Chipley High School

Tiger Nation



Student Handbook

2020-2021

CHIPLEY HIGH SCHOOL
STUDENT HANDBOOK

THIS BOOK BELONGS TO:

STUDENT NAME_____

GRADE_____

ADDRESS_____

CITY_____STATE_____

This handbook is not meant to be inclusive of all the rules, policies, or regulations at Chipley High School. Florida statutes, Florida State Board of Education rules, and Washington County School Board policies are also considered when making decisions affecting students.

The Chipley High School staff believes instruction should occur in a positive environment that is conducive to learning. Effective instruction requires order and discipline, which may be described as the absence of distractions, friction, and disturbances which interfere with the effective functioning of the student, class, and school.

ALMA MATER

In the heart of Western Florida
Posed beneath the skies,
Stands our only Alma Mater,
Hail to Chipley High.

We are always ever ready,
We shall never fail.
Hail to thee our Alma Mater,
Hail to thee, all hail!

Through the years we've learned to love thee,
Now we sing thy praise.
For the kindness thou hast shown us,
Through our high school days.

Chipley High School is represented by blue and gold. The blue symbolizes loyalty to the school, its organizations and its activities, to the community, state, and nation. The gold symbolizes love for learning, for educational advantages in a democracy, and for our Alma Mater.

All policies in this handbook are subject to change due to the actions of the Florida Legislature, the Florida Board of Education, the state and federal courts, the School Board of Washington County, and the district or school administration. Parents/students will be notified when such changes occur. The changes will be posted on the district home page https://www.wcsdschools.com/

All Washington County Public Schools are fully accredited by the Southern Association of Colleges and Schools (SACS)/AdvancED. The district has maintained a productive relationship with (SACS)/AdvancED since 1930. Accreditation assures that all people, processes, departments, and operations in the school system work in concert to increase student learning and organizational effectiveness.

652 Third St.
Chipley FL 32428
850-638-6222

Strategic Plan Summary

Mission	The mission of the Washington County School District is to empower all students to become well educated, productive citizens by providing appropriate, high quality, and rigorous educational programs in a safe learning environment.
Vision	The vision of the Washington County School District is for all schools to be recognized as high performing schools of excellence.
Values	Successful Learners Dignity Development Positive Impact Safe Environment Team Honesty Integrity Open Communication
Strategic Priorities	Increase Student Achievement. Increase community and stakeholder involvement in school district decision making processes and improvement efforts. Provide effective district and school level administrators to meet district needs. Provide and Retain Highly Qualified Staff Members. Provide a Safe Environment for All Staff and Student Populations. Provide Appropriate Educational Facilities to Meet District Needs. Ensure sound fiscal management and utilization of district resources.

TABLE OF CONTENTS

ADMINISTRATION AND SUPPORT PERSONNEL ……...5
IMPORTANT PHONE NUMBERS……..……5
BELL SCHEDULE ……..……6
ATTENDANCE POLICY AND PROCEDURES ……7
BULLETINS AND ANNOUNCEMENTS……..……..…11
CLUBS……..……...11
DIRECTORY INFORMATION RELEASE……11
DISCIPLINARY ACTION……..……...11
BULLYING AND HARASSMENT ……..12
DRESS CODE…… ……13
EARLY DEPARTURE ……14
ELECTIONS ……..……14
ELECTRONIC DEVICES INCLUDING CELL PHONES ……....14
EMERGENCY DRILLS……..…… ……14
FUND RAISING ACTIVITIES ……...……..15
GRADUATION REQUIREMENTS ……..……15
GUIDANCE SERVICES ……..……15
HEALTH SERVICES……..……..16
HOMECOMING COURT/HALL OF FAME ……...16
LIBRARY/MEDIA CENTER ……16
STUDENT LOCKERS/BACKPACK POLICY ……...17
LUNCH PERIOD ……..……17
PASSES ……17
PERSONAL CONDUCT/ACADEMIC HONOR CODE POLICY ……17
PUBLIC DISPLAY OF AFFECTION……..……..18
REPORT CARDS ……18
SCHEDULE CHANGES ……..……18
SCHOOL SPONSORED FIELD TRIPS……..……...18
STUDENT PARKING…….. ……19
THE SCHOOL AND THE LAW……..20
STUDENT RESPONSIBILITIES AND RIGHTS ……..……..…20
TEXTBOOKS ……..……21
USE OF THE OFFICE TELEPHONE ……...21
VISITORS ……...……..21
PLEDGE……..21
SENIOR PRANK……..……..21
APPENDIX A: CLASS OFFICER ELECTION INFORMATION……..22
APPENDIX B: CLASS ACTIVITIY FEES……...25
APPENDIX C: DISCIPLINE PROCEDURES……...28

ADMINISTRATION AND SUPPORT PERSONNEL

Alicia Clemmons	Principal
Sam Cox	Assistant Principal
Ciara Russ	Int. Guidance Counselor
Cheryl Brock	Administrative Secretary
Monica Roberts	Bookkeeper
Jana Shores	Data Entry
Abby Register	Receptionist
Dakota Jarvis	School Resource Officer
Ashley Rudd	Attendance

IMPORTANT PHONE NUMBERS

Main Office	850-638-6100
FAX	850-638-6017
Athletic Department	Extension 4124
Band Room	Extension 4121
Cafeteria	Extension 3117
Guidance	Extension 4114
Health Services	Extension 3118

School Hours

The main office is open daily from 7:30 a.m. to 3:00 p.m. The buildings are opened at 7:45 a.m. Students are supervised from 7:30 a.m. to 3:00 p.m. and during all school sponsored events. Faculty and administration are available for conference by appointment by calling the main school office at 850-638-6100 or by individual teacher's voice mail. Teachers will provide an e-mail address for parent communication.

CHIPLEY HIGH SCHOOL

Regular Bell Schedule

First Bell	7:45
Tardy Bell	7:50
1st Period	7:50-8:40
2nd Period	8:45-9:35
3rd Period	9:40-10:30
4th Period	10:35-11:25
5th Period	**11:25-12:45**
Lunch A	11:25-11:50
Lunch B	11:55-12:20
Lunch C	12:20-12:45
6th Period	12:50-1:40
7th Period	1:45-2:38 [Students will not be released until buses arrive.]

Early Release Schedule

First Bell	7:45
Tardy Bell	7:50
1st Period	7:50-8:22
2nd Period	8:26-8:58
3rd Period	9:02-9:34
4th Period	9:38-10:10
6th Period	10:14-10:47
7th Period	10:51-11:25
5th Period	**11:25-12:50**
Lunch A	11:25-11:50
Lunch B	11:55-12:20
Lunch C	12:25-12:50

[Students will not be released until buses arrive.]

The Chipley High School handbook is published so that parents, students, and staff may be informed of policies and procedures of the school. Students, parents, and staff should read and understand all included information. Students should keep their handbook with other school items throughout the year and refer to it often so there is no question about expectations.

ATTENDANCE POLICY FOR ALL SCHOOLS

School Code 1003.26 states that it is the responsibility of the superintendent to enforce school attendance and those schools must respond in a timely manner to every unexcused absence or absence for which the reason is unknown.

The purpose of this policy is to establish procedures and guidelines to be utilized by parents, students, and school and district staff.

1. GENERAL PROCEDURES

a. The teacher's grade book or other approved school attendance records at the school will be the final authority in determining the number of absences for each student.

b. Each of the schools will document attempts to notify parents of each absence for which the reasons are unknown. However, failure to successfully notify parents/guardians shall not negate the attendance policy.

c. All students will be allowed up to three (3) days to make up work in the event of an absence. All

assignments announced in advance of the student's absence must be made up on the day the student returns to class.

d. School day attendance definition – An absence is defined as missing more than one-half of the school day.

e. All questions relating to the attendance policy are to be directed to the school. The concerned party should contact the school's attendance officer for clarification first and then the school principal or his/her designee. An attendance committee from the school will be selected to handle all attendance/grade/excused absence issues.

