



PARENT/STUDENT HANDBOOK
2018/2019

HOME OF THE EAGLES

“Soaring into the Future”

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Parent/Student Handbook

The purpose of the following rules and regulations is so Sebastian Charter Junior High (SCJH) can ensure an atmosphere that promotes academic learning and student safety. These rules are based on state, county, and school policies and regulations. Rules are subject to change during the school year with written notice. For additional information, see the student planner pages, the parent, student and uniform contracts, and the School District of Indian River County (SDIRC) Code of Conduct.

Mission Statement

The mission of Sebastian Charter Junior High is to provide an educational environment where students will have learning opportunities that set high expectations for academic growth, foster individual achievement, and stress character development.

Vision Statement

The vision and purpose of Sebastian Charter Junior High (SCJH) is to educate and inspire students in a challenging and wholesome environment. The staff and board of Directors of SCJH believe that:

- all students can be successful;
- education is a partnership between school, home, and community;
- integration of reading, math and technology skills into all subject areas is fundamental in achieving student success and preparing students for the future;
- dedicated teachers challenge students and provide opportunities for students to pursue individual interest;
- and a small school provides a sense of community and a safe and secure environment.

SCJH will provide learning opportunities to improve learning for all students, be accountable to its students, parents, and the School District of Indian River County (SDIRC), and provide opportunities for students with:

- a small school environment with a low teacher to pupil ratio of 1:22 school-wide;
- community service projects;
- an emphasis on reading and math skills;
- parent and community involvement;
- an education that is meaningful to each student;
- dedicated teachers who care and work hard and are active participants in the decisions that affect their classrooms and students.

Character Development

"Intelligence plus character - that is the true goal of education." - Martin Luther King Jr.

School Hours

School hours are from 8:00 am until 2:45 pm.

- Students should NOT arrive earlier than 7:30 am or remain on the campus later than **3:00 pm** unless they are participating in a supervised activity.
- **SCHOOL GATES WILL NOT OPEN UNTIL 7:30 am.**
- Supervision WILL NOT be provided for students who arrive before 7:30 am or remain later than **3:00 pm.**

- If students are involved in an after school activity, **no** supervision will be provided **after 3:45 pm**.
- Students who **are not picked up within 15 minutes of dismissal** may be assigned to an after school activity or detention until they are picked up. These procedures are designed for the safety and well being of your student.

If your student should choose to participate on their zoned district middle school's sports team and needs to leave early on a consistent basis, you must discuss a plan with the Director, Assistant Principal, or Principal.

Alcohol, Tobacco, and Drugs

Students have the right to attend a school where state laws are obeyed and where there is a pleasant, safe, and wholesome environment. The use of illicit drugs and unlawful possession and use of alcohol or tobacco is wrong and harmful; therefore, it is mandatory that students comply with the Federal Drug-Free Schools and Communities Act requirements as stated in the following rules:

1. The use, possession or consumption of any alcoholic or intoxicating beverage by any person shall not be permitted at school or school sponsored activities.
2. No drugs or controlled substances shall be permitted at school or school sponsored activities except where a person has a prescription drug for use as prescribed by a medical doctor.
3. Possession of smoking materials or tobacco products is prohibited at school and at school sponsored activities.
4. Students are not allowed to smoke on campus or at any school sponsored activity.
5. If a search of a student or his/her locker reveals illegal items or items prohibited by law or school board regulations, such items may be seized and such action taken as provided by law and these regulations.
6. Students are not allowed to bring inhalants, other than those prescribed by a medical doctor to school.

Attendance

Policy

The importance of consistent class and school attendance cannot be overemphasized when providing your student the best education possible. There is a strong correlation between educational gains and time spent in the classroom. In addition, the responsible habits a student develops will prove valuable throughout life. Students are expected to come to school every day and to **be on time**.

Parent's Responsibility

- The parents/guardians are responsible to assure their student's attendance at school and to justify all their student's absences from school. Students who are absent from school **must bring a note** on the day they return to school in order for the absence to be deemed excused or the parent/guardian must make a phone call to the school.
 - o The **note** should include the student's **name**, the **reason** for their absence(s), the **date(s)** of the absence(s) and the parent/guardian's (or medical practitioner's) **signature**. Students should give their note to the **Office**.
 - o Students must bring a note or the parent/guardian must call the office within three school days of the absence(s) or the absence(s) become(s) unexcused.
 - o A note or phone call from a parent/guardian stating a reason for an absence does not necessarily make it an excused absence and the absence may be coded as unexcused.

The final decision about whether an absence is excused or not is up to the administration.

- o All absences not covered by satisfactory parental statements are unexcused.
- o Students who have excessive absences will lose their driver's license privileges based on state law. Make-up work may not be accepted for unexcused absences.

Taking a student out of school for a **family vacation is not a legal excuse for absence** and will be considered unexcused.

- Teachers should be made aware of any planned absences in advance. However, it is the policy of SCJH that no work will be prepared for students ahead of the absence. Students are encouraged to contact teachers via email and or through google classroom to get information about homework, projects, tests, etc.
- Any make-up work is the student's responsibility and may or may not receive full credit. SCJH's staff discourages any family from taking a vacation that may cause the student to miss school as it affects the student's attitude toward school, attitude toward teachers, attitude toward personal responsibility, and often affects the student's grades.
- Students may receive a zero for any tests given during that time period or for work not made up within one week of the vacation.
- Students will be assigned After school or Saturday School Study Hall sessions to make up for excessive unexcused absences.
- Parents/Students are responsible for making arrangements to make up tests with teachers. It is not the teacher's responsibility.

Excessive Absence Policy

Students with unexcused absences in excess of ten school days will not be permitted to return to Sebastian Charter Junior High the following school year.

Student's Responsibility

Students are responsible for all work missed while absent (excused) and will be given time to make up work.

