision as required by legislation or new policy. Students will be notified of any changes as they occur.

## HIGH SCHOOL GRADUATION OPTIONS

**Four-year standard graduation requirements** (minimum of 24 credits-no change from current requirements including flexibility for completion of additional requirements prescribed by district school board)

- ◆ 4 credits in English (major concentration in composition and literature)
- ◆ 3 credits in math (must include Algebra 1) Students *entering the 9<sup>th</sup> grade in 2007-2008 or later must earn 4 credits in math.*
- ◆ 3 credits in science (two of which must include a lab component)
- ◆ 1 credit in American history
- ◆ 1 credit in world history
- ◆ .5 credit in economics
- ◆ .5 credit in American government
- ◆ 1 credit in practical arts career and technical education or performing fine arts; or .5 credit each in practical arts career technical education and performing arts
- ◆ .5 credit in life management skills (Not required for students entering the ninth grade after 2006-2007)
- ◆ 1 credit in physical education (.5 credit in personal fitness)
- ◆ .5 credit in computer literacy skills (Not required for students entering the ninth grade after 2006-2007)
- ◆ 8 credits in electives

**Three-year standard college preparatory program** (18 credits-italics indicate new language):

- ◆ 4 credits in English (major concentration in composition and literature)
- ◆ 3 credits in math (Algebra 1 or higher)
- ◆ 3 credits in science (two of which must include a lab component)
- ◆ 3 credits in social sciences (*must include 1 credit in American history, 1 credit in world history, .5 credit in American government, and .5 credit in economics*)
- ◆ 2 credits in same second language or demonstrated proficiency in another language
- ◆ 3 credits in electives
- ◆ *At least 6 of the 18 credits required for this program must be received in classes that are honors; dual enrollment; advanced placement; International Baccalaureate; Advanced International Certificate of Education; specifically listed or identified by the Department of Education as rigorous pursuant to section 1009.531(3), Florida Statutes; or weighted by the district school board for class ranking purposes.*

**Three-year career preparatory program** (18 credits-italics indicate new language)

- ◆ 4 credits in English (major concentration in composition and literature)
- ◆ 3 credits in math (must include Algebra 1)
- ◆ 3 credits in science (two of which must include a lab component)

- ◆ 3 credits in social sciences (*must include 1 credit in American history, 1 credit in world history, .5 credit in American government, and .5 credit in economics*)
- ◆ 3 credits in a single vocational or career education program, 3 credits in career and technical certificate dual enrollment, or 5 credits in vocation or career technical courses
- ◆ 2 credits in electives unless 5 credits are earned as referenced above
- ◆ Deleted foreign language requirement

### **BRIGHT FUTURES**

The three-year graduation options may be used to meet the requirement for a student to earn a standard Florida high school diploma in order to be eligible for a Florida Bright Futures Scholarship. Additional information can be obtained from the Guidance Office.

### **MINIMUM STATE UNIVERSITY SYSTEM ADMISSION REQUIREMENTS**

The number of English, math, science, social science, foreign language, and elective credits within the three-year standard college preparatory program aligns with the minimum state university admissions standards listed in current law. High school counselors must continue to encourage students interested in pursuing university studies to take the designated courses within these categories regardless of whether students choose the three- or four- year graduation option.

### **SEMESTER EXAM EXEMPTION POLICY**

The rules below are implemented as an incentive for students to attend school regularly, exhibit appropriate behavior and strive for academic excellence. Students who meet the guidelines will be allowed to exempt the **final** exam for each class as appropriate.

1. Students who have no unexcused absences for the semester, not more than one referral and at least a “C” average may exempt the exam.
2. Students who have no more than one unexcused absence for the semester, not more than one referral and at least a “B” average may exempt the exam.
3. Students who have no more than two unexcused absences for the semester, not more than one referral and at least an “A” average may exempt the exam.
4. Students who miss more than 10 minutes of a class are considered absent.
5. Students with three or more tardies to a class will lose the exemption for all classes.
6. Students with more than one dress code violation, more than one AP placement or any out of school suspension will not be eligible for exam exemptions.
7. School sanctioned field trips, functions and/or competitions do not count against the totals for exemption status.

### **ATHLETIC PARTICIPATION**

Any student planning to participate in athletics during the current school year must:

1. Have proof of a physical examination from a licensed medical doctor.
2. Show an original or certified copy of your birth certificate to your coach if it is the first time you have participated in any sport.
3. Have a medical waiver form, which is available from your coach.
4. Have parental permission form signed by your parents including permission for random drug testing.
5. Provide information regarding your personal insurance.
6. Have a 2.0 cumulative GPA.

### **SCHEDULE CHANGES**

Schedule changes are made in the Guidance Office only. Students should go to the guidance office and fill out a request paper showing both the current schedule and requested schedule. This is to be left with guidance personnel. You will be called from your class to come to guidance and discuss the reason for your change. While waiting for a schedule change you are to attend the classes in which you are scheduled. Do not change classes without guidance permission.