2. TARDIES AND CHECKOUTS

a. A student who arrives to school or class after the scheduled beginning time will be recorded as tardy for that day. Students have five (5) minutes between classes and are expected to be in class on time. When the tardy bell rings, **ALL STUDENTS MUST BE IN THE CLASSROOM**. Students who are tardy will be marked accordingly (Moved from p. 22)

b. A student who is checked out before the class or school day is officially over will be declared a "checkout". Checkouts are recorded in the school office. However, the school principal has the authority to excuse or determine the consequence arising from recorded checkouts.

c. Four (4) unexcused tardies or unexcused checkouts in a nine (9) week grading period will be considered as one (1) unexcused absence for the period in which the tardy or checkout occurred. This is for the purposes of contacting parents and referring to the district office.

3. ABSENCES

a. Parents/guardians are to sign in/out their child when missing school for excusable appointments or emergencies and are to comply with the individual school procedures established with the school's attendance officer.

b. Excused absences will be given for the following reasons:

- Religious instruction and/or religious holidays
- Sickness, injury or other medical condition
- School leave – school approved trips such as instructional field trips, club events, athletics, etc. These are not counted as absences.
- Other academic classes or programs
- Educational trips – when requested by parents five (5) school days in advance, trips for educational purposes may be granted.
- Pre-approved absences – absences from school approved by the administration prior to occurrence
- Funerals (documentation must be provided)
- Legal reason (documentation must be provided)
- Other absences as approved by the principal/designee

Parents or guardians are required to justify each absence. A parent note for reasons as listed above will be accepted for each absence up to four (4) days during a nine (9) week grading period.

All absences, after the fourth day, will only be excused with a note from a doctor or dentist, funeral program of immediate family member, religious holiday, documentation for a legal reason, or principal's/designee's approval.

Students must turn in excuse documentation to the office upon return to school.

***If the appropriate documentation is not provided within 3 school days, the absence(s) will be unexcused. Each day absent requires one individual note.**

4. PRINCIPAL REFERRAL TO CHILD STUDY TEAM

If a student has five (5) or more unexcused absences, or absences for which the reasons are unknown, within a calendar month or ten (10) unexcused absences or absences for which the reasons are unknown, within a ninety (90) calendar-day period, the student's primary teacher shall report to the school principal or his/her designee that the student may be exhibiting a pattern of

nonattendance per F.S. 1003.26(1)(b).

The principal shall, unless there is clear evidence that the absences are not a pattern of nonattendance, refer the case to the school's child study team to determine if early patterns of truancy are developing per F.S. 1003.26(1)(b). If the child study team finds that a pattern of nonattendance is developing, a meeting or phone conference with the parent must be held to identify potential remedies. The principal or designee must maintain documentation of contacts or attempts of communication.

If an initial meeting does not resolve the problem, the child study team shall implement interventions that best address the problem. The interventions may include, but need not be limited to:

- Frequent communication between the teacher and the family;
- Changes in the learning environment;
- Mentoring;
- Student counseling;
- Tutoring, including peer tutoring;
- Placement into different classes;
- Evaluation for alternative education programs;
- Attendance contracts;
- Referral to other agencies for family services; or
- Other interventions - including but not limited to a truancy petition pursuant to s.984.151

The child study team shall work diligently in facilitating the intervention services; however, if a parent refuses to attend the child study team meeting, the child/parent may be referred to Truancy Court.

If a student accumulates fifteen (15) unexcused absences in a period of ninety (90) calendar days, the principal or his/her designee shall notify the district school board contact, and the child/parent will be referred to truancy court per F.S. 1003.27(2)(b). Due to length of time in the referral to truancy process, the principal or designee may begin the notification to truancy upon the twelfth ($12^{th)}$ unexcused absence of the student.

5. PENALTIES ASSOCIATED WITH HABITUAL TRUANCY

Parents. A parent who refused or fails to have a minor student who is under his or her control attend school regularly, or who refuses or fails to comply with the requirements of school attendance, commits a misdemeanor of the second degree per F.S. 1003.27(7)(a). The court may also order a parent who violates compulsory attendance to participate in approved parent training class, attend school with the student, perform community service hours at the school, or participate in counseling

Students. In addition to any other authorized sanctions, the court shall order a student found to be a habitual truant to make up all school work missed and may order the student to pay a civil penalty of up to $2, based on the student's ability to pay, for each day of school missed, perform up to twenty-five (25) community service hours at the school, or participate in counseling or other services, as appropriate per F.S. 1003.27(7)(d).

Upon a second or subsequent finding of habitual truancy, the court, in addition to any other authorized sanctions, shall order the student to make up all school work missed and may order the student to pay a civil penalty of up to $5, based on the student's ability to pay, for each day of school missed, perform up to fifty (50) community service hours at the school, or participate in counseling, as appropriate per F.S. 1003.27 (7)(d).

ATTENDANCE POLICY SPECIFIC FOR MIDDLE AND HIGH SCHOOL

Florida Statute 1003.21(c) states a student who attains the age of sixteen (16) years during the

school year is not subject to compulsory school attendance beyond the date upon which he or she attains that age if the student files a formal declaration of intent to terminate school enrollment with the district school board.

Students placed on out-of-school suspension shall receive all assigned work for the days of the suspension. However, the student will not receive credit for completion of those assignments. In addition, the student will receive a zero for any daily grade, pop quiz, or other grade assigned while the student is suspended. Exception: when an assignment is made prior to the student's suspension, the student will be allowed to make up that particular assignment, i.e. test, project, etc. Students shall be allowed to make up nine (9) weeks, semester exams, or other major projects or assignments.

Individual class period attendance definition – An absence is defined as missing more than one-half of the class period.

ATTENDANCE/DRIVER'S LICENSE (15-18 YEAR OLDS)

The Superintendent must provide the Department of Highway Safety and Motor Vehicles the legal name, sex, date of birth, and social security number of each minor student who has been reported under this paragraph and who fails to otherwise satisfy the requirements of s322.091. The Department of Highway Safety and Motor Vehicles may not issue a driver's license or learner's driver's license to, and shall suspend any previously issued driver's license or learner's driver's license of any such minor student. The student will also be referred to truancy court.

Students are to sign in/out when missing school for excusable appointments or emergencies and are to comply with the individual school procedures established with the school's attendance officer. Failure to sign out may result in an unexcused absence and the consequences thereof.

***Teachers will provide all work to students (whether absence is excused or unexcused). All work will be evaluated for understanding of content. Work completed for an excused absence shall not receive an academic penalty.**

PARENT APPEAL TO SCHOOL BOARD

If the parent, guardian, or other person in charge of the child refuses to participate in the remedial strategies because he or she believes that those strategies are unnecessary or inappropriate, the parent, guardian, or other person in charge of the child may appeal to the school board. The school board may provide a hearing officer, and the hearing officer shall make a recommendation for final action to the board. If the board's final determination is that the strategies of the child study team are appropriate, and the parent, guardian, or other person in charge of the child still refuses to participate or cooperate, the superintendent may seek criminal prosecution for non compliance with compulsory school attendance.

Chipley High School
School Wide Adopted Attendance Protocol
Adopted August, 2017

I. **Parent Notes**
   A. Each student is allowed 4 parent notes per nine weeks to be used as excused absences.
   B. Parent notes are per day and will **not cover a sequence of days**.
      1. *For example, if a student is absent Monday, Tuesday, and Wednesday, he or she must use 3 of their parent notes. Therefore, he or she only has one parent note remaining to use for an excuse.*
      2. *One parent note will **not** meet the excusal requirement for a sequence of absent days.*

C. Parent notes must be turned in within **3 school days of returning to school.**

II. Excused Absences and Tardies

A. Students with excused absences will be provided their work.
B. Students will receive **up to 3 days** ("up to" means anywhere from 1-3 days at the teacher's discretion) to complete their makeup work.

III. Unexcused Absences and Tardies

A. Students **will receive zeroes or other academic penalty at the teacher's discretion** for all work that was missed while they were absent unexcused or tardy unexcused.
B. Students will receive the work they missed. This work is provided to students so that they will have access to the information missed while absent unexcused or tardy unexcused.