- It is the **student's responsibility to obtain all work assignments missed** and make arrangements to make up tests or other assigned work.
- Teachers will assist students in this process.
- Teachers will allow one day for each day of absence to make up missed assignments.

Books, Locks, and Lockers

Books

Books, chromebooks, or other school-owned items that are loaned to a student will become their responsibility for the care and condition. All items must be returned in the same condition as when received by the student. Students are responsible for all lost, stolen, or unnecessarily damaged books, chromebooks, or other items. Florida statute 233.47 specifically states each parent, guardian, or other person having charge of a pupil to whom or for whom materials have been issued, as provided herein, shall be held liable for any loss or destruction of, or unnecessary damage to, such materials or for failure of such pupil to return such materials when directed by the principal or teacher in charge, and shall be required to pay for such loss, destruction, or unnecessary damage as provided by law. All textbooks or library books remain the property of the school. Students are expected to keep the materials loaned to them in good condition.

1. If book covers are used, students must use covers that will not damage the book upon removal.
2. Students who owe for damage or loss of textbooks, library books, etc may lose privileges to attend any school activities on or off campus.

Locks and Lockers

Locks and lockers will be assigned to **all** students within the first week of school. The student is responsible for the lock; if he/she loses or breaks the lock, a fee of **\$13.00** will be paid before another lock will be issued. **Only locks issued by the school** will be used on the lockers. Students may use lockers when the bell rings to enter the building and at other specified times as scheduled. Lockers, desks, and other similar storage areas are school property and are subject to search by school officials. As part of our organizational skills program, lockers are to be kept neat and clean at all times. **No stickers or other items are to be affixed to the outside or inside of any locker.** Students may apply magnets or clings to the inside of the locker only. Students should not give their combination to other students. Students should lock their locks on their lockers so that the lock is not stolen or moved to another locker. Failure to keep lockers locked may result in a demerit. SCJH will not be responsible for any missing items from lockers.

Cafeteria/Nutrition

Breakfast & Lunch are available for purchase. SCJH participates in the free and reduced meal program. Meals brought from home should be nutritious. **No gum, candy, high sugar foods, coffee, high caffeine drinks or sodas are allowed.**

All students are required to eat in the cafeteria, including those who bring their own lunch. The staff at SCJH wants students to enjoy lunch and eat in a relaxed atmosphere that will not distract from the remainder of the day and their success in school. The cafeteria is to have a controlled atmosphere of respect with a minimum amount of noise.

1. Students must keep all food in the cafeteria and clean their place when finished.
2. Students are to comply with staff members' requests to pick up trash or clean tables where they are seated or standing whether or not it is "their trash."
3. Students are expected to conduct themselves in an appropriate manner while in the cafeteria. All school rules must be obeyed.
4. Students may talk to the people at their tables as long as the noise level inside is kept to a minimum.
5. Students must stay seated while inside, except to remove trash, and may not leave the cafeteria without permission of the staff member in charge.
6. Due to safety policies put in place, students may not have outside food delivered to them nor have visitors for lunch.
7. Checks for lunches should be made out to *Sebastian Elementary* since they supply food services for SCJH. Parents/Guardians may pay for meals through the SDIRC's website: www.k12paymentcenter.com. Parents can also view account balances through the same program. There will be a small fee attached to utilizing the plan to pay online.

The 2018-19 meal prices have been approved by the SDIRC Board. Here is the information they have provided for us:

Breakfast: School Breakfast Prices are: Reduced Price/All Grades: \$0.30; Full Price/All Grades \$1.25. Adult price is \$2.00. They do not have to take a breakfast entrée. Breakfast allows students to

be more attentive so they perform better academically and are better behaved.

Lunch: School Lunch Prices are: Reduced Price/All Grades: \$0.40; Full Price Meals-Elementary: \$2.25; Middle/High School: \$2.50. Adult price for lunch is \$3.50. Students must select an entrée, which includes a bread serving.

Conferences

SCJH values your student's education and staff members are always eager to meet with parents and encourage you to do so; however, it is necessary to have these conferences arranged in advance. Teachers and **administrators** are available for conferences **by appointment only**. Please call **(772) 388-8838** or email the staff member to request an appointment.

Discipline

Students are subject to the SDIRC Student Code of Conduct.

Merit/Demerit Policy

The discipline at SCJH is based on rewarding good behavior. The merit/demerit policy has been adopted as a means to do this. The merit/demerit policy is subject to revision throughout the year with verbal notice given to the students.

- Students will be acknowledged for doing the right thing and making good choices with "merits" which will be placed in their planner; these merits will accumulate throughout the week. Top merit winners in any given week will be rewarded.
- Demerits are given for making poor choices or not following school or classroom expectations.
- If a student receives a demerit, a red "D" stamp will be placed in the planner for that day.
- To earn dress down, students must earn at least 25 merits in a week.
- If a student is absent, the amount needed will be reduced by 5 for each day of an **excused** absence.
- If students are absent for a week, they will not earn dress down for the following week. **You must be in school to earn dress down.**
- Students who have three demerits in an academic week will not be allowed to dress down the following week.
- Students who have four or more demerits will be assigned after school detention and are not allowed to dress down the following week.

Detention

Students may be assigned to after school detention for uniform violations, tardiness, or behavior violations. The parent/guardian is responsible for **providing transportation for the student who has been assigned to detention and to pick up the student on time**. School staff **will not provide supervision beyond 15 minutes after dismissal** from detention. Detention may be assigned on a Saturday at the discretion of the school staff. Failure to serve detention on the day assigned may result in In School Suspension the following school day. Failure to serve a Saturday detention will result in suspension. Arriving late for detention will void attendance for that day. Parents must make arrangements for transportation or if needed, arrange an alternate day for the detention to be served with prior permission from the administration.

