

Marianna High School



**Student Handbook
2018-2019**

Inspire. Achieve. Excel.

CONTINUOUS POLICY OF NONDISCRIMINATION

The Jackson County School Board does not discriminate against any person on the basis of gender, age, race, religious creed, color, sexual orientation, marital status, lack of English language skills, national origin, disability or pregnancy in violation of applicable state or federal law in the educational programs or activities (including vocational) which it operates or in the employment of personnel and does not tolerate any such discrimination. The district provides equal access to its facilities to the Boy Scouts and other patriotic youth group as required by the Boy Scouts of America Equal Access Act. Questions, requests for information or complaints alleging violation of this policy shall be made to the Equal Employment Officer (EEO).

EQUAL OPPORTUNITY OFFICER

Shirl Williams

(shirl.williams@jcsb.org)

Director of Student Services

2903 Jefferson Street

Marianna, Florida 32446

850-482-1200

ANNUAL NOTIFICATION OF NONDISCRIMINATION

The Jackson County School District offers the following career and technical programs to high school students wherein they may earn industry certification:

Agriculture, Arts/AV, Business/IT, DCT, EDU/Train, Engineering, Health and Hospitality

These programs are open to all students.

To access the list of programs, by school, visit the website at www.jcsb.org and follow the link to Career and Technical Programs (Industry Certification).

The district prohibits discrimination in the terms and conditions of employment and in access to educational programs and activities, and prohibits harassment of any individual or group on the basis of race, color, national origin, religion, sex, age disability, pregnancy, marital status, sexual orientation or genetic information. Reasonable accommodations are available for persons with disabilities to complete application/interview process. Contact Mrs. Cheryl McDaniel, Deputy Superintendent (850)482-1200.

Lack of English Language skills will not be a barrier to admission and participation. The district may assess each student's ability to benefit from specific programs through placement tests and counseling, and, if necessary, will provide services or referrals to better prepare students for successful participation.

The School Board Policy and the Procedures related to the prohibition of discrimination and the grievance procedures for resolution of a complaint, are available upon request in each school office or the district superintendent's office.

Any violation of the provisions of the Florida Educational Equity act, Section 504 or Title IX should be reported to:

Shirl Williams, Equity Coordinator

Jackson County School Board

2903 Jefferson Street

Marianna, Florida 32446

850-482-1200

Any violations of the provisions of the Americans with Disabilities Act should be reported to:

Cheryl McDaniel, ADA Coordinator

Jackson County School Board

2903 Jefferson Street

Marianna, Florida 32446

850-482-1200

GENERAL INFORMATION

MISSION STATEMENT

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

BELIEF STATEMENTS

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

Marianna High School's Student Handbook is devised from the Jackson County School's Student Code of Conduct. The Jackson County School's Student Code of Conduct is the lead document when discrepancies occur.

PHOTOGRAPHY INFORMATION

If a parent does not wish their child to be photographed, the parent will need to submit to the office in writing this request during the 1st two weeks of school.

RELEASE OF DEMOGRAPHIC INFORMATION

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

NOTICE OF CONFIDENTIALITY

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

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

NOTICE TO PARENTS OF JACKSON COUNTY STUDENTS WITH DISABILITIES

The following valuable information (including informational brochures) regarding your child's Exceptional Student Education services can be accessed online at the Jackson County School Board (JCSB) Website

(<http://www.jcsb.org>):

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

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

ATTENDANCE GUIDELINES

DEFINITION OF ABSENCES

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

EXCUSED ABSENCES DEFINED

Excused absences will be given for the following reasons:

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

Students must bring a written excuse to explain each absence with dates and reason for absence. A note from the parent will be accepted for up to four (4) absences per class during a nine-week period. Any other absences will only be excused with a note from a doctor, or dentist, a funeral program of an immediate family member, or documentation for a legal reason. Notes that are altered will not be accepted. Replacement notes are the responsibility of the student. **Students must turn in excuse notes to the office within five school days after the absence.**

UNEXCUSED ABSENCES

Students shall receive a zero for all work missed and will not be allowed to make up work. Unexcused absences more than three (3) will require an attendance conference with the parent/guardian and student for the absences to be designated as excused/unexcused. A parent/guardian must request an attendance conference within five (5) calendar days of the student's return to school, after all unexcused absences more than three (3). **When a student has four (4) or more unexcused absences in a class during a nine (9) week grading period, that student may be referred to Truancy Court.**

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

ATTENDANCE CONFERENCE

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

TRUANCY POLICY

1. When it is determined a student is truant, the principal/designee shall refer the student to the Child Study Team (CST).
 - (a) The classroom teacher must report to the principal/designee when a student has four unexcused absences or absences for which the reason is unknown in a calendar month or ten unexcused absences within a ninety-calendar day period that the student may be exhibiting a pattern of nonattendance.
 - (b) Unless there is straightforward evidence that there is no pattern of nonattendance, the principal/designee shall refer the student to the CST.
 - (c) If the CST finds a pattern of nonattendance, a meeting is scheduled with the parent/guardian.
 - (d) Notice to the parent of the meeting shall be in person, via e-mail or phone call.
2. If the meeting with the parent/guardian does not solve the problem, intervention that best addresses the problem shall be implemented. Examples: change in the learning environment, mentoring, counseling, tutoring, evaluation for alternative placement, and attendance contract.
3. The CST will report the case to the District Student Data Specialist after all reasonable efforts to resolve the nonattendance are exhausted.
4. The District Student Data Specialist on behalf of the Superintendent may file a truancy petition.