IV. Attendance and Previously Assigned Work

A. Any work previously assigned before an excused or unexcused absence occurs (including tardies) **is due the day the student returns to class.**
B. Work announced verbally in class prior to the student's absence or provided on Google Classroom or other electronic means accessible during the absence has the same deadline as if the student was in school. 1. If the assignment was provided online and was due in one class period, then the student should have it completed upon return to school.
2. If the assignment was provided online and covers multiple days, then the student must catch up and adhere to the same deadline originally announced.

BULLETINS AND ANNOUNCEMENTS

Office personnel make the announcements for the day each morning. These must be approved, in advance, by a teacher or administrator, and turned in to the office.

CORRIDOR COURTESY

1. Keep corridors open to traffic by walking to the right. Do not block traffic by standing in groups.
2. No food, or drink other than water in sealable plastic water bottles are allowed in the hallways or classrooms at any time during the school day.
3. There should be no running in the halls.
4. Students should not block hallways to normal traffic before, during, and after school. Students should not loiter in breezeway or in the vicinity of restrooms.
5. Trashcans are provided throughout the campus. Take pride in our school and put trash in these containers.
6. Halls will be unlocked for students to go to lockers at 7:45 each morning. In the case of inclement weather, halls will be opened earlier. No students should be in the halls prior to first bell.

CLUBS

1) AVID Club
2) Beta Club
3) Future Business Leaders of America (FBLA)
4) Future Farmers of America (FFA)
5) Juniorettes
6) Key Club
7) Science Club
8) Student Council

Clubs will meet as needed either before or after school, lunch, or during the sponsors' planning times. Club meetings will be communicated to the members by the sponsors.

DIRECTORY INFORMATION RELEASE

Students' parent(s), as defined by Florida Statutes, shall be notified annually in the Code of Student Conduct that the School Board may release "directory information" to the general public. Directory information includes the following:

NAME
ADDRESS
TELEPHONE NUMBER (IF NEEDED)
PARTICIPATION IN OFFICIALLY RECOGNIZED ACTIVITIES/SPORTS
WEIGHT AND HEIGHT, IF AN ATHLETIC TEAM MEMBER
NAME OF THE MOST RECENT PREVIOUS SCHOOL OR PROGRAM ATTENDED
DATES OF ATTENDANCE AND DEGREES AND HONORS RECEIVED, AND
DATE AND PLACE OF BIRTH.

Information described in subsections (1)(a), (d), (e), (f), and (g) herein may be published routinely by the School Board in conjunction with press releases about school activities, honor roll announcements, athletic events, and other school-related activities.

Directory information shall not be published when the student's parent(s) submits written notification to the principal within thirty (30) days of distribution of the Code of Student Conduct. Failure to advise the student's principal shall be deemed a waiver of any right to preclude release of such directory information pursuant to Florida Statutes or federal laws.

DISCIPLINARY ACTION

Chipley High School maintains that every student has the right to a safe, secure, and orderly school environment. Rules for behavior are prescribed by the principal and are in accordance with the WCSB. These rules are necessary to provide a safe and orderly environment in which the educational process of the individual flourishes, to protect the rights of all students, and to encourage behavior patterns and individual development which will prepare students for useful citizenship and future opportunities. The rules apply to all students in like manner and shall be observed by every student while in school, on school grounds, in facilities rented or loaned to the school, and at school functions.

Students are expected to conduct themselves in an orderly manner at all times and in all places when in school or at school functions. Students will comply with rules of conduct established by teachers to maintain discipline and order in their classrooms. Each teacher informs his/her class of discipline policies at the beginning of the school year. Open defiance of school authorities threatens the safe orderly school process and will not be tolerated.

In order to function in an orderly, safe, and productive environment, certain rules must be followed. It is necessary to impose certain penalties when rules are broken. The following disciplinary actions have been developed primarily to provide a safe and orderly environment and to change unacceptable behavior to acceptable behavior. Keep in mind that continued unacceptable behavior cannot and will not be tolerated. Be aware that students who are identified as students with disabilities will be dealt with according to IDEA and ESE guidelines which may not follow the

disciplinary action list for Chipley High School. The following disciplinary actions are suggestions; school administration reserves the authority to increase or decrease disciplinary action dependent upon the severity of the infraction.

A. Incidents of gross misbehavior, such as fighting, will result in severe penalties.
B. Misuse of computer equipment or Internet access could result in suspension or expulsion at the discretion of the principal and WCSB. Please read carefully the campus wide Computer Use Agreement.
C. Crude, disrespectful language directed toward staff or students is not acceptable and will be subject to disciplinary action.
D. Stealing is considered a serious offence and will subject the thief to immediate disciplinary action, which may include suspension or expulsion. Taking materials from another student's locker is considered stealing. Private property must be respected.
E. Cheating on schoolwork will result in disciplinary action.
F. Failure to comply with a direct order or request of a teacher or staff will result in disciplinary action.

Per FS 1006.07(2)(k)(l) and (m) violent or disruptive students assigned to an alternative educational program, students who have been expelled for a firearm or weapon, or a student who is determined to have made a threat or false report, as defined by ss 790.162 and 790.163, are subject to disciplinary action and may receive a referral for a mental health evaluation and/or services.

Bullying and Harassment

Bullying and harassment will not be tolerated at CHS. See policy 5.321 on the district website. **Bullying** is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time.
Cyberbullying is the use of cell phones, instant messaging, e-mail, chat rooms or social networking sites such as Facebook and Twitter to harass, threaten or intimidate someone.
Harassment is abusing, insulting, or otherwise harming you on a regular basis.
These acts can be reported to faculty and staff directly or via our online portal by visiting our school website.
See Appendix C – Discipline Procedures

DRESS CODE

Appropriate wearing apparel is an essential part of education. The word "appropriate" shall be defined to include cleanliness, safety, modesty, and good taste. All administrative and instructional personnel shall give helpful, friendly guidance on these matters without causing embarrassment to the student.

- Students may not wear any garment with suggestive, obscene, offensive, or gang-related language; or drug, tobacco or alcoholic beverage advertisement on it.
- Shoes (not bedroom shoes) must be worn at all times.
- Students may not wear clothing that reveals undergarments, the midriff, or cleavage.

Blouses or shirts that are low-cut or see-through may not be worn. (Examples of inappropriate clothing include, but are not limited to the following: tube or tank tops without over blouses or shirts, halter tops, backless dresses, muscle shirts, pajamas, spandex leggings worn as pants, undergarments as outer garments, modification of clothes {sleeves cut out, rolled up shorts, cutting holes in pants}). No three finger rule, all tops must have sleeves.

- Sunglasses and jacket hoods are not allowed to be worn in school buildings. However, these items must be properly stored at all other times. Bandannas, do-rags, and stocking caps are not allowed on campus.
- Items indicative of gang membership, such as bandanas, clothing, are prohibited on school grounds and at school sponsored functions.
- Oversized pants and shirts are not allowed. "Sagging" pants are not acceptable.
- Pants or shorts cannot have holes above the knees and must be pulled up to the waistline.
- Shorts, skirts, or dresses may be worn but must be at or below the finger tip at the shortest point even when worn over leggings/pants.
- Belts must be buckled and suspenders fastened.
- Armbands, wristbands, belts, wallet chains, or other items with heavy metal projections are prohibited.
- Because of the types of activities in physical education, it is recommended that girls wear shorts under their dresses.

FLORIDA STATUTE RELATED TO DRESS CODE – Exposure of underwear or body parts that is disruptive to an orderly learning environment.