In School Suspension

Students may be assigned to in school suspension (ISS) for misconduct, repeated uniform violations, arguing or talking back to a staff member, excessive tardiness, or violating the rules as outlined in the

Parent/Student Handbook and the Code of Conduct for SDIRC. Students who are assigned to ISS will comply with all requests of the staff member in charge. They will remain in the assigned area for the entire day, including during lunch, unless released early with the consent of an administrator. Students are still responsible for all assignments while assigned to ISS. Students must do the assigned school work, remain quiet and, stay seated unless given specific permission to do otherwise. Students who are not assigned to ISS are not to communicate with ISS students. ISS may be assigned on Saturday at the discretion of the school staff. Failure to serve a Saturday ISS will result in out of school suspension.

Out of School Suspension

Automatic out of school suspension (OSS) will result for fighting or hitting, bringing weapons, drugs, or alcohol to school, being disrespectful to a staff member, or any other major and/or repeated violation of the Parent/Student Handbook and the Code of Conduct for SDIRC. In a suspension, the following procedures will be followed:

1. Effort will be made to establish prompt efficient communication between the school and home.
2. Each suspended student may have the opportunity to be reinstated as speedily as possible.
3. When a student is suspended for more than 3 days, a parent/guardian conference will be required prior to the student returning to school.

Administrative Dismissal

After a review of the alternatives, a student may be recommended for dismissal for serious offenses such as fighting, drug or weapon possession or **for repeated rule violations**, such as disrupting the school/class environment or distracting others from learning.

Eligibility for After School Activities

SCJH understands that academic success is a student's primary responsibility. Participation in any after school activity is a privilege. Participation may include being a spectator at an event. Students earn their privileges by:

1. Maintaining at least a 2.0 grade point average (C average) in the previous nine week grading period.
2. Passing all classes in that grading period (NO F'S on report card).
3. Maintaining appropriate conduct.

Students who do not meet these criteria lose their privileges until such time as their grades and conduct improve. They may attend after school activities only with written permission of the Principal.

Attendance at school activities, such as, Back to School Bash, School Dances, Fun Day, Field Trips, etc. is also a privilege that can be lost. Students who receive repeated after school or Saturday School detentions, in school suspension, or out of school suspension may lose those privileges for that nine week period or longer.

Dress Code/Uniform Policy

•The school staff shall have the authority to judge whether or not the appearance of any student is in compliance with the uniform contract of the school.

•Students who violate the uniform policy will be subject to disciplinary action and will be required to “fix the violation” at SCJH either with items from the uniform closet or with items brought to them from home. This decision is left up to the administrative staff. Dress down days are allowed at the discretion of the school administrative staff.

•There is NO Dress Down for a student who is serving after school detention or in school suspension.

•Students will remain in school uniform while on school grounds unless instructed otherwise or given permission to change by school staff. This includes keeping shirt tails tucked in.

•Alterations to the uniform are unacceptable and will subject the student to discipline, i.e., tying a knot in the back of one’s shirt so that the front of the shirt is more form fitting.

1)**Pants/Skirts/Shorts:** No beltless pants, jeans, or jumpers are allowed. Pants may not drag the ground, must fit at the waist and be made of cotton, non-stretch material; meaning “skin tight” materials will not be allowed.

2)**Boys:** Tan or navy pants or shorts (Bermuda length).

3)**Girls:** Tan or navy skirts, skorts, pants, Capri’s or standard length shorts. The skirts and skorts must be no shorter than the tip of the middle finger. Standard length shorts are uniform style or Bermuda length shorts.

4)**Shirts:** A burgundy, white, or navy polo shirt with the school logo affixed must be worn. After the first two weeks of attendance at SCJH, patches may no longer be pinned onto shirts. A SCJH approved school spirit t-shirt, may be worn on scheduled PE days. ALL shirts must be tucked in and sized to fit. Shirts must be long enough to remain tucked in when the student reaches his/her arms into the air. No low-cut tops are allowed.

5)**Undershirts:** If an undershirt is worn, it must be white or black.

6)**Belts:** A plain black or brown belt must be worn. NO big buckles, studs, glitter, or designs may be worn. Belts may have simple decorative metal holes but no studs or other items which stick out.

7)**Socks:** Any socks may be worn.

8)**Shoes:** Students must wear sneakers, with the laces tied, at all times. No backless or slip-on shoes, boots, sandals, boat or deck shoes, or hard top shoes are allowed.

9)**Jackets, Sweatshirts, Hoodies, or Sweaters:** A plain burgundy, white, or navy jacket, sweatshirt, hoodie, or sweater may be worn in the classroom. The sweater, sweatshirt, hoodie or jacket must have a school logo affixed to it and not pinned on it.

10)**Jewelry:** Watches may be worn. Girls may wear one pair of stud earrings. This means no loop earrings! Boys may not wear earrings. No other visible body piercing is allowed. A single necklace with noted personal significance may be worn on the inside of the shirt only. No choker style necklaces will be permitted since they cannot be worn inside of the shirt. A single wrist band or bracelet may be worn. The school assumes no liability for lost personal items.

11)**Make-up:** No make-up including mascara, eye shadow, eyeliner, glitter or lipstick shall be worn. Clear lip gloss and ChapStick are permissible. No make-up, perfume or hairspray is allowed at school. Any of these items will be confiscated. No SCJH student may wear artificial nails including but not limited to acrylics, gels or stick-on.

12)**Hair:** Hair, including facial hair, shall be neatly trimmed and well groomed. Only natural hair coloring is permitted, meaning no hair dyes or streaks in the hair unless someone would be naturally

born with it that way. Burgundy is not a natural hair color. Bangs must be worn to the side or cut above the eyebrows. Hair cannot be used to hide the eyes or have to be “tossed” out of the face to show the eyes. “Mohawks” or hairstyles, which are distracting to other students, as defined by the **principal** are not allowed.