DRIVER'S LICENSE LAW FOR FLORIDA STUDENTS

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

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

TARDIES

A student is tardy when he/she is not inside the classroom when the tardy bell rings. **A student arriving more than ten minutes tardy in a class period will be marked "unexcused absent" for that class period. If a student receives more than 3 unexcused absences, then the referral process for intermediate consequences begin and placement at JAS could occur.** Consequences for an unexcused tardy are:

First Tardy:	Verbal or written notice issued by the teacher. Teachers document in the grade book.
Second Tardy:	Written warning to the student via note in Focus after conference with student will be done by teacher. This must be documented.
Third Tardy:	Written parent notification via e-mail, phone call noting written information forthcoming, or US Mail and/or Warning referral regarding the next tardy procedures.

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

SICKNESS DURING SCHOOL DAY

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

SCHOOL TRIPS

1. Students missing school when on a school-sponsored trip are school excused and are required to make up work missed. Arrangements for make up work should be made with the teacher prior to the trip and should return to class the next day prepared for that day's work.
2. Students must take responsibility for observing all safety rules while riding in school arranged transportation.
3. Students who participate in school activities will leave and return in school transportation and with the organization in which they are participating.
4. Field trips are considered an extension of the classroom; therefore, all attendance procedures, code of student conduct, dress code, etc., are in effect. **Students must have a 2.0 GPA and no JAS placements to be eligible for off campus field trips other than athletic contests. e. g. Field trips and Grad Night.**

MAKE-UP WORK - EXCUSED ABSENCES

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

EXAMS

No exams will be given prior to exam date.

CHECK-IN PROCEDURE

Each student who arrives late to school (first time getting to school that day) will need to report to the main office and get a blue slip. Students are to take the blue slip to their assigned teacher. This slip does not excuse the student for being tardy to class or if more than ten minutes late it does not excuse the absence.

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

*****Dual enrollment students must sign in and sign out in the main office when they arrive and leave MHS.**

CHECKOUT PROCEDURE

For a student to check out of school he/she must furnish a note from his/her parent or guardian to the receptionist in the main office. The note must contain a phone number where the parent/guardian may be reached to verify the note. Notes should be brought to the receptionist before first period begins on the day the student will be checking out. If the note cannot be verified, the student will not be allowed to check out. Parents/guardians are requested not to call the school to check out a student unless it is an emergency. The only people who are authorized to check a student out will be the individuals listed on the student's contact card. **If a contact card is not provided, then a student will not be allowed to be checked out.**

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

CAMPUS GUIDELINES

ARRIVING ON CAMPUS

Students are to report and remain in the gym or the cafeteria when they arrive on campus prior to 7:40 a.m. STUDENTS ARE NOT TO BE LOITERING IN THE HALLWAYS OR PARKING LOT PRIOR TO 7:10 a.m.

Students who walk to school or travel by automobile may not leave campus for any reason without following the proper checkout procedures. This includes anytime before the first bell rings at 7:40 a.m.

CAMPUS HOURS (7:10 a.m. -2:45 p.m.)

All students not involved in a supervised after school extracurricular activities are expected to leave the campus immediately after the 2:45 p.m. bell. Students waiting for buses or personal transportation will remain in the designated area for that transportation.

CELLULAR PHONES/ELECTRONIC DEVICES

It is recommended that cellular phones be left in vehicles or at home. While, per state law, students are allowed to bring cell phones on campus, the phones must be turned off and must remain out of sight upon arrival on campus through the end of the day as signaled by the 2:45 p.m. dismissal bell. Violation of this policy will result in the phone being confiscated and turned over to school administration, with the appropriate cell phone violation referral. Additionally, other electronic devices are not permitted on campus. These include IPODs, MP3 players, CD players, DVD players, video games, etc. Marianna High School will not be responsible for the loss or theft of any electronic devices.

All headphones, ear buds and the like should not be visible during the school day.

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

1st Offense – Warning; Parent Must Pick up Phone/Device

2nd Offense – Warning; Parent Must Pick up Phone/Device and will be given a letter that next violation will result in a 3 day placement at the Alternative School/ISS.