- Students may not wear any type of clothing that indecently or in a vulgar manner exposes underwear or body parts or that is disruptive to an orderly learning environment. The expectation is that students will refrain from wearing clothing in a manner that exposes underwear, bras, or any other types of undergarments in an inappropriate manner.
  - First Offense – Students will be given a verbal warning, and the student's parents or guardian will be contacted by school personnel.
  - Second Offense – Students will be ineligible to participate in extracurricular activities for a period of five (5) days, and the student's parents must meet with the principal.
  - Third Offense – Students will be ineligible to participate in extracurricular activities for a period of twenty (20) days, students will be placed in the in-school suspension program for three (3) days, and the parents will be contacted via telephone and written notice.
  - Fourth and Subsequent Offenses - Students will be ineligible to participate in extracurricular activities for a period of thirty (30) days, students will be placed in the in-school suspension program for 3 days, and the parents will be contacted by the school.

Statutes – 1006.07, 1006.15 and 1002.23(7) The principal may use a committee of faculty, parents, and students to make additions to these guidelines; however, there may be no deletions or revisions of the above. Discipline administered for infractions of the student dress code may include loss of eligibility to participate in student activities.

EARLY DEPARTURE

In order to leave school early for any reason, the student must present a note to the attendance officer from a parent or guardian stating the reason, the time involved, and who will be picking up the student or if the student will be driving himself/herself. The attendance officer will allow a student to sign out only if there is a written note, and will, if necessary; call the parent to verify the validity of the note. Also for the safety and protection of the students, the adult who is picking up the student must go to the attendance officer in person to sign the student out. After arriving on campus, no student is to leave campus under any circumstances without parental permission and without signing out properly. Any student who leaves without following these procedures will receive a disciplinary action. Time away from school is considered an absence and parents are

urged to use the hours before and after school for dental and medical appointments whenever possible.

ELECTIONS

The incoming ninth graders will select officers by the same format used by the 10th-12th grade students at the beginning of the freshman year. Teacher advisors will conduct this election. In order to qualify to run for class office for the sophomore, junior, and senior years, students will pick up a packet from the designated grade level teacher and fill out the necessary paperwork. Qualifications are listed within each packet that describes what criteria the student must meet in order to run for office. Teacher advisors may consider class service when recommending students for office. Clubs or organizations may set stricter rules for their elections, but these rules must be established and announced in advance of the election. **See Appendix A for details about class officer elections.**

ELECTRONIC DEVICES INCLUDING CELL PHONES

Personally owned cellular telephones and other wireless communication devices may be brought to school with the following conditions applying:

1. Such devices must be turned off during school hours when the student enters a building. (student arrival on campus until the end of the last instructional period). In addition, wireless communication devices must be turned off while students are transported to and from school on the regular school bus route.
2. If emergency calls to or from students are necessary, they should be placed through the school office and not from the student's cell phone, unless authorized.
3. Personal cellular telephones and other wireless communication devices cannot be visible and should be kept secure to prevent theft (vehicles, purses, backpacks, lockers, etc.) Schools will not be responsible for lost, stolen, or damaged communication devices.
4. Personal cellular telephones and other wireless communication devices are not allowed for use during instructional time. Instructional time is defined as direct teacher instruction and/or student engagement in learning activities.
5. Individual teachers may provide additional specifications on location of cell phones during their class time.

Any personally owned electronic device capable of audio and/or video play back may not be brought to school unless authorized by the school principal.

Violation of these provisions shall result in the confiscation of the personal cellular telephone or other wireless communication/electronic device and its return to the parent, as defined by Florida Statutes. Any distraction or use of wireless communication/electronic devices may result in disciplinary action. If the student is of majority age, then he/she may be prohibited from possessing a cellular phone or other wireless communication/electronic devices on campus.

The use of personal cellular telephones or other wireless communication/electronic devices at school events shall not be limited by this policy; however, the principal shall have full authority to implement all provisions herein.

EMERGENCY DRILLS

Drills for various types of emergencies will be conducted at regular intervals as required by law. The drills are an important safety precaution. It is essential that when directions are given, everyone obey promptly. The teacher in each classroom will give students instructions. An emergency evacuation plan is posted in each room. Students should study the plan and become familiar with it. The procedures for the drills are contained in the Washington County Crisis Management Manual.

EXAMINATIONS AND EXEMPTIONS

Subject area exams will count as 10% of the student's grade at the end of each semester. The

yearly average is determined by averaging the two semester grades.

Courses that have an EOC exam that are worth 30% of the final grade.

FUNDRAISING ACTIVITIES

All school related fundraising activities must be approved by the administration and placed on the school calendar prior to products being ordered.

GRADUATION AND GPA REQUIREMENTS

Standards for Participation in Interscholastic Extracurricular Student Activities

A student must maintain satisfactory conduct and, if a student is convicted of or is found to have committed a felony or a delinquent act that would have been a felony if committed by an adult, regardless of whether adjudication is withheld, the student participation in interscholastic extracurricular activities is contingent upon established and published school board policy.

Graduation requirements by ninth grade co-hort can be found at http://www.fldoe.org/academics/graduation-requirements or in the Chipley High School front office.

GRADE POINT AVERAGE CALCULATION

The GPA is computed by using the yearly average of all courses. Semester courses will be computed at ½ the yearly value. The following scale will be used:

Unweighted

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

Weighted

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

GRADING SCALE

A=90-100 Percent
B=80-89 Percent
C=70-79 Percent
D=60-69 Percent

Students are urged to schedule appointments when needed and to secure any other assistance which might be rendered by the counselor. A student may be excused for counseling aid from any class by pre-arrangement with the counselor, teacher advisor, and the teacher whose class is to be missed.

HEALTH SERVICES

A student who is ill or injured at school should report the illness or accident immediately to the teacher. The student will then be given a pass and referred by the teacher. To the office, which will send the student to the health room. Students are required to sign out and in with the office. Comprehensive school health services are provided for all Washington District School students and are conducted as a part of the total school health program. Students will not be allowed in the health room without a pass.

The school health aide can administer only minor first aid treatment. When a student is referred because of illness, every effort will be made to contact the student's parent/guardian or other adult listed on the emergency information sheet. **All students are required to have a current emergency information sheet on file in the office.** An accident report must be completed for any accident which occurs at school. School personnel are not permitted to administer medication (internal) to students. Prescription medications may be left with the school health aide. The school cannot provide aspirin or other internal medications for students.

If a physician has ordered medication to be taken at school, parents must follow the procedures below: Obtain a medication consent form from the school health clinic or school office. The physician who ordered the medication should complete, sign, and date the form. The parent/guardian also needs to sign and date the consent form. (ONE CONSENT FORM IS NEEDED FOR EACH MEDICATION).

1. All medication containers must be labeled by a pharmacist and must be in the original container.

2. Parent/guardian must bring the labeled medication container along with the consent form to the health clinic. Parent/guardian will count the medication with the RN, CNA, or trained Para-professional, and sign an agreement of amount of medication brought.

A 30-DAY SUPPLY OF MEDICATION MAY BE KEPT IN THE HEALTH CLINIC. STUDENTS **MAY NOT BRING MEDICATION TO SCHOOL.** MEDICATIONS THAT CAN BE GIVEN AT HOME WILL NOT BE GIVEN AT SCHOOL. MEDICATIONS WILL **NOT** BE GIVEN AT SCHOOL UNLESS THE ABOVE PROCEDURE IS FOLLOWED. THE POLICY IS THE SAME FOR OVER-THE-COUNTER AND PRESCRIPTION MEDICATIONS.

3. All students on school-sponsored trips must adhere to the above policies.

If you have questions regarding this policy, please call 638-6170 extension 224.

Washington County Schools practice “no nit” precautions. Children will be sent home if they are found to have live lice or nits. All nits (louse eggs) must be removed from your child’s hair before returning to school. This is an important step for preventing re-infestation.

HOMECOMING COURT/HALL OF FAME

Students nominated must maintain good grades, (GPA of 2.0), and not have any out of school suspensions, maintain compliance with attendance policy, and not have a criminal record.

The Homecoming Court will consist of girls sponsored by the senior football players. In addition, the senior class will nominate (by voting) two additional girls as at-large candidates. During the morning presentation of candidates for homecoming queen, the girls will be escorted by the senior football players and two other boys selected by the at-large candidates. During the evening presentation of candidates, the girls will be escorted by their fathers or other close relative. The top three girls will be recognized with the homecoming queen being the one of the three with the most student body votes. The entire student body will vote on the ballot for homecoming queen.

