

# Bay High School



**2024 - 2025**



## **ALMA MATER**

On our city's northern border,  
Reared against the sky,  
Proudly stands our Alma Mater;  
As the years roll by.  
"Forward Ever" be our watchword:  
"Conquer and Prevail."  
Hail to thee, our Alma Mater, Hail,  
Bay High! All Hail!

## **BAY HIGH FIGHT SONG**

On to Victory, On to Victory,  
Fight right through that line.  
Bay High Spirit, true and loyal,  
Touchdowns sure this time,  
Go Bay High!  
Fighting ever, Ceasing never  
Always be our rule.  
Come on and fight team for  
We are with you,  
Bay High School, Hey!

**Mission:** Our mission is to empower students to excel academically, grow personally, and contribute positively to their communities, while fostering the skills and knowledge necessary for successful careers and lifelong learning.

**Vision:** At Bay High, our vision is to excel in academics and achieve high graduation rates. We're committed to fostering a safe environment where every student thrives academically, ensuring they graduate with the skills, knowledge, and confidence needed for success in college, careers, and beyond. Through rigorous academics, innovative teaching, and personalized support, we empower our students to reach their fullest potential and make a positive impact on the world.

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***This handbook is not meant to be inclusive of all the rules or regulations at Bay High School. Other regulations may be added as deemed necessary by the Administration or Bay District Schools.***

# Bay High School

Switchboard: (850) 767-4600

Administration Fax: (850) 872-4651

Attendance: (850) 767-4651/4652

Attendance Fax: (850) 872-4617

Guidance: (850) 767-4620

Guidance Fax: (850) 872-4427

AICE Office (850) 767-4642

## ADMINISTRATION AND SUPPORT PERSONNEL 2024-2025

Blythe A. Carpenter	Principal
Lisa Solots	Assistant Principal
Shawna Cole	Assistant Principal
Justin Lemke	Assistant Administrator
Ty Steele	Assistant Administrator
Jamie Bukowski	Athletic Director
Rachel Neel	Athletic Secretary
Terry Jones	School Resource Deputy
Marion Harrington	Confidential Secretary
Gwen Oswald	Bookkeeper
Jeremy Brown	Head Football Coach
Marlene Bland	AICE Coordinator
Kris Palfrey	Fine Arts Coordinator
Donnie Ramsey	Head Custodian
Angel Mayorga	Head Custodian
Felicia Lucas	Attendance
Kim Huguenard	Attendance
Janet Manley	Testing Coordinator
Debbie Mitchell	Data Entry/Manager
Camilla Husfelt	ESE Clerk
Christa Opperman	Registrar/Records Clerk

**BAY HIGH SCHOOL  
STUDENT GOVERNMENT ASSOCIATION**

2024-2025 STUDENT GOVERNMENT OFFICERS

President	Bryceson Roney
Vice President	Isabella Breitenbach
Secretary	Jordan Smith
Treasurer	Julianna Barragan
Chaplain	Austin Haligas
Parliamentarian	Beau Carter
Communications Liaison	Jemma Smith
Centennial Liaison	Cadence Conner
Multilingual Liaison	Marcela Martinez
Student Affairs Liaison	Trentin Moss

SENIOR CLASS OFFICERS

President	Emily Rollins
Vice President	Anna Valerio
Secretary	Mayra Nieto
Treasurer	Nyomi Bostwick
Communications Manager	Taylor Carlson

JUNIOR CLASS OFFICERS

President	Catherine Heaton
Vice President	Madeline Colwell
Secretary	JD Godwin
Treasurer	Treysen Villegas
Communications Manager	Savannah Pate

SOPHOMORE CLASS OFFICERS

President	Sadie Littleton
Vice President	Connor Bellis
Secretary	Lourdes Jimenez
Treasurer	Jackson Lee
Communications Manager	Katherine McAllister

## **WELCOME FROM THE PRINCIPAL**

**Welcome Tornadoes!**

**I am the proud principal of Bay High School! We have 100 years of history and the tradition behind our name. We are Bay County's flagship high school, and the standard of excellence that has been set leaves a high mark for us to strive to keep.**

**There has never been a more exciting time to be a Bay High Tornado! From our state of the art facilities, to our rise in graduation rates and academic achievement, and the countless extracurricular activities available to you, every single one of you has an opportunity to leave your mark on our prestigious school. I hope you take advantage of the many opportunities before you and make the most of your high school years. If we can be of any assistance to you, please ask! We stand ready to help you.**

**In order to make this year successful, you will need to be on time and present each day, work hard in your classes, and show respect for yourself and those around you. If these simple rules are followed, you will have a very productive year. We are here to ensure you are afforded every opportunity to reach your goals. Work with us, and you will find that you have a small army of people who will advocate for you and do everything in our power to ensure that your experience at Bay High School is a memorable one!**

**You are part of something bigger than you. You have to BELIEVE that the the best is yet to come, because it is! I am so glad you are here! Together, we are Bay High. Now, let's make it a great year...**

**Proud to lead you,  
Ms. Carpenter**

## A MESSAGE FROM THE SGA PRESIDENT

Tornadoes, it's time for the 2024-2025 school year!

It is an honor to represent you this year as your Student Government President. I hope you are as excited as I am for this year because there is so much to look forward to. Let's make this year truly great by each contributing positively to our unique school and its campus. Let's make the most of it! Be positive! Get involved! Show pride in our 100 year traditions. And have fun! There is something for everyone at Bay High. Join a sport you want to play or find interest in, join our Million Dollar Band, get involved with Student Government, or find a club that makes you excited and engaged. Your years at Bay High will go by fast and you want all the memories you can want and need just by being involved! Your teachers and administrators want this year to be the best year it can be for you as well, so make sure you come to school and do your work. Also remember they are there to be a helping hand when needed. Many of us will be able to continue utilizing the new STEM building, or use the brand new Fine Arts Center—just another reason why it's better at Bay! If you ever have any questions about school events or activities, please feel free to connect with SGA. I can't wait for this amazing year, Tornadoes, and as always, GO Bay!

Sincerely,  
Bryceson Roney  
2024-25 Bay High SGA President



## **ACADEMIC HONESTY**

Bay High School regards academic honesty as a cornerstone of its educational mission. It is expected that all schoolwork submitted for the purpose of meeting course or class requirements represent the original efforts of the individual student. Administration, faculty, students and their families are all important contributors to the upholding of this academic integrity in our school community. To this end, it is important that all involved understand their integral role in helping to promote this climate of academic honesty. All forms of academic dishonesty will make a student subject to disciplinary action per the Bay District Schools Discipline Matrix.

## **STUDENT CODE OF ETHICS**

I will respect the rights, privileges, property and beliefs of others.

I will follow the principles of good sportsmanship in all my activities.

I will avoid any deed or habit that will harm or degrade me mentally, morally, physically or spiritually.

I will observe all rules of safety for myself and for others, being especially careful when I am the driver of an automobile.

I will support, to the best of my ability, all school activities and other activities to which I am obligated.

I will judge people by their individual worth rather than by race, class, or creed.

I will make an honest effort to take advantage of the opportunities offered to me in education.

I will be honest with myself and with others.

I will conduct myself at all times in such a manner as to be a credit to myself, to others, and to my school.

I believe that the reputation of Bay High School and our student reputations are one. We are a team. We all share in any honor that falls to one of us.



## 2024-2025 SCHOOL CALENDAR

	Day	Month	Date
<b>ALL Instructional Staff Report to Schools for Inservice Day</b>	Tuesday	July	30
<b>District-Based Inservice Day</b>	Wednesday	July	31
<b>District-Based Inservice Day</b>	Thursday	August	1
<b>School-Based Inservice Day</b>	Monday	August	5
Pre-School Planning	Tuesday	August	6
Pre-School Planning	Wednesday	August	7
Pre-School Planning	Thursday	August	8
<b>First Day of School</b>	<b>Monday</b>	<b>August</b>	<b>12</b>
Labor Day (Holiday for All)	Monday	September	2
End of First Nine Weeks	Friday	October	11
Columbus Day (School out for Students & Teachers)	Monday	October	14
Teacher PLC Planning Day (School out for Students) <b>STORM DAY (IF NEEDED)</b>	Wednesday	October	23
Veterans Day (Holiday for All)	Monday	November	11
Thanksgiving Holidays (School out entire week for Students & Teachers)	Monday	November	25
Thanksgiving Day (Holiday for all)	Thursday	November	28
Return from Thanksgiving Holidays	Monday	December	2
High School Testing Day	Wednesday	December	18
High School Testing Day	Thursday	December	19
High School Testing Day/End of Second Nine Weeks/End of First Semester/ <b>FULL DAY for ALL STUDENTS</b>	Friday	December	20
Christmas Holidays Begin	Monday	December	23
Records Workday for Teachers	Monday	January	6
Return from Christmas Holidays (Students)	Tuesday	January	7
Martin Luther King's Birthday (Holiday for All)	Monday	January	20
Teacher PLC Planning Day (School Out for Students) <b>STORM DAY (IF NEEDED)</b>	Wednesday	February	5
Presidents' Day (School Out for Students & Teachers)	Monday	February	17
End of Third Nine Weeks	Friday	March	14
Spring Holidays Begin	Monday	March	17
Return from Spring Holidays	Monday	March	24
Good Friday (School Out for Students & Teachers)	Friday	April	18
High School Testing Day	Friday	May	23
Memorial Day Holiday (School Out for Students & Teachers)	Monday	May	26
High School Testing Day/Early Release for High School Students Only	Tuesday	May	27
High School Testing Day/End of Fourth Nine Weeks/End of Second Semester/ <b>Last Day of School for ALL STUDENTS/Early Release for ALL STUDENTS</b>	<b>Wednesday</b>	<b>May</b>	<b>28</b>
Post Planning for Teachers	Thursday	May	29
Post Planning for Teachers	Friday	May	30

STUDENT DAYS		TEACHER DAYS			PROGRESS REPORTS	ORIENTATION DATES	GRADUATION		
Month	Days	Month	Instruct	Other			School	Month	Day
		July		2	Progress reports are available through the District's PARENT PORTAL. Parents can contact the school if no internet access is available.	Dates and times for orientation by school location can be found at the Bay District Schools' website @ <a href="http://www.bay.k12.fl.us">www.bay.k12.fl.us</a>	Bay Virtual	May	15
August	15	August	15	5			NHLC	May	19
September	20	September	20	1			Mosley	May	19
October	21	October	21	1			Rosenwald	May	20
November	15	November	15	2			Bozeman	May	20
December	15	December	15	1			Rutherford	May	21
January	18	January	18	3			MKL	May	22
February	18	February	18	1			Arnold	May	22
March	16	March	16				Bay	May	23
April	21	April	21				Haney	May	27
May	19	May	19	2					
Total	178	Total	196						
						<b>REPORT CARDS</b>	<b>OPEN HOUSE DATES</b>		
						Report Cards are available through the District's PARENT PORTAL. October 23 January 15 April 2 June 4	High School: *Selected Mon. in Sept. Middle School: *Selected Tues. in Sept. Elementary School: *Selected Thurs. in Sept.		
							*Contact school for specific date		
						Board Approved:	11/14/2023		

**Bay High School  
2024-2025  
Bell Schedule**

A Day		B Day	
Common Planning 7:30-8:15 AM			
First Bell 8:05 AM			
Period	Time	Period	Time
1	8:15-9:45	5	8:15-9:45
2	9:49-11:19	6	9:49-11:19
3	11:23-1:26	7	11:23-1:26
4	1:30-3:00	8	1:30-3:00

Lunch A: 11:27 AM-11:57 AM

Lunch B: 12:56 PM-1:26 PM

- Beyond a true emergency, students are ONLY allowed out with a pass the FINAL 5 minutes of class for bathroom/office/etc.

## **GUIDANCE SERVICES**

The Guidance Department offers many services to our students, including academic and personal counseling, college and career information, registration, scheduling, testing, and scholarship assistance.

## **REGISTRATION, SCHEDULE CHANGES, AND WITHDRAWAL FROM BAY**

Registration for classes, schedule changes, and withdrawals from school are handled by the guidance office. All textbooks, library books, chromebooks and school materials must be returned before guidance can forward student records to another school. Schedule changes are only done during the first two weeks of the semester. Students requesting a change in their schedules should set up an appointment with their School Counselor.

## **SENIOR EARLY GRADUATES**

Students who meet the requirements may graduate in fewer than four years in grades 9-12. Information may be obtained from your counselor in the Guidance office. This option prohibits students from participating in **ALL** school activities/trips (including Grad Bash and prom) and from receiving school and district awards/honors. Mid-year graduates may elect to participate in senior recognition day and graduation.

## **TECHNICAL PROGRAMS**

Students may attend a HALF DAY at Haney Technical Center their junior and/or senior years and receive a Bay High School diploma. To attend, a student must meet all requirements for grades 9, 10, and 11 as listed in the Pupil Progression Plan. For more information, see your school counselor.

