



Inlet Grove Community High School

600 West 28th Street
Riviera Beach, Florida 33404
www.inletgrovehs.com

STUDENT HANDBOOK 2020-2021

Main Phone Number561-881-4601
Attendance Voicemail.....561-881-4615
Student Services Number.....561-881-4651

Visit us on the web www.inletgrovehs.com
Visit us on Facebook www.facebook.com/inletgrovehs
Download the Inlet Grove App
Available on iOS & Android

ADMINISTRATION

Director of Curriculum
Emma T. Banks, Ed.D.

Principal
Francisco Lopez-Ortiz, M.Ed.

Assistant Principals
Deanna Pientka, M.Ed.
Scott McDermott, B.S.
Monica Banks, M.S.

Procedural Compliance
Tonja Lindsey Latson, Ed.S.

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Mission Statement

Inlet Grove Community High School will prepare students to be college- and career-ready through career academies, by nurturing creativity, and by developing the necessary critical thinking and problem-solving skills to be successful members of a diverse society.

Vision Statement

The Vision of Inlet Grove Community High School is for all students to be college and career-ready through career academies, so life choices are limited only by creativity, passion, and hard work.

PHONE DIRECTORY

Main Office

561-881-4601

Athletic Director

Charles McCrea

561-881-4632

Procedural Compliance

561-881-4627

Career Academy Coordinator

Rebecca Blair, MSN, RN

561-841-4446

Data Processor

Nicole Castresana 561-881-4615

ELL-LEP Facilitator

Aluis Dorvil 561-881-4633

ESE Coordinator

Rosalyn Moore 561-881-4697

School Police Officer

561-881-4420

Grade Level Administrators

9th Grade - Deanna Pientka 561-881-4628

9th Grade - Monica Banks 561-881-4620

10th Grade - Tonja Lindsey-Latson 561-881-4627

11th Grade - Francisco Lopez 561-841-4418

12th Grade - Scott McDermott 561-841-4408

INLET GROVE GENERAL INFORMATION

School Colors: Blue and Silver

Mascot: Hurricanes

Class Schedule

Morning Announcements	8:00am - 8:05am
Period 1	8:00am - 9:35am
Period 2	9:40am - 11:10am
Lunch	11:10am -11:55am
Period 3	12:00pm - 1:30pm
Period 4	1:35pm - 3:05pm

Extracurricular Activity Schedule

Morning Announcements	8:00am - 8:05am
Period 1	8:00am - 9:15am
Period 2	9:20am - 10:35am
Period 3	10:40pm - 11:55pm
Lunch	11:55am -12:40pm
Period 4	12:45pm - 2:00pm
Activity Period	2:05pm - 3:05pm

Student Acceleration Policy for Advanced Learners

Policy:

This Policy for Academic Acceleration has been developed to assist students in meeting their educational and career objectives at Inlet Grove Community High School.

- A. This policy addresses, but is not limited to, whole grade acceleration, subject area acceleration, dual enrollment, and early high school graduation.
- B. No individual or group should be excluded from the opportunity to learn, and all students are presumed capable of learning. Every Inlet Grove student, regardless of race, gender, ethnicity, socioeconomic status, limited English proficiency, disability or giftedness shall have access to a challenging, standards-based curriculum.

The knowledge and skills defined in Florida's academic content standards are within the reach of all students. Students, however, develop at different rates. All children learn and experience success, given time and opportunity, but the degree to which the standards are met and the time it takes to reach the standards, will vary from student to student. Students who can exceed the grade-level indicators and benchmarks set forth in the standards must be afforded the opportunity and be encouraged to do so. Students who are gifted may require special services or activities, in order to fully develop their intellectual, creative, artistic and academic capabilities or to excel in a specific content area.

Again, the point of departure is the standards-based curriculum. All children should be provided adjustments when necessary, in order to address their individual needs. Identifying and nurturing the talents of all students will enable all students to reach the standards.

Research conducted nationally has demonstrated that academic acceleration can be a powerful and cost-effective strategy for providing appropriately challenging, standards-based instruction for students who are ready to learn above grade-level content. Acceleration has also been shown to increase motivation, reduce boredom, and enhance the social and emotional well-being of appropriately selected students.

Programs:

Whole-Grade Acceleration: This is the practice of assigning a student to a higher-grade level than is typical, given the student's age, on a full-time basis, for the purpose of providing access to appropriately challenging learning opportunities. **(Any student skipping the eighth grade to attend Inlet Grove must return to his/her middle school, if the student leaves Inlet Grove before completing the ninth grade).**

Individual Subject Acceleration: This is the practice of assigning a student to a higher course level than is typical, for the purpose of providing access to appropriately challenging learning opportunities (i.e. Honors or Advanced Placement) in one or more subject areas.

Early Admission/Dual Enrollment: This is the practice of admitting a student to post-secondary education who has not yet graduated, for the purpose of providing access to appropriately challenging learning opportunities.

Early High School Graduation: This is the practice of facilitating completion of the high school program in fewer than four years, for the purpose of providing earlier than typical access to post-secondary educational opportunities. (Inlet Grove's 4X4 class schedule helps facilitate this.)

Advanced Placement
Inlet Grove Community High School
Advanced Placement Contract

Last Name, First Name

Student Number

Grade: _____

Advanced Placement Courses are college-level courses that help students to develop the necessary critical thinking skills and content mastery to be successful college students. Students who earn a qualifying score on the AP Exam may earn college credit, in addition to high school credit. Teachers will make the determination regarding a student sitting for the AP exam.

<i>Please checkmark next to the Advanced Placement course(s) you will be enrolling in for the 2019-2020 school year.</i>			
	AP Biology	AP Environmental Science	AP Spanish Language
	AP English Language	AP Human Geography	AP World History
	AP English Literature	AP Computer Science	AP US History

Please read the following carefully and sign at the bottom of the page next to each statement

I am aware that taking one or more AP courses is a commitment on my part.

I am aware that AP courses are college-level courses that provide rigorous content and demanding assignments that will require additional time beyond the standard high school course requirements.

I am prepared to prioritize my obligations, in order to allow the demands of the AP course(s) in which I plan to enroll.

I am aware that if I am eligible to take the AP exam in May, and if I am absent from the test, without an excused note from the doctor, I will be responsible for paying the \$94 exam fee.

I accept the challenges of the rigorous academic curriculum contained in the AP course(s) I am taking, and I understand it is a yearlong commitment and that I will not be permitted to drop the course, except under extenuating circumstances.