The Hall of Fame will be selected by senior class voting. Twelve girls and twelve boys will be chosen as the Senior Hall of Fame.

LIBRARY/MEDIA CENTER

The Chipley High School Library welcomes students and teachers. It serves as an important resource for research, reading, etc., providing media to enrich and support the curriculum, while taking into consideration the varied interests and abilities of the students at CHS. Its goal is to inspire learning through factual information, literary and aesthetic appreciation, and provide information from differing viewpoints that will aid students in making intelligent choices in their lives.

The library is open at 7:30 and closes at the end of the school day. A student may check out two books for a period of two weeks. Students must return or renew overdue books before checking out additional books. No student is allowed to check out a book in another student’s name.

If a student loses or damages a book, he/she must come to the library to get the cost of the book and take the information along with the money to the bookkeeper in the office. Students who have books out previously at the beginning of the school year will have to pay for those books before checking out a book. Students coming to the library need a signed pass from their teacher.

Students needing to use the computers **MUST** have a current signed Internet form on file in the library, even if they do not plan to get on the Internet. **It is very important that students return their Internet forms the first week of the new school year**. Students without signed permission forms are not allowed in the computer alcove area. Students using the computers are not allowed to go to email or submit their vital information on the library computers.

ELECTRONIC MAIL USE Refer to WCSB Policy 8.60

Our goal in providing this service to teachers and students is to promote educational excellence by facilitating resource sharing, innovation and communication. The district has taken precautions to restrict access to controversial material. The parent or guardian must complete an Internet Access Form each school year in order for the student to have Internet privileges.

STUDENT LOCKERS - BACKPACK POLICY – ATHLETIC OR MUSIC BAGS/CASES

Student lockers are the property of the school board and may be used by students, provided the student understands that all lockers are subject to inspection by school authorities at any time. Students are responsible for all school property lost or damaged in an unsecured locker. Students will not be permitted to go back to lockers after class begins. Lockers will be assigned where the majority of grade level classes are held. Each student will be assigned a locker with a combination.

Backpack Policy - Students will not be allowed to carry backpacks into classrooms or around campus. Upon arrival to school when halls are opened at 7:45, students should stow their backpacks in the assigned lockers and take only the books and/or supplies needed for the classes. Students may change books or supplies during class change time.

Athletic or Music Bags/Cases – If these bags/cases are too large to be stored in the lockers with the backpacks, students should take these upon arrival to school to the appropriate teacher in charge of the sport or music and leave these there until the end of the day or until they need them for a class.

LUNCH PERIOD

1. All food and drink will be consumed in the cafeteria or the patio dining area directly outside the cafeteria.
2. Only students with a pass issued from a teacher will be allowed to exit this area during lunch times.
3. All requests to leave campus while school is in session, including the lunch period, must be cleared through the office. The parking lot is off limits during the school day.
4. No food or drink may be delivered during the lunch period in order to comply with federal lunch program requirements.
5. Students are not permitted on the “front campus” during the lunch period.
6. **Students who are checked out during lunch must be done so by the parent or guardian in person – NOT BY PHONE.**
7. Leaving campus without permission at lunch is not allowed and is grounds for disciplinary action.

PASSES

Students must have a hall pass when not in class. Being in the hall or on campus grounds during class without a pass and not returning to class in a timely manner will be grounds for disciplinary action.

PERSONAL CONDUCT

Students are expected to conduct themselves in an orderly manner at all times and in all places when in school or at school functions. Students will comply with rules of conduct established by teachers to maintain discipline and order in their classrooms. Each teacher informs his/her class of discipline policies at the beginning of the school year. Open defiance of school authorities threatens the safe and orderly conducting of school and will not be tolerated.

CHS ACADEMIC HONOR CODE POLICY

Students are expected to uphold the highest standards of academic honesty. Academic dishonesty will not be tolerated and will result in penalties ranging from partial to no credit for the specific assignment to administrative disciplinary actions. Specific violations of the Academic

Honor Code are described below.

1. **Interference with Other Students' Work:** Students may not intentionally interfere with the work of others, such as by sabotaging laboratory work or research, giving misleading information, or disrupting class work.
2. **Dishonesty in Exams, Tests, Quizzes (In-Class or Take-Home):** The work on exams, tests, and quizzes, is to be solely a student's own work, unless otherwise directed by the teacher. No communication is allowed between or among students, nor are students allowed to consult books, papers, study aids or notes, without explicit permission. Cheating includes, but is not limited to, copying from another's paper, giving unauthorized assistance, obtaining unauthorized advance knowledge of questions to an exam (test or quiz), or using electronic equipment including cell phones and PDAs, or use of materials not authorized by the instructor. Specific policies regarding exams, tests, and quizzes may vary by teacher.
3. **Inappropriate Collaboration:** Close collaboration on academic work requires acknowledgment. Inappropriate collaboration involves working with someone else in developing, organizing, or revising an assignment/project without acknowledging that person's help. Specific policies regarding collaborative work, peer review, and editing may vary by teacher.
4. **Work Completed for One Course and Submitted to Another:** Students may not present the same work in more than one course. Under exceptional circumstances, teachers may permit a significant piece of research to satisfy requirements in two classes. However, both teachers must agree in advance to this arrangement.
5. **Plagiarism:** To plagiarize is to use the ideas, words, sentences, paragraphs, or parts of another person's writings without giving that person credit and representing the product as your own. Plagiarism may involve using someone else's wording without using quotation marks and/or documenting the source of the borrowed words/ideas. The issue of plagiarism applies to any type of work, including exams, papers, or other writing, computer programs, art, photography, video, etc. Students are prohibited from submitting any material prepared by or purchased from another person, company, or Internet site. All papers and materials submitted for a course must be the student's original work, unless the assignment was research and the sources are otherwise cited.

PUBLIC DISPLAY OF AFFECTION

Students shall conduct themselves in a suitable manner on all school ground and at all school functions. Any unacceptable public display of affection will not be permitted. Students observed ignoring this rule will face disciplinary measures.

REPORT CARDS

Report cards will be issued at the end of each grading period (9 weeks). Mid 9 Weeks progress reports will be issued to students. Report cards shall be the primary means of reporting student progress to parents. Parents/guardians are also urged to request access to WCSD Parent Portal for current grades, attendance, and fluid communication with school faculty and staff.

SCHEDULE CHANGES

High School course changes for both the fall and spring semester should be made during the first five (5) days of the school year providing there is sufficient evidence of educational need and the change does not adversely affect the schedules of other students. The subject area teacher, counselor, administration, and parent must approve all changes.

SCHOOL SPONSORED FIELD TRIPS

Chipley High School sponsors field trips in order to provide opportunities for students to pursue special interests, to enhance classroom experiences, and to develop social talents. Since the

school sponsors these trips, it is the school's responsibility to see that the purpose of the trip is accomplished. **Students must obtain approval from all their classes' teachers regarding grades and attendance before being placed on school leave.**

Each student who participates in these trips is expected to subscribe to the approved guidelines and procedures for the trip. School-sponsored trips are a privilege, not a right. **Each student must have a permission slip issued by the school, signed by the parent or guardian, on file in the office before taking the trip.** All school rules apply to students while on field trips.

STUDENT PARKING

School Board Policy states: "A student shall be permitted to drive his/her automobile, motor scooter, or motorcycle to school only after having filed with the principal a written consent of his/her parent or guardian and a written agreement to comply with the rules of the school board and the rules of the individual school relating to student vehicles. Students eighteen (18) or older may file his/her own written agreement to comply with all rules." All students who drive to CHS must have a current consent form on file in the office**.** Permission to drive to the technical center may be granted to students. Permission forms are available in the office. Procedures for parking, including assigned, numbered parking spaces, will be discussed with these students.

1. Loitering in a parked vehicle before, during, or after school is PROHIBITED.
2. Operation of a vehicle that might endanger oneself or others is PROHIBITED.
3. Loud music must be turned down when entering or on campus.