3rd Offense - 3 Days Alternative School—Short Term Placement or ISS - Parent Must Pick up Phone/Device

4th Offense - 5 Days Alternative School—Short Term Placement - Parent Must Pick up Phone/Device

5th Offense - 10 Days Alternative School—Short Term Placement - Parent Must Pick up Phone/Device

6th Offense - Placement into the ACE Program at JAS for 90 good days

An assignment of 3 days to the Alternative School—Short Term, in addition to a warning or any days already assigned to the Alternative School, will result if a student refuses to give their cell phone or other electronic device to School Staff when requested.

SCHOOL/PERSONAL COMPUTER USAGE

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

Rules of Computer Usage

1. No student is allowed to use the Internet unless the classroom teacher is present.
2. Students must have permission to be online and are to visit only those sites relevant to their research.
3. **The following are not permitted regardless of ownership (School or Personal) of electronic device or computer:**
 - **Chatting**
 - **Viewing inappropriate sites on the Internet including social networking websites i.e. Facebook, Twitter, Friendster, etc...**
 - **Using or viewing obscene language, including song lyrics**
 - **Improper use of e-mail**
 - **Sending, receiving, or displaying offensive messages or pictures**
 - **Harassing, insulting, or attacking others**
 - **Damaging computer systems, or networks**
 - **Playing video games**
 - **Violating copyright laws**
 - **Trespassing in another student's folders, works, or files**
 - **Downloading of any kind**
 - **Employing the network for commercial purposes or illegal activities**
 - **Registering for free materials and prizes**
 - **Printing from the Internet without teacher permission**
4. The network will be treated like school lockers. Network administrators may review communications and view histories to maintain system integrity to ensure that students are using the system responsibly.
5. Notify the teacher immediately if, by accident, you encounter materials that violate appropriate use.
6. Be prepared to be held accountable for your actions and for the loss of privileges if any rule is violated.
7. **No personal computers are to be brought on campus.**

SCHOOL ANNOUNCEMENTS

School announcements are done each morning during our school production of Dog Bytes. First period is extended for this allotted time of announcements. Teachers are reminded to check for dress code violations and participation in the Pledge of Allegiance to the Flag is announced. It is the student's responsibility to pay attention to bulletin boards around campus to keep up to date on missed announcements.

PATRIOTISM

The Pledge of Allegiance to the Flag of the United States of America will be recited each morning before beginning instruction at Marianna High School. Students have the right not to participate in reciting the Pledge, per Florida Statute 1003.44. If a parent wishes for their student to be excused from reciting the Pledge of Allegiance, a written request for such must be submitted to the school and the student will be excused. Otherwise, all students will recite the Pledge.

DRESS CODE

The Jackson County School Board recognizes the effect which student dress and grooming has upon student behavior and commitment to learning. The Board further recognizes the role of parents in assisting their children in making appropriate choices regarding clothing, accessories, and personal appearance. In order to maintain an atmosphere conducive to learning and to prepare students for working environments, the Jackson County School Board requires that all students, grades 6-12, exercise good taste with regard to their personal appearance. Attire considered disruptive or risky to health or safety is not appropriate. With this in mind, the following rules concerning dress and grooming are mandatory to students in grades 6-12.

Definition of Standard District Wide School Attire Includes the Following:

Acceptable Attire in the Jackson County Schools:

- A. Khaki colored or plain blue denim jean pants, khaki colored or plain blue denim jean capris pants, khaki colored or plain blue denim jean shorts, khaki colored or plain blue denim jean skirts. Pants, capris, shorts, or skirts must be dress style or casual dress style.
- B. Collared, buttoned golf style shirts with short or long sleeves, in the solid color of white may be worn. Collared long sleeve or short sleeved button up shirts in the solid color of white may be worn. Individual schools may designate up to two additional solid colors for acceptable shirts. Marianna High students may wear purple or black polo shirts in addition to the white. Plain solid white shirts or school colored shirts may be worn underneath the approved polo style and must be worn under the button up style shirts provided the top button is unbuttoned. Solid colored Sweatshirts and Sweaters in the school approved colors may be worn over the approved shirt provided they have no print on the front. Hoodies (sweatshirts with attached hoods) are not permitted.
- C. Chests and midriffs must be covered. Pants, capris, shorts, or skirts with elastic waistbands must be worn at the waist and do not require a belt. All others require a brown or black belt and must be worn at the waist. Shorts and skirts must extend to the knee.
- D. All clothing must be hemmed. No holes, other than button-holes, may be in any garments; no drawstrings, cut-offs, or rolled-up pants legs are allowed on pants, capris, shorts, or skirts.
- E. No clothing shall be modified, rearranged, adorned, or added to (such as rhinestones, patches, etc.)
- F. School Sponsored shirts may be worn with the permission of the school Principal on special school sponsored days (such as homecoming week). Principals will have the authority to approve occasional variations from Standard District School Attire for particular groups of students. For example, athletic team members or cheerleaders may wear their sleeveless tops layered over an approved school shirt. Members of school clubs or students involved in a school sponsored activity may wear school-sponsored apparel on days designated by the Principal.
- G. Headgear and sunglasses are prohibited in the buildings.
- H. Shoes must have a back on them. Bedroom shoes/slippers/shower shoes and athletic slide shoes are not allowed.
- I. Body piercing (other than ear piercing) is unacceptable if it becomes distracting to others.
- J. Jackets with $\frac{3}{4}$ zipper in front/top are approved with appropriate writing, decoration etc.