## **EARLY ADMISSION TO COLLEGE**

Any fourth year senior who wishes to take advantage of the full-time Early Admission to College opportunity during his/her senior year must have fulfilled all requirements listed below and have completed an application requesting permission to participate. This application can be obtained from your counselor in the Guidance office. The student will be allowed to participate in prom, Grad Bash, senior recognition day, and graduation, but will be prohibited from participating in any other school clubs where school day attendance and projects are a contingency of membership (including holding a club office position), school activities (including homecoming court) and school day awards ceremonies. Any senior contemplating Early Admission should consider the potential impact of this decision on Florida Academic Scholar, Florida Medallion Scholar, Gold Seal Scholar, and other scholarships and awards. **To participate in graduation, a student must have fulfilled all graduation requirements and be in attendance at Senior Recognition.**

To qualify for early admission, a student must:

1. have passing scores on state-mandated assessments or concordant score;
2. have a composite score of 26 on the ACT or 1170 on the SAT;
3. have a 3.5 grade point average on a 4.0 scale;

4. have earned 20 credits including all required courses except senior English and/or Economics/American Government;
5. be approved by his/her high school principal;
6. be accepted by an accredited college;
7. have completed accelerated graduation form signed by the parents;
8. be approved by the School Board; and
9. have completed two (2) years of instruction above grade 9.

Students in the Early Admission to College program may be awarded a diploma with their regular class:

1. if the student has completed two (2) college semesters or equivalent with a normal class load (12 semester hours each semester) including six (6) semester hours of English, three (3) semester hours of both Economics and American Government,
2. if the student maintains at least a 2.0 grade point average or equivalent, and
3. if the student's cumulative folder shows adequate notations covering the work accomplished while in college.

### **EARLY ADMISSION TO HANEY TECHNICAL CENTER**

Any fourth year senior who wishes to take advantage of full-time dual enrollment at Haney Technical Center during his/her senior year must obtain permission from his/her school counselor. The student will be allowed to participate in prom, Grad Bash, senior recognition day, and graduation, but will be prohibited from participating in any other school clubs where school day attendance and projects are a contingency of membership (including holding a club office position), school activities (including homecoming court) and school day awards ceremonies. Any senior contemplating Early Admission should consider the potential impact of this decision on Florida Academic Scholar, Florida Medallion Scholar, Gold Seal Scholar, and other scholarships and awards. **To participate in graduation, a student must have fulfilled all graduation requirements and be in attendance at Senior Recognition.**

### **TRANSCRIPTS**

Most colleges require a student to send a transcript (copy of your student grades) when applying for admission. The Guidance office will mail a transcript for a *current* student to the college of his/her choice at no charge. If a *former* student needs a transcript, they will need to contact Bay District Schools 850-767-4100 to request a copy.

## **CURRICULUM/SPECIAL PROGRAMS**

Bay High School offers a comprehensive and challenging educational curriculum. Special programs in Honors, Advanced Placement, and Dual Enrollment are offered along with career academies for students with special interests. The college preparatory program at Bay (AICE) provides students with a strong academic curriculum and at the same time recognizes individual talents and special interests. AICE students take Pre-AICE, Honors, Dual-Enrolled, and Advanced Placement courses as part of a balanced liberal arts curriculum. Our AICE, Advanced Placement and Dual Enrollment courses offer students an

opportunity to earn college credit while still enrolled in high school. See your school counselor for a current list of Bay's AICE, Advanced Placement and Dual Enrollment courses.

### **HONORS, AICE, ADVANCED PLACEMENT & DUAL ENROLLMENT**

Honors courses carry an additional (.5) credit quality point while AICE, Dual Enrollment and Advanced Placement courses carry an additional (1) credit quality point. Honors, AICE, Advanced Placement, and Dual Enrollment classes in English may require summer reading as preparation. Lists are available each spring when application to these programs is made. Placement in all special programs and courses requires an application and parent permission, as well as teacher approval. PERT (Postsecondary Education Readiness Test): Most Dual Enrollment courses require PERT scores in Reading, Writing, or Math. Consult your school counselor for course specific information prior to registering.

### **NEW /MAKE-UP /TRANSFER CREDIT**

Students may earn new credit during the summer or additional credit during the regular school year through Dual Enrollment courses and Bay/Florida Virtual School. Administrative permission must be obtained **BEFORE** students begin such programs. Sources for make-up credit are Bay/Florida Virtual School or Rosenwald High School. Students who fail a course may also request placement in that same course during another term of the regular school year; however, space availability and scheduling conflicts may not allow this option. Students who withdraw from Bay District high schools and enter other educational institutions may transfer no more than ten (10) credits per year (August-August) with a maximum of 5 credits per semester when re-entering Bay District schools. Credits from accredited schools will be accepted at face value, but credit from non-accredited institutions will be validated on the basis of student performance standards, with the principal's approval. In order to receive a diploma from Bay High School, a student must be enrolled in Bay for the last nine (9) weeks of the senior year.

### **INTENSIVE READING COURSES**

According to Bay District policy, students who do not pass the reading portion of the ELA FAST PM3 exam must receive reading remediation. Students who did not pass FSA will also receive reading remediation.

### **GRADE FORGIVENESS**

Any course in which a student makes a D or F may be taken over during the regular year to improve his/her GPA if space is available and scheduling permits. **The new grade will be used in lieu of the original grade to compute the GPA.** The original grade must remain on the record. Credit may not be earned twice for the same course. To compute the GPA, a student must use all unduplicated courses. If the GPA is less than 2.0, the student may drop elective courses (above 25 credits) with the lowest grades from the calculation of GPA.

## **REPORT CARDS AND GRADES**

Computer grade reports will be issued at the end of each 9 weeks to all students. The number of tardies and absences will be included in the report. The grading scale, established by the state, determines numerical values for grades. Term grades are final. One-half credit will be granted for each term course passed.

A = 90 – 100 B = 80 – 89 C = 70 – 79 D = 60 – 69 F = 0 - 59

## **PARENT PORTAL**

From the Bay District Schools website, parents can view information regarding student progress including grades, attendance, discipline, test scores, schedules, and other details that are critical to student success. While the information that can be provided is somewhat limited, the data here provides a valuable tool for parents to monitor their children's activities while in school. The site can be accessed at [www.bay.k12.fl.us/parent-portal](http://www.bay.k12.fl.us/parent-portal)

## **ACADEMIC LETTERS AND HONORS**

Students are honored in the spring for outstanding academic achievement based on the weighted GPA for the first semester of the current school year. Students who maintain a 3.0 or higher weighted GPA receive an academic certificate. Students who maintain a 3.5 or higher weighted GPA receive a silver academic letter (or a pin to add to the letter if already earned). Students with a 4.0 weighted GPA receive a gold letter (or pin to add to letter if already earned). In order to receive an academic honor or letter, a student must be enrolled in the school as a regular, full-time student at the time of the presentation.

## **EXAM POLICY**

All students in grades 9-12 must take term exams. The exam will count 1/7 of the final grade. Alternative examination provisions may be made for exceptional students.

## **AICE and ADVANCED PLACEMENT EXAM POLICY**

Advanced Placement courses are designed for students to earn college credit. Students are required to take AP exams during the same school year as they complete the high school AP course requirements. AP course credit may not be issued to a student's high school transcript until verification of participation in the corresponding AP exam. Students who complete an AP course and do not sit for the AP exam may be awarded the high school equivalent of the course and not receive the weighted AP credit.

## **DRESS CODE (School Board Policy 7.209)**

### **STUDENT UNIFORM AND GROOMING 7.209**

Appropriate dress is the primary responsibility of the student and his/her parent or guardian. In order to promote safety, personal hygiene, academic well-being, and moral development, students shall be expected to comply with reasonable requirements relating to dress, grooming and personal appearance. Students are expected to come to school dressed appropriately with proper attention having been given to personal cleanliness, grooming, and neatness of dress. The dress code policy applies from the time the student arrives on campus until the end of the school day and at all school activities during the school day. Exceptions may be made by the principal for field trips or other special activities (examples: Honors and Awards ceremonies).

#### **Tops:**

- All tops must be unaltered and appropriately fitted with sleeves; cannot be so sheer or tight as to reveal underwear or body parts
- Collared or crew neck tops only; scoop or v-neck shirts will not be permitted
- School approved T-shirts (club, spirit, etc) are permitted
- School colors preferred and encouraged
- Students in grades 6th-12th: any solid color or print patterns; No graphics or logos except for a small manufacturer's trademark
- Students may layer their tops; however, all visible tops including camisoles or undershirts must be in solid colors

#### **Bottoms:**

- Bottoms must be any solid color
- Bottoms must be appropriately fitted and seated at the waist; cannot be so sheer or tight as to reveal underwear or body parts
- No shorts, skirts or dresses shorter than five inches (5") above the kneecaps as measured standing up
- Any pants with holes, rips, or tears 5 inches above the kneecaps are not permitted
- Dresses with sleeves (underarm must be covered) must be a solid color or print patterns but no graphics
- Small manufacturer's trademark and minimal embellishments are acceptable
- Fitness pants such as leggings, yoga pants, exercise tights, etc. are permitted but must be covered with a top that reaches fingertip length when arms are at sides

#### **Shoes:**

- Closed toes and closed backs preferred
- Sandals with back or back strap for grades K-5 only
- No bedroom shoes, flip-flops, shower shoes, slides or beach footwear

#### **Sweaters/Sweatshirts/Hoodies:**

- Long-sleeved sweaters, sweatshirts, or hoodies must be a solid color or print patterns but no graphics (unless school approved spirit or club)
- Small manufacturer's trademark is acceptable
- Hood may not be worn indoors or in covered hallways

**Cloth Face Coverings:**

- Cloth face coverings may be worn by students as necessary for health and safety
- Coverings must be solid colors or school approved
- Coverings may not cover eyes or tops of head
- Students will assume full responsibility for their own personal cloth face coverings

**Other:**

- Scarves must be worn appropriately around the neck or shoulders (accessory item only; no bandanas)
- No head wear except sunglasses. Hats or other sun-protective wear to only be worn while students are outdoors during school hours (not during class changes); however, at all other times, the sun-protective items must be properly stored by the student in pockets, purse, locker or backpack
- No jewelry or accessory that may be used as weapons such as chains or spiked jewelry
- Jackets/Coats must have either buttons, zippers or snaps that are from top to bottom. Jackets can be any color. Jackets may be worn in the classroom at the discretion of the teacher.
- Students participating in extracurricular activities shall conform to the standards of this policy while attending classes during the regular school day. Cheerleaders may wear their uniforms when required for participation in school sanctioned activities. Athletes may wear the team jerseys on game days with appropriate uniform bottoms.
- Earbuds – Principals are granted discretion of authority necessary to implement a technology policy (including earbuds/headphones) that best meets the needs of their campuses. In order for students to be made aware of security announcements or other hazardous situations in a timely manner, it is expected that all students will adhere to single earbud use while on campus, at school-sponsored events and on school sponsored transportation. Earbuds are permitted during supervised testing situations.

**Exceptions to wearing dress code attire are permitted when:**

- A student wears a uniform of a nationally recognized youth organization, such as the Boy Scouts or Girl Scouts, on regular meeting days;
- A student wears a costume, special clothing or attire necessary for participation in a school-sponsored or extracurricular activity provided the clothing complies with District policy.
- The dress code guidelines violate a student's sincerely held religious belief. Students enrolled in special programs such as on-the-job vocational training, or participating in school activities which require additional standards of dress or grooming shall comply with such additional standards. When applicable, students shall be required to "dress out" and wear physical education uniforms prescribed by the school.
- A reasonable accommodation is needed to address a student's disability or medical condition. A request in writing shall be made to the principal by the student's parent/guardian.

**Discipline for violating this policy shall be as follows:**

- First and second offense consequences are: notification of parent or guardian; change of inappropriate attire;
- Consequences for subsequent offenses may include one or more of the following at the discretion of the principal:
  - A. notification of parent or guardian;
  - B. change of inappropriate attire;



- C. one to three days of in-school or out-of-school suspension; or
- D. three days after school detention, if available.
- The fourth and subsequent offenses are willful disobedience which will result in further disciplinary action, which may include out of school suspension or expulsion;
- Any absence resulting from a violation of the Student Dress Code will be considered an unexcused absence.

### **Prohibited Attire at all Schools**

Each student is expected to dress appropriately in such a manner that is respectful to self and others. Dress and grooming shall be clean, healthy and safe, and shall not be permitted to disrupt the teaching and learning environment. Attire and accessories that are prohibited include, but are not limited to:

- Clothing that exposes underwear or body parts
- Fishnet tights
- Garters
- Halloween costumes or anything perceived as a dress up costume
- Sleepwear, pajamas, or other bedroom clothes
- Beach wear or bathing suits
- Visible undergarments including camisole tops or undershirts
- Animal tails
- Any clothing or accessory item that causes a disruption to the learning environment

Any student who violates this specific policy of prohibited attire is subject to the following disciplinary actions:

- For a first offense, a student shall be given a verbal warning and the school principal shall call the student's parent or guardian.
- For a second offense, the student is ineligible to participate in any extracurricular activity for a period of time not to exceed five (5) days and the school principal shall meet with the student's parent or guardian.
- For a third or subsequent offense, a student shall receive an in-school suspension pursuant to §1003.01(5), Florida Statutes for a period not to exceed three (3) days, the student is ineligible to participate in any extracurricular activity for a period not to exceed thirty (30) days, and the school principal shall call the student's parent or guardian and send the parent or guardian a written letter regarding the student's in-school suspension and ineligibility to participate in extracurricular activities.