13)**Hats/Sunglasses:** Students may not wear hats or sunglasses inside the school. Hats and sunglasses must be kept in the locker unless worn outside in conjunction with P. E. or other outside activities with permission only.

14)**Dress Down Days:** when uniforms do not have to be worn. Students may wear “regular” clothes as long as shoulders and stomachs are covered. Pants must be worn at the waist and **no jeans with holes or shreds are allowed**. Dresses, skirts, skorts, and shorts must be down to the tip of the middle finger. No vulgar or inappropriate sayings or political statements on shirts are allowed. **No low cut tops are allowed.**

Parent Square

We utilize the web based application Parent Square to send alerts for upcoming events, offer opportunities to fulfill your volunteer hours and as an informational tool for emergency purposes. It is imperative that you register during orientation.

Closing School in an Emergency

In case of weather or other situations that appear to be dangerous to the health and safety of students, the Superintendent of Schools is authorized to close schools. Parents should monitor the radio and TV station coverage in such situations. SCJH follows the SDIRC schedule for opening and closing of schools.

Grades

Grading Philosophy

Assessment is an important part of the teaching/learning process, and when effective, will indicate to the parent, student, and teacher the progress made in meeting academic standards set for each class and grade level. The purpose of grades is to communicate student progress. Students are required to make up missing assignments, to improve study and work habits, and to take part in class discussions and activities. Eating an appropriate breakfast and lunch, getting to classes on time, and being prepared with homework and supplies play an important part in a student’s readiness for success at SCJH and **life**.

Grading Procedures

1. SCJH uses the letter grades A= 90-100, B= 80-89, C=70-79, D=60-69, F= 0-59, in all subjects at school.
2. Student progress will be monitored by students and parents on FOCUS. Written progress reports can be made available upon request.
3. Report cards will be issued four times a year at the end of each nine-week grading period. Report cards will also be posted online on FOCUS.
4. **Every student and parent** must set up a FOCUS account so that you can view your student’s grades online. You will need your student’s social security number in order to set up an account. Step-by-step directions for setting up an account are on the School District’s website at www.indianriverschools.org and are available from the school, if needed. If you have any problems setting up your account, please contact us at the school office. Our goal at

SCJH is to have 100% of our students set up with a FOCUS accounts, so students and parents can always monitor their grades and assignments.

Honor Roll

Students whose efforts result in all A's during a nine-week grading period will qualify for the A Honor Roll. Students who have A's and B's will qualify for the A/B Honor Roll.

Guidelines for Promotion:

To be eligible for promotion in grades six through eight, a student must:

- 1) Pass Language Arts, Reading, Mathematics, Science and Social Studies.
- 2) The student will demonstrate progress towards achievement of the Next Generation Sunshine State Standards and the Florida State Standards.
- 3) Each student must participate in statewide assessment tests in grades 6, 7 and 8 as required by Florida Statute 1008.22. Students will perform on all statewide assessments in reading, writing, science and mathematics at or above the minimum level determined by the state (currently a 3 or higher for ELA, mathematics and science).
- 4) Each student who does not meet specific levels of performance in ELA, mathematics, science, and writing must be provided with additional diagnostic assessments to determine the nature of the student's difficulty and area of academic need (required SCJH tutoring/study hall).
- 5) A student who does not demonstrate achievement in all areas described in State Statute will be referred to the school's Promotion Review Committee, which will be made up of the Principal and representative teachers. The student will be recommended for promotion, promotion with remediation, or for retention. Retention decisions will be based on more than one single test score. The Principal shall make the final determination regarding promotion based upon State Statutes and the Indian River County Pupil Progression Plan which can be viewed at: www.indianriverschools.org.

In order to be promoted to the ninth grade, students are required to successfully complete:

- **English:** 3 year-long middle school or higher courses that shall emphasize literature, composition, and technical text.
- **Mathematics:** 3 year-long middle school or higher courses in math.
- **Science:** 3 year-long middle school or higher courses in science.
- **Social Studies:** 3 year-long middle school or higher courses in social studies.
- **Career Planning:** One course in career and education planning to be completed in the seventh or eighth grade. At SCJH this is done in the Character Development class all three years.

If a student does not meet promotion criteria, he/she may be retained or promoted with remediation. If an eighth grade student does not have the correct number of classes in the required areas, they will not be allowed to go to high school.

Note: **Eighth grade students** need to keep in mind that the grades obtained during their 8th grade year will be used to determine eligibility for **playing sports or participating in any extra-curricular activities in high school.**

High School Credit Courses

Students enrolled in high school credit courses are subject to all of the rules of the courses as if they

were being taken at a high school. These courses provide grades that appear on the high school transcript and will be calculated in obtaining grade point averages for high school.

Grievance Procedures

SCJH wants to work with parents/guardians to solve any problems that may arise between the school staff or students and parents/guardians. If you have a problem, please utilize the following procedures:

1. Email the staff member involved or arrange a phone or in-person conference with that person. If you do not gain satisfaction from that contact, then
2. Arrange for a phone or in-person conference with the Assistant Principal, Mr. C. Devarney (cdevarney@scjh.org) or the Parent Liaison, DeAnna Tillis (dtillis@scjh.org). If you do not gain satisfaction from that contact, then
3. Arrange for a phone or in-person conference with the Principal, Mr. W. Dodds (bdodds@scjh.org) If you do not gain satisfaction from that contact, then
4. Arrange for a phone or in-person conference with the President of the Board of Directors that is listed on the SCJH website. If you do not gain satisfaction from that contact, then
5. Arrange with the Principal for an item to be placed on the agenda of the upcoming Board of Directors' meeting.

Homework Policy

All students are required to read 20 minutes per day, which is a part of the regular reading homework assignments.