Violations of Dress Code

Violations of the dress code are considered Class I Offenses.

First dress code violation - Any student violating the dress code will be required to correct the problem at school. A conference with student and/or parent will be held when warranted. Circumstances may warrant disciplinary action as outlined under subsequent offenses.

Subsequent Offenses: Parental contact and disciplinary action such as corporal punishment, in-school suspension, etc. After three Class I Offenses are earned by a student, the next (fourth and future) Class I Offense may be considered a Class II Intermediate Offense.

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

Senate Bill No. 228

An act relating to the code of student conduct; amending s. 1006.07, F.S.; requiring the district school board to include in the code of student conduct adopted by the board an explanation of the responsibilities of each student with regard to appropriate dress and respect for self and others and the role that appropriate dress and respect for self and others has on an orderly learning environment; requiring each district school board to adopt a dress code policy that prohibits a student, while on the grounds of a public school during the regular school day, from wearing clothing that exposes underwear or body parts in an indecent or vulgar manner or that disrupts the orderly learning environment; providing disciplinary actions for students who violate the dress code; amending s. 1006.15, F.S.; providing that adherence to appropriate dress and other codes of student conduct is a prerequisite for a student to be eligible to participate in interscholastic extracurricular student activities; reenacting s. 1002.23(7), F.S., relating to a parent guide to successful student achievement to be adopted by each school district board, to incorporate the amendment made to s. 1006.07, F.S., in a reference thereto; providing an effective date.

CLASS DUES

All students are required to pay the \$10.00 Class Dues to their homeroom teacher each year. Administration retains the option of evaluating fees based on financial information provided for students. Seniors will not be allowed to participate in graduation exercises until all dues and debts are paid from present and previous years. No student will be allowed to participate in School Prom, Homecoming Dance and the like without first paying dues and debts.

DRIVING/PARKING BY PERMIT ONLY

1. To purchase a permit, students must possess a valid operator's license. Permits will not be issued to students without proof of a **valid operator's license**. The cost of permits is \$10.00 and can be purchased from Ms. Suzanne Griffin, bookkeeper.
2. **All existing school debts must be paid before a parking decal will be issued.**
3. **A signed and notarized random drug testing permission form must be completed and on file before a parking decal will be issued.**
4. Students are to park in designated parking spaces only. Cars are NOT to be moved during the school hours without administrative approval. Spaces are not to be exchanged after assigned.
5. Students are to depart from their vehicles immediately after parking. They are not to return to vehicles until the end of the school day.
6. Students are to operate their vehicles in a safe and responsible manner as not to endanger themselves or others. On campus the speed limit is 5MPH.
7. It is expected that all students will park in their designated areas. Students are not to park in areas designated as faculty/staff parking areas, behind the gym, or at the agricultural building any time during the school day.
8. When a student drives on campus, he/she may not leave without following the proper checkout procedures. This includes anytime before the first bell rings at 7:55 a.m.
9. All vehicles on MHS campus are subject to being searched. The Principal or any person designated by the Principal, having reasonable suspicion that a prohibited or illegally possessed substance or object contained within a student's car or other storage areas may search the car or storage area.
10. **Students who leave campus without permission/and transport other students off campus will have their driving privileges revoked. First offense - 5 school days; Second offense - 15 school days Third offense - 45 school days.**
11. **No cars allowed in bus loading area until after 4:00 PM during the school week.**

Violations of the parking policies may result in suspension or revocation of driving privileges. The length of the suspensions will be at the discretion of MHS administration. Permit fees will not be refunded if privilege is revoked. Students who do not obtain a driving decal and drive onto the campus will receive a warning and the action considered a Class I offense. After three Class I Offenses are earned by a student, the next (fourth and future) Class I Offense may be considered a Class II Intermediate Offense.

DRUG DOGS

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

DELIVERIES

Flowers, balloons, stuffed animals, cakes, etc. are not to be brought or delivered to the school. Exceptions to this rule must be requested in advance, and protocol set prior to the introduction of same into the school. Deliveries will not be accepted on behalf of students at Marianna High School.