Accidents and Injuries

- Notify teacher(s) or an administrator immediately.
- Student insurance is available at the beginning of each school year.
- First Aid can be provided in the Front Office or Student Services.–

Assessment of Students

Quality of work will be assessed by a combination of procedures, including but not limited to: teacher observations (oral presentations or reports, speeches, recitations, impromptu speaking, student participation, laboratory practical's, and demonstrations); classroom assignments (paper and pencil assignments, reports, term or research papers, models, projects, exhibits, posters, computer programs, and homework); examinations (paper and pencil tests, including essay, multiple choice, and completion; oral tests; and skill tests, requiring demonstration); alternative methods (portfolios and performance assessments and peer assessments).

Students Learning Is Promoted Through:

- Assessing prior knowledge and experience.
- Differentiating instruction to meet individual needs.

- Engaging learners in reflection to determine strengths and weaknesses and to set goals.
- Providing feedback for students.
- Expanding student learning opportunities.
- Building a profile of children's understanding.

Information About Student Learning Is Provided Through:

- Examples of student work or performances.
- Statistics relating to benchmarks and/or rubrics or test scores.
- Test results.

Program Evaluation Uses a Variety of Student Assessments to:

- Assess the levels of students' current knowledge and experience before embarking on new learning.
- Assess new learning.
- Guide teacher planning and presentation.
- Assess student performance relative to national, state, and local standards as well as pupil progression expectations.
- Focus on closing the achievement gaps among students.
- Course rubrics.

Athletics

For the 2020-2021 School Year Inlet Grove Community High School will follow all guidelines provided by The School District of Palm Beach County, Health Department, and CDC. Inlet Grove students interested in playing sports must do the following:

- Maintain an Unweighted GPA of 2.0 or higher.
- Maintain good conduct: No lower than a 3 in their conduct grades and no major discipline referrals.
- Submit the Athletic Eligibility Packet to the coach or Athletic Director before the season starts.

- Student athletes should pay the following: \$75 Annual Athletic Insurance Fee, \$25 Annual Athletics and Activities Participation Fee, and any other fee established by their respective sports.
- Raise money for the club and/or sport.
- Parents should participate in monthly Parent Trainings and volunteer to help at home games.
- Student athletes should come prepared with proper equipment to practices and games.
- Student athletes should abide by the Inlet Grove Community High School rules and procedures and by their team rules. They should exemplify respect, commitment, and discipline in all facets of student life.

**Sport Programs
2020-2021**

Fall Sports		Winter Sports		Spring Sports	
Football	Boys	Basketball	Boys / Girls	Flag Football	Girls
Cheerleading	Co-Ed	Cheerleading	Co-Ed	Track & Field	Boys / Girls
		Soccer	Boys / Girls		

NCAA

There have been several updates to the policies and procedures relating to high school athletics. The National Collegiate Athletic Association (NCAA) updated their initial eligibility requirements for student athletes beginning August 1, 2018. In addition, two statutory changes specific to high school athletics in Florida occurred this legislative session. Information regarding each of the three updates is included below.

Updates from the NCAA regarding eligibility for Division I and Division II student athletes include the following:

- College bound student athletes first entering a Division I college or university on or after August 1, 2016, will need to meet new academic rules in order to receive athletic aid (scholarship), practice, or compete during the first year.
- Academic rules that will go into effect in 2016 are significantly more rigorous and will require a higher grade point average (GPA) with correlated standardized test scores.
- An academic redshirt component was added.

The following links are provided by the NCAA and contain more detailed information about the requirements to become a NCAA Division I student athlete.

- [NCAA Eligibility Website](#)
- [Guide for the College Bound Student Athlete](#)
- [Eligibility Quick Reference Sheet](#)

The following legislative changes were included within House Bill 1403, effective July 1, 2012 updating:

- Eligibility and transfer requirements for students participating in interscholastic athletics
- FHSAA policies, procedures and bylaws
- Policies related to background screening exceptions for certain investigators for the

FHSAA

The chart below reflects the NCAA initial eligibility standards beginning August 1, 2017, in comparison to the Florida statutory requirements:

NCAA Requirements for Full Qualifiers (beginning August 1, 2017)	Florida’s High School Graduation Requirements
<ul style="list-style-type: none"> ➤ Complete sixteen courses <ul style="list-style-type: none"> ➤ Ten of the sixteen courses must be completed before senior year ➤ Seven of the ten core courses must be English, math or science. 	<ul style="list-style-type: none"> ➤ Successfully complete a minimum of twenty-four credits to include the following: <ul style="list-style-type: none"> ➤ Four credits in English ➤ Four credits in mathematics (including Algebra I, Geometry, Algebra II)
<ul style="list-style-type: none"> ➤ Have a minimum core course GPA of 2.300 <ul style="list-style-type: none"> ➤ Grades earned in the ten required courses are “locked in” for purposes of GPA calculations. ➤ Meet the competition sliding scale requirement of GPA and ACT/SAT score (this is a new scale with increased GPA/test score requirement) 	<ul style="list-style-type: none"> ➤ Three (3) credits in science (including Biology) ➤ Three (3) credits in social studies (including United States History, World History, Economics and United States Government) ➤ One credit in physical education to include the integration of health ➤ One(1) credit in fine or performing arts ➤ Eight electives

<p>➤ Graduate from high school</p>	
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The FHSAA is a non-profit governing body that is responsible for overseeing all Florida high school athletic programs and events. The Department of Education does not have legislative authority over high school athletics or the FHSAA. If you would like to contact the FHSAA for information on policies and procedures, the contact information is included below:

Florida High School Athletic Association

801 NW 80th Blvd.
 Gainesville, Florida 32606
 Phone: (800)4617895
 Website: <http://www.fhsaa.org>

Attendance Policy

We believe that to maximize learning and to develop good habits, students should be in attendance every day and arrive on time to every class. We ask all students and parents/guardians to make this a top priority. **We recommend that routine doctor and other appointments be made during non-school hours.** The **Award of Credit** policy states that absenteeism, excused or unexcused, regardless of the reason, negatively affects the continuity of the learning process. As a student’s absenteeism increases, there is a greater responsibility for the school to deter future absenteeism, and there is a greater responsibility for the student to demonstrate that such absenteeism has not negatively affected performance mastery (School Board Policy 5.09).

Students who are absent from a class more than 10 days of a semester must pass at least one block quarter and the semester exam, in order to demonstrate their knowledge of the subject and to receive credit. This does not apply to virtual or performance-based instructional settings. If a student is absent more than 10 days of the semester in an EOC Assessment course, the student must earn a passing grade in the fourth block quarter or earn a Level 3, 4, or 5 on the corresponding EOC, in order to pass the course.

Daily Attendance Procedures

- Attendance is taken during each class period. Tardiness of 30 minutes or more is considered an absence. Students who arrive at school after 8:00 a.m. must obtain a pass from the Front Office before being admitted to class. If a parent must come into the Front Office to sign the student in for an absence to be considered excused.
- Period by period discrepancies of student attendance will be checked by the attendance office. Any student, who skips a class or leaves campus during the day, without being properly signed out, will receive a disciplinary action and parents will be contacted.