Any interpretation of the dress code that is required of this policy shall be the responsibility of the principal of each school. The Superintendent is authorized to make the final decision regarding the interpretation, application and enforcement of this policy and to make certain that it is being uniformly applied and enforced at each of the schools within the District. The Superintendent can add dress code requirements based upon the unique needs of the population served at a school.

## **NOTE FROM THE BAY ADMINISTRATION REGARDING DRESS CODE**

**Award Ceremonies:** Periodically students will be permitted to “dress up” for awards ceremonies and other appropriate functions at school. “Dressing up” means wearing business/professional and modest attire to include appropriate footwear. If students choose to dress up on permitted days, boys should wear button-down collared shirts and dress pants (no jeans). Girls should wear sleeved dresses, tops (no tank tops, spaghetti or strapless) with skirts or pants (no jeans). Dresses and skirts must adhere to the dress code policy in terms of length. “Dressing up” includes shoes with closed toes and closed backs. Students violating this policy may receive discipline as outlined in the above listed consequences. Disciplinary action may cause a student to miss part or all of award ceremonies and/or school functions. Students who are unable to replace out-of-dress-code clothing items prior to the commencement of the ceremony or school function will likely miss the ceremony or school function.

**Field Trips:** The *Student Uniform and Grooming Policy* will be followed for ALL field trips.

**Testing:** Students involved in AP Testing or other exams that require school leave must adhere to the *Student Uniform and Grooming Policy* at all times.

**Athletics:** Students who are “dressed out” for physical education courses on the BHS campus should remain in designated areas only and avoid the main campus. Gym attire is for P.E. only.

**Confiscated Clothing:** Administrators may confiscate articles of clothing that violate the policy (e.g. a sweatshirt that is not school approved). The clothing will be stored in the office for two weeks and released to parents or guardians only. Unclaimed articles will be donated at the end of every school year.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

Students are expected to attend school regularly, punctually, and to devote their energies to learning, under the supervision of the total school staff.

Students are expected to assume responsibility for knowing and observing school rules and state laws which govern student conduct, including the obligation to respect others and the property of others.

### **SCHOOL FACILITIES: INDIVIDUAL USE AND ORGANIZATIONAL USE**

Any student will be allowed to enter the building for the use of the library, for conferences with teachers, or to participate in school-sponsored activities before and after school. Students are allowed in classrooms before school with teacher permission. Immediately after classes conclude, students are expected to leave the campus unless involved in such activities.

All visitors to Bay High School must check in at the main office. Visitors may not attend classes unless they have received administrative approval. Due to liability reasons, students are strictly prohibited from bringing family members or friends to school with them. Any student enrolled and attending any school in Bay County is prohibited from entering the premises or grounds of another school without specific authority of the principal of the school in which he is enrolled. Violation of this policy may result in suspension or expulsion.

**Food or drink shall not be brought or consumed in the classrooms or hallways, but must be confined to the cafeteria or courtyard areas.**

Classes or student organizations may use school facilities without charge. A member of the faculty must be present with the group and must assume responsibility for supervision of the students and care of the facilities. An organization not complying with this policy will be subject to suspension from the role of school organizations.

### **HALL PASSES**

At times other than before and after school, students may not be out of class or their assigned area without a hall pass signed by a teacher. The pass should indicate the date and the time issued.

### **LUNCH POLICY**

#### **Off Campus Badges:**

- **At Bay High, only seniors and juniors will be allowed to leave campus for lunch.**
- Pay a \$15.00 fee per year (non-refundable if privilege is revoked)
- A written notarized parent/guardian authorization form on file before they are allowed to leave campus for lunch.
- Must have a 2.0 cumulative GPA by the end of the previous school year (includes summer school)
- No F's the prior school year.
- May not have been suspended the previous school year
- Must have cleared all deficiencies (e.g., textbooks, uniforms, club dues and monies, library books, etc.)
- Off campus badges may be revoked at the discretion of administration
- If a off campus badge is revoked, no refunds will be issued

Sophomores, and freshmen are not allowed to leave campus or check out with anyone other than a parent or guardian for lunch. Violation of this rule may result in disciplinary action.

### **STUDENT GOVERNMENT MEETINGS**

Students will be on leave from class for SGA meetings and must assume responsibility for making up work from classes missed due to meetings. Failure to make up work may be grounds for removal from office. Teachers will not prevent students from attending meetings if they have met their obligations. **Responsibility for make-up work is a student (not teacher) responsibility.**

### **TEXTBOOKS AND DEFICIENCIES**

Textbooks used at Bay are state adopted. Textbooks are charged to the school and must be accounted for on a yearly basis. Students are responsible for care of textbooks issued to them and must reimburse the school for lost or damaged books. As of 2009 legislative changes, 100% of the item cost is recoverable regardless of years of use.

Teachers will submit textbook deficiencies to guidance and notify students of the necessity to clear such deficiencies. Textbooks will not be issued to any student who has not paid for lost books. **In addition, students who have not cleared textbook/technology deficiencies will not be issued parking permits until textbook deficiencies have been cleared. Any student who has a deficiency will not be issued a report card or a senior diploma at the end of the year until the deficiency has been cleared.** Textbooks/Technology for students who have withdrawn should also be submitted to the guidance office.

### **LIBRARY USE**

The Bay High library will be open for student check-out sometime after the first week of school. Students may use the library before school, during lunch, during class periods with a signed pass from a teacher, and after school, as well as at times when his/her entire class is scheduled by a teacher. Students may be required to show their identification cards or drivers' licenses before checking out materials. Books from the general collection may be checked out for a period of three weeks. Reference books and reserve books may be checked out overnight. These may be checked out after 2:00 p.m. and must be returned by 7:30 a.m. the following day.

A student who has lost or overdue library books or materials may not be permitted to check out additional materials until the deficiency is cleared.

Audio-visual equipment is available for on-campus use. Computers are available in classrooms for student use. Students are responsible for appropriate usage and care of all devices. Misuse of devices may result in disciplinary action, revocation of usage and replacement costs.

### **OUT-OF-FIELD TEACHER REQUEST**

Florida State Statute 1012.42 states that a parent whose student is assigned an out-of-field teacher may request that his or her child be transferred to an in-field classroom teacher. A parent may initiate this

process by completing an out-of-field request in FOCUS. The parent or guardian will be contacted by the school official responsible for reviewing these requests. All requests will be resolved within two weeks of the date the request is initiated.

### **TELEPHONE AVAILABILITY**

Calls of an **emergency nature** may be made in the Attendance Office with written permission from the student's teacher. Students are expected to use school phones during class changes, not during regular class periods. Students should not use their personal cell phones during class.

### **ANNOUNCEMENTS**

The administration makes every effort to keep announcements to a minimum. Following the morning televised announcements, information pertinent to students is scrolled continuously on the school ITV system available in every classroom. Students should avail themselves of the opportunity to be informed through this technology. Student organizations which wish to make announcements should obtain a ITV form from the ITV studio and get the appropriate sponsor signature before returning it for broadcast.

### **LOST AND FOUND**

Students should exercise appropriate care for their personal belongings at school. The school will not violate the right of students to learn by interrupting classes to search for lost or stolen personal items. Students who find articles are requested to take them to attendance. Lost articles may be claimed by providing proper identification.

### **P.E. REQUIREMENTS**

Students are not required to dress out to participate in PE activities.

### **SCHOOL-SPONSORED ACTIVITIES**

All school or club activities must be chaperoned by faculty members. All club meetings must be held on campus before or after school hours, unless administrative approval has been obtained to do otherwise. Membership in clubs not approved by school authorities is against Florida law for students. Club members who participate in activities which result in disciplinary action will be suspended and the club placed on probation. School time shall not be used for club parties.

### **FUND-RAISING ACTIVITIES**

Each school organization will be limited to three (3) fund-raising projects per year. These projects must be approved by the administration. A request for each activity must be completed and turned in to administration at least two weeks prior to the scheduled fund-raising project. Request forms are available from the main office.

### **CAMPUS SALES--CANDY SALES**

Items sold on campus must have administrative approval.

## **OUT-OF-TOWN TRIPS**

**Going on a school sponsored field trip (e.g. sports, Grad Bash, etc.) is a privilege. The faculty and staff reserve the right to deny any student permission to attend any trip based on behavior, discipline, grades, attendance and/or failure to participate in all necessary testing/tutoring/etc to meet graduation requirements.** Out-of-town activities must be school-sponsored or approved by F.H.S.A.A. A statement from parents, giving consent and assuming responsibility, must be obtained from each participating student. Travel time is limited to hours of 6:00 a.m. to 10:00 p.m., except when traveling by commercial vehicle or school-approved bus transportation. Experienced chaperones must be provided. All trip details must be planned in advance and approved by the principal. There will be no variations from these plans unless the principal is contacted and approval given. All rules and regulations, as well as responsibilities, of both students and chaperones must be explained and assumed by all parties concerned. This should be done at a meeting with the principal or his designee prior to departure.

## **POSTING OF SIGNS AND POSTERS**

Signs and posters displayed on campus must have prior administrative approval before posting.

## **STUDENT OFFICES**

A student may hold only one of the offices listed below unless permission is obtained from the sponsors of both organizations. While serving in one of the offices listed below, a student may fill no more than one other office not listed during a given school year. In regards to all other offices, a student may hold a **maximum of three.**

SGA President  
Cheerleader Captain

Drum major/majorette  
President of Class

President of Club  
Concert Choir President

## **WIRELESS COMMUNICATION AND ELECTRONIC DEVICE POLICY**

When adhering to the rules listed below, students may possess electronic devices such as, but not limited to, the following: cellular devices, laptops, iPads, etc. on school property and at school functions.

### **Rules concerning use:**

1. May NOT be openly visible; it must be stored according to teacher's guidelines, etc.
2. May NOT be used during **class.**

### **Discipline:**

1<sup>st</sup> violation – Confiscation of device. Device is returned at the end of the day to the student.

2<sup>nd</sup> violation – Confiscation of device, device only returned to a **parent or guardian\_\_\_\_\_**

3<sup>rd</sup> violation – Confiscation of device, device only returned to a **parent or guardian, discipline\_\_\_\_  
consequence.**

**Continued misuse** – Student subject to disciplinary action, as determined by administrator. Information regarding school board policy on the possession and use of wireless communication devices can be obtained through the Bay District School Board Office.

**NOTE: Students who bring personal electronic mobile devices to school do so at their own risk. The district WILL NOT be responsible if a phone or other device is lost, stolen, misplaced, damaged, or confiscated. The district WILL NOT be responsible for virus, malware, or other computer related issues associated with connecting to the BDS network.**

### **BRING YOUR OWN DEVICE (B.Y.O.D) POLICY**

As per Bay District School Board Policy 7.211: “Students may bring their personal electronic mobile devices to school. These mobile devices may be used in the classroom for educational purposes when the teacher deems appropriate and with a signed AUP.”

### **RECORDING OF CLASSROOM ACTIVITIES**

Students are not permitted to photograph, record video and/or audio, or in any other way digitally record any classroom activities without receiving prior permission from the classroom teacher. If caught, students will be disciplined in an appropriate manner.

## **TECHNOLOGY CODE OF ETHICS**

The use of technology is an opportunity extended to students, faculty, and staff to enhance learning, productivity, and information processing. The computer hardware and software at Bay High School shall be used for educational purposes. The responsibility for appropriate use resides with the student. At school, student access will be under teacher direction and will be monitored as any other classroom activity. The use of computer, related equipment, and software for the purpose of sending or receiving information or images of a prurient nature is expressly prohibited. The District, however, cannot prevent the possibility that some users may access material that is not consistent with the educational mission, goals and policies of the District, since BayNET access may be obtained outside the school setting.

Students who wish to access BayNET (including the INTERNET and Worldwide Web) must complete a Student/Parent-Guardian application which can be obtained from the media center. Users must acknowledge their understanding of the general policy and guidelines as a condition of receiving an account. **Serious violations may result in school disciplinary action or legal action.** Possession of “hacker material” or any software or hardware, etc., which, if used, could disrupt or corrupt any computer or computer system(s) will be cause for discipline, including but not limited to detention, suspension, and/or expulsion. In addition, **criminal charges may be filed.** Students are required to sign in to use all computers on campus using their designated credentials to sign-on to computers, and to conform to acceptable use policies of the district. Students may not visit chat rooms, nor load personal software on school computers. In addition, students must provide their own storage devices for saving their work.



## DRIVING AND PARKING PRIVILEGES

Driving a vehicle to high school is a privilege, not a right. There are a limited number of parking spaces available; therefore, a student/administration committee developed the following policy and procedures to govern this privilege. Any student driving to school must have a registration form completed and approved to be assigned a parking pass. Driving and parking at school without the proper authorization may result in disciplinary action. Each student who desires to acquire a parking pass at Bay High School shall meet the following qualifications:

- Must be a junior or senior before the beginning of the school year
- Pay a \$15.00 fee per year (non-refundable if privilege is revoked)
- Must have a valid Florida Driver's License\* and proof of car insurance (\*Military residents are an exception.)
- Must have a 2.0 cumulative GPA by the end of the previous school year (includes summer school)
- No F's for the prior school year.
- Must maintain a 90% attendance record meaning no more than 18 unexcused absences in the previous school year.
- May not have been suspended the previous school year.
- Must have cleared all deficiencies (e.g., textbooks, uniforms, club dues and monies, library books, etc.)
- Parking permit may be revoked at the discretion of administration
- If a parking pass is revoked, no refunds will be issued.