EMERGENCY DRILLS

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

FOOD, DRINKS, & GUM

1. Students are asked to help keep our campus clean by placing empty containers and food wrappers in the garbage cans.
2. Food and drink items should remain in the cafeteria.
3. **Students are not permitted to chew gum in the buildings.**
4. No food is to be taken out of the cafeteria.
5. **No beverages, including bottled water, are to be consumed in the classrooms, gym, or hallways.** Items purchased from the machines at MHS are to remain in the original container and may be consumed discretely and expeditiously in a stationary area; C/D Lobby and/or F Lobby. No outside containers are allowed in the hallway (i.e. Yeti cups, fast food drink items, etc.)
6. **Students who come back on campus during lunchtime from dual enrollment classes, DCT/OJT, or who are late checking in may not bring food back onto campus for themselves or others. Violation of this is considered a Class I Offense. After three Class I Offenses are earned by a student, the next (fourth and future) Class I Offense may be considered a Class II Intermediate Offense.**

FUND RAISING ACTIVITIES

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

HALL TRAFFIC

1. Students are asked to keep to the right and to walk rapidly with no running or loitering. Unnecessary noise (including loud voices) will not be tolerated. Students should not block doorways at any time of the day.
2. Except between classes, **students are expected to have a hall pass when in the hall. The hall pass color will designate the restroom which should be utilized while in the hall.**
3. If a student is going to the library he or she **MUST** have a library pass from their teacher to go to the Library which is to be completed by Library staff upon arrival and departure.
4. If a student is sick, he or she **MUST** get a clinic pass from their teacher to go to the Clinic in the Main Office, (Room C134) to call home.

IN-SCHOOL SUSPENSION

Marianna High School is instituting in-school suspension into our discipline plan this year. Below is the recommended formula for the discipline actions. Prior to the first Referral Form being written (if the offense allows), parent contact will have been made by the classroom teacher with an effort to circumvent the problem.

1st Referral – sent to the office with completed form; admin. call parent and maybe set up a parent/teacher/student conference

2nd Referral – sent to the office with completed form; admin. call parent; student will spend the rest of the school day and the entire next day in ISS (1.5 days in ISS)

3rd Referral – sent to the office with form; admin. call parent; student will spend the rest of the school day in ISS plus 3 more days (3.5 days in ISS)

4th Referral – sent to the office with form; admin. call parent; student will spend the rest of the school day in ISS and sent to JAS STP the next school day

In-school suspension may be used for Tardy Policy, Cell Phone Policy, and any other separate policy from the discipline plan. The Principal has the authority to institute discipline using appropriate means as he so determines.

Students assigned to In-school suspension should report directly to the ISS classroom at the 1st bell. Students will remain in the ISS classroom during the entire day assigned, and will attend lunch during the Administration's lunch time for monitoring and compliance of ISS rules

LOCKERS & BOOKBAGS / BACKPACKS:

Marianna High School is reviewing the safety of students being allowed to carry bookbags, etc. around campus. It is recommended students utilize the locker provided. Should you wish to swap a locker for more convenient access, please see Mr. Blanton.

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

LUNCH

1. **Marianna High School has a closed lunch policy. Students are not to leave campus without prior approval.**
2. Students are prohibited from checking out during fourth period unless personally signed out by a parent/guardian.
3. Students will be assigned a lunch period according to their fourth period class.
4. Students are to report directly to the cafeteria when the bell rings.
5. School Board Policy does not allow students in grades 7 through 12 to charge in the cafeteria. Other arrangements must be made prior to coming through the line for food.
6. **Students who choose not to eat in the cafeteria may bring a lunch from home. Fast foods and other foods prepared off campus are not allowed and will not be delivered to students during the day.**
7. A clean cafeteria is everyone's responsibility. Please dispose of trays and help keep the floor and tables clean.
8. During lunch, students will remain in the cafeteria. Students should remain in the assigned areas only.
9. Students are to remain in their seats until dismissed from the lunchroom. Crowding the doorway is unacceptable.
10. Please assume the responsibility for maintaining a quiet atmosphere during the lunch period.
11. Restrooms in F-wing will be available during lunch. Students who need to go to their lockers may do so at the beginning or end of the lunch period only. Students are to remain in the cafeteria only during lunch period.
12. Prices of lunches are as follows: Free Students may purchase 2nd lunch: \$2.60
Adults - \$1.75 - breakfast \$3.25 – lunch Milk \$.70

MEDIA CENTER

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

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

1. A student using the Media Center during the day will present his/her library pass signed by his/her teacher. Media Staff will sign the library pass before the student leaves the Media Center.
2. Each student is responsible for the care of materials checked out from the Media Center and for materials or equipment used within the Media Center.
3. Checkout Policy:
 - a. Books are checked out for a two-week period. They may be renewed as needed. We reserve the right to limit the number of books checked out by an individual.
 - b. Students will check out books through the circulation system.
 - c. Students will be notified monthly of overdue materials.
4. The Media Staff is here to help you. If you need assistance, please ask.
5. All school rules for behavior will be enforced in the Media Center.
6. Media Center usage is permitted during lunch by students with a signed library pass indicating the purpose of the visit **AND** approval of administration.

MEDICATION DURING SCHOOL HOURS

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

PARENT/TEACHER CONFERENCES

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

PERSONAL PROPERTY

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

POSTING SIGNS & POSTERS

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

PROM 2019

1. Juniors and Seniors **must pay class dues and clear all debts in order to attend.**
2. Dates must be at least in 9th grade and no older than 20 years of age.
3. The date and location for Prom 2019 will be announced in December 2018.