Excused Absences

Excused absences will be given for the following reasons:

- Student illness (If the student is continually or repeatedly absent from school, the student must be under the supervision of a physician to receive an excuse for absences.)
- Medical appointments that cannot be scheduled at a time other than during school hours (verified by appointment card/receipt showing date and time)
- Death in the family
- Observance of a religious holiday of the student's specific faith
- Subpoena for a court appearance (verified by subpoena)
- Quarantine of the home by local health officials
- Absences for any reason other than stated above ***will be considered unexcused***

Excusing an Absence

The parent/guardian must send a note with the dates and reason for the absence. If the parent/guardian fails to send a note as required, the absence will be classified unexcused.

Virtual Learning Attendance Policy & Procedure

Attendance Policy

We believe that to maximize learning and to develop good habits, students should log on daily and be in attendance to all virtual classes. We ask all students and parents/guardians to make this a top priority during this time. We understand that this is an unprecedented time and we are aware that students may not be able to attend class at the regularly scheduled time. Teachers have been advised to video their lectures and all students will have an opportunity to view their lecture at their convenience. All assignments must be turned in at their scheduled time. The Award of Credit policy states that absenteeism, excused or unexcused, regardless of the reason, negatively affects the continuity of the learning process. As a student's absenteeism increases, there is a greater responsibility for the school to deter future absenteeism, and there is a greater responsibility for the student to demonstrate that such absenteeism has not negatively affected performance mastery (School Board Policy 5.09).

Daily Attendance Procedure

Attendance is based on a student's daily participation in the google classroom. Students are required to complete a bell-ringer and will be required to turn in all daily assignments by the end of the day and/or a due date designated by their assigned teacher. Students will be required to view all video recorded classroom sessions on their virtual platform. A parent must contact their grade level administrator and/or

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teacher for all excused absences. Teachers will be required to notify the School Based Team for students who have 10 or more unexcused absences within a 30 day period..

Excused Absences

- Student illness (If the student is continually or repeatedly absent from virtual school, the student must be under the supervision of a physician to receive an excused absence).
- Medical appointments that cannot be scheduled at a time other than during school hours (verified by appointment card/showing date and time).

- Death in the family.
- Observance of a religious holiday of the student's specific faith.
- Subpoena for a court appearance (verified by subpoena).
- Quarantine of the home by local health officials.
- Problems with technology.
- All absences related to Covid-19 will be excused.

On-Line Class Schedule

Period 1: 8:00 AM - 9:35 PM

Period 2: 9:40 AM - 11:10 PM

Lunch: 11:10 PM - 11:55 PM

Period 3: 12:00 PM - 1:35 PM

Period 4: 1:40 PM – 3:03 PM

Sign-Out for Students

Guard at the gate will contact the front office to determine if an individual can pick the student. If the individual is cleared by the front office the student will meet that individual in the parking lot. It is the student's responsibility to communicate with his/her teacher for make-up work.

Books and Request for Payment from Students

The school provides textbooks for instructional purposes on a loan basis. It is important that students care for and return these books at the end of the school year. Books that are lost or damaged will be paid for by the student who was assigned the book. Replacements costs will be charged if the book is lost or unusable. Students will be placed on our obligation list for unpaid, lost, or damaged textbook assessments.

Some courses and programs at Inlet Grove Community High School require that a student have personal equipment, uniforms, and/or insurance. Students may also have lab, activity, or program fees used to enhance the instructional program. Specific information can be obtained from the

course/program instructor.

Any request for money from a student shall be in writing, addressed to the student's parent or legal guardian. If a student fails to pay a fee associated with the regular curriculum, no penalty of any type will be imposed against the student nor shall they be denied the right to participate. The principal may, however, forego a planned activity or use of a particular item, based upon the collection of insufficient funds to cover the cost.

Bullying and Harassment

Every school district in Florida has been mandated by Florida legislature and Governor Crist, under the *Jeffrey Johnston Stand Up for ALL Students Act*, to develop and implement policies and procedures to remedy the problem of bullying and harassment of students and staff. In March 2011, the School Board of Palm Beach County adopted state revised definitions to separate bullying and harassment into two categories of behavior(s):

Bullying- (intimidating behaviors) systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees that is severe or pervasive enough to create an intimidating, hostile, or offensive environment, or unreasonably interfere with the school performance or participation.

Harassment- (insulting behaviors) Any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct 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, or (3) has the effect of substantially disrupting the orderly operation of a school including any course of conduct directed at a specific person that causes substantial emotional distress in such a person and serves no legitimate purpose.

To report a bullying OR harassment incident: a) see an administrator, b) call the anonymous contact number 561-881-4652, or c) complete the "anonymous incident report" form and place the form in the drop box located in the Main Office.

Any issue or confrontation that begins on a social media site, such as Facebook and Twitter, and continues on our school campus, will be dealt with per our bullying/harassment policy.

Authority of the Principal

The Principal is the highest authority in the school on discipline and policy, subject to laws and to the rules of the state and local school boards. The principal may designate school personnel to attend to matters of policy and discipline, but the Principal has ultimate authority.

Authority of the Teacher

Subject to law and to the rules of the Governing Board, each teacher or other member of the staff of any school shall have such authority for the control and discipline of students, as assigned by the principal or designated representative, and shall keep good order in the classroom and in other places in which the teacher is assigned to be in charge of students.

The following acts, by any student, have been deemed **serious misconduct** and shall be subject to action by disciplinary and legal means:

- The possession, display, or use of any object that could be used to harm another person.
- Being present on any school campus without the permission of the principal/designee of the school center, including being present on the campus of the student's assigned school while on an out-of-school suspension.
- Pushing, shoving, throwing objects, fighting, exhibiting aggressive behavior, or threatening bodily harm towards a student, member of the school staff, volunteer, or visitor.
- The use or possession of tobacco products on PBCSD property.
- The possession, sale, use or distribution of any mood-modifying drug or substance, including alcohol, or being present on any school campus under the influence of any mood-modifying drug or substance, including alcohol.

- The use of profane or obscene and abusive language or gestures. The use of language, which tends to socially humiliate, verbally abuse, or tease.
- Invading the privacy of any student or staff member through actions which he or she did not give consent to by that person. This includes behavior, which constitutes stalking, as defined in FS784.048.
- Disobeying or threatening physical harm to any staff member, volunteer, or chaperone; threatening the family or property of any staff member, volunteer, student, or chaperone at a school center or at any school sponsored activity at or away from the school center. Threats may include conditional, imminent and/or future acts.
- Defacing, stealing, or threatening to deprive the owner of real or personal property belonging to the District, a student, or members of the school staff, volunteers, or chaperones.
- Threatening the school, a teacher, or any person on school grounds with a verbal threat referencing “gun”, “bomb” or any other serious instrument of destruction.