If a student does not meet these qualifications, he/she will not receive a parking pass. The SGA officers and senior class officers may receive assigned parking spaces. All other spaces will not be assigned to specific students. Seniors with off-campus lunch passes must park in the designated senior lot in order to be released at lunch.

Any student who receives an in-school or out-of-school suspension during the school year may lose his/her parking pass. Any student receiving a parking pass may lose that privilege for any and all types of disciplinary issues.

In addition, no student may loiter in or around vehicles in the parking areas. Students shall not occupy vehicles during class hours, between classes, during lunch, or before or after school, except as they arrive and leave for the school day. The principal shall cooperate with law enforcement officers, and any student who receives a citation for a traffic violation while traveling to or from school, or who is known to be operating a vehicle in such a manner as to endanger his/her own safety or that of others may be directed by the principal not to drive a vehicle to school. Any student violating such a directive shall be subject to disciplinary action.

**If a student fails to observe the procedures herein, the principal may revoke his/her privilege of driving a vehicle to school for an appropriate period of time. Any vehicle parked on School Board property in violation of any procedures outlined herein may be towed at the owner's expense. Violation of School Board policies or rules may result in the loss of a student's parking privilege.**

**All parking spots are distributed on a first-come, first-served basis. Detention will be assigned if students park on school grounds without a permit or park in prohibited areas such as the teacher parking lots and the athletic parking lot located behind the gym. Students may not go to their vehicles during the school day without administrative permission.**

## **AUTOMOBILE SEARCH POLICY**

Student lockers, backpacks, other student storage spaces provided by the school system, **and student vehicles** are subject to search by school authorities at any time, upon reasonable suspicion, for prohibited or illegally possessed substances or objects. *Authority: §1001.41, Fla. Stat., Law Implemented: §§1006.07, 1006.09(9), Fla. Stat., History: New, June 12, 1989, Revised: July 24, 1997; December 10, 2008*

Students who receive parking assignments must be aware of and consent to the Automobile Search Policy in place at this school. *“By entering this area, the person driving any vehicle is deemed to consent to complete search of the vehicle for any reason. Such search may be conducted by school officials or by law enforcement officers at school request. If any person in the car other than the driver is the current custodian of the vehicle, consent to search is deemed given by the custodian also. The area of search will include the entire passenger compartment, engine compartment, trunk and undercarriage, and all containers therein, locked or unlocked.”*

## **ATTENDANCE POLICIES**

### **LEAVE DURING THE SCHOOL DAY**

Before releasing a student from school, the principal or his/her designee shall establish the identity and authority of any individual who seeks the release of a student from school. A student shall be released only to the parents or legal guardians or other person authorized by the parents or legal guardians on the student's electronic registration portal. Should a person other than one authorized by the parents or legal guardians request the release of a student, the principal or his/her designee shall first obtain verbal consent of the parents or legal guardians before releasing the student. In the event that a dispute arises between parents regarding who is authorized to pick up a student from school, the student shall be released only to the parents or legal guardians registering the student for school. It is the responsibility of the Enrolling Parent or legal guardian to maintain current contact information in the electronic registration portal.

Students in grades 9-12 age 18 or older may sign themselves out of school during the regular school day if the school has on file a written, notarized request from the student's parent allowing their student to check themselves out of school. The written request shall include an acknowledgment that the parent understands that the school will not notify the parent of excessive absences or tardiness if they allow their student this privilege. The written parental request may be waived by the principal in the event the principal determines through verification that the student is living on his/her own.

No teacher or other employee of the School Board shall permit or cause any student to leave school prior to the regular hour of dismissal except with the knowledge and approval of the principal or his/her designee. At the discretion of the principal, the parents/guardians may be asked to physically sign the student out. Parents/Guardians must have a picture ID to prove they have authority to remove the student from campus. No student may be excused from school during regular school hours in order to take private lessons, except as provided herein.

## **ABSENCES**

A student who wishes to be absent from school for permissible reasons shall have the verified permission of his/her parents or legal guardians and the approval of the principal. By the next school day after an absence, it shall be the responsibility of the parents/legal guardians to notify the school regarding the reason for each absence that was not pre-approved. The school shall thereafter contact the student's parent or guardian to determine the reason for each unexcused absence or absence for which the reason is unknown. Parents or legal guardians shall be required to justify the student's absence. Justification will be evaluated based on the policy below regarding excused or unexcused absences. The final decision for approval will rest with the school principal. Failure to successfully notify parents will NOT negate the attendance policy.

## **EXCUSED ABSENCES**

Documentation must be filed with the principal's office within 3 days of the absence. Excused absences may be given for the following reasons:

- Illness of student (Written physician's statement may be required after 5 days absence.)
- Appointments for medical or dental care (Physician's statement required)
- Death in the family or other bona fide family emergency
- Legal reasons
- Religious reasons (Specific policies regarding leave for religious holidays may be obtained at the attendance office).
- School-sanctioned activities
- Approved educational trips
- Pre-approved family leave
- Visits to licensed therapist
- Administrative leave

## **UNEXCUSED ABSENCES**

Unexcused absences are those absences that are not justified according to this policy by parent or legal guardian. Parents may appeal in writing to the principal for these absences within five days of notification. **In addition, truancy, out of school suspension, expulsion and/or skipping are considered unexcused absences.**

## **SIGNING IN AND OUT OF SCHOOL**

Students arriving at school after 8:20 a.m. (5 minutes after the opening of school) must report to the attendance office, sign in, and obtain a pass to enter class. Students will not be allowed to leave school during the day except in cases of emergency illness or dental and doctor appointments, and only then with prior administrative approval. Any student will be allowed to check out at any time without prior approval when the parent or guardian comes to the school. Students who do not sign in and out according to procedure could seriously jeopardize an absence appeal. Students may not sign out to leave campus for lunch.

**At the discretion of the principal, the parents/guardians may be asked to physically sign the student out. Parents/Guardians must have a picture ID to prove they have authority to remove the student from campus.**

Further, due to the high rate of absenteeism after the lunch hour, any student who leaves campus during lunch and does not return will be given an **unexcused** absence. In order for the absence to be excused, the parent **must** provide the attendance office with verification of a bona fide emergency or medical reason as to why the student did not return at the specified time. Additionally, if a student is **planning** on not returning after lunch for the purpose of **legal, medical, or dental reasons**, the proper procedure is for students to check out through the attendance office. Failure to do so **shall** also result in an **unexcused** absence. The Principal or his/her designee **shall** have the word in deciding if the absence is excused or unexcused.

**Skipping class is defined by one or more of the following criteria.**

- Failure to check out when leaving school before the end of the official school day
- Absent from class without parent knowledge and/or permission
- Absent from class without teacher knowledge and/or permission

**The teacher's grade book will be the final authority in determining the number of absences for each student.**

## **PRE-APPROVED FAMILY LEAVE**

Requests for family leave must comply with the following:

- The request must be in writing.
- The student must have a C average or higher in all classes for the grading period.
- It must be demonstrated that the leave cannot be taken during school breaks.
- The requested leave cannot be for more than five days per school year and may not be during term exam days.
- The leave form must be turned into the attendance office three (3) days prior to the requested beginning date of leave.

**Administrative probation.** Students with four (4) or more unexcused absences in a **9 week period** shall be placed on Administrative Probation, which shall include denial of participation in extracurricular activities through the end of the current grading period.

**Minimum Attendance.** A student may be in jeopardy of being retained if he/she fails to attend school for at least 160 days in a school year.

## **MAKE-UP WORK**

### **EXCUSED ABSENCES**

Students are expected to make up all work missed during excused absences. A teacher has the prerogative to require a student on school or administrative leave to complete work assigned in advance prior to the date of the absence. A student making up work missed during excused absences must meet the following conditions:

- The student must contact the teacher on the first day back in school in order to make arrangements to makeup the work.
- **It is the student's responsibility to make-up the work within five (5) school days.**
- All assignments including tests and exams announced in advance of the student's absence must be made up on the day the student returns to school.
- The teacher and/or the principal may grant additional time for making up work if warranted by the individual situation.

### **UNEXCUSED ABSENCES**

Students are responsible for making up all work missed, including tests and exams, during ANY unexcused absence. If the unexcused absence is due to a suspension of one to three (1-3) days, the student must contact the teacher upon the student's return to class to make arrangements to make up within five (5) school days work missed. Parent(s)/ guardian(s) of students suspended for more than three (3) days are responsible for contacting the school by the end of the third day of suspension and obtaining the missed work assignments.

**Unexcused Absences and Driving Privileges:** Each principal or his/her designee shall notify the School Board and the superintendent of each minor in its jurisdiction who accumulates fifteen (15) unexcused absences in a period of 90 calendar days. 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 who has been reported under this paragraph and fails to otherwise satisfy the requirements of Florida State Statute 322.091. Appeals based on hardship waivers shall be the responsibility of the school principal or his/her designee and shall meet the requirements of Florida State Statute 322.091(3). The Department of Highway Safety and Motor Vehicles **may not** issue a driver's license to, and **shall suspend** any previously issued driver's license or learner's driver's license of, any such minor, pursuant to the provisions of this Statute.

### **Procedures for Suspended/Blocked Driver's License**

Listed below are the procedures that must be followed for a suspension or block on a student's driver's license. A license will be suspended/blocked if the student is between 14 and 18 and: the student has 15 or more unexcused absences in any class period within 90 calendar days; or the student drops out of school; or the student withdraws to attend adult education (W26) or another Bay District School (W02) and does not enroll within 3 weeks; or homeschool evaluations are more than 30 days past due.

Once the Department of Highway Safety and Motor Vehicles identifies a student as meeting this criteria, a letter is sent to the parents and students by DHSMV stating that their license is in danger of being suspended/blocked. From the date of this first letter, the parent has **15 days** in which to dispute the unexcused absences with the school or file a hardship waiver. If no hardship waiver is filed within that 15 days, a second letter is sent out by DHSMV giving a specific date of the suspension/block. **If the District Office is not notified within the 15 days, the process continues even if the student's attendance improves.**

In order to have a license reinstated or a block lifted, a student must turn 18 years of age, or:

Attend school for 30 **school** days without an unexcused absence (beginning the day after the last unexcused absence, excused absences are not part of the 30 days); or

Attend adult education classes for 6 weeks; or Graduate

or obtain a GED

Students must get a completed form HSMV 72870 (10/03) from the District Office and take it to the local driver's license office along with \$35 to have the license reinstated.

**Letters from the school or copies of diplomas are not accepted by DHSMV.**

### **ATTENDANCE INCENTIVE**

Students in grades 9-12 with perfect attendance including the day of the exam in a term/semester and an average of 85% and above or students in grades 9-12 with no Unexcused Absences and no more than three Excused Absences including the day of the exam in a term/semester and an average of 90% or above may elect to drop a test or project grade that the students has turned in from the current grading period which does not count for more than 1/7 of the student's grade in that class within the current grading period. Additionally, the test grade must be within 20 points of the student's average for the class in order to drop the final exam. School Leave and Religious Leave shall not count as an absence for the purpose of this section.

- Any student placed in in-school or out-of-school suspension during the term/semester **shall not be eligible** under this policy to drop any test or project grade.
- Any student who has three unexcused Tardies in a class during the term/semester **shall not be eligible** under this policy to drop any test or project grade.
- Any student who transfers into a District school or a student who transfers from one school to another in Bay County **shall not be eligible** to drop any test or project for the term/semester of their transfer.

**Administrative Probation:** Students with four or more unexcused absences in a grading period shall be placed on Administrative Probation which shall include denial of participation in extracurricular activities through the end of the current grading period.

**Minimum Attendance:** A student may be in jeopardy of being retained if he/she fails to attend school for at least 160 days in a school year.

## **TARDINESS**

Students are responsible for regular and punctual class attendance. They must be inside the classroom by the end of the ringing of the tardy bell in order not to be considered tardy. The teacher will determine if a tardy is excused or unexcused. Students who are less than 5 minutes late will be given a Tardy. **Students who are more than 5 minutes late to a class or leave more than 15 minutes before the class is over will be given a Late Absence.** The school office will determine if the period of absence is excused or unexcused. Chronic Tardiness/Late Absences will be investigated by a designated school representative.

In order to clarify some misunderstandings as related to Tardies and Late Absences, the following will be followed in regards to disciplinary action.

- When a student has three tardies or late absences, or any combination thereof, the student may be assigned one day of detention.
- On the fourth tardy or late absence, or any combination thereof, the student may be assigned one additional day of detention.
- On the fifth tardy or late absence, or any combination thereof, the student will be considered to have a chronic attendance issue and will be given three days of In-School Suspension.
- For the purpose of this section pursuant to Bay District School Board Policy (Chapter 7, Section 7.104), a grading period shall be defined as the 9-week period which corresponds to the grading periods at the high schools operating on a 7-period schedule. At the end of the grading period, all Tardies/Late Absences ***shall*** start over. This follows Bay District Schools' policy of progressive discipline and is designed to enhance student attendance and achievement.