SCHOOL BUSES

Bus Discipline—Grades K-12

A system of pupil transportation is provided to students attending the Jackson County School system. If requested by the parent, the school administrator shall review the bus video to confirm the actions of the student. The bus is an extension of the classroom, therefore, students are required to observe all school rules while being transported to and from school. A violation of bus rules will result in denial of riding privileges according to the following actions:

- | | | |
|----|---|---------------------------------|
| 1. | 1 st Referral | Warning |
| 2. | 2 nd Referral— | Alternate seating |
| 3. | 3 rd Referral | 3 Days suspension from the bus |
| 4. | 4 th Referral | 5 Days suspension from the bus |
| 5. | 5 th Referral | 10 Days suspension from the bus |
| 6. | 6 th Referral | 15 Days suspension from the bus |
| 7. | 7 th Referral | 30 Days suspension from the bus |
| 8. | 8 th Referral and all subsequent referrals | 45 Days suspension from the bus |

Prior to suspension from the bus, school administration will determine if the suspension will result in the child being unable to attend school due to lack of transportation. Determination can be made by documentation of one or more of the following:

- Parent phone contact confirming alternate transportation can be provided
- Written confirmation that alternate transportation can be provided
- A Child Study Team (CST) Meeting notes that verify parent is able to provide alternate transportation.

If at least one of the afore-mentioned documentations can be provided the school administrator may proceed with the Bus Suspension. In the event that a student's bus suspension will prevent him/her from attending school, the school must pursue an alternate discipline such as:

- Corporal punishment with parent's approval
- Bus Clean up (when available) with parent's approval
- An agreed upon Discipline between parent and administration

Suspension from the bus as a last resort and be due to a safety concern for the

School Bus Etiquette

1. Stand off roadway while awaiting bus.
2. Students must be on time; bus will not wait for those who are tardy.
3. Students must board and leave the bus at regular stop location (unless by written permission of parent and principal).
4. Walk ten (10) feet in front of the bus. Wait for driver's signal before crossing the road.
5. The driver is in full charge of the bus and the pupils. Students must obey the driver.
6. The driver has the right to assign seats. Students must sit three to a seat.

7. Keep your seat at all times while the bus is in motion.
8. Keep your arms and head inside the windows. No objects shall be thrown from the windows or at the bus.
9. Unnecessary conversation with the driver is dangerous.
10. Other than ordinary conversation, classroom conduct is to be observed.
11. Absolute silence is required at all railroad crossings.
12. No eating, drinking, or use of tobacco is allowed on the bus.
13. No animals (dead or alive), glass or glass containers, sharp objects, ball bats, or batons are allowed.
14. Large objects including band instruments, which interfere with seating and safety of others, will not be permitted on the bus.
15. Riding the bus is a privilege. Serious and repeated misconduct with the use of profanity, fighting, throwing objects will result in consequences.

Loading and unloading buses

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

Students riding morning buses

1. Students traveling to school by bus are considered “on campus” once they board the bus. **All campus rules should be adhered to at that time, unless noted by the bus driver of permissions; i.e cell phone use with earbuds.**
2. Students are not allowed to leave campus after unloading.

TELEPHONES

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

TEXTBOOKS

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

VISITORS ON CAMPUS

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

All parents or visitors must report to the main office to check in and receive visitor’s pass. After passes are issued, visitors will be directed or escorted to their destination. Upon completion of their business, all visitors are asked to leave campus immediately. Marianna High School has a closed policy to ensure your child’s safety. **There are no vehicles allowed to park or drive through the bus loading area until after 4:00 PM during the school week. People needing back of school access (to auditorium, band room, gym, etc...) MUST drive through the rear bus entrance before 4:00 PM daily.**

CURRICULUM GUIDELINES

Students who enter the ninth grade may select one of the three high school graduation programs.

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

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

HIGH SCHOOL GRADUATION OPTIONS

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

- ◆ 4 credits in English (major concentration in composition and literature) Pass statewide ELA Assessment
- ◆ 4 credits in Math (must include Algebra 1 and Geometry.) Pass statewide Algebra I EOC
- ◆ 3 credits in Science (two of which must include a lab component)
- ◆ 1 credit in US history
- ◆ 1 credit in World History
- ◆ .5 credit in Economics
- ◆ .5 credit in American Government
- ◆ 1 credit in Performing Fine Arts
- ◆ 1 credit in Physical Education (.5 credit in personal fitness & .5 credit in physical education class)
- ◆ 8 credits in Electives

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

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

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

- ◆ 4 credits in English (major concentration in composition and literature) Pass statewide ELA Assessment
- ◆ 4 credits in math (must include Algebra 1 and Geometry) Pass statewide Algebra I EOC
- ◆ 3 credits in science (two of which must include a lab component)
- ◆ 3 credits in social sciences (*must include 1 credit in US history, 1 credit in World History, .5 credit in American government, and .5 credit in economics*)
- ◆ *3 credits in a single vocational or career education program, 3 credits in career and technical certificate dual enrollment, or 5 credits in vocation or career technical courses*
- ◆ *2 credits in electives unless 5 credits are earned as referenced above*

The State requires that students entering the 9th grade will be required to take at least one on-line class before graduating high school. Students enrolled in Personal Fitness will be taking this class on-line to fulfill this requirement.