- Participating in or encouraging any activity that is disruptive to the general peace and welfare of the school center or classroom.
- Discriminating against any other student, staff member, volunteer or chaperone on the basis of his or her sex, race, creed, color, disability, or national origin.
- Displaying behavior on the part of a student which is self-defacing or injurious to the student.
- Participating in a walkout, sit-in, strike or other action which is disruptive to the good order or functioning of the school.
- Sexual harassment.
- The use or possession of a vape pen or any vaping accessories.
- Playing cards are not allowed on campus.
- Any activity that involves gambling.

Business Enterprises

Business enterprises which include, but are not limited to, selling food, candy, DVD's, CD's, student ID cards, video games, and hair braiding are not permitted on school property. Students may not engage in usury, loan sharking, and/or borrowing money on a school campus.

Bus Transportation

In addition to the rules regarding transportation student will be required to abide by the rules set in place due to Covid-19. The Palm Beach County School District (PBCSD) equally provides school bus transportation to all district students regardless of race, gender or national origin in accordance with the State of Florida and the Florida Department of Education (FDOE) statutes and rules. In order to be eligible for PBCSD school bus transportation, the student(s) must reside two (2) or more miles from their assigned school, or be a participant in a designated Exceptional Education Program with an active Individual Education Plan (IEP), or have a 504 Plan that has been approved by the school principal or their designee.

The following rules apply to students at all times if they are riding the school bus:

- Obey the bus operator and all the bus rules.
- Stand off the roadway while waiting for the bus.
- Be at the bus stop at least five minutes prior to the scheduled stop time.
- Cross the roadway several steps in front of the bus.
- Ride only the assigned bus.
- Board and depart at the assigned bus stop.
- Act appropriately while waiting for the bus.
- Give your proper name when requested by the bus operator.
- Remain seated at all times when the bus is moving.
- Remain absolutely silent when the dome lights are on.

- Remain absolutely silent at railroad crossings.
- Refrain from bringing food, drinks, gum or tobacco on the bus.
- Refrain from bringing reptiles, bugs, animals or marine life (dead or alive) on the bus.
- Refrain from displaying signs from the bus.
- Refrain from any use of profane language or gestures.
- Refrain from acts of vandalism.
- Refrain from throwing any objects from the windows of the bus.

Bus passes for students who ride a school bus will not be approved by the administration, except on an emergency case-by-case basis. It is also important to understand that bus drivers are not permitted to let students off the bus except at the school campus or at the student's designated stop (*School Board Policy 5.186, section 2P*). Students and parents should contact the designated administrator to submit any special requests in writing.

Transportation of Musical Instruments/Other Items on School Buses

For the safety of students being transported on school buses, the items listed below cannot be transported. These items will impede the evacuation of the bus during an emergency and the ability of the school bus driver to keep all students and traffic in view.

Musical Instruments	Baritone Horn, Baritone/Tenor Saxophone, Bass Drums, Cello (half and full), Contra-bass Clarinet, Contra Bassoon, French Horn, Snare Drum, Sousaphone, Tuba, Guitar, Trombone,
Other Items	Fishing poles, Skateboards, Helium Inflated Balloons, All Animals, Large Science Projects

Poor Conduct on the Bus

Poor conduct on the school bus may result in up to a ten-day suspension from the bus for the first violation and loss of bus transportation privileges for the remainder of the school year for the second violation. **School bus transportation is a privilege, not a right. This privilege can be denied for unacceptable bus behavior.** Please refrain from the following behaviors:

- Opening a school bus emergency exit door while the bus is in motion.
- Opening a school bus emergency door and exiting the bus when the bus is stopped - unless directed by the school bus driver in an emergency or during an emergency evacuation drill.
- Extending any body part—head, hands, feet, etc.—out of the bus window.

Students who violate the discipline policy on any school transportation vehicle or at the bus stop while on the way to or from school are subject to school disciplinary consequences and possible criminal prosecution (*School Board Policy 5.186*).

Cafeteria Service

The cafeteria serves breakfast and lunch daily. Breakfast is complimentary (free) from 7:30am to 7:55am. *During breakfast time students are not to pass building four.* There is a main hot lunch line inside the cafeteria that serves the menu entrees for the day (menu can be located at the district web site).

The Free/Reduced Lunch Application is available online. ***All free/reduced lunch applications must be filled out online.*** Payments must be made directly to The School District of Palm Beach County cafeteria worker. If a check or Money Order is presented for payment the student's ID number must be on the payment. The last date for payment by check is April 16, 2021.

In emergency situations which may result in the cafeteria staff being unable to provide a regular hot lunch, nutritious sandwiches and juices will be provided for students. Students will be notified in advance, if possible, so they can opt to bring their own lunch.

Rules for lunch

- Upon students return to campus there will be additional rules in place due to Covid-19 and social distances.
- Commercial food deliveries to campus are not permitted during school hours.
- Students are not permitted to go north of Building 5 during lunch unless supervised by a teacher or administrator.
- Only individuals authorized in SIS can bring food for a student. All deliveries must be made to the front office.

Rules for the cafeteria

- Have your student ID in hand before entering the lunch line. Students without IDs will receive a dress code violation before passing through the lunch line.
- Cutting in line is unacceptable.
- Dispose of trash in the receptacles provided.
- Throwing anything will result in disciplinary action
- During lunch students will be allowed to play music in areas designated by administration.

Rules for outdoor lunch (in addition to the Rules for the Cafeteria)

- No students are allowed to use the stairwells for seating.
- No students are allowed to eat in the hallways. Do not enter the school building during lunch, unless attending a sponsored club meeting or tutorial session.
- Dispose of trash in the receptacles provided.

Electronic Devices and Technology Resources

Possession and Use of Personal Telecommunications Devices, Including Mobile Telephones

For safety purposes, Inlet Grove Community High School permits students to possess personal mobile telephones; however, these devices must remain turned off during the instructional day, including during all testing, unless they are being used for approved instructional purposes. A student must have approval to possess other telecommunications devices such as netbooks, laptops, tablets, or other portable computers

The use of mobile telephones or any device capable of capturing images is strictly prohibited in locker rooms or restroom areas while at school or at a school-related or school-sponsored event. If a student uses a telecommunications device without authorization during the school day, the device will be confiscated. An administrative fee of \$20 may be assessed in order to pick up the confiscated telecommunications device from the office.

In limited circumstances and in accordance with law, a student's personal telecommunications device may be searched by authorized personnel.

Inlet Gove Community High School is not responsible for damaged, lost, or stolen telecommunications devices.

Possession and Use of Other Personal Electronic Devices

Except as described below, students are not permitted to possess or use personal electronic devices such as MP3 players, video or audio recorders, DVD players, cameras, games, e-readers, or other electronic devices at school, unless prior permission has been obtained. Without such permission, teachers will collect the items and turn them in to the principal's office. The principal or designee will determine whether to return items to students at the end of the day or to contact parents to pick up the items.