Failure to follow the above rules and to park in assigned parking area will result in the following disciplinary actions:

1st Offense: Driving privileges revoked for two (2) weeks
2nd Offense: Driving privileges revoked for nine (9) weeks
3rd Offense: Driving privileges revoked for remainder of school year.

THE SCHOOL AND THE LAW

1. Any unlawful act taking place on school grounds or buses not only makes the student subject to penalties which the courts may prescribe, but could also result in suspension or dismissal from school. Students are also under the jurisdiction of school officials traveling to and from school and at any school sponsored activities.
2. Alcohol, drugs, controlled substances, and other stimulants or depressants are not only illegal but may result in permanent physical and psychological damage and are usually the first steps toward drug addiction. The use of illicit drugs and the unlawful possession and use of alcohol is prohibited on school grounds, transportation, or at school sponsored activities. Students are warned against their use. Anyone found possessing, selling, or buying drugs of any kind on school grounds will be subject to discipline, which may include, but not be limited to, placement in police custody, suspension from school, and possible expulsion from Washington County School District.
3. This school will not tolerate mass disruption by the student body in any form or for any reason. If such a situation does occur, the individual student will obey the classroom teacher, hall monitor, or anyone in authority. Failure to do so may result in suspension.
4. The use of or possession of tobacco in any form (cigars, cigarettes, chewing tobacco, snuff etc.) is strictly prohibited on all school grounds.
5. Weapons are prohibited on school campus. Any student who has or carries any firearm, knife, or other item intended as a weapon, on the school grounds, into any school building, or on a school bus, or at any school sponsored activity, or who has such items on his/her person or in an automobile or other vehicle parked on the school grounds or adjacent thereto, shall be suspended and may be expelled from school. In the case of knife, any student who brings or has a knife in his/her possession on school board property will receive an automatic two(2) day

suspension by the principal. In the case of a firearm, the student will receive an automatic ten (10) day suspension by the principal and will be recommended by the superintendent for expulsion by the Board. If it is determined the student brought the firearm to school, the student will be expelled from the regular school program for a period of not less than one (1) year. In all cases regarding firearms, the Board will be notified at the time of suspension, and a referral of the student will be made by the school administrator to the criminal justice system or the juvenile justice system. Referrals to the School Resource Officer are deemed to meet the requirement of the referral to the appropriate justice system.

STUDENTS' RESPONSIBILITIES AND RIGHTS

Students have responsibilities and rights relative to the knowledge and observation of school rules. They also have definite responsibilities and rights in the areas of attendance, right to learn, participation in school programs and activities, respect for persons and property, privacy, assembly and free speech and student publications. Following is a listing of the specific responsibilities relative to the many aspects of their educational experiences.

A. RESPONSIBILITIES

1. Students are responsible for knowing and observing school rules.
2. Subject to law and rules of the State Board of Education and of the district school board, each student enrolled in a school shall: During the time she or he is being transported to or from school at public expense; During the time she or he is attending school; During the time she or he is on the school premises participating with authorization in a school-sponsored activity; and During a reasonable time before and after the student is on the premises for attendance at school or for authorized participation in a school-sponsored activity, and only when on the premises, be under the control and direction of the principal or teacher in charge of the school, and under the immediate control and direction of the teacher or other member of the instructional staff or of the bus driver to whom such responsibility may be assigned by the principal. However, the State Board of Education or the district school board may, by rules, subject each student to the control and direction of the principal or teacher in charge of the school during the time she or he is otherwise in route to or from school or is presumed by law to be attending school.
3. Students have the responsibility to take advantage of their educational opportunity by attending all classes daily and on time.
4. Students have a responsibility to: Take advantage of the appropriate school programs and not infringe on the rights of others to learn. Involve themselves in the classes in which they are enrolled through participation as directed by the teacher. Involve parents and school personnel in making certain curriculum choices.
5. Student organization officers and representatives have the responsibility to be alert to needs of the school, the concerns of the student body and to work toward the satisfaction of these needs and concerns to the best of their ability.
6. Students have the responsibility to: Respect the persons and property of other students and the school staff. Take care of the property of the school system.
7. Parents, guardians, and eligible students have the responsibility of informing the school and individuals or agencies who are working actively and constructively for the benefit of the student, of any information that may be useful in making appropriate educational decisions.

B. RIGHTS

1. Students have a right to expect clear and understandable rules and regulations to be furnished by the school. They may expect these rules, regulations and laws to be enforced fairly with the right of due process afforded.
2. Students have the right to clearly defined information on School Board Rules and individual school policies dealing with attendance.

3. Students have a right to participate in the appropriate school programs at all levels of instruction and in an atmosphere conducive to the teaching-learning process.
4. Students have the right under the direction of a faculty advisor to:
Form and operate within their respective schools, appropriate student organizations.
Seek office and participate in activities and organizations regardless of race, sex, color, creed, or political beliefs.
5. Each student has the right to expect:
That his or her person and property will be respected by other students and the school staff. The school property to be safe, clean, attractive and well maintained.
6. Students have the right to:
Be protected by legal provisions which prohibit the release of personally identifiable information to other than legally authorized persons and to inspect, review and challenge such information as provided by law. Privacy in their personal possessions unless the principal has a reasonable cause to believe that the student is concealing material, which possession of, is prohibited by law.
7. Students have the right to assemble peacefully on school grounds or in a school building. Exercise of this right shall be denied when it substantially and directly endangers physical health or safety, damages property, or disrupts the school program.
8. Students have the right to express themselves and to petition and survey student opinion in accordance with the established procedures.

TEXTBOOKS

Textbooks are loaned to students, and they should be cared for properly. Books should be returned at the end of the course in similar condition as when issued. That student must replace books that are destroyed or lost by the student. Cost of replacement will be as follows:

If the book was:	**The student pays:**
New	100% of list price
Good	75% of list price
Fair/average	50% of list price
Poor	40% of list price

Money paid for a lost book can be recovered in its entirety if the book is found and returned within three (3) days after the final exam. If a student loses a book, a replacement can be purchased in the office. The condition of each textbook issued will be noted by replacement values. Debts should be cleared by the end of each school year to avoid a cumulative senior debt.

USE OF THE OFFICE TELEPHONE

Students who need to use the school telephone during class must have written permission from their teacher. USE OF THE PHONE IS FOR ILLNESS OR EMERGENCIES ONLY!

VISITORS

Persons desiring to visit Chipley High School during the school day must receive approval from the office prior to the visit and obtain a visitor's pass. Visitors will not be permitted in class or lunch except in special cases approved in advance by the administration.

PLEDGE

Florida Statute 1003.44 – Patriotic Programs; rules: Each student shall be informed by a written notice published in the student handbook or a similar publication pursuant to s. 1006.07(2) that the student has the right not to participate in reciting the pledge. Upon written request by his or her parent, the student must be excused from reciting the pledge, including standing and placing the right hand over his or her heart.

SENIOR PRANK / TRESPASSING / VANDALISM- Any student found to be participating in a senior prank, on campus without authorization, or otherwise participating in acts of vandalism will be subject to criminal charges and suspension as well as forfeiture of participation in the following;

prom, senior trip, and all graduation activities. (This means if you violate this rule as an underclassman then you will be impacted by these consequences as a senior).

APPENDIX A: Class Officer Election Information

In order to run for Class Officer, you must be certified. To become certified, make sure you have completed your application as outlined below.

- Complete an application
- Collect the required signatures certifying grades, behavior, attendance and class responsibilities
- Obtain 15 signatures from classmates from the same grade supporting your effort to seek office.
- Obtain all required office signatures
- Turn in all completed paperwork before due date to: **Appointed Homeroom Sponsor.**

Should you choose to campaign, it will be allowed in the form of an approved flyer, poster or handout with your picture and qualifications/credentials displayed on it. You may post messages on social media sites that are positive in nature and that do not discuss other candidates.