**Parent Notification:** Every attempt will be made to notify parents of each absence of their student through use of the Parent Link automated dialing system. However, failure to successfully notify parents will **NOT** negate the attendance policy.

**Absence During Exams:** Any student who signs out or is absent during a term exam due to illness may be required to bring a doctor's note in order to make up the exam. Those absences not verified by medical statement from a licensed physician will be subject to administrative review on an individual basis. All arrangements for make-up of term exams must be made within five (5) days of absence.

**Falsification of Attendance Information:** Falsification of attendance information (reason for absence, forged signature, unauthorized use of medical stationary, incorrect telephone number or mailing address, etc.) by students or parents will result in the denial of any absence appeal.

## **WITHDRAWAL FROM SCHOOL**

Any student withdrawn from school may not re-enter that term unless he/she has the permission of the principal. Any student wishing to withdraw should report to the guidance office.

## **HEALTH CERTIFICATES**

All students must have a completed Florida Certificate of Immunization as required by Florida Statutes to attend school. In addition, all freshmen are required to have a physical examination and have on file a record of such examination. This also applies to any new student entering Bay High from an out-of- state school.

## **MEDICATION**

If it is necessary for a student to take any form of medication while at school, Permission to Administer Medication Form must be obtained in the attendance office, signed by the prescribing physician and parent or guardian, and returned to the attendance office. Storing and dosage accommodations must be made through the office. Students are allowed to carry and self administer epi-pens or metered dose inhalers with parental and physician written authorization.

## **DISCIPLINE POLICIES**

All students suspended from school may not attend any school function, nor come to the school until suspension is completed. Essentially there are two types of student misconduct. The first behavior invokes informal disciplinary procedures, while repeated behaviors qualifying for informal disciplinary measures or more serious misconduct requires formal disciplinary procedures.

**Grounds for Disciplinary Action:** Since misconduct of any degree or frequency is undesirable and not conducive to a positive learning environment for all, students should understand that certain consequences are applicable to their behaviors. Because some behaviors are more serious and disruptive than others, the frequency, nature and degree of the misconduct will determine the specific disciplinary action which shall be taken. The following is a non-exhaustive list of behaviors for which disciplinary action of some type will be taken.

### **Behavior Qualifying for Informal Disciplinary Measures:**

- Absences
- Disrespect for school staff
- Distribution of unauthorized materials
- Excessive Talking
- Failure to follow instructions
- Libelous statements
- Loss or damage of materials belonging to the school
- Minor disruption of class or school activities
- Possession or use of skateboards



- Skipping class or off campus without permission (includes leaving campus after arrival)
- Tardiness
- Teasing and horseplay
- Unauthorized assembly
- Unauthorized use of school property
- Violations of School Board policy regarding computer and Internet usage

**Behavior Qualifying for Formal Disciplinary Measures:**

- Aiding and abetting another person in committing an act which would be a violation of School Board Policy
- Assault (threat of physical harm)
- Attempting to or gaining unauthorized access to school's or the district's computers or network
- Battery
- Breaking and entering
- Bullying, Harassment, or Cyberstalking as defined herein
- Bus conduct violation
- Cheating or plagiarism, including unauthorized grade changes
- Commission of any felony
- Class disturbance or disruptive behavior
- Damage to personal property of students or staff members
- Excessive tardies
- Extortion
- Falsely activating a fire alarm
- Failure to report to or refusal to accept detention or work detail
- Fighting (mutual altercation)
- Forgery
- Harassment and/or physical or verbal abuse or bullying of students
- Indecent exposure
- Insubordination or defiance
- Intentional false accusations that jeopardize the professional reputation, employment, or professional certification of a teacher or other member of the school staff
- Intimidation
- Larceny or theft of personal or school property
- Lewd or lascivious behavior
- Lying to school officials
- Motor vehicle infraction
- Obstruction of an investigation by school officials or other authorities
- Participation in or leading a riot or disturbance
- Participation in secret societies
- Possession, use or sale of matches or cigarette lighters

- Possession, sale, use or under the influence of any controlled substance as per Florida statute or the possession, use or sale of any paraphernalia designed for use of such substances
- Possession, use or sale of dangerous articles, or chemical propellant sprays
- Possession, use or sale of fireworks or other destructive devices
- Possession of knives of any type, razor blades, box cutters, or similar devices with a blade less than 4" Possession or sale of pornographic material
- Possession, use or sale of tobacco products of any kind (both smoking and non-smoking) or electronic cigarettes
- Public display of affection
- Refusal to accept corporal punishment
- Robbery
- Rude or obscene behavior and/or language (profanity)
- Sexual offenses
- Sexual harassment
- Trespassing
- Unauthorized use of a free and/or reduced lunch number
- Unauthorized entrance on grounds of another school or campus
- Use of wireless communications devices
- Vandalism or defacement of school property
- Violation of vehicle use or parking regulations
- Violation of detention/work detail
- Violation of a re-entry plan following a prior expulsion

**Behavior Qualifying for Discipline Based upon a Zero Tolerance Policy:**

**Drug and/or alcohol abuse:** Any student possessing or under the influence of any controlled substance under Chapter 893, Fla. Stat., any counterfeit controlled substances as defined in §831.31, Fla. Stat., model glue or other inhalant, or any over-the-counter or prescription drug, medication, supplement, or alcohol or commercial non-alcoholic beverage as advertised by the beer and liquor industries, or the possession, use or sale of any paraphernalia designed for use of such substances except under the direction of a licensed physician for said student, shall be immediately suspended for ten (10) days from school, and required to seek immediate professional substance abuse counseling, when such violation is verified by school administrator.

1. Upon verification of substance abuse counseling from the counselor, the school administrator may reduce the suspension to five (5) days.
2. However, failure to complete counseling will result in the immediate reinstatement of the remaining part of the ten (10) day suspension not previously served.
3. A repeat violation of this policy will result in an immediate ten (10) day suspension and a recommendation of expulsion to the school board.
4. When the violation is for transferring or selling drugs, the student will be recommended for expulsion.

Behavior which shall result in a ten (10) day suspension and expulsion and **referral for criminal prosecution**: Homicide (murder, manslaughter); sexual batter; armed robbery; aggravated battery;

battery or aggravated battery on a teacher or other school personnel; kidnapping or abduction; arson; possession, use, or sale of any explosive device; the unauthorized alteration or changing, or aiding and abetting or participating in the alteration or changing of a student's grades or attendance records.

Behavior which shall result in a ten (10) day suspension, expulsion for no less than one (1) full year and a referral for criminal prosecution: **Possession, use or sale of a firearm or weapon.** Any threat, regardless of the location from which it is made, to throw, project, place or discharge any destructive device with intent to do bodily harm to any person or with intent to do damage to any property of any person, OR the making of a **false report with intent to deceive, mislead, or otherwise misinform any person, concerning the placing or planting of any bomb, dynamite, or other deadly explosive.**

**Parents, guardians, and adult students shall be financially responsible for any damage done by students to property.**

### **Informal Disciplinary Measures**

References to such misconduct, of course, involve a matter of degree, and some behaviors are more serious than others. The following is a list of possible alternative solutions and other actions deemed necessary by an administrator or teacher.

- Verbal Correction
- Counseling by teachers, student services personnel, and/or counselors
- Contacting parents through notes, letters, phone calls, e-mails or conferences
- Administrative warning and/or probation
- Detention
- Changes in class or teacher assignment
- Withdrawal of school privileges
- Assigning school clean-up services
- In-School Suspension

Repeated occurrence of such violations will be dealt with in the same manner as misconduct of a more serious nature which invokes formal procedures.

### **I.S.S. (IN-SCHOOL SUSPENSION)**

As an important part of Bay High School's comprehensive school improvement plan, the existing in-school suspension model has proven to be a successful approach for effectively disciplining the disruptive student in a positive and supportive environment.

As a dropout prevention initiative, the ISS class is a proven discipline strategy which serves students by offering them the chance to overcome a potentially negative learning situation with a positive one. Through this program, a student "voluntarily" agrees to attend the in-school suspension class in preference to receiving an out-of-school suspension from an administrator or dean at our school.

Currently, the in-school suspension assignments are given for 3, 5, 7, or 10-days each.

The decision to attend the in-school suspension class benefits the student in several important ways. These benefits include, but are not limited to: attendance, academics, improved self-esteem, improved self-discipline, and permission to participate in extracurricular activities. For attendance purposes, the student who chooses to attend the ISS class is not marked "absent" from school. Academically, this option permits the student the opportunity to continue to receive full credit for all class work completed and returned to their regular academic teachers. Students in ISS may also be allowed to participate in extracurricular activities. (This is solely the decision of the specific extra-curricular activity's faculty sponsor or coach.)

Students who attend the ISS class are required to "start and finish" their in-school suspension assignment. Additionally, the individual student is responsible for staying on-task and following all rules. These two requirements are clearly and consistently communicated, repeated, reinforced, and enforced at all times for all students.

Students who do not complete their ISS suspension assignment will be immediately reassigned to an out-of-school suspension. District policy states that students who receive an out-of-school suspension are marked absent (unexcused) and may not participate in extracurricular activities.

The role of the program administrator (teacher or paraprofessional) in the in-school suspension classroom is threefold. That is, to serve the students as a disciplinarian, a tutor, and a counselor.

As a disciplinarian, the program administrator explains, clarifies, and enforces the rules that have been implemented to insure the integrity of the in-school suspension program. The rules that have been established for the ISS class are administered in a fair and consistent manner for all students. As a tutor, the teacher or paraprofessional assists the student with problems they may be experiencing in academic areas. This includes assisting all "special needs," "regular," and "gifted" students. As a counselor, the program administrator offers the student the opportunity to discuss the specifics of the violation(s) that led to their suspension. Additionally, they may suggest or assist the student in formulating possible alternative behaviors or solutions for future situations the students may face upon returning to their regular school environment.

Once a student agrees to attend or is assigned to in-school suspension, the student's academic teachers are notified. Upon this notification, these teachers assemble and send the appropriate assignments, books, and/or materials for their ISS students to the in-school suspension teacher or classroom. Students are expected and required to stay on-task at all times. It is the sole responsibility of the ISS student to complete and return all assignments to their academic teachers for assessment. The student will receive the grade of "0" for any assignments NOT RETURNED as required.

The administration and faculty at Bay agree that the strong, effective ISS program at our school is a successful dropout prevention strategy that benefits everyone in the educational community by meeting or exceeding program objectives.

### **Formal Disciplinary Measures**

Behavior qualifying for Formal Discipline Measures may result in any of the disciplines under Informal Disciplinary Measures, Corporal punishment, Out of School Suspension, or Expulsion, as deemed appropriate.

**Criminal Referrals:** Some of the violations of school rules are also violations of the laws in the Criminal Code of the State of Florida. If students violate these laws, they will be subject to suspension from school and other more serious actions. All felonies and violent misdemeanors, whether committed by a student or adult, and delinquent acts that would be felonies or violent misdemeanors if committed by an adult, shall be reported to law enforcement. For such students and those formally charged with a felony, the suspension may exceed ten days. The suspension must not affect the delivery of educational services to the students, and the students must be immediately enrolled in a daytime alternative education program. Any pupil enrolled as a student who is formally charged with a felony by a proper prosecuting attorney for **an incident which allegedly occurred on property other than public school property**, but which incident is shown to have an adverse impact on the educational program, discipline, or welfare in the school in which the student is enrolled, shall (following an administrative hearing upon notice provided to the parents or parent or guardian of such pupil by the principal of the school pursuant to rules promulgated by the State Board of Education, if such suspension is recommended) be suspended from all classes of instruction until the determination of his guilt or innocence, or the dismissal of the charge, is made by a court of competent jurisdiction. If the pupil is adjudicated guilty of a felony, the district school board shall immediately expel him.

### **Fighting:**

Due to the Bay High school's zero tolerance policy, fighting on campus results in an automatic ten (10) day suspension. On a first violation, students can choose to participate in an anger management training program which **may**, with administrative approval, result in a reduction of the suspension to five days. In addition, striking, pushing, shoving, etc., by a student against school personnel to inflict bodily harm may result in ten (10) days suspension and possible recommendation to the Board for expulsion.

### **Smoking**

Possession or use of any tobacco products of any kind (both smoking and non-smoking) or electronic cigarettes by students is prohibited while on any school property. Violation of this policy may result in suspension, fine, and community service hours. Florida Law prohibits the smoking by students under the age of 18 within 1000 feet of a school. Violation of this law can result in a fine.

### **Use of Profanity**

The use of profanity will not be tolerated on campus and especially in the classroom. A student will be subject to suspension for violating this policy.

### **Bus Conduct**

All students who ride a bus must conduct themselves in an appropriate manner so as to ensure safety. Failure to do so could result in suspension or expulsion from bus riding privileges for an appropriate period of time. A student who skips off-campus may not ride the bus home on that day. The student must contact his/her parent and make other transportation arrangements. **A student who wishes to ride a**

**different bus or get off at a different stop must have a note signed by a parent/guardian and an administrator.**

The following minimum penalties shall be applied for violations of school bus rules. If warranted, the penalties for the first three referrals may be bypassed and more severe penalties imposed.