Any disciplinary action will be in accordance with the Student Code of Conduct. Inlet Gove Community High School is not responsible for any damaged, lost, or stolen electronic device.

Instructional Use of Personal Telecommunications and Other Electronic Devices

In some cases, students may find it beneficial or might be encouraged to use personal telecommunications or other personal electronic devices for instructional purposes while on campus. Students must obtain prior approval from their teacher before using personal telecommunications or other personal electronic devices for instructional use. Students must also sign a user agreement that contains applicable rules for use (separate from this handbook). When students are not using the devices for approved instructional purposes, all devices must be turned off during the instructional day. Violations of the user agreement may result in withdrawal of privileges and other disciplinary action.

Acceptable Use of District Technology Resources

Inlet Gove Community High School-owned technology resources for instructional purposes may be issued to individual students. Use of these technological resources, which include the district's network systems and use of district equipment, is restricted to approved purposes only. Students and parents will be asked to sign a user agreement (separate from this handbook) regarding use of these district resources. Violations of the user agreement may result in withdrawal of privileges and other disciplinary action.

Unacceptable and Inappropriate Use of Technology Resources

Students are prohibited from possessing, sending, forwarding, posting, accessing, or displaying electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.

Any person taking, disseminating, transferring, possessing, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content, commonly referred to as "sexting," will be disciplined, may be required to complete an educational program related to the dangers of this type of behavior, and, in certain circumstances, may be reported to law enforcement.

Class Dues

Senior dues cover the cost of graduation. 7 graduation tickets, a prom ticket, a yearbook, Rapids during senior week, senior awards night, and senior breakfast. They are \$160 until Christmas break, then \$170 until spring break, then \$180 until senior checkout. They are an obligation that must be paid before graduating. It doesn't include Homecoming or any other trips.

Classroom Discipline Procedures

One of the objectives of the school instructional program is to encourage and develop self-control and self-discipline, rather than mere obedience to others. Intelligent self-direction is encouraged and developed. Students are provided with specific freedoms within the framework of school policies.

It is a primary objective of this publication to outline and clarify the responsibilities and rights of students and the rules of student conduct and discipline, specific grounds for disciplinary action, and the procedures to be followed for acts requiring discipline.

Every student has a right to expect fair rules and disciplinary measures. Instructors will review specific classroom behavior guidelines for all students. When a student's conduct is disruptive to classroom learning, teaching, or the effective functioning of the school, the instructor will discuss the behavior with the student in an attempt to correct the behavior and document this conversation in the Verbal Warning section of the Corrective Intervention Report. If the behavior continues, the following actions will be taken, in an attempt to attain a more positive student behavior:

- Parent contact will be made by the teacher and documented on the same Corrective Intervention Report used to document the Verbal Warning. The phone call will also be documented in SIS Comment Log.
- If necessary, a conference will be scheduled with the student and/or parents/guardians of the student and other support staff, as needed.
- Contact will be made with an administrator to determine the need for additional support services.
- If there is a third infraction, the teacher will schedule a Parent Conference to review student behavior.
- For the fourth incident, a referral of the student will be made to the administration for disciplinary action.

Clinic

Once student return to campus there will be additional procedures in place due to Covid-19. There are no clinic facilities available at Inlet Grove. Parents will be contacted if a student is ill or injured. Paramedics will be contacted in the event that parents cannot be reached. ***It is imperative that contact numbers be kept up-to-date, in order to ensure timely notification in the event of an emergency.***

Students are not allowed to possess or carry any medication, including prescription medication, unless the student is authorized to possess his or her own medication, as authorized by the student's physician on the required Physician Authorization form.

Medication

Requests from a parent or guardian for their child to receive medication during school hours must be made by submitting to the school a completed ***Physician's Authorization of Medicine/Treatment for a Student at School*** form which details the student's name, the name of the drug, dosage and time interval, route of administration, and adverse effects, for the medication which the student is to receive. This form requires a physician's signature and must be signed by the parent/guardian. A separate ***Authorization of Medication/Treatment for a Student at School*** form must be submitted for each medication/treatment, each dosage change, and each school year. School personnel shall not be responsible for the administration of medication which is not prescribed by a physician.

Medication which has been prescribed by the physician must be brought to school in the original container and meet the following requirements:

- Pills must be counted and signed for by the authorized personnel.
- The container must be appropriately labeled by the pharmacy or by the physician with the:
 - Student's name
 - Medication dose and time

- Prescription number
- Date the prescription was filled
- The name of the physician
- Expiration date on medication container

Medications will to be kept locked in a secure place at all times. Exceptions may be made for medicine which requires refrigeration. Any deviation from this medication policy needs to be assessed on an individual basis by school administration.

Over-the-counter medication ordered by the physician must be in the original container and labeled with the child's name and an *Authorization of Medication/Treatment for a Student at School* form completed by the physician and parent.

Closed Campus

Inlet Grove Community High School is a closed campus and it is **mandatory that all students wear their Inlet Grove Identification Badges**, on a lanyard around their necks, when on campus during school hours. Additionally, students must have their Inlet Grove ID when attending **ALL** school-sponsored functions. The initial badge with lanyard is provided to each student for the academic year for \$5.00; thereafter, a replacement badge will cost \$5.00.

- All visitors must obtain a visitor's pass in the Main Office. School alumni are not permitted to visit classrooms during the school day without administrative approval.
- Students are not permitted to leave the campus during the school day without permission from the Administration. Any violations of this policy will result in a disciplinary action.
- During lunch, students must remain in the designated areas.
- Students are not permitted in the parking lot during the school day.
- Student food deliveries to campus (such as, but not limited to: McDonalds, Burger King, or other fast food) are not permitted during school hours.

- Inlet Grove will not accept lunches, balloons, flowers, cakes, cupcakes, or any type of birthday-style celebration items, including gifts of food to students that are delivered by family and friends.
- Dual enrollment students are required to leave the campus within ten minutes after their last class, or they will be assigned to a class on campus.
- Parking on campus and driving a vehicle to school is a privilege, not a right. If students wish to park on campus, they must see the School Resource Officer for a parking decal at a non-refundable cost of \$10.00 and park in a designated area.
- Speeding and reckless driving in a school zone are flagrant offenses, which will be dealt with severely by school and police authorities.
- Students are not allowed to go back to their car during school hours' without the permission from the front office.

Clubs and Organizations

The school district recommends that a student choose to participate in club activities. These clubs will be held after school with adult supervision. Contact individual club sponsors for more information.