1. All campaigning must be positive and only for the candidate.
2. This includes word of mouth, Facebook/Twitter, etc.
3. Any negative campaigning will result in disqualification at the Principal's discretion.

Important Information and dates

- Turn in application prior to **Deadline to be Announced**
- Elections will be held on **TBD**
- Candidate is running unopposed are still required to submit completed application.
- Students will vote in the English Class on **TBD**
- Elections will be conducted by the Student Council sponsor and/or Class Sponsors, as needed.
- In the event that you are elected but cannot serve in your office, the runner-up will be given the office.

Application for Office

Name _____Grade 9 10 11 12

Please circle the office you are applying for:

Class Officer

President Vice President Secretary Treasurer Ambassador

To be considered for any office you must have:

- cumulative 2.5 GPA.
- no Out of School Suspensions (OSS) for discipline issues
- not been in violation of the attendance policy for absences
- meet class responsibilities as approved by your Class Sponsors
- Dues completely paid up through the end of your current grade in school

Grades - Guidance Counselor Signature:

Discipline - Assistant Principal Signature:

Attendance - Attendance Officer:

Class Activity Fees Current – See Designated Grade Level Sponsor:

Reasons and Procedures for possible dismissal.

Being elected as an officer carries responsibilities (See responsibilities page). Failure to comply with expectations may result in the removal of an officer. Any class officer **may** be removed for:

● Not fulfilling the duties of said office.
● Failure to attend meetings and class functions as called by the President or Advisor.
● Failure to carry out actions at the advisor's direction.
● Failure to comply with GPA requirement.
● Behavior Issues resulting in In School Suspension for any duration.
● Violation of attendance policy for absences.

For the above infractions, officer will receive one warning of reprimand/probation. This will be verbal and written, with a copy going to the school administration, the parent and the student. A second infraction will result in removal from office.

Reasons for Automatic Dismissal

Because of the added responsibility of being a role model and the high visibility profile of these positions, any class officer or Student Council representatives will automatically be removed for the following reasons:

● Possession of or under the influence of alcoholic beverage or drugs of any kind at school or any school related extra/co-curricular activity.
● Behavior Issues resulting in Out of School Suspension deemed inappropriate for holding office.
● Criminal charges or arrest that are determined by the administration not in good keeping with this position.
● Possession of a dangerous weapon, object, or substance.
● Threatening or verbally assaulting a school district employee.
● Other incidents deemed not appropriate by School Administration and Class Sponsors.

Posts to Social Media

Please remember that posts to social media are seen instantly by hundreds or even thousands of people. Please keep these post positive in nature. Social media post that bring discredit to you or your school will be referred to the administration for consideration for removal of a class officer. Post that depict unlawful activity, bullying and threatening in nature will result in automatic dismissal and referral to law enforcement for possible consequences.

Statement of Agreement

I agree to the guidelines and rules as explained in this application and agree to abide by all requirements of being elected as a Class Officer/Student Council Officer. I understand that I am a representative of Chipley High School and will conduct myself accordingly.

Student Signature_____ Date _____
Parent Signature_____ Date _____

Deadline for all paperwork:

Signature Page
Name _____Grade 9 10 11 12
Please circle the office you are applying for: Class Officer
President Vice President Secretary Treasurer Ambassador
Signatures must be from peers in your same grade.

Signature Print Name

1. _____
2. _____
3. _____

4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____

Deadline for signatures:

Freshmen Responsibilities

President: Organize and lead all class activities especially the construction of the homecoming float

Vice President: Execute any fundraising events for the grade (All proceeds go to your grade's prom, graduation expenses, and class gift to the school.)

Secretary: Schedules class officer and sponsor meetings. Make announcements through posters, Facebook, and /or Twitter. Remind officers of meetings; make flyers for fundraisers

Treasurer: Assists the class president in accounting for class funds. Send notices for dues.

Optional: Ambassador: Serves as the liaison with the Student Council as well as an officer for their class. Coordinates all school/class-wide activities sponsored or planned by the Student Council such as: homecoming, dances, powder puff football, and other events as scheduled.

Sophomore Responsibilities

President: Organize and lead all class activities especially the construction of the homecoming float

Vice President: Execute fundraising events for the grade (All proceeds go to your grade's prom, graduation expenses, and class gift to the school.)

Secretary: Schedule class officer meetings. Make announcements through posters, Facebook, and /or Twitter. Remind officers of meetings; make flyers for fundraisers

Treasurer: Assists the Class President in accounting for class funds. Send notices for dues.

Optional: Ambassador: Serves as the liaison with the Student Council as well as an officer for their class. Coordinates all school/class-wide activities sponsored or planned by the Student Council such as: homecoming, dances, powder puff football, and other events as scheduled.

Junior Responsibilities

President: Work with the sponsors to call meetings as needed. Provides leadership for scheduling, planning and organizing the junior/senior prom and help oversee that these tasks get accomplished.

Vice President: Execute fundraising events for the grade (All proceeds go to your grade's prom, graduation expenses, and class gift to the school.) Organize and lead the construction of the homecoming float

Secretary: Schedule class officer meetings. Make announcements through posters, Facebook, and /or Twitter. Remind officers of meetings; make flyers for fundraisers. Provides leadership in designing the prom t-shirt.

Treasurer: Assists the class president in accounting for class funds. Send notices for dues. Works with the class president to establish a prom budget and assists the class president in accounting

for class funds. Send notices for dues.
Optional: Ambassador: Serves as the liaison with the Student Council as well as an officer for their class. Coordinates all school/class-wide activities sponsored or planned by the Student Council such as: homecoming, dances, powder puff football, and other events as scheduled.

Senior Responsibilities
President: Organize and lead the construction of the homecoming float. Assist in organizing the senior trip by getting input from class officer, sponsors and classmates.
Most importantly, provide leadership to plan and coordinate alumni activities for class reunions and gatherings after graduation.
Vice President: Organize and delegate responsibilities for the senior video. Act as liaison to produce the senior video. Most importantly, works with the class president to plan and coordinate alumni activities for class reunions and gatherings.
Secretary: Make announcements through posters, Facebook, and /or Twitter. Make copies of graduation DVD to fill DVD orders. Most importantly, works with the class president to plan and coordinate alumni activities for class reunions and gatherings
Treasurer: Design and organize the sale of class t-shirts and hoodies. Most importantly, works with the class president to plan and coordinate alumni activities for class reunions and gatherings
Optional: Ambassador: Serves as the liaison with the Student Council as well as an officer for their class. Coordinates all school/class-wide activities sponsored or planned by the Student Council such as: homecoming, dances, powder puff football, and other events as scheduled.

APPENDIX B: Chipley High School Class Activity Fees (Dues)

Dear CHS Students and Parents,
Your high school years are among the most important times of your life! During your high school years, you will accumulate memories that will last a lifetime. Many of these memorable events, such as Junior/Senior Prom, Senior Trip and graduation expenses are not included in the school budget and must be paid for by the student body. For this reason, we assess "class dues" to all CHS students. Your class dues will be used to cover traditional, non-instructional school-related activities not included as a part of the school budget.
Purpose: To have funds available each school year for the funding of traditional high school activities such as: homecoming activities and prom. Class dues are intended to deter the amount of fundraising efforts needed by the classes to fund these activities. Monies used for any other purposes must be approved by class sponsors, class officers and the Principal.
Student Responsibility: Upon becoming a Chipley High School student, each student will be required to meet their financial obligation in order to take part in these activities. Dues are required for each semester that a student is enrolled at Chipley High School.
Consequences for not paying dues each year: There are no consequences for not paying class dues; however, in order to participate in costly high school traditions and ceremonies such as homecoming week activities and prom, all students are required to pay class dues.
Exemptions: There are no exemptions from class dues; however, students that were not enrolled at Chipley High School during a particular semester are not assessed the dues for that semester.

Frequently Asked Questions:
1. **Why are students asked to pay class dues?** To have funds available for homecoming activities, prom, and other expenditures as determined by class sponsors/officers and approved by the Principal. This allows every student to contribute a small part in offsetting rising costs, and to

reduce the need to depend totally on local businesses and fundraising efforts to sponsor these costly high school traditions.