The reading for 20 minutes a day including weekends may be a reading assignment from another class or reading or re-reading a chapter in a textbook. In addition, the student may read a grade appropriate book, newspaper, or magazine. Parent/Guardian involvement in a student's education is essential for success and an expectation of being involved with SCJH.

- 1) Failure to hand in homework on time will result in receiving a "no homework" stamp, which will be placed in the planner at the bottom of the space for that day. Each teacher's no homework stamp contains that teacher's initials in order for parents to know in which class the no homework stamp was given.
- 2) If a student must return to his/her locker to retrieve their homework, they will be subject to getting a demerit for not being prepared for class.
- 3) **Three** or more no homework stamps in one academic week will result in the student losing dress down privileges the following week.
- 4) **Four** or more no homework stamps in one academic week will result in the student losing dress down privileges the following week and being assigned after school detention.
- 5) Students are expected to turn homework in on time. Students will be held accountable for all homework, and will be required to complete all assignments.

Parents and students should be aware that SCJH has high academic expectations for all of its students and that additional homework time might be required to meet a student's needs. All homework assignments will reinforce the subject matter being taught and completed homework will be recorded. Parents/Guardians should check the student's planner every day for current assignments, future tests, and long-term projects and to ensure that their student has completed the required assignments. Parent/Guardian involvement in a student's education is essential for success and an expectation of being involved with SCJH.

Homework for Absent Students

In the event of an illness or other excused absence, the best way for any student to obtain information about assignments is to look at their google classroom and email teachers.

Parents/Guardians are encouraged to reference the SCJH website or FOCUS, or email that teacher, for information about homework and projects for each teacher.

If you have questions about homework, please contact your child's specific teacher directly either through voicemail or email. It is the absent students responsibility to check with each individual teacher and make sure all assignments and tests are made up (*See Student's Responsibilities under School Attendance*).

Honesty and Open Communication

Policy

In line with SCJH's mission to promote character development, our students have a duty to be responsible and honest persons. When students are given the opportunity to tell their side of a situation or problem to the teachers/ administration, honesty is the most important factor.

Expectations

2. Students will tell the truth about being involved in any incident. This applies whether the student is involved directly in the situation or a witness.
3. Students will do all of their own work on quizzes, tests, or other assigned work. Cheating on a quiz, test, or other assigned work may result in a zero on the work and will subject the student to disciplinary consequences.
4. Students will do their own work and not plagiarize another person's work (i.e. copy another student's or author's work or copy information word for word from a web site, etc.). Plagiarizing may result in a zero on the work and subject the student to disciplinary consequences.
5. Students will do their own homework and not copy homework from another student. Students are encouraged to contact a study buddy if they do not understand all or part of an assignment. Students may work together on homework, but students should not copy or allow any other student to copy their work.
6. Students will inform a teacher or staff member when they observe another student disobeying school rules, especially cheating, lying, or plagiarizing. (This may be done in private or by a signed note.) Failure to do so may result in disciplinary consequences.
7. Students will obtain appropriate signatures or initials as needed and may not forge any note, pass, or other official paper for themselves or another student.
8. All papers requesting a parent/guardian signature must be signed by the parent or guardian. If the student signs for the parent, it will be considered forgery.

Violation of any of these rules will subject a student to disciplinary consequences which may include, but are not limited to one or more of the following: verbal reprimand, demerit, lunch detention, after school detention, Saturday detention, in school suspension or out of school suspension.

Medication/Health

Medication

1. If parents/guardians, want a medication to be given and/or kept in the school medicine cabinet and have an adult (volunteer or staff member) supervising the student taking it, the following rules must be followed:
 - a. If medication is to be taken by the student at the school, a medication permission slip must be completed, signed and dated by the student's parent/guardian. Slips are available in the office.
 - b. The pharmacist attached patient information sheet is required for all prescription medications.
 - c. The medication should be brought to school in its original container labeled with the student's name; name of drug; directions concerning dosage; time of day to be taken; physician's name; how it is to be administered; date prescribed and duration of medication.
 - d. Medications will be kept in a locked drawer or cabinet at the school.
 - e. No more than one month's supply of medication should be sent to school at one time.
 - f. There will be no liability for civil damages as a result of medication administration when the person administering such medication acts as an ordinarily prudent person would have acted under the same or similar circumstances.
 - g. An asthmatic student shall be allowed to carry a metered dose inhaler on his/her person while in school, if proper documentation is provided. Students cannot carry any other type of medications while on school grounds or at a school activity. This includes Tylenol, aspirin, cough drops, etc.
2. If non-prescription medication, such as aspirin, cough medicine, and cold tablets is needed, it must be in its original container. A completed, signed medication slip must accompany each non-prescription medication. The student's name must be on all medications. This includes cough drops. The medication must be turned into the office.

Pediculosis Capitis (Head Lice)

To reduce absenteeism because of Pediculosis Capitis, lice/nits, the following procedure will be followed: (1) the child's parent/guardian will be informed that the child has been diagnosed as having head lice and will be sent home **immediately**. (2) The parent/guardian will be informed of the proper treatment procedure for the removal of nits. (3) When the child returns to school, he/she will be checked by a school volunteer or staff member. If there is still evidence of lice/nits, the child will be sent home again. (4) The school may notify the public health nurse who may then make a home visit. (5) Written procedure will be given to the parent/guardian, along with treatment medication in case of financial need. (6) If the child goes to the Public Health Nurse, a written report will be given to the referring school.

Human Sexuality

In accordance with state laws, Human Sexuality Education is required at all grade levels and will be included in our instructional program. Parents/Guardians are encouraged to review or discuss the curriculum with staff and have the option of requesting that their child be excused from those class sessions in which Human Sexuality is taught, if they so desire.

Restroom Procedures

Students are encouraged to use restrooms between classes. Teachers may allow students to use one of their 5 allotted weekly restroom passes from their planner during class. Students are not

allowed to share these passes. It is every student's responsibility to keep the restrooms clean and report any students who violate the rules.