BRIGHT FUTURES

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

MINIMUM STATE UNIVERSITY SYSTEM ADMISSION REQUIREMENTS

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

ATHLETIC PARTICIPATION

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

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

6. **Have a 2.0 cumulative GPA.**

SCHEDULE CHANGES

Schedule changes are made in the Guidance Office only. While waiting for schedule changes you will attend your scheduled classes.

FIRST THREE DAYS OF THE SEMESTER (EITHER 1ST OR 2ND)

Students will make requests known through any current teacher. The teacher will notify guidance of the request.

Student request for schedule changes will be made as quickly as possible to ensure that all students are in their right classes. Please contact guidance for assistance.

AFTER THE FIRST THREE DAYS UNTIL THE END OF THE SECOND WEEK OF THE SEMESTER

1. Students must see a guidance counselor and be approved by the principal to change a schedule.
2. Only Level changes (i.e. Honors course to regular course) may be requested.
These are to be requested by the TEACHER only after a parent/teacher conference by phone, e-mail or in person.

FROM THE END OF THE SECOND WEEK OF A SEMESTER UNTIL THE END OF THE SEMESTER

1. Student must see a guidance counselor and be approved by the principal.
2. Only Level changes (i.e. Honors course to regular course) may be requested.
These are to be requested by the TEACHER only after a parent/teacher conference by phone, e-mail or in person.
These are for students with **non-recoverable "F's"** only.

EARLY ADMISSION & DUAL ENROLLMENT PROGRAM

The criteria for selection of early admitted or dual enrolled students at Chipola College are listed in a brochure that can be obtained in the guidance department.

GRADING SYSTEM

1. Students are graded and issued a report card each nine weeks.
2. The grading system is as follows:
A = 90 – 100 B = 80 – 89 C = 70 – 79 D = 60 - 69 F = 59 and below
****Chipola classes will be graded on the Chipola grading scale.**
3. Grades will be determined on the basis of evaluation methods, which may include a combination of acceptable means of evaluating student performance. Each particular method of evaluating utilized must represent a certain percentage or weight of the total grade awarded. Student transfer grades from schools using letter grades will be translated to the following numeric scale:
A = 95 B = 85 C = 75 D = 65 F = 50
4. Nine weeks exams are not a requirement, but may be given at teacher's discretion.
5. All classes will have an EOC exam.
6. **State End of Course Exams (EOC) will be given to ALL STUDENTS taking Algebra I, Algebra IB, Biology, Geometry, and U.S. History. These tests will count towards 30% of the final grade in each subject.**

PLAGIARISM/CHEATING

Plagiarism is simply defined as the use of another person's ideas or works without proper acknowledgment. Cheating is the act of an incident of fraudulently deceiving. Consequences for plagiarism and/or cheating, in the same class, will result in the following disciplinary actions:

- **Violation 1: Office referral; Zero on assignment; teachers informs parent**
- **Violation 2: Office referral; administration informs parent; Failure for the 9-week grade**
- **Violation 3: Office referral; administration informs parent; Failure for semester grade**

PROGRESS REPORT DATES

REPORT CARD DATES

Week of September 4, 2018
Week of September 24, 2018

End 1st 9 weeks

October 10, 2018

October 19, 2018

Week of November 5, 2018
Week of December 3, 2018

End of 2nd 9 weeks, 1st Semester

December 19, 2018

January 11, 2019

Week of January 28, 2019		
Week of February 18, 2019		
End of 3rd 9 weeks	March 15, 2019	March 22, 2019
Week of April 15, 2019		
Week of May 6, 2019		
End of 4th 9 weeks; 2nd Semester	May 29, 2019	TBA

INTENSIVE READING CLASSES

Any student that scores a Level 1 or below on the FSA Reading is required by the State of Florida to be remediated in reading. This is done through Intensive Reading classes. A student who scores a Level 2 on the current test, is recommended to be enrolled in a remediation class.

REPEATING CLASSES

Forgiveness Rule: Students in grades 9-12 may be allowed to repeat a course for which a “D” or “F” was earned. The highest grade earned will be used in computing the GPA. The “D” or “F” must remain on the cumulative record and the transcript. The failing grade is not calculated in the GPA nor counted as an attempt in computing the GPA. A comparable course must be repeated. This rule does not apply to a different course substituted for the failed course.