College Readiness Requirements for the Class of 2019 and Beyond

Students are college and career-ready when they have the knowledge, skills, and academic preparation needed to enroll and succeed in introductory college credit-bearing courses with an associate or bachelor-level degree program, without the need for remedial courses. Students need these same attributes and levels of achievement to enter and succeed in postsecondary workforce education programs or to obtain a job that offers a living wage and the chance for career advancement. Upon graduation, our seniors must be academically prepared to pursue their future college and career endeavors. For the Class of 2019 and beyond, this means they are “college-ready” or have earned minimum scores on SAT, ACT, or PERT (Postsecondary Education Readiness Test) prior to the senior year. Inlet Grove Community High School juniors

who have not yet earned “college-ready scores” will take the PERT in June to ensure their college-readiness. Any senior who does not meet the required "college-ready" score in English or Math by the time the senior year begins, will be placed in an English or Math college readiness preparatory course.

Community Service & Internships

Students will be required to participate in paid and unpaid internships, job shadowing experiences, and clinical experiences, to enhance their overall learning experience. Also, all students are required to perform 100 hours of community service by the end of their senior year, in order to be eligible for Bright Futures, Gold Seal Scholarships, and to graduate. This should include at least 20 hours related to their career area.

Computer and Internet Ethics

Since the Palm Beach County *Net* is used as part of a school activity, the school’s code of conduct applies to network activities, as well. These rules apply to vandalism of computer equipment, unauthorized access of information, computer piracy, and tampering with hardware or software. Other types of damage and information loss to a computer system may be caused by viruses. If you are responsible for a computer becoming infected with a virus, you could be held liable.

These rules further apply to the electronic use of harassing, abusive, or obscene language. Students may not use the network to annoy, harass, or offend other people. Each student who uses any electronic resource is required to have the School District of Palm Beach County PBCNet Consent and Waiver form signed by the student, parent/guardian, and the Director/Principal or designee of the school. Students are not guaranteed privacy when utilizing school computers and/or networks. Tracking software will be used to insure compliance with this section.

Computer Misuse

Computer misuse is unauthorized access to or use of computers and includes, but is not limited to, the modification, use, creation, or destruction of computer-stored data and programs.

Violations of computer misuse, including using computers or cell phones for cyber-bullying or cyberspace crimes, are serious and may result in a discipline referral, out-of-school suspension, and the incident documented on the student's permanent electronic discipline file.

Chromebook Consent

Inlet Grove attempts to provide a Chromebook for students to complete work at home if they do not have a computer or an internet connection at home or their computer is not capable of running the programs that a student needs in order to work from home. The number of Chromebooks is limited and cannot be guaranteed to be available on the day requested. A student should put in a reservation for the Chromebook at least one day before the desired check out day.

By signing the form below, I understand that my child and I are taking responsibility for the Chromebook while it is checked out. Unless arrangements are made ahead of time with the teacher, the Chromebook check out is for one semester and needs to be returned at the end of the semester. **I am aware that the Chromebooks are equipped with tracking software and will automatically be tracked by The School District of Palm Beach County. I am also aware that the Chromebook needs to be returned in good condition. Any damages must be reported immediately. If the Chromebook is lost, damaged or stolen, then I will be responsible to pay \$250 for the cost of replacement, and the cost will be charged to my financial obligations to Inlet Grove Community High School.**

Search and Seizure of Property

Parents, students, Inlet Grove employees, and the public are reminded that public school campuses, including buildings, parking areas, athletic or recreation areas, and lockers are the property of the School District and no one using said property, whether as a student or in any other capacity, has any exception of privacy in, on, or around said property.

Authorized personnel may temporarily detain and question a student under circumstances which reasonably indicate that such student has committed, is committing, or is about to commit a violation of law. If reasonable suspicion arises that the detained student is unlawfully concealing stolen property, authorized personnel may search the student, the student's locker, or the student's personal property. Any prohibited or illegally possessed substances or objects may be confiscated and turned over to the police.

Disciplinary Procedures for Violation of Conduct Code

Inlet Grove Community High School has adopted the Palm Beach County School District progressive policies and procedures for violations of the student conduct code. Parents or students may pick up a copy of the discipline coding system from the main office.

Dress Code: Career Appropriate

Inlet Grove is committed to providing a safe, friendly learning environment for students. Attire is not only a reflection of the individual student, but also of the general learning environment. Therefore, students have the responsibility to wear clothing that projects a positive attitude of pride in self, school, and community. Students are required to wear appropriate, comfortable and safe clothing that is neat and clean.

Students must wear black or tan khaki Dockers® or Dickies® style pants (no sweat pants). Female students may wear black or tan khaki or Dickies® slacks/skirts (no capris) with closed shoes or sneakers (no leggings). Skirts must be knee-length or longer. In regard to outwear, Inlet Grove students will only be allowed to wear school approved outwear. The appropriate jackets can be purchased in the front office.

Polo Shirts – With School Logo

Programs	Colors
Culinary Arts	Royal Blue
Digital Design	Red
Journalism	Light Blue
Marine Technology	Teal
Pre-Architecture	Forest Green
Pre-Engineering	Yellow
Pre-Law	Navy Blue
TV Production	Black
Web Design	White

The following listed attire is NOT dress code appropriate.

- No head coverings (hats, caps, beanies, bandanas, sweat bands, visors, hoodies, etc.).
- No jeans (khaki style pants **only**)
- No backless, strapless, low-cut or sleeveless shirts/ blouses or midriff showing.
- No capri pants or shorts.
- Hentai anime clothing
- No flip-flops, Crocs, bedroom slippers or other footwear that do not have backs.
- No excessive and/or ostentatious jewelry, make-up, or hairstyles. No hoop earrings larger than a quarter.
- No visible body piercing jewelry other than single earrings worn on the ear lobe.
- No spiked jewelry, pocket chains or chains worn as jewelry.
- No sweat pants/sweat tops, warm-ups (velour or terry), pajamas, or lounging pants or yoga pants or banners.
- No spandex leggings.
- No frayed articles of clothing.
- No grills or teeth inlays.

Medical: *Additional requirements for medical students can be found in the Medical Student Handbook that will be distributed via your instructors.*

Culinary

Students will be required to wear and purchase a chef's jacket and hat which they will have to wear with closed-toed shoes and hair covering. During their other classes, they may wear their culinary jacket or culinary career shirt.

Jeans Day Dress Code Policy

Thursdays & Fridays are Jeans Days. You may wear jeans for \$1.00

Jeans Day rules:

- If jeans are ripped or torn leggings must be worn underneath them.No camouflage.
- T-shirts must cover stomach area & chest area completely.
- No sleeveless t-shirts.
- No tank tops.
- No low-cut blouses (Stomach and chest area must be covered at all times.)
- No shorts, leggings, or jegging-style pants.
- No sweat pants of any type (jeans only).
- No hats, visors or headwear of any kind.
- No bandanas or head coverings of any kind.
- No sandals, Crocs, flip flops, slides, or high heels.
- Closed-toe shoes only.
- No inappropriate clothing (Profane language, stomach or chest area showing is strictly prohibited.)
- No mouth grills of any kind.
- Dresses are allowed (however, they can't be above the knee and/or excessively tight fitting.)