Participation in Physical Education

All students are expected to participate in physical education (PE) class every day it is offered. If a student has a legitimate reason for him/her to be excused from PE, he/she must have a signed excuse from the parent/guardian. Any request for a student to be excused for longer than a **one-week** period requires a physician's statement. Please contact the PE teacher if you have any questions or concerns.

Miscellaneous

Student Pick-Up

It is the responsibility of the parent/guardian to provide the office information regarding any restrictions limiting other family members from picking up their child. It is important that information be provided to the Director so that all staff may be informed of the restrictions.

Nondiscrimination Policy

It is the policy of SCJH that no person shall, on the basis of race, color, national origin, marital status, or handicap be excluded from participation in, or be denied the benefits of, or be subjected to discrimination under any program or activity receiving state financial assistance, or be so treated on the basis of sex under most educational programs or activities receiving state assistance.

Confidentiality of Student Records

Every student in the school shall have a right to privacy with respect to the educational records kept on him/her. A complete copy of the SDIRC student records policy is located in the Superintendent's Office and is available to the public weekdays from 8:00 am to 4:30 pm.

Phones

The telephones in the school shall be **used for school business only**. Students may use the phone during the students assigned lunch time, with permission. Classes **will not be interrupted to deliver messages** except in the event of an emergency. It interferes with class instructional time when a message must be delivered to a student. All messages will be given at the end of the class period. Delivering messages takes valuable time from the office personnel as do interruptions for students to come to the office to utilize the phone. Please make arrangements with your student **prior** to the school day for after school activities. **This policy will be strictly enforced.**

Lost and Found

Lost and Found for glasses, textbooks and other articles is located in the front office. Students should mark belongings with their name to make it easier to return them when found. This is especially important for jackets, sweatshirts and sweaters! Remember that uniform jackets look alike so it is very important to label them.

Change of Contact Information

For emergency reasons, it is necessary that the school keep an up-to-date address, telephone number, and email address for each student on file. **Any change in the student's contact information must be reported to the office immediately.** Failure to report changes results in a breakdown in communication between parents/guardians and the school.

Any student who enrolls in a public school must register under the name as shown on their birth certificate until such time as a final court order verifies a legal change. Once court order is received by office staff, all school records will be updated to show both the original name and the acquired legal name.

Withdrawal from School

A student who plans to voluntarily withdraw from school should come into the office before school or during the homeroom period. A parent/guardian must accompany the student and must obtain a Withdrawal Form from the office. The student must take personal belongings home. (They cannot be mailed later.) A parent/guardian should notify the office several days before withdrawal to help the transition process run smoother and more efficiently.

Parent/Guardian Responsibilities

All parents/guardians are required to give at least ten (10) hours of volunteer service directly to the school each year. Parents/Guardians are also required to attend at least four (4) Parent Teacher Student Organizational meetings per year. The PTSO meets monthly on the third Thursday in the evenings. Each student's parent/guardian is required to sign a Parent/Guardian Contract prior to the first day the student attends SCJH. **If a parent/guardian fails to complete the parent/guardian responsibilities, the student may be placed on the bottom of the waiting list for the following school year.** Siblings may lose their preference for placement if all responsibilities are not fulfilled. Failure to comply for two consecutive years may result in the student's dismissal from SCJH.

Out of respect for our school, staff, and students, parents/guardians shall act as appropriate role models for the students while on school property. They shall treat all SCJH staff members and volunteers respectfully, i.e. no yelling, foul language, demeaning comments or aggressive behavior. Failure to comply may lead to dismissal of the student.

Parents/Guardians will pick up their student within 15 minutes after dismissal from school or any school related activity. Supervision will not be provided longer than 15 minutes after dismissal from school or any school related activity unless previous arrangements have been made.

Note: All parent/guardian volunteer hours must be done for SCJH to count for your contract commitment. Parent /Guardian hours for other agencies/organizations do not count.

Personal Property

Policy

SCJH students are expected to respect the personal property of others, as well as, the school's property. SCJH is not responsible for any student's personal property; therefore, students should bring only limited personal items to school.

Rules

2. **CELL PHONES:** All electronic devices including cell phones and music listening devices must be turned off prior to entering the front gates and remain off until leaving the school grounds at the end of the day. They must remain in the student's locker throughout the day. Any cell phone that rings during the day, even if it is in the student's locker, **results in automatic in- school suspension. Having a cell phone in the student's possession rather than in the locker at any time during the school day will result in an automatic in- school suspension and will**

not be returned until a parent retrieves it from an administrator or at the end of the day, whichever the administration decides. If a student realizes they have forgotten to put their cell phone away, they may ask the teacher for permission to place their cell phone in their locker.

3. Girls may carry a small purse to class. NO large purses, tote bags, etc. are allowed.
4. Backpacks will be stored in the student's personal locker. Backpacks are not allowed in the classroom due to safety concerns.
5. Students may not steal or damage the personal property of others.
6. When property is lost or damaged as a result of a student's action, the student and/or parent/guardian will be held responsible for any damage or lost property.
7. Students are not allowed to sell items at school unless it is in conjunction with a school-sponsored club or activity. The exception being that Girl Scout and Boy Scout fundraisers may be shown to staff members and volunteers during non-class time.
8. Lockers are to be kept neat and clean at all times as part of our organizational skills program. Lockers are subject to inspection at any time without prior notice.
9. Students may not have **any** medication (over-the-counter or prescription) on their person at school or school related functions. Over the Counter medications include cough drops, Tylenol, vitamins, etc. Any medications that the parent/guardian wishes a student to take at school must be kept in the clinic, with the exception of items such as, asthma inhalers, insulin pumps, etc. that have been registered with the office. (*See medication section in Parent/Student Handbook*).
10. Students may bring non-spray deodorant to apply after P.E. class. No spray deodorants.