## **EARLY ADMISSION & DUAL ENROLLMENT PROGRAM**

The criteria for selection of early admitted or dual enrolled students at Chipola College are listed in a brochure that can be obtained in the guidance department. Any dual enrollment course that may be offered at MHS may not be taken off campus unless taken as a night class. The Principal may waive this requirement in special circumstances.

## **GRADING SYSTEM**

1. Students are graded and issued a report card each nine weeks.
2. The grading system is as follows:  
A = 90 – 100    B = 80 – 89    C = 70 – 79    D = 60 - 69    F = 59 and below  
*\*\*Chipola classes will be graded on the Chipola grading scale.*
3. Grades will be determined on the basis of evaluation methods, which may include a combination of acceptable means of evaluating student performance. Each particular method of evaluating utilized must represent a certain percentage or weight of the total grade awarded. Student transfer grades from schools using letter grades will be translated to the following numeric scale:  
A = 95    B = 85    C = 75    D = 65    F = 50
4. Nine weeks exams are not a requirement, but may be given at teacher's discretion.
5. Semester grades shall be determined by averaging the nine weeks and the semester exam grades if taken. Semester exams will count 1/5 of the semester grade. Grading procedures are to be explained at the beginning of the semester.
6. Semester exams are required for all students in all classes unless the student meets the requirements found on page 14 for earning an exemption.

## **PROGRESS REPORT DATES**

Sept. 10, 2008	Jan. 28, 2009
Oct. 1, 2008	Feb. 18, 2009
Nov. 5, 2008	Apr. 15, 2009
Nov. 26, 2008	May 6, 2009

## **REPORT CARD DATES**

Oct. 24, 2008  
Jan. 13, 2009  
Mar. 20, 2009

## **REPEATING CLASSES**

Forgiveness Rule: Effective with the 1996-97 school year, students in grades 9-12 may be allowed to repeat a course for which a "D" or "F" was earned. The highest grade earned will be used in computing the GPA. The "D" or "F" must remain on the cumulative record and the transcript. The failing grade is not calculated in the GPA nor counted as an attempt in computing the GPA. The exact course and course code number must be repeated. This rule does not apply to a different course substituted for the failed course.

## **GRADUATION EXERCISES**

A student must meet all requirements for either a standard or special high school diploma or a special certificate of completion to be permitted to participate in the ceremonies for graduation. All financial obligations that were deemed mandatory must have also been settled.

## **PHYSICAL EDUCATION**

Physical education credit is required for graduation. To be excused temporarily from physical education class, a parent/guardian must notify a teacher. To be excused for a prolonged period from physical education classes requires a note from your physician.

## **EXTRACURRICULAR ACTIVITIES**

A student must have a 2.0 GPA to participate in extracurricular activities. This includes students who may be eligible to participate in co-curricular competitions or meetings that might require them to miss school time.

### INITIAL ELIGIBILITY (NCAA)

Applications forms for the NCAA Clearinghouse are available online at [www.ncaaclearinghouse.net](http://www.ncaaclearinghouse.net). All prospective student athletes first entering a collegiate institution on or after August 1, 1996, who want to play NCAA Division I or II intercollegiate athletics, see the Guidance Office or individual coach for transcript evaluation.

### VALEDICTORIAN & SALUTATORIAN

Beginning with the ninth grade through the midpoint of the last grading period of the twelfth grade, count all courses taken, including final grades for all dual enrollment courses, with the exception of ESE courses and Level I courses, unless supported by a student performance plan.

Using the following key, total the points earned per grade and divide by the number of semester grades.

<u>Unweighted</u>	<u>Weighted</u>
A = 4 points	A = 5 points
B = 3 points	B = 4 points
C = 2 points	C = 3 points
D = 1 point	D = 2 points
F = 0 points	F = 0 points

A weighted factor will be used for figuring honor graduates grade point averages in the 9-12, by adding 1.0 to all grades for courses designated in the Course Code Directory as Advanced Placement, Honors, and Dual Enrollment/Early Admission and for the following courses: Analytic Geometry, Trigonometry, Calculus, Chemistry II, Physics I, and Biology II, and accelerated courses taken in grade 8 for which high school credit is given. Level three courses will also be given weighted credit.

The student having the highest unweighted average will be the valedictorian, and the student having the next highest unweighted average will be salutatorian. In the event of a tie, both students will be declared valedictorian or salutatorian. Grade point averages will be rounded off at the second decimal place when computing the averages.

In order for a student to be valedictorian or salutatorian, he/she must attend Marianna High School for the entire eleventh and twelfth grades except when a change of school is required by a court order.

### HONOR GRADUATES

All students with a 3.50 weighted grade point average or above will be recognized as honor graduates.

### DISTINGUISHED BULLDOG PROGRAM

Students may become a Distinguished Bulldog by completing the following criteria:

- A minimum of 12 credits in honors classes taken at MHS or dual enrollment, with at least one credit in each of the following subject areas: English, History, Math, and Science.
- Two years of the same foreign language
- A weighted GPA of 3.75 and above.
- Any student who receives a D or F in any class must retake the class and earn a C or above to be considered as a Distinguished Bulldog. Any student who receives out-of-school suspension will not be considered as a Distinguished Bulldog

\*\*After the graduating class of 2011, the Distinguished Bulldog program will be discontinued.