Consequences

- 1st violation- Verbal Warning
- 2nd violation- No Jeans Day (1 week)
- 3rd violation- No Jeans Day (1 month)
- 4th violation- No Jeans Day (Remainder of the Year)



Interested in Dual Enrollment/Early Admissions

2020-2021

To register for credit courses at Palm Beach State College, high school students need to:

- Speak to their high school guidance counselor regarding eligibility for the program
- Submit a Palm Beach State College admissions application online at www.palmbeachstate.edu.

Click on the Apply button at the top left and then click the yellow apply button at the bottom of the page.

Have college level readiness scores in Reading, Writing, & Math. Any combination of SAT/ACT/PERT scores can be used to fulfill this requirement if taken within the last 2 years. Those who need to meet college level readiness scores can take all or any part of the PERT at the college testing center. The test is given at each campus. Students should follow these steps:

- Request the one-time testing fee waiver at the Admissions/Registration counter.
- Have a government-issued photo ID or current high school photo ID (required to test).
- Refer to the Testing Center link for campus schedule: www.palmbeachstate.edu/testing.

Test Scores prior to 10/22/2013	Test Scores as of 10/22/13
SAT: 440 Verbal, 440 Math	SAT: 440 Verbal, 440 Math
ACT: 18 Reading, 17 English, 19	ACT: 19 Reading, 17 English, 19
PERT: 104 Reading, 99 Writing, 113	PERT: 106 Reading, 103 Writing,

All **new** students to Dual Enrollment/Early Admission must register for and attend a mandatory Palm Beach State College Dual Enrollment (DE) Information/Advising Session.

- Students register for the session through their student page at www.palmbeachstate.edu/pantherweb. Select Information at the menu bar at the top and go to Dual Enrollment Information/Advising Sessions to view the schedule.
- The session can be attended at any campus, regardless of where the student will attend.
- Students must be pre-registered. No walk-ins or late arrivals will be allowed.

Each term, submit the documents below to the Admissions/Registration counter at any campus:

- 1) Palm Beach State College Dual Enrollment Permission and Registration form from the high school

counselor which indicates course selection(s). This form must be completed in its entirety and signed by the high school principal/designee (counselor), the student, and a parent/guardian every term.

2) The following must also be submitted:

- Public school - A14 print screen (GPA verification) AND
A21 print screen (ACT/SAT/PERT test scores)
Both forms must be signed by the guidance counselor.
- Private school – Official high school transcript (in sealed envelope)
- Home Education– Home Education DE/EA Legal Compliance & Eligibility Form

When the registration form and other required documents are submitted and processed, the student will receive a notification at www.palmbeachstate.edu/pantherweb under View Notifications. Please refer to the academic calendar @ www.palmbeachstate.edu/AcademicCalendar for registration dates.

* Additional Requirements for Early Admissions

In addition to the requirements listed above, Early Admission (EA) students must:

- Submit a letter of recommendation/authorization from the high school principal on school letterhead, required for the first term only.

**Please visit the Dual Enrollment web page at www.palmbeachstate.edu/dualenroll for additional information about this program.

Dual Enrollment/Early Admission

Dual Enrollment (DE) means that a student is receiving a grade for both high school and college. This grade becomes a part of the **permanent** high school GPA/HPA, high school transcript, and the **permanent** college GPA and transcript. Students may take one or two courses per semester (a maximum of 8 credit hours, including labs). A student must have a 3.0 GPA to qualify for DE. A student must have a 3.2 GPA to qualify for Early Admission. DE students must have passing college-ready test scores on all sections of the admissions test (SAT, ACT, or PERT) to enroll in any course. DE high school students are subject to the rules, regulations, codes of conduct, and academic expectations of the college. Students must earn a minimum grade of "B" in each college course to remain eligible for DE. Students must earn an industry certification in 9th, 10th, or 11th grade in order to qualify for DE or EA. **Beware: Earning a grade of "D"**

or "F" for any reason in a dual enrollment course will result in the student's financial obligation to Inlet Grove Community High School for the cost of tuition and associated materials. It may also jeopardize future financial aid, including Bright Futures.

Early Graduation Requirements

The student must have:

1. Met all credit requirements
2. A 3.2 GPA
3. Received an industry certification (For the Law Program scored 3 or higher on Advanced Placement test.)
4. Met the standards for college-ready status on the ACT, SAT or PERT
5. Met the standards for a Scholar Diploma
6. Completed over 100 hours of Community Service
7. Online Requirement

Student Information Systems Gateway – SIS

The Student Information System (SIS) Gateway for Parents is a tool that provides parents/guardians timely access to their student's information including, but not limited to, schedule, grades, discipline, and attendance. Grade level administrators will distribute access letters to parents for enrollment in SIS.

Grade Classification

The following requirements are used to determine grade classification to the next grade level:

- 9th Grade to 10th Grade: at least 5 credits
- 10th Grade to 11th Grade: at least 11 credits
- 11th Grade to 12th Grade: at least 17 credits

At the time a student earns the appropriate number of credits, he/she will be classified as a 12th grade student, provided the student is eligible for a Certificate of Completion or graduation by the end of the final Block Quarter.

Grading System

Course grades are reported to students and their parents/guardians on an ongoing basis (every 4-week assessment period) through the combined use of SIS Gateway and parent phone calls.

Using the web-based, password protected SIS Gateway computer program, parents may access the student's grades in any current class, at any time. In addition, course grades are reported to parents according to the school's official grade reporting schedule. Students are advised to retain their report cards throughout their high school years for reference purposes and occasional cross-checking with permanent transcript records.

- If you move during the school year or the school has a wrong address, you must notify the school. (School Board Policy 8.01)
- Each semester contains three grades (two block quarters and an exam). A student must pass at least two of the three grades to receive semester credit, if the attendance policy has been satisfied.
- **All students must take the semester exam.**

Exception: Graduating seniors shall, at their option, be exempt from the final semester exam in a course if:

Seniors should have an A or a B for Block Quarter's 7 and 8, and they have a 90% attendance rate their final semester whether absences are excused or unexcused. (*Refer to Attendance-Procedures for the Awarding of Credit; High School Student Progression Plan*).

Description and Definition of the Grading Scale

Grade of A	Outstanding Progress (90% - 100%)	Indicates thorough mastery of the subject or areas as reflected in daily work, reports, tests, examinations, etc.
Grade of B	Above Average Progress (80% - 89%)	Indicates above average achievement, and consistent effort reflected in daily work, reports, tests, examinations, etc.
Grade of C	Average Progress (70% - 79%)	Indicates average achievement in daily work, reports, tests, examinations, etc.
Grade of D	Below Average Progress (60% - 69%)	Indicates below average achievement, and inconsistent effort reflected in daily work, reports, tests, examinations, etc.
Grade of F	Failing (Below 60%)	Indicates unsatisfactory or failing work in daily work, reports, tests, examinations, etc.