Prohibited Items

1. Students may not bring knives, sharp objects, firearms, ammunition, firecrackers, lighters, matches, pepper spray, permanent markers or mace to school. Any of these items will be confiscated and not returned.
2. Students may not have any immodest material (pictures, magazines, digital media, etc.) in school or in their locker.
3. **Toys, games**, electronic games, noisemakers, laser lights, etc. are not permitted in school. If any of these items are brought to school, they will be confiscated without warning and not returned until a parent/guardian comes to retrieve the item.
4. Students are not allowed to bring gum, candy, toothpicks, carbonated beverages, coffee or caffeine laden drinks or flavored salts or sugars to school. Any of these items will be confiscated and not returned to the student.
5. Students are not allowed to drive or park a motor vehicle on the school campus.
6. Passing notes during class is not allowed at anytime. This refers to any type of notebook or written material that has comments about other people in them. For example, pages in a student's notebook where students write back and forth about different people in their class or the school; or certain books that people are allowed to write comments in but others are not.
7. No spray deodorants, body sprays, scented lotions, perfumes, etc. are allowed to be used at school, as they may cause allergic reactions in other students.
8. Students are not allowed to bring inhalants, other than those prescribed by a medical doctor to school.

Violation of any of these rules will subject a student to disciplinary consequences which may include, but are not limited to one or more of the following: verbal reprimand, demerit, lunch detention, after school detention, Saturday detention, in school suspension or out of school suspension.

Planner

SCJH values the tremendous importance of having good communication between school and home. The planner is the **key tool** for this communication! Every student is required to purchase a SCJH planner and every parent and student are strongly encouraged to utilize the planner as advised by SCJH. Improper use of the planner can be a detriment to your student's education.

- 1) It is the **student's responsibility to copy class assignments** that the teachers post on the Homework Board. There should **never** be a blank space for any class on any day within each class subject box:
 - The teachers will stamp the planner if there is no homework with their personal stamp.
 - The no homework stamp in the student's planner, within each class subject box, will indicate that there is no homework for that class.
 - If there is a blank, it should be assumed that there was homework and that the student didn't write it in the planner.
 - The student should contact the teacher or check google classroom to get information about the homework assignment.
 - Students will also make note of future tests and projects due.
- 2) Students are responsible to take home the planner and have it signed by the parent/guardian **each and every day**, not ahead of time.
 - The homeroom teacher will check for parent/guardian signatures at the beginning of each day.
 - Merits may be earned for having a planner **completely filled out** and signed by the parent/guardian, and a demerit will be given if it is not done.
 - There will be **no warnings for not having a planner signed**.
 - Any signatures obtained prior to the appropriate day will not be counted, and a new signature will be required.
 - Parents/Guardians **are required to ask for the planner** and to check for homework assignments that need to be completed.
 - The planner should be signed after the homework has been completed and seen by the parent/guardian.
- 3) It is the school's policy that teachers do not collect homework early:
 - If your child tells you that the work listed in the planner was completed in class, he/she **must still have a copy of the work to show you**.
 - If the signature is not there or the student cannot show you the completed work, the parent/guardian should assume that the work was not done and **have the student complete it**.
- 4) If you have any questions regarding the use of the planner, please contact your student's teacher or contact the front office.

Student Expectations

Policy

Each student is expected to strive to reach his/her highest academic potential. This means **students are expected to complete all assignments, study for all tests and behave appropriately in all classes**. Students are expected to be **respectful and courteous at all times**. Every child has the right to come to school without fear of violence or threats; therefore, violence will not be tolerated. Poor behavior choices will result in disciplinary consequences. The primary goal for SCJH staff is to provide an education for students; therefore, students may not interfere with the learning process or

cause other students to be distracted from learning.

Rules

1. Students **will not refuse any reasonable request** made to them by a staff member including substitute teachers or volunteer staff.
2. Students **will come to school prepared every day. That includes having paper, pen, pencil, textbooks, planner** and all other materials needed to achieve excellence in learning. Coming unprepared to class may result in disciplinary consequences.
3. Students are expected to attend all of their classes and to arrive for class on time. **Late students will be given a disciplinary consequence by the teacher, which may be a verbal reprimand or demerit. Additional disciplinary consequences for repeatedly being late will be issued to the student at the discretion of the school staff.**
4. Students are expected to be respectful to staff members and other students at all times. Students are expected to be polite and exercise good manners at all times.
2. Students will not use rude, vulgar, or improper language or gestures in school at any time.
3. Students will keep their hands to themselves (No touching other students).
4. Students are expected to answer staff members at school with “Yes”, “No”, or “Yes, “Ma’am”, “No, “Ma’am”, “Yes, Sir”, “No, Sir”.
5. Students will not write on themselves or others.
6. Students are expected to walk to each class without running, jumping, yelling, pushing, or throwing objects.
7. Students are expected to solve problems by seeking the help of a teacher or a member of the administrative staff. (Refer to ZERO tolerance policy).
8. Students will not engage in inappropriate public display of affection, offensive physical contact, written or verbal propositions to engage in sexual acts or indecent exposure while in school or taking part in school sponsored programs, activities or while in SCJH uniform.
9. Students will not engage in malicious mischief.
10. Students will not engage in any form of gambling including but not limited to flipping coins, playing dice, betting on card games, etc.
11. Students are expected to honor others property. Students who steal or damage school property will be expected to pay for the material and/or replace it.
12. Students are subject to the School District of Indian River County Student Code of Conduct.
13. Do not ever write anything at school that you would not want your parent or the Principal to see and read (or bring to school something that you wrote that you wouldn't want to share).

Violation of any of these rules will subject a student to disciplinary consequences which may include, but are not limited to one or more of the following: verbal reprimand, demerit, lunch detention, after school detention, Saturday detention, in school suspension or out of school suspension.