GRADUATION EXERCISES

A student must meet all requirements for either a standard or special high school diploma or a special certificate of completion to be permitted to participate in the ceremonies for graduation. **All financial obligations that were deemed mandatory must have also been settled. Students who have been convicted, received, or may have felony charges pending will not be allowed to participate in graduation. The principal will have the final determination.**

PHYSICAL EDUCATION

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

EXTRACURRICULAR ACTIVITIES

A student must have a 2.0 cumulative GPA to participate in extracurricular activities. This includes students who may be eligible to participate in co-curricular competitions or meetings that might require them to miss school time. **Students must have a signed and notarized random drug testing permission form on file to participate in all extracurricular activities. All debts to the school must be paid in full to participate in extracurricular and co-curricular activities.**

INITIAL ELIGIBILITY (NCAA)

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

HONOR GRADUATES, VALEDICTORIAN AND SALUTATORIAN

Class Rankings

Class rankings will be based on the highest to the lowest weighted grade point average.

Valedictorian and Salutatorian

For students entering ninth grade in 2013-2014 and beyond, the student with the highest weighted (GPA) grade point average, with at least four (4) level 3 or higher courses, as indicated by the Florida Course Code Directory, will be declared the school’s valedictorian. Student(s) with the next highest weighted GPA, with at least four (4) level 3 or higher courses, as indicated by the Florida Course Code Directory, will be declared the school’s salutatorian. In case of a tie, those students with identical GPAs will be declared co-valedictorian and co-salutatorian. Grade point averages will be rounded off at the second decimal place when computing the averages.

Honor Graduates

For the purpose of class ranking, schools may exercise a weighted grading system, F.S. 1003.437. This weighted system is applicable for local purposes only to determine honor graduates. Schools must weight college-level dual enrollment courses the same as honors courses and advanced placement courses when grade point averages are calculated.

Alternative grade calculation or weighting systems that discriminate against dual enrollment courses are prohibited. F.S. 1007.271(16)

All students with a weighted 3.75 grade point average or above (using a 5.0 scale) will be designated as honor graduates.

In order for a student to be valedictorian or salutatorian, he/she must be enrolled at Marianna High School for the entire eleventh and twelfth grades (24 credit option) or the entire 10th and 11th grades (18 credit options), except when a change of school is required by a court ordered desegregation plan.

DISTINGUISHED BULLDOG PROGRAM

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

- A minimum of 12 credits in honors classes taken at MHS or dual enrollment, with at least one credit in each of the following subject areas: English, History, Math, and Science.
- Two years of the same foreign language
- A weighted GPA of 4.0 and above.
- Any student who receives out-of-school suspension or more than one STA referral will not be considered as a Distinguished Bulldog.

HONORS COURSES OFFERED

Science:	Honors Physical Science Honors Biology Honors Chemistry	Math:	Algebra I Honors Algebra II Honors Geometry Honors Honors Statistics/Probability Pre Calculus Honors
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English:	English I Honors English II Honors English III Honors English IV Honors AP English Language & Composition	Social Science:	World History Honors U.S. History Honors AP Government
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Engineering:	Introduction to Engineering Design Principles of Engineering Digital Electronics Civil Engineering and Architecture Engineering Design and Development
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Foreign Language: 2 years of same language required, not weighted

Other: AP Art
All Dual Enrollment Classes

REQUIRED STATE ASSESSMENTS

Grades 9 and 10 Reading FSA

EOC Assessments:

- Algebra 1 (level 3 or higher required for graduation)
- Biology 1
- Geometry
- US History

DISCIPLINARY GUIDELINES

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

Disciplinary actions may include but are not limited to:

Alternative School Program—Short Term

The Alternative School—Short Term program is a viable approach designed to keep students in school. It offers an alternative to out-of-school suspensions, serves as a deterrent to truancy, and helps students who are potential dropouts. Its objectives are: To reduce the number of out-of-school suspensions; to reduce disruptive and delinquent behavior in the classroom and on school campus; and to keep students attending school.

Referrals: Each student is placed in the program upon a referral by a school administrator. The referring school administrator determines the length of time the student must be present (ranges from 3-10 days), in accordance with the rules of the Plan. The referring school administrator who refers a student to the Alternative School Program—Short Term, must complete Jc-167 and send a copy to the Jackson Alternative School (JAS) Principal/Designee before the student can begin the program.

Dismissals: Each student is dismissed from the program after the referral period has been satisfactorily served. The student cannot reenter the referring school without a signed form, JC-167, from the Alternative School stating dismissal has been granted.

Alternative School—Short Term Guidelines

1. Attendance in the program is mandatory for students who are referred from their regular school.
2. The parent/guardian of the student placed into the Alternative School—Short Term will sign a copy of the Short Term Policy after speaking with MHS's Administration. A signed copy of the documents will be provided to STA for their records upon the student's attendance and copies for MHS and the parent.
3. Students referred to the Alternative School—Short Term for the third time –students are informed that the next referral to STA will be for a minimum of 90 days.
4. Students cannot reenter the referring school until all days assigned are completed satisfactorily. Days not in attendance at the Alternative School, without proper