- First referral - Administrative warning, parent conference, or loss of bus riding privilege for 3 days
- Second referral - Conference with parent or loss of bus riding privileges for 3 days
- Third referral - Loss of bus riding privileges for three to five days
- Fourth referral - Loss of bus riding privileges for five to ten days or recommendation of expulsion from bus transportation for the remainder of the semester
- Fifth referral - Recommendation of expulsion from bus transportation for the remainder of the school year

**Students will have six (6) minutes following the final bell to board buses. For safety reasons, students will not be allowed to board a bus once the bus door closes and the bus starts to move.**

### **Sexual Harassment**

Sexual harassment will not be tolerated on the school campus or at any school function. Examples of sexual harassment include **unwanted sexual advances, flirtations, or propositions; demands for sexual favors in exchange for favorable treatment; unwanted sexually oriented remarks; verbal abuse of a sexual nature; graphic verbal commentary about an individual's body or sexual prowess; coerced sexual acts or assault; physical contact such as grabbing, pinching, or patting unnecessarily; leering, whistling, or gestures of a sexual nature.** Students guilty of sexual harassment will face severe disciplinary action.

### **Hazing and Initiations**

There will be no school hazing. Hazing is defined as “any conduct or method of initiation into any student organization or activity, whether in school or off-campus, which willfully or recklessly endangers the physical or mental health of any student.” All initiations must be approved by the administration; this includes off-campus initiations. The Department of Education has issued a memorandum 2005-103, regarding the Chad Meredith Act Pertaining to School Hazing – Chapter 2005-146, Laws of Florida.

### **Bullying**

It is the policy of the School Board of Bay County, Florida (the “District” or “School Board”) that all of its students and school employees have an educational setting that is safe, secure, and free from harassment, bullying, and dating violence and abuse of any kind. The District will not tolerate bullying, harassment, or teen dating violence and abuse of any type. Conduct that constitutes bullying, harassment, or teen dating violence and abuse as defined herein, is prohibited, including discrimination on the basis of race, color, national origin, sex and disability.

### **Definitions**

**Bullying** means systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. It is further defined as unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by a student or adult, that is

severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation; and may involve but is not limited to:

1. Teasing
2. Social Exclusion
3. Threat
4. Intimidation
5. Stalking
6. Physical violence
7. Theft
8. Sexual, religious, or racial harassment
9. Public humiliation
10. Destruction of property

**Harassment** means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student or school employee that:

1. Places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property
2. Has the effect of substantially interfering with a student's educational performance, opportunities, or benefits
3. Has the effect of substantially disrupting the orderly operation of a school

**Bullying and harassment** also encompasses:

1. Retaliation against a student or school employee by another student or school employee for asserting or alleging an act of bullying or harassment. Reporting an act of bullying or harassment that is not made in good faith is considered retaliation.
2. Perpetuation of conduct listed in the definition of bullying or harassment by an individual or group with intent to demean, dehumanize, embarrass, or cause emotional or physical harm to a student or school employee by:
  - Incitement or coercion
  - Accessing or knowingly and willingly causing or providing access to data or computer software through a computer, computer system, or computer network within the scope of the District
  - Acting in a manner that has an effect substantially similar to the effect of bullying or harassment

**Cyberstalking** as defined in s. 784.048(1)(d), F.S., means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.

### **Expectations of Bay District School Board in regard to Bullying (Policy 7.207)**

The School Board expects students and employees to conduct themselves in keeping with their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of

other students and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment.

1. The School Board prohibits the bullying of any student or school employee:
  - a. during any educational program or activity conduct by the District;
  - b. during any school-related or school-sponsored program or activity or on a District school bus;
  - c. through the use of any electronic device or data while on school grounds or on a computer system, or computer network of the District. The physical location or time of access of a computer-related incident cannot be raised as a defense in any disciplinary action initiated under this section;
  - d. through threats using the above to be carried out on school grounds. This includes threats made outside of school hours, which are intended to be carried out during any school-related or school-sponsored program or activity, or on a District school bus; or
  - e. while the District does not assume liability for incidences that occur at a bus stop or en route to and from school, a student or witness may file a complaint following the same procedures for bullying against a student and the school will investigate and/or provide assistance and intervention as the principal/designee deems appropriate, which may include the use of the School Resource Officer.
2. All administrators, faculty, and staff, in collaboration with parents, students, and community members, will incorporate systemic methods for student and staff recognition through positive reinforcement for good conduct, self discipline, good citizenship, and academic success, as seen in the required school plan to address positive school culture and behavior,
3. Student rights shall be explained as outlined in this policy and in the Student Code of Conduct.
4. Proper prevention and intervention steps shall be taken based on the level of severity of infraction as outlined in this policy and in the Student Code of Conduct. The full policy is available at [www.bay.k12.fl.us](http://www.bay.k12.fl.us) or your child's school.

### **Weapons on Campus**

Students WILL NOT have weapons of any kind (or objects which might be used as weapons), including laser pens, on the school campus, in their vehicles, or at any school function. Violation of this policy will result in severe disciplinary action which may include suspension or possible expulsion. It is a third degree felony to exhibit on school property a sword, sword cane, firearm, electronic weapon or device, destructive device, or other weapon, in front of one or more persons in a rude, careless, angry or threatening manner, except in lawful self-defense. Toy weapons such as guns or knives WILL NOT be brought on the school campus. A student may be suspended for bringing such items on campus.

### **Fire Alarms**

The fire alarms at Bay High are fully activated and will alarm when a pull station is pulled. A student who falsely pulls a fire alarm or reports a bomb threat will be suspended up to ten (10) days and may be recommended for expulsion. Under Florida Statute 806.101, a person who pulls a false fire alarm could be charged with a first degree misdemeanor.



### **Pranks/ Vandalism** (BDS Policy 6.504, 7.203)

Bay students are expected to take pride in their school building and to make every attempt to keep it in good condition. It is the policy of the school board that there shall be no tolerance of this misbehavior. Students who participate in this misbehavior may also be subject to losing the privilege of participating in class/school sponsored activities including graduation ceremonies.

Students who participate in misbehavior that results in threats to the health, safety and property of self or others will be subject to disciplinary actions. Students who vandalize or deface school property will be subject to disciplinary actions and will be responsible for its repair and/or replacement.

The School Board is authorized under Section 741.24, Florida Statutes, to collect for damages from parents of children under eighteen years of age who maliciously or willfully damage or destroy school property. A student who willfully damages or destroys school property shall be held accountable. Such accountability will include appropriate disciplinary action in accordance with the Student Code of Conduct; personal and parental liability and responsibility for actual damages; and where appropriate, referral to the criminal justice system.

## **STUDENT BODY ACTIVITIES**

### **ELECTIONS**

Election of SGA officers and class officers occurs in the spring. SGA officers are elected school-wide, while class officers are elected by their respective classes. Incoming freshmen elect their class officers in the fall. Candidates for office must not have any serious attendance or disciplinary infractions and maintain a 3.0 GPA.

### **HALL OF FAME**

Ten seniors are recognized each year through election to the Hall of Fame. Students are nominated for this honor by teachers. To be eligible, a student must have a 2.0 or better GPA, may not have any discipline offenses for the current school year, and may not have outstanding legal charges against him or her. Final selections are made through student and faculty voting.

### **HOMECOMING**

Homecoming occurs during the fall football season and is an occasion for Bay alumni to visit their alma mater. Only seniors who are full-time Bay students are eligible to be candidates. In the week leading up to the Homecoming game, candidates for Homecoming Queen and King are featured at Spectacular, and a parade and a pep rally are held.

### **PEP RALLIES**

Pep rallies are held throughout the year to build school spirit and feature athletes in all sports. Students are urged to support our teams through attendance at these events. Students must attend pep rallies as directed.

### **SPORTS BANQUETS**

Sports banquets are held following each sport season to honor participating athletes.

## **DANCES**

Students have the opportunity to participate in several dances, which **may** include the Winter Formal, victory dances following football games, Sadie Hawkins Dance, and Junior-Senior Prom in the spring. Students who are not full time Bay High students need special permission to attend Bay High dances.

## **GRAD BASH**

Each year, seniors who meet the **qualifying criteria** have the opportunity to reserve one of a limited number of slots to attend Grad Bash in the spring. Only full-time Bay students are eligible to reserve a slot for Grad Bash. There are specific requirements for grades, attendance, and discipline. See Ms. Todd or Mr. Flint for specifics and Grad Bash contract.

## **SENIOR RECOGNITION DAY**

Each spring, seniors are recognized at Senior Recognition Day. Academic and leadership achievements are recognized, and scholarships are presented by school and community members. **ATTENDANCE IS MANDATORY FOR ALL SENIORS.**

## **GRADUATION**

All students who are eligible to earn diplomas from Bay High School during the school year are eligible to participate in commencement activities. Attendance at all practices is mandatory.

# **CLUBS AND ORGANIZATIONS**

Clubs and organizations must be approved by the principal before they can operate within a school and must comply with established policies. The purposes, qualifications for members, and rules of conduct of clubs are available to all students and instructional personnel. Initiation ceremonies must be submitted to the faculty sponsor for review and approval by the principal. Dues are required for many clubs but must be reasonable. Meetings are to be held on school property in school facilities, although special events may be exempt from this through request by the faculty sponsor from the administration. Club monies are accounted for through the school's internal accounting system. Students are encouraged to become involved in the opportunities for school and community service, leadership, and personal growth offered by school clubs and organizations.

**AFJROTC:** (Air Force Junior Reserve Officer Training Corps) AFJROTC is a citizenship building program. Cadets are never under any obligation to join the military after high school for taking ROTC; however, it will help in several ways if you are planning to join the military. The ROTC program is grounded in the Air Force core values of "integrity first, service before self, and excellence in all we do"; and is designed to educate and train high school cadets in citizenship, promote community service, instill personal responsibility, promote self-discipline, and build character. The program achieves this through classroom education in aerospace science and leadership lessons, drill, physical training, and hands-on learning opportunities in a number of fun and challenging extra-curricular activities. ROTC is flexible with other after school activities such as sports or clubs. Do not let the fact that you are in another activity stop you from joining ROTC. If you join ROTC, you can expect to follow and adhere to many military standards; these build discipline and desired traits among employers and our community. The greatest benefits of the ROTC program occurs when the cadets get involved, and do the best they can. Cadets will have opportunities such as presenting our nation's Colors at various community events, raising and lowering our US and State Flags each day before and after school, helping at various community service events, marching in community parades, competing on one of our drill, marksmanship, physical fitness, sports, or academic (STEM) teams, maintaining our facility, and wearing an Air Force uniform each week. What really makes ROTC special is that we have a system that recognizes a cadet for their hard work, no matter what the other cadets do: work hard, achieve the standard, get recognized!

**ANCHOR CLUB:** Anchor Club is a service club for students sponsored by the Panama City Chapter of the Pilot International. Its aims are to develop initiative, leadership and personal integrity while serving the school and community. Students must maintain a 2.5 GPA and complete service projects to remain in good standing. Applications for new members are accepted at the beginning of each new school year.

**ANNUAL STAFF/YEARBOOK:** The **PELICAN**, the school yearbook, is published annually by the yearbook journalism class under the direction of the faculty sponsor. Pictures of all classes, teams, clubs, faculty, and student activities are included in the publication which is sold through reservation several times a year. The yearbook is distributed at the close of school.

**AV CLUB:** Welcome to the club! Our members range in a wide variety of technological experience and come from all academic and elective courses. Members can be well versed in digital media and software. New members are always welcome. Whether you want a career in technology or are an enthusiast you are welcome to join. AV club sponsors guest speakers, on site training, and participates in community and school service projects. Being a member of the AV club provides you access to hands-on experience while building friendships along the way.

**BAND:** The **Million Dollar Band** or BHS Marching Band provides musical entertainment and school spirit. This award-winning group is composed of musically talented students who both perform and compete in music festivals and parades throughout the year. The band is well-known for its outstanding drum-line and its steel drum band, which performs frequently at community events and celebrations. Membership is by try-out, and students study under the direction of the faculty band director.

**BETA CLUB:** Beta Club draws its membership from students who demonstrate high standards of character, scholarship, leadership, and service. A 3.0 GPA is required for this elite honor and service club. After applications are submitted, students are tapped on an honors day in the fall.

**CHEERLEADERS:** Several cheerleading squads for various sports offer opportunities for students interested in both performing and competing. Past squads have won first place in state and national competitions. Try-outs are held in the spring.

**CHESS CLUB:** This club meets to study strategy and skill involved in chess play in an attempt to take it to the next level.

**CHOIR AND ENSEMBLE:** These organizations are regular, daily classes which perform and compete at both district and state levels. Auditions are held in the spring.

**COLOR GUARD:** Color guard try-outs for students interested are held each spring. These auxiliary units perform with the band, as well as compete at various levels. The color guard is normally affiliated with the Band, but in the winter the guard competes at various competitions.

**D & D CLUB:** This club is open to any student interested in Dungeons and Dragons and other tabletop games.

**DIAMOND GIRLS:** This group supports the baseball team during the baseball season.

**DRAMA CLUB:** Drama Club is open to students interested in all phases of drama, including acting, scenery construction, lighting, and make-up. Students present several first-rate dramatic and musical performances each year and compete in district and state dramatic competitions.