Volunteer Hours

Due to SCJH's focus on service learning and giving back to the community, all **students are required to give at least five (5) hours** of volunteer service to the school or community each academic year. These hours should be documented through Parent Square.. Make sure that both you and your student sign in for all volunteer time at SCJH. For community activities, a volunteer verification form must be submitted by the student and signed by the supervisor of the activity, or an agent of the organization, to verify the hours completed.

Tardiness

Punctuality is a work habit that needs to be developed and encouraged. SCJH has an obligation to promote this important work ethic. Students who are on time and ready to begin work increase their chances for success.

- Students arriving **late to class distract from the teaching and learning in the classroom, which is not fair to the teacher or the other students.**
- Students reporting to school late must pick up a tardy pass and receive a demerit from the office before being admitted to class.
- Tardiness of more than 30 minutes counts as an absence for that class.
- Students late for class without a pass will be given appropriate disciplinary action including verbal reprimand, demerit, etc.
- A pattern of tardiness to class will result in additional behavioral consequences.

Early Dismissal

Prior to taking a student from campus, parents/guardians must come to the office and sign the student out. Parents/Guardians are **required** to wait at the office while the student is brought from class. For security reasons, picture identification may be requested. Parents/Guardians are requested to limit removing students early from school. Removing students from class early causes a distraction of the learning environment and may cause the student to miss critical instruction or information regarding assignments and/or events.

Leaving the School Grounds

After arriving onto the school grounds in the morning, a student is required to stay at school unless permission to leave is granted by the office. A student, who must leave the school during the school day, **MUST** bring a note signed by his/her parent/guardian and the parent/guardian must call the school. The note should be shown to the homeroom teacher at the beginning of the day then brought to the office. No student may leave the school grounds for any purpose unless he/she has been signed out by his/her parent/guardian through the office or by the procedure previously described.

Transportation

Bus Behavior

Students have the privilege of riding the bus to and from school according to the laws of the state and the SDIRC. Students are expected to follow the rules for safe and respectful behavior on the bus and while waiting for the bus before and after school. Breaking the rules will result in disciplinary action and loss of the privilege to ride a bus to and from school.

1. Students should be on time for the bus before and after school.
2. Students must sit in the seat assigned to them by the bus driver and remain seated on the bus at all times.
3. Students must keep hands, arms, head and all body parts inside the bus windows and out of the aisle.
4. Students must wait until the bus comes to a complete stop before entering or leaving the bus.
5. Students must be absolutely quiet when approaching a railroad crossing.
6. Students will get on and off the bus at their assigned stop.
7. Students will not talk to the bus driver unless absolutely necessary.
8. Students may not be discourteous or disobedient to the bus driver.

9. Students must not use vulgar language or gestures on the bus, to the driver or to other students.
10. Smoking, fighting, and wrestling are not permitted on the bus nor at or near the bus stop.
11. Students may not bring weapons or other illegal apparatus on the bus.
12. Students may not throw any objects in the bus or out the windows of the bus.
13. Students must ride the bus to which they have been assigned. Any request for a temporary change will require a note from parent(s)/guardian(s) and must be signed by the Principal, Assistant Principal or Director.

Bus Loading and Unloading

Upon leaving buses in the morning, students will go immediately to the outside breezeway. Upon dismissal at the end of school each day, all transported students will be called via intercom. Buses will be called prior to other students being dismissed as we have a limited amount of time to get the buses out on the road. Students are reminded to be sure to check the bus number marked on the front of the buses in order to board the correct bus.

Transportation by Car

No student shall drive a car or motorbike to school. Students transported to school by parents/guardians are to be picked up and dropped off in front of the school. Very specific instructions will be given to all parents/guardians transporting students. Parents/Guardians are to remain in the vehicle when coming to pick up students. No students may wait in the office for parents/guardians unless given special permission on a daily basis by the Principal or Director.

Walking or Riding a Bicycle

Only students with a signed walking or riding agreement may walk or ride a bike to school. Any student who rides a bike **must** wear a bike helmet. Helmets are to remain on the student's head and not hung from the handlebars at anytime while riding a bike to and from school. Any student who does not have a bike helmet will not be allowed to leave with his/her bike until a parent/guardian has been contacted. While riding a bike to and from school, no student should have any items in their ears that prevents the student from hearing normal sounds, such as cars, etc. Students are **not** allowed to **ride skateboards or skates** to school. There will be consequences for students not following these rules. These rules were created in cooperation between SCJH and City of Sebastian Police Dept. Consequences can include detention or losing the privilege of riding a bike to school.

Visitors on Campus

Visitors, especially parents/guardians, are always welcome. For the safety of our students and staff, all visitors are required to report to the office. When any visitor wishes to go beyond the office area, he/she must obtain a visitor pass first and wear it where it is clearly visible. Appointments will be arranged for parents, family members, etc. No visitors will be allowed to visit classes during regular school days unless approved by the Principal or Assistant Principal.

As a safety precaution parents/guardians may enter the school for the following reasons:

- 1) To pick up student(s) for early dismissal,
- 2) To attend a scheduled conference or to schedule a conference,
- 3) To perform volunteer activities,
- 4) To pick-up and/or drop off any forms, information, etc. , or
- 5) To attend a scheduled school function

It is the policy of the school to allow parent/guardian observations when requested by the teacher or parent/guardian; however, they must be scheduled at the discretion of the school by mutual agreement of the Principal, teacher, and parent/guardian. The school reserves the right to limit observations to one class period at a time. In addition, the school reserves the right to postpone or reschedule observations due to exams, activities, faculty absences, etc.

Removal From School- Possession and/or use of drugs/alcohol, fighting, threats, bullying, or possession of a weapon will lead to the temporary removal of a student and may lead to the permanent removal of a student from SCJH.

BE RESPONSIBLE

BE RESPECTFUL

BE PREPARED