All D's and F's shall be retaken.

Conduct Marks

Conduct marks are issued by the classroom teacher on progress reports and report cards to communicate the student's level of behavior in the classroom to his/her parent(s):

- 4** –Behavior very constructive to the learning of self & others
- 3** –Behavior constructive to one's own learning
- 2** –Behavior detrimental to own learning
- 1** –Behavior detrimental to the learning environment

Extra Time to Bring a Grade Up to a "B" or Better

It is important to remember that the concept is to raise a grade that already exists. A grade that already exists reflects work completed, but perhaps not to the standard of a "B". The policy of

allowing students an extra Block Quarter to raise their grade to a “B” or better in any class will be in force under the following conditions:

- The student has attempted to complete ALL work required in the course on time to the best of his/her ability prior to being granted the additional time.
- The student has taken the responsibility of asking for extra assistance AT THE TIME that assistance is needed from the instructor, rather than waiting until the due date.
- The student has reviewed his/her grades with the instructor continually and at the end of the Block Quarter, to determine which assignments need to be revisited and revised to demonstrate mastery of the appropriate material.

No student is allowed to skip class to make-up work for another teacher.

Graduation Requirements:

Inlet Grove Community High School follows all State & Palm Beach County School District requirements for graduation. Inlet Grove Community High School reserves the right to require additional requirements such as Community service hours and certification. Students must refer to the Inlet Grove Community High School Pupil Progression Plan.

Security Camera

Only individuals authorized by the school principal may view recordings of the security tapes. The district reserves the right to provide copies of recordings to law enforcement agencies as deemed appropriate by the principal and in compliance with appropriate federal and state laws.

Video recordings will be kept only when they become a part of a student disciplinary action per the student records policy, or as part of an ongoing investigation.

This policy will be distributed through student and employee handbooks, on facility use forms and by other reasonable means.

Student Records

Student records D-5.05 (12) (a) states that any request for directory information including name, birth date, school address, telephone number or dates of attendance about a specific student, as well as request for lists of students, must be screened through the District Department of Charter Schools. Parents/guardians and adult students have the right to refuse the release of such information, but must state their refusal in writing to the District Department of Charter Schools.

Suspensions (Out-of-School/OSS)

Out-of-school suspensions are unexcused absences and students who are suspended from school for a disciplinary problem will be permitted to make up block quarter and semester examinations. Projects, term papers, quizzes, etc. which represent student work for the term or semester period will be submitted with no penalty. Students will have the number of days as their suspension to make up their work, from the day they receive it.

Juvenile Court (Alternative to Suspension)

All students involved in a level 3 or higher disciplinary problem will have to go to Juvenile Court with a parent, as an alternative to suspension.

Transcripts

When requesting transcripts:

- Students must complete/sign a Transcript Request Form and return it with payment to the data processor located in Guidance.
- We will do our best to make all requests available within 24-48 hours.
- Students must provide the name and address of the college/scholarship, if not listed on the form.

- The following fees will apply when requesting transcripts:
 - Electronic transcripts \$1.00 each
 - Unofficial hard copy transcripts \$3.00 each
 - Official hard copy transcripts \$3.00 each
 - All seniors will receive 1 FREE transcript which is sent to the school of their choice at the end of the school year after they graduate.

Valedictorian and Salutatorian

The valedictorian and salutatorian will be chosen based upon their Honor Point Average rank in class, utilizing the state requirements for determining HPA, at the conclusion of the 1st semester of their senior year. To be eligible for the valedictorian and salutatorian status, students must have attended Inlet Grove Community High School for their two final years of high school and complete their high school graduation requirements in 8 or less semesters. Additionally, early admissions students are not eligible to become valedictorian or salutatorian. No exceptions will be made.

In the case of a tie, the following will be used to determine the final ranking:

- Highest number of advanced placement courses
- Highest number of honors level courses
- Highest grade point average (GPA)

The principal will be permitted to exclude a student from this honor based upon conduct violations or date of transfer to Inlet Grove Community High School.

Video Recording

Inlet Grove Community High School has authorized the use of video cameras on school grounds for the purpose of maintaining a safe and orderly educational environment, evaluating instructional programs, identifying disciplinary issues, minimizing theft and vandalism, promoting of school and instructional programs and for enforcing school policies and rules.

Cameras are authorized for use in the following areas where the public, students and staff have no reasonable expectation of privacy: entrances, hallways, classrooms, commons, gymnasiums, athletic fields, parking lots and the exterior of buildings. Cameras are prohibited in areas such as bathrooms, locker rooms and health rooms.

School administrators are authorized to use video recording devices to document school policy violations, in order to maintain a safe environment for all our students and staff.

Other school personnel may be given permission to videotape on school grounds with the written authorization of the school principal. Such approval will be granted under the direction of the school's Governing Board.

Volunteers in Public Schools (VIPS) & Raptor

EFFECTIVE IMMEDIATELY, all public schools will use **both** Raptor and VIPS tracking. Raptor will be used for background clearance. The VIPS tracking system will be used for application completion and recording volunteer hours. **ALL VOLUNTEERS AND VISITORS MUST SCAN IN/OUT THROUGH THE RAPTOR SYSTEM PRIOR TO PASSING THE FRONT DESK AND GOING ON CAMPUS.** Hours are to be logged in on the VIPS Count tracking system computer.

VIPS program encourages volunteer participation by individuals and groups in School Board sponsored programs. A volunteer is a non-paid person functioning under the sponsorship of the Palm Beach County School District who supervises in local schools, central and area offices, School Board sponsored and supervised off-school campus activities before, during, and after regular school hours.

It is required that all students and adults who volunteer must register in the VIPS Count Program on an annual basis. All chaperones who are not PBCSD employees must register in the VIPS Count program three weeks prior to the event or six weeks prior to overnight field trips/activities.

All volunteer hours must be logged in on a regular basis. It is recommended that these hours are logged in during club and organization meetings, and the chaperone or sponsor will be able to assist you with this. You may also log your hours in on the computer in the main office for this purpose, as well as, in the Media Center.

Withdrawals

Withdrawals from school procedures are outlined as follows:

- Only a parent/guardian of record can withdraw a student and must present a photo ID.
- The school will conduct an exit interview.
- During the student's last day of school attendance, a **withdrawal form will be issued to the student** by the data processor to obtain teacher signatures and to **return textbooks**.

All **obligations must be paid** with cash or money order to the school accountant before the student can be released from Inlet Grove. Once approval has been received from the principal and the completed withdrawal form has been returned to the data processor, the student will be released to the new school.