2. Do I have to pay dues to graduate from Chipley High School? Absolutely not! You are entitled to a free public education which is funded by the State of Florida and the Washington County School Board; however, they do not provide funding for many school activities such as homecoming, prom and other activities offered at Chipley High School. If you do not pay your dues, you will not be able to participate in activities with your classmates.

3. **How much are dues and how are they assessed?**

- 9th Grade: $50
- 10th Grade $50
- 11th Grade $50
- 12th grade $25

4. Is there a payment plan? Yes. Most students opt to use the payment plan to pay their dues at a rate of $25/semester. This helps alleviate having such large expenses during your junior and senior years. Remember, you will have other expenses associated with the prom as well as your senior supplies that are not part of your dues. If you participate in the payment plan, Class dues are assessed at $25/semester during your freshman, sophomore, junior and senior years, totaling $175.

5. Who do I pay? Each grade level has designated one homeroom teacher to collect the money from all the students in their grade.

6. What is the incentive for freshmen and sophomores to pay dues each year when typically, they are not involved in prom or graduation? High school traditions such as homecoming week activities begin with the freshman year.
7. Will a student be refunded if they move during the school year? No, class dues are nonrefundable.
8. If a student enrolls during the 4th 9 weeks, for example, are dues required that late in the year? Yes, dues will be required beginning with the semester that they enroll.
9. Do receipts need to be kept each year to prove dues have been paid? It is good practice to keep all receipts. Keep the receipt where other school records, such as report cards, are kept. There will be a copy of the receipt kept in the school's accounting records.
10. Is there anything I can do to keep from paying so much? Yes, there will be several fundraising opportunities in which you can participate. Money you raise will be credited to your own dues, not the class in general.

Activity Fees Payment Plan

Below is the Payment Plan that has been implemented to ensure that activity fees are paid in a timely manner and to alleviate large expenses during the junior and senior year that are not covered by class activity fees. Class activity fees are to be paid to the designated grade-level sponsor in accordance with the below schedule.

Make all checks available to **Chipley High School.** Please include the student's name in the note area of your check. The designated sponsor for each grade will record the dues payment details on a spreadsheet, which will be cumulative through the senior year. Payment Date	**Activity Fees**	**Total Paid**	**Beginning Balance $175.00**
9th Grade year-Sept 30	$25.00	$25.00	$150.00
9th Grade year-Jan 31	$25.00	$50.00	$125.00
10th Grade year-Sept 30	$25.00	$75.00	$100.00
10h Grade year-Jan 31	$25.00	$100.00	$75.00
11th Grade year-Sept 30	$25.00	$125.00	$50.00
11th Grade year-Jan 31	$25.00	$150.00	$25.00
12th Grade year-Sept 30	$25.00	$175.00	$0.00
12th Grade year-Jan 31	$0.00	$0.00	$0.00

APPENDIX C – Discipline Procedures

Alcohol/Drugs/Controlled Substance/Weapons

- Use, possession, sale, and Under the Influence.
- Refer to the WCSB Code of Conduct Zero Tolerance.

Assault/Battery on School Board Employee

- Refer to the WCSB Code of Conduct Zero Tolerance.

Bus Misbehaviors

- 1st – Warning and Parent contact by Principal
- 2nd – Bus suspension – 3 Days
- 3rd – Bus Suspension – 5 Days
- 4th -- Recommendation for expulsion from bus

Cheating/Forgery

- 1st – Parent contact, Zero on assignment.
- 2nd – Same as above and ISD/Corporal Punishment – One (1) Day
- 3rd -- ISD– 3 Days

Defacing Property and Vandalism

- Minor-- Restitution and campus clean-up 2hrs/3days/ Corporal Punishment
- Student will forfeit participation in graduation activities, prom, and senior trip
- If the student is in grades 9-11 when the violation occurs, that student will not be eligible for participation in all graduation activities, prom, and senior trip.
- Major-- OSS 1-3 days/Restitution/Police Charges Filed

Dress Code Violation

- 1st – Warning/ Contact Parent
- 2nd - ISD – One (1) Day
- 3rd - ISD – 2 Days
- 4th - OSS - Two (2) Days (Willful Disobedience)
- 5th - Consider alternative placement

Dress Code Violation (FL. Statute 1006.07)

- 1st - Warning/Contact Parent ISD if a change of clothes cannot be acquired.
- 2nd - Contact Parent/Ineligible for extracurricular activities up to 5 days
- 3rd - Ineligible for extracurricular activities up to 20 days/written notice
- 4th - Ineligible for extracurricular activities up to 30 days/written notice

Defiance of Authority

Disrespect /Profanity /Harassing/ Taunting to Staff

- 1st – ISD – 2 Days/ Corporal Punishment
- 2nd - OSS – Three (3) Days
- 3rd - OSS – Five (5) Days
- 4th - Referral for alternative placement

Disruptive Behavior

- 1st - ISD - One (1) Day/Corporal Punishment
- 2nd – ISD - Two (2) Day/ Corporal Punishment
- 3rd - OSS – One (1) Days/Corporal Punishment
- 4th - OSS - Three (3) Days

Electronic Devices Used During Instructional Time on campus

- 1st - Confiscate and returned to student at the end of the day
- 2nd - Confiscate device and parent picks up item
- 3rd - Confiscate, parent picks up, student not allowed to bring item remainder of the year
- 4th – See Defiance of Authority infractions

Fighting – Minor

Loud arguing, words back and forth, pushing, shoving, but stops immediately when adult intervenes.

- 1st - OSS – Three (3)
- 2nd - OSS – Five (5)

Fighting – Major

Extremely loud arguing with profanity back and forth, licks exchanged and refusal to stop when adult intervenes. Continue to fight even though adults are attempting to get the situation under control. Trying to break away from adults and continuing to make threats.

- 1st - OSS –Five to Ten Days Possible charges pending with Law Enforcement

Hitting/Striking another student

- 1st - OSS Three (3) Days
- 2nd - OSS Five (5) Days
- 3rd - OSS Ten (10) Days and Referral for alternative placement

Leaving Campus without Permission

- 1st – ISD- One (1) day/ Corporal Punishment and loss of driving privileges for 2 weeks
- 2nd – ISD –Three (3) days and loss of driving privileges for 9 weeks
- 3rd – Loss of driving privileges for remainder of the year.
- 4th – Referral for alternative placement

Leaving Class without Permission

- 1st ISD – One (1) Day/ Corporal Punishment
- 2nd ISD – Two (2) Day
- 3rd ISD Three (3) Days

Out of Assigned Area (Before school, lunch, between classes, or after school)

- 1st – ISD – One (1) Day /Corporal Punishment
- 2nd – ISD – Two (2) Day
- 3rd – ISD – Three (3) Days

Public Display of Affection

- 1st - Warning
- 2nd - ISD – One (1) day
- 3rd - ISD – Two (2) day

Skipping Class

- 1st - ISD– One (1) Day/ Corporal Punishment
- 2nd – ISD – Two (2) Day
- 3rd - ISD– Three (3) Days

Smoking/ Tobacco Products

- 1st - ISD – One (1) Day/Corporal Punishment
- 2nd - OSS – Three (3) Days
- 3rd - OSS –Five (5) Days
- 4th - Referral for alternative placement

Tardies

- 1st– ASD/ISD – One (1) day
- 2nd – ISD Two (2) day

Technology Misuse

- 1st - Contact Parent; zero on assignment; No use of school technology for 9 weeks
- 2nd - No use of school technology for the remainder of the year
- 3rd OSS/Consideration of alternative placement

Theft

- 1st – ISD – Two 2 (2) Day Restitution and Parent contact, Charges Filed
- 2nd –OSS- Three (3) Days, Restitution and Parent contact, Charges Filed
- 3rd - OSS – Five (5) Days Restitution and Parent contact, Charges Filed

***Administration reserves the right to use discretion when addressing issues not being governed by Federal/State law or district policy.**