### HONORS COURSES OFFERED

<b>Science:</b>	Honors Physical Science	<b>Math:</b>	MAC 1140/1114
	Honors Biology		Algebra I Honors
	Honors Chemistry		Algebra II Honors
	Honors Physics		Geometry Honors
	Chemistry II		Analytic Geometry
	Biology II		Trigonometry
			Calculus

**English:** English I Honors  
English II Honors  
English III Honors  
English IV Honor  
English 1101/1102

**Social Science:** World History Honors  
American History Honors  
AP American History

**Foreign Language:** 2 years of same language required, not weighted

***YOU HAVE THE RIGHT TO FAIR TREATMENT  
YOU HAVE THE RESPONSIBILITY TO TREAT OTHERS FAIRLY.***

## DISCIPLINARY GUIDELINES

All students are under direct supervision of the school at all times while on campus or at any school-sponsored activity (athletic events, field trips, parties, etc.) Students are expected to obey and to show respect for all faculty members and assume responsibility for getting along with fellow students. The teacher will discipline those students, who choose not to obey and show respect. If this is not effective an administrator will take other disciplinary action.

Disciplinary actions may include but are not limited to:

**Alternative Placement (AP):** Students will report to AP after the first bell rings at 7:55 a.m. and will stay in AP until 3:04pm. Absence from AP will result in more days of AP being assigned. Students that are disruptive or refuse to work will be suspended out of school.

**Out of School Suspension (OSS):** Students on OSS are not to be on or near campus at anytime. They are not to participate in any school activity. Also, the student will not be allowed to attend any activity supervised by Marianna High School personnel including rehearsals, practices or contests. Students will be allowed to make up class assignments. Students may work on missed classroom assignments, but it is their responsibility to get those assignments before or after school. If students do not have missed work to make up they will be given alternate assignments.

### **The following violations will result in 1 –5 days of AP: (First Violation)**

- Distraction of other students (behavior that alters the teaching process of the classroom)
- Eating or drinking in unauthorized area
- Gum chewing
- Inappropriate public display of affection
- Littering on school property
- Returning to cars without permission
- Running in halls
- Sitting in a parked vehicle after arriving at school
- Throwing objects
- Excessive tardies
- Skipping class or leaving class without permission of the teacher or administration
- Shoving, scuffling, or horseplay
- Inappropriate language
- Bringing food back on school campus during lunch

### **The following violations will result in 1-3 days OSS: (First Violation)**

- Repeated Level 1 offenses
- Defiance of school employee's authority-verbal refusal to comply with the lawful direction or order
- Possession and/or igniting fireworks or firecrackers
- Possession or use of tobacco products
- Profane or obscene language
- Refusal to give name upon request
- Refusal to leave the classroom and go to the office upon request
- Leaving campus without permission from administration (First offense – 3 days)

### **The following violations will result in 5 – 9 OSS: (First Violation)**

- Repeated Level 2 offenses
- Damage to school property
- Fighting — *Each fight will be investigated on an individual basis to determine each participant's involvement.*
- Gambling

- Obscene behavior (verbal, written, or gestures) toward another person
- Obscene language (cursing, profanity, etc...) to a school employee
- Stealing
- Unauthorized use of the Internet
- Unjustified activation of a fire alarm system or extinguisher
- Use or possession of obscene and/or pornographic materials
- Vandalism
- Verbal confrontation that causes a gathering of students or gains group attention
- Disruption of a school function that interferes with normal school operation
- Leaving campus without permission from administration (Repeat offenses – 5 days)

**The following violations will result in 9 days OSS, law enforcement notification, and possible recommendation for expulsion: (First Violation)**

- Battery of a school employee
- Possession of or use of illegal drugs: Includes any student found to be in the possession of, use of, under the influence of, or trafficking (purchaser or seller) any controlled and unlawful substance on school campus or at a school sponsored activity
- Possession of or use of guns, knives, razors, other cutting instruments, explosives, fireworks, mace, and other weapons (this includes vehicles and lockers)
- Possession of or use of alcohol/or unknown
- Repeated level 2 offenses

**\*\*Students assigned to ISS or OSS are not allowed to participate in extra-curricular or co-curricular contests or practices during the duration of their assignment.**

#### **Parking/Driving Violation Discipline Guidelines**

- First Offense: Warning, if not severe. If severe, suspension of driving privileges for 5 school days.
- Second Offense: Suspension of driving privileges for 15 school days.
- Third Offense: Suspension of driving privileges for remainder of semester, but not less than 45 school days.

***YOU HAVE THE RIGHT TO A SAFE ENVIRONMENT.  
YOU HAVE THE RESPONSIBILITY TO FOLLOW SAFETY RULES.***