**FELLOWSHIP OF CHRISTIAN ATHLETES:** FCA is a Christian faith sponsored club. Our purpose is to uplift the name of Jesus Christ in the high school arena through the venue of athletics. Our enrollment is open to all students at Bay.

**FELLOWSHIP OF CHRISTIAN STUDENTS:** Membership in FCS is open to all young men and women at Bay High School who wish to confront students with the challenge and adventure of serving Jesus Christ.

**GAY/STRAIGHT ALLIANCE:** This club consists of a group of students who want to build a more knowledgeable, inclusive, and supportive environment for all members of the Bay community. Membership is open to all students-- LBG, friends and allies--who seek to make Bay a safe and positive place for everyone.

**HOSA:** The mission of HOSA is to empower HOSA – Future Health Professionals to become leaders in the global health community through education, collaboration, and experience.

**I.C.C.:** Interclub Council consists of the presidents of all clubs at Bay. Its leadership coordinates the

activities of clubs so that functions support the overall goal of school and community service.

**INTERNATIONAL THESPIAN SOCIETY:** I.T.S. is available to students in the drama club, and offers students the opportunity to perform competitively in solo, duet, musical, monologue, and ensemble scenes, a small and large group musical, pantomime, and other technical performances.

**KEY CLUB:** Kiwanis Educating Youth is a national service club sponsored by the local Kiwanis club. Applications for membership are taken in the fall, and students are involved in many community service projects.

**LEARN AND SERVE:** The Learn and Serve class is a group of students with unique abilities who work with other clubs and organizations at Bay High School and Chautauqua Charter School to volunteer, help others and learn more about our school and our community.

**MU ALPHA THETA:** This honors club for students who excel in math. Members must have completed the equivalent of two years of college preparatory mathematics, including algebra and/or geometry, and have completed or are enrolled in a third year of college preparatory mathematics.

**NATIONAL HONOR SOCIETY:** NHS is an elite honor society for students with a cumulative 3.5 GPA. Members, who must be juniors or seniors, are invited in the fall to apply. Those accepted are inducted at the honors ceremony during the first semester. Students participate in school and community service projects.

**PEP CLUB:** Pep Club is open to all students who want to show school spirit through attending various athletic events.

**PHOTOGRAPHY:** Welcome to the club!

Our members range in a wide variety of photography experience and come from all academic and elective courses. Members can be well versed in digital or analog photography and/or an other device for taking images. New members are always welcome. Whether you want a career in photography or are an enthusiast you are welcome to join. Photography club sponsors guest speakers, studio shows, exhibitions, field trips, and participates in community and school service projects. Being a member of the photography club provides you access to a photography community while building friendships along the way.

**SCIENCE CLUB:** Students interested in protecting the environment and school beautification make up the membership of this club who seek to make the school community more environmentally aware.

**SCIENCE NATIONAL HONORS SOCIETY:** This club is a nationally accredited society for students who have taken 3 or more semesters of Spanish in high school while maintaining an honor average in Spanish class. Activities within the society include service projects, practicing the Spanish language outside of school, and educating others on the importance of foreign language study and Hispanic/Latin culture

**SGA:** Student Government Association leaders are elected by the student body to coordinate student interests and concerns. SGA is made up of class officers and class representatives. Members are involved in community service, as well as school activities.

**SPANISH NATIONAL HONORS SOCIETY:** This club is a nationally accredited society for students who have taken 3 or more semesters of Spanish in high school while maintaining an honor average in Spanish class. Activities within the society include service projects, practicing the Spanish language outside of school, and educating others on the importance of foreign language study and Hispanic/Latin culture.

**STREETLIGHTS:** All students are welcome to join Streetlights! Our mission is to serve and unify Bay High's student body through campus wide projects, donation drives and raising awareness of student needs. We do several projects each year, such as facilitate a positive message display, donate Christmas gifts to students and volunteer with the ASAP after school program.

**TRI-M MUSIC HONOR SOCIETY:** Tri-M is the international honor society recognizing secondary music students for their musical ability, academic excellence, school involvement, and community service.

**WORLD LANGUAGES AND CULTURE:** This club is for any student interested in learning a language or culture. This club meets twice a month, and includes conversation tables to practice a language, lessons on different cultures, and connecting with others who are interested in similar languages and cultures. In the past, Ms. Partington (club sponsor) taught a group of club members how to read and write in Russian, the club had a Christmas party and compared different Christmas traditions across the world, and sampled different international foods!

## **ATHLETIC ELIGIBILITY**

To be eligible to represent the school in athletic contests, a student

- Must be a bona fide student, an undergraduate, living with his/her parents, or others with whom he/she has resided continuously for a full calendar year, in the school community.
- Must be under 19 years, 9 months of age on August 31 (middle school limit 15 years)
- Must maintain a 2.0 grade point average during the first grading period and each grading period thereafter to be eligible during the succeeding grading period throughout the school year.



In addition, a student

- May have a maximum of four consecutive years of opportunity for athletic eligibility from the date of entering the ninth grade.
- Must have been in school the previous school year and met the GPA academic requirement as mandated by the legislative enactment.
- Must have a doctor's certificate as to physical condition and the signed consent of his parent or guardian on file in the office of his school, both bearing a date for the current school year.

Ineligible students are prohibited from attending interscholastic contests in uniform.

If a student, following his/her initial enrollment at or engagement in an athletic practice at a District school voluntarily transfers to another school within the District during the school year, he/she may not participate as a member of any of the new school's athletic teams for the duration of the school one calendar year. This rule shall not apply to students who have a corresponding change of residence by their parent or other individual with whom the student has lived continuously for a full calendar year. A student who feels the one calendar year suspension of athletic participation by the District is an undue hardship may appeal their suspension to the Extracurricular Appeals Council. Students attending alternative schools, charter schools, and district certified home school may participate in interscholastic athletics at their District assigned home zone school, provided the student meets the same eligibility requirements as students in other District schools.

**Undue Hardship:** This refers to a case which has been submitted, in writing by the principal of a member school, to the Executive Committee on behalf of a student who is ineligible because of circumstances beyond the control of the student.

**Unsportsmanlike Conduct:** A student who strikes, curses, or threatens an official during a game or at any other time because of resentment over occurrences or decisions during a game, or who fails to maintain a standard of conduct satisfactory to the principal of the school he/she attends and the Florida High School Activities Association, shall be ineligible to participate in interscholastic athletics for a period of six weeks.

Students are encouraged to participate in the following sports/activities.

**For Males:**

Football  
Basketball  
Baseball  
Soccer  
Wrestling  
Cross Country  
Tennis  
Track  
Swimming  
Golf  
Cheerleading

**For Females:**

Volleyball  
Basketball  
Softball  
Soccer  
Cross Country  
Track  
Tennis  
Swimming  
Golf  
Cheerleading  
Weightlifting

## **CRIMINAL EPISODES AND PARTICIPATION IN EXTRACURRICULAR ACTIVITIES**

A student who participates in extracurricular activities will not commit any felony criminal episodes on or off school board property. Should this occur, the student will be suspended from participating in all extracurricular activities for one calendar year on the first criminal episode. For subsequent criminal episodes, the student will be suspended from participating in all school-sponsored extracurricular activities for one calendar year. The balance of any unfulfilled sanction shall be completed, if necessary, the following school year.

## **THE STUDENT AND THE LAW**

As a student at a Florida high school, you need to realize that many school laws, rules and regulations are tied directly to many Florida Criminal Statutes. The following are some examples of school violations that are criminal violations.

- Battery of a school official--This school law is punishable by suspension and recommendation for expulsion. It is also a Florida Criminal Statute and carries the punishment of a third degree felony.
- Selling drugs within 1000 feet of the school property--For controlled substance felonies of the first degree, a minimum term of imprisonment of three years
- Carrying a weapon--Third degree felony
- Burglary--Third degree felony
- Assault on a School Official--First degree misdemeanor
- Destruction or defacing school property--First degree misdemeanor
- Fighting on a school campus--Battery--First degree misdemeanor
- Consuming drugs on school property--Third degree misdemeanor
- Consuming alcohol on school property--Third degree misdemeanor
- Drivers passing a stopped school bus--Fine of \$100.00
- Driving with disregard for others--Fine of up to \$500.00 and driver's license suspension
- Operating a vehicle radio or tape deck too loud--Florida Statute 316.3045
- False bomb threat--Florida Statute 790.163--Second degree felony--Expulsion from school
- False fire alarm--Florida Statute 806.101--First degree misdemeanor

### **Religious Expression Bill (SB 436)**

Students in Florida's public schools cannot be punished for including religious materials in their coursework, and they may pray at school during non-course time. School employees also may participate voluntarily in religious activities that are initiated by students before or after the school day.

## **FACTS YOU SHOULD KNOW ABOUT ALCOHOL, DRUGS, & DUI OFFENSES**

### **ALCOHOLIC BEVERAGES**

#### **Florida Statute 562.11 (2)**

It is unlawful to misrepresent or misstate your age when trying to buy alcoholic beverages. In addition to criminal penalties imposed upon conviction of this offense, your driver's license can be suspended.

#### **Florida Statute 562.111**

It is unlawful for anyone under 21 to possess alcoholic beverages. In addition to criminal penalties imposed upon conviction of this offense, your driver's license will be suspended.

### **DRUGS**

#### **Florida Statute 877.111**

It is unlawful to sniff, or to possess with intent to sniff, any harmful chemical substances for the purpose of getting "high." In addition to criminal penalties imposed upon conviction, you may be required to attend a substance abuse program.

#### **Florida Statute 893.13 & 893.147**

It is unlawful to possess, sell, deliver, purchase, manufacture, or possess with intent to sell, deliver, purchase or manufacture any controlled substance, cannabis, anabolic steroids, and any drug paraphernalia. In addition to criminal penalties imposed upon conviction, your driver's license will be suspended.

#### **Arguments Used to "Justify" Drug Use**

- You can try drugs "just once" and then stop. (Most drug-dependent people stated by trying it "just once.")
- Marijuana laws are "too strict." It should be legal. (It is still the law. A felony police record will follow you through life as an obstacle to many career opportunities.)

### **DUI AND TRAFFIC OFFENSES**

#### **Florida Statute 316.193**

It is unlawful to drive a vehicle when under the influence of alcohol or drugs or when having a blood/breath alcohol level of 0.08% or higher.

Penalties: 1st offense--\$250-\$500 fine and up to 6 months jail; 2nd offense--\$500-\$1000 fine and up to 9 months in jail; 3<sup>rd</sup> offense--\$1000-\$2500 and up to 12 months in jail. Fourth or subsequent offense becomes a felony, and the punishment increases. Your driver's license will be suspended upon **ANY** conviction.

#### **Florida Statute 322.34**

It is unlawful to drive any vehicle when your license has been canceled, suspended, or revoked.

**Florida Statute 322.212**

It is unlawful to possess any forged, fictitious, counterfeit, or unlawfully issued driver's license or ID card and to trade, sell, or give away any driver's license or ID card.

**Florida Statute 322.32**

It is unlawful to possess a canceled, revoked, or suspended driver's license; to lend your license to another; or to display as your own a license not issued to you.

**Florida Statute 316.191**

It is unlawful to drag race on any street or highway.

**Florida Statute 316.2015**

It is unlawful for anyone to ride anywhere on the exterior of any vehicle being operated upon any street or highway.

**Florida Statute 316.2074**

No person under 16 shall operate or ride an all-terrain vehicle unless wearing a safety helmet.

**Florida Statute 327.39**

No person under 14 shall operate any personal watercraft on the waters of this state. Everyone riding on or being towed behind any personal watercraft must wear a personal flotation device.

## **COMMUNITY OF CARE PROVIDERS**

Your guidance counselor is **ALWAYS** available to assist you when you are facing major problems, but there are also many community agencies available to help students. Such agencies are completely confidential.

**Life Management Center**

**(850) 522-4485**

- Case Management/Services Coordination (Adults, Children & Adolescents)
- Out-of-Home Treatment (Adults, Children & Adolescents)
- Outpatient Treatment (Adults, Children & Adolescents)
- Prevention/Diversion (Adults, Children & Adolescents)
- Crisis Intervention (Adults, Children & Adolescents)
- Family Empowerment
- Inpatient Treatment (Adults, Children & Adolescents)
- Support & Facilitation (Children & Adolescents)
- Project Hope Crisis Counseling

**Florida Therapy**

**(850) 769-6001 or toll free at 1 (877) 234-5351**

- Psychiatric Services
- Individual and Family Therapy

- Case Management
- Psychosocial Rehabilitation Services
- Community Outreach
- Group Therapy
- Therapeutic Behavioral On-Site Services for Children and Adolescents

**Anchorage Children’s Home Society**

**(850) 763-7102**

- Hidle House (ages 10-17 only)
- The Bridge Transitional Living Program
- Hannah’s Maternity Transitional Living
- Sibling Group Home
- Care Management
- Street Outreach & Recovery Program
- Anchorage Family Counseling
- SNAP - Stop Now and Plan

**Emerald Coast Behavioral Hospital**

**(850) 763-0017**

- Inpatient Services
- Initial assessment and evaluations
- Pharmacotherapy (when indicated)
- Treatment
- Intensive Outpatient Services

**Gulf Coast Children’s Advocacy Center**

**(850) 872-7760**

- Child Protection Team
- Trauma Therapy Treatment Team
- Kids Court
- Family Advocacy Program
- Child Abuse Death Review Team
- Gulf Coast Sexual Assault Program

**PanCare**

**(850) 329-4725**

- Behavioral Health and Therapy
- Tele-Mental Health
- Medication Management
- Dental
- Urgent Care

**Call 211 for Local Mental Health Resources**

2-1-1 is a FREE service provided by United Way that connects area residents to critical health and social service resources.

**Go Online to access 850MentalHealth**

Local providers that are here to help can be found at <http://850mentalhealth.com/>. This web-based resource contains an updated list of links to providers in our community that are available for service.

**For Immediate Assistance and Support****Call 911 to reach Emergency Medical Services**

If the situation is potentially life-threatening, get immediate emergency assistance by calling 911, available 24 hours a day.

**1-800-273-TALK (8255) or Live Online Chat to National Suicide Prevention Lifeline**

If you or someone you know is suicidal or in emotional distress, please contact the National Suicide Prevention Lifeline.

**1-850-522-4485 for Life Management Center's 24-Hour Mental Health Crisis Line**

Life Management Center's Emergency Services professionals are on call 24 hours a day, 7 days a week to provide crisis counseling or conduct emergency mental health evaluations that include suicide assessment and examination for inpatient psychiatric hospitalization.

**1-800-985-5990 or text TalkWithUs to 66746 for SAMHSA Disaster Distress Hotline**

24/7, 365-day-a-year, this national hotline is dedicated to providing immediate crisis counseling for people who are experiencing emotional distress related to any natural or human-caused disaster. This toll-free, multilingual, and confidential crisis support service is available to all residents in the United States and its territories.

**National Crisis Hotline Resources**

**National Child Abuse Hotline:** 1-800-422-4453 (4-A-CHILD)

**National Domestic Violence Hotline:** 1-800-799-7233 (SAFE); TTY 1-800-787-3224

**National Sexual Assault Hotline:** 1-800-656-4673 (HOPE)

**National Teen Dating Violence Hotline:** 1-866-331-9474;

Text "loveis" to 77054

**PUBLIC EDUCATION RECORDS**

Pursuant to Florida law and School Board Policy 7.304, adult students and the parents or guardians of a student under age 18, currently or formerly in attendance in the Bay District School system, shall have the following rights with regard to public education records maintained by the District.

- *Right of access.* The right to review and inspect student records, including the right to reasonable requests for explanation and interpretation of the records, and the right to obtain copies of said records. The District shall presume that either parent of a student has a right to inspect their child's records unless the District has been provided with a legally binding instrument or court order which provides to the contrary.

- *Right to privacy.* The right to privacy with respect to personally identifiable records held on each student, whether a current or a former student.
- *Right to waiver of access.* The right to allow another party access to all personally identifiable student records.
- *Right to challenge and hearing.* The right to challenge the content of any record which the parent, guardian, or adult student believes to be inaccurate, misleading or a violation of their privacy.

Student records are maintained at the school the student currently attends or, in the case of former students, the school last attended. The procedures for exercising the aforementioned rights are explained in further detail in School Board Policy 7.304, copies of which are in each school office, the District offices at 1311 Balboa Avenue, and via the Internet at [www.bay.k12.fl.us/district/policy](http://www.bay.k12.fl.us/district/policy).

Bay District School system will forward records to other schools that have requested the records and in which the student seeks or intends to enroll (34CFR §§ 99.7 and 99.34(a) (ii)). Such records will include disciplinary records, which will include suspension or expulsion.

Parents and students over 18 years of age (“eligible students”) have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U. S. Department of Education 400  
Maryland Avenue, SW  
Washington, DC 20202-5920

### **STUDENT SURVEYS 7.310**

The District shall cooperate with the federal government and state agencies such as the Florida Department of Health in conducting student surveys. These surveys shall be conducted anonymously and shall contain no personally identifiable information from or on any individual student. Parents shall be notified of upcoming surveys that reveal information concerning one or more of the following items:

- political affiliations or beliefs of the student or the student’s parent;
- mental and psychological problems of the student or the student’s family;
- sexual behavior or attitudes;
- illegal, anti-social, self-incriminating, or demeaning behavior;
- critical appraisals of other individuals with whom respondents have close family relationships;
- legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
- religious practices, affiliations, or beliefs of the student or student’s parent; or
- income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program ).

No student shall be required to participate in such surveys if the student’s parent objects in writing to the student’s participation. Parents shall have the right to inspect any such survey instrument before the survey is administered or distributed if the request is made within a reasonable period of time. Parents

shall be notified annually at the beginning of each school year of this policy and the notice shall include approximate dates during the school year when any such survey is administered.

*Authority: §1001.41, Fla. Stat.; Law Implemented: PPRA, Public Law 107-110, Title X, Part F, Section 1061; History: New, December 10, 2003*

## **BAY DISTRICT SCHOOLS ANNUAL NOTICE REGARDING DISCLOSURE OF STUDENT DIRECTORY INFORMATION**

Federal and State laws require that Bay District Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from a student's education records. However, Bay District Schools may disclose appropriately designated directory information without written consent UNLESS you advise Bay District Schools to the contrary.

Parent(s), adult students or former students shall have 30 days from the day of receipt, to inform the student's school principal, in writing, that any or all of the directory information should not be released without their consent. Such directory information includes Bay District Schools has designated the following information as directory information:

- A student's name, address, and telephone number (if there is a listed number)
- Image or likeness in photographs, videotape, film or other medium
- Date and place of birth
- Major field of study
- Current grade level
- Participation in officially recognized activities and sports
- Weight and height of athletic team members
- Dates of attendance
- Degrees and awards received
- Most recent previous educational agency or institution (school or center) attended by the student.

Directory information is generally not considered harmful or an invasion of privacy if released. Directory information relating to students shall be released only to the following:

- In-school use of student directory information for official school business.
- Student directory information, without addresses or telephone numbers, for school annuals, school newspapers, honors lists, and printed materials or programs for extracurricular activities.
- Student directory information of junior and senior students may be furnished, upon request to Armed Forces Recruiting Officers, including the U.S. Coast Guard, for their use in providing for mail out information to student in regard to opportunities available to them in the United States Armed Services; provided, however, that any student may request that his/her name not be given for this purpose.
- Florida public universities and colleges.
- United States Congressman and Senators and Florida legislators



## **SECTION 504 PROCEDURAL SAFEGUARDS, GRIEVANCE PROCEDURES AND IMPARTIAL HEARING**

Parents/guardians must be advised of their rights with respect to Section 504 of the Rehabilitation Act of 1973. They should also receive notice and give consent whenever their child is evaluated, identified, or is involved in a significant change of placement. All decisions made about a student should be based on information acquired from a variety of sources and provided by individuals knowledgeable about the student, the evaluation data, and the placement options. Parents/guardians also have the right to examine all relevant records relating to decisions involving identification, evaluation and placement. Parents/guardians have the right to request mediation, file a local grievance or request a due process hearing to resolve issues relating to the identification, evaluation or placement of their child. These three complaint processes are separate, distinct, and voluntary.

### **MEDIATION**

When parents/guardians request mediation with respect to the decisions of the Section 504 Intervention Team or Child Study Team considering their child for Section 504 eligibility and/or the recommended accommodations, the request should be given in writing to the school principal who will attempt to resolve the issue within ten (10) school days of the receipt of the written request. The school principal will consult with the Section 504 Coordinator to help resolve complaints.

### **GRIEVANCE**

Should an attempt to mediate prove unsuccessful, parents or guardians have the right to a District-level grievance process accomplished by filing a written complaint to the District's Section 504 Coordinator. Use of this procedure is not a prerequisite to the pursuit of other remedies and use of this procedure does not extend any filing deadline related to the pursuit of other remedies. The purpose of Section 504 Grievance Procedures is to settle equitably, at the lowest possible administrative level, differences and issues relating to discrimination against students based on Section 504 of the Rehabilitation Act of 1973. These proceedings shall be kept as informal and confidential as may be appropriate at all levels of procedure.

### **IMPARTIAL DUE PROCESS HEARING**

Parents or guardians also have the right to voluntarily request an impartial due process hearing at any time. They may do so without first seeking mediation or filing a district level complaint/procedure. An impartial due process hearing shall be conducted through the Florida Division of Administrative Hearings ("DOAH") pursuant to the Florida Administrative Procedures Act (FS Chapter 120). DOAH follows the Uniform Rules of Procedure, which may be accessed at its website. To obtain a due process hearing, a written request should be made to the Section 504 Coordinator. Parents or guardians and the school district have the right to examine all relevant educational records of the student, call and examine witnesses, provide testimony, and to be accompanied and advised by legal counsel in any due process proceeding and any related appeals.

The District will contract with the Division of Administrative Hearings (DOAH) to appoint an Administrative Law Judge (ALJ) as a Due Process Hearing Officer. Upon receipt of a written request for a due process hearing, the District will schedule such a hearing within thirty (30) school days. The Recommended Order of the Hearing Officer will be communicated to all parties within ten ( 10) school days of the hearing date.

Please note that if you seek a due process hearing under Section 504 of the Rehabilitation Act of 1973, and the relief sought is also available under the Individuals with Disabilities Education Act (IDEA), then the due process hearing will be processed under IDEA procedures since if the matter would later be pursued in Federal Court, such a Court would need to have the IDEA claim before it jurisdictionally in order to be able to review a Section 504 claim.

Parents or guardians may request a review of the Due Process Hearing Officer's Recommended Order by the full School Board as final administrative action. The School Board cannot reject or modify the findings of fact made in the recommended order of the ALJ unless it determines that the findings have *no* basis in fact or that the proceedings on which the findings were based did not comply with essential requirements of law. Any party aggrieved by the findings and decision in the hearing may obtain review by bringing a civil action in any State court of competent jurisdiction or in a District Court of the United States.

### **OFFICE OF CIVIL RIGHTS ASSISTANCE**

Parents/guardians may at any time also request mediation or involvement by the Office for Civil Rights, the federal agency charged with the enforcement responsibility for Section 504. Efforts should be made to assist parents/guardians to resolve disputes on a local level as a first priority. The Office of Civil Rights may be contacted at: United States Department of Education, Office for Civil Rights, 61 Forsyth Street, SW, Suite 19T70, Atlanta, Georgia 30303, Voice Phone: (404) 562-7886, FAX: (404) 562-7881, TDD: (404) 331-2867

### **NON-DISCRIMINATION STATEMENT – SCHOOL BOARD POLICY 2.111**

No person shall on the basis of race, ethnicity, color, religion, sex, gender, gender identity, sexual orientation national origin, disability, age, genetic information, pregnancy, or marital status, be excluded from participation in, be denied the benefits of, or be subjected to harassment or discrimination under, any educational program or activity or work environment. This practice shall apply equally to students, employees, applicants for employment and all persons having business with the School Board. The District also provides equal access to its facilities to the Boy Scouts and other patriotic youth groups, as required by the Boy Scouts of America Equal Access Act.

The following person has been designated to handle inquiries regarding non-discrimination policies:

Holly Buchanon, Executive Director of Human Resources 850-767-4100

## **NON-DISCRIMINATION STATEMENT – HIGH SCHOOL CTE COURSES**

Bay District Schools offers Career and Technical Education Pathways (CTE), including career academies wherein students may earn industry certifications. Career and Technical Education Pathways (CTE) includes middle and high school students taking courses in one of the following career pathways.

Advanced Manufacturing	Agriculture	Athletic Training	Computer Science
Construction Science	Cyber Security/IT	Culinary Arts	Digital Design
Digital Video Technology	Early Childhood	Engineering	Entrepreneurship
Game/Visual Design	Health Science	Hospitality/Tourism	Marketing
Unmanned Aircraft	Web Design		

These Career Pathways are designed to prepare students to be successful in a rapidly changing workforce and equip them to make informed decisions about future college and career opportunities. CTE offers students opportunities to earn highly valued industry certifications and to develop a multitude of skills while experiencing rigorous curriculum with real world applications. CTE students who complete 3 courses in a Career Pathway are eligible for many scholarships, including the Gold Seal Vocational Scholars (GSV) and Gold Seal Cape Scholars (GSC) Bright Future Scholarships.

The district's career and technical programs are open to all eligible students in the district and are committed to a policy of nondiscrimination in employment and educational opportunity. No person shall be discriminated against or harassed in any educational program, services, or activities, or employment conditions or practices on the basis of race, color, national origin, religion, sex, age, disability, marital status or sexual orientation.

Admission is open to students with limited English proficiency. In order to eliminate barriers, the district assesses each student's ability to participate and benefit through placement testing and counseling. Based on assessments, services or referrals are provided to help prepare students for successful participation.

Questions, complaints, or requests for additional information regarding discrimination or harassment may be sent to Maria Lang, Title IX Coordinator/ Human Resources and Employee Support Services @ 850-767-4100 ([langmh@bay.k12.fl.us](mailto:langmh@bay.k12.fl.us))

***DISCLAIMER: Policies, procedures and information outlined in the Student Handbook may be subject to change at the principal's discretion based upon updates and requirements dictated by federal, state, and local officials during the COVID-19 pandemic.***

**All students will receive a copy of *Handbook Highlights* at the beginning of each school year with directions to access the entire student handbook at [www](http://www.bay.k12.fl.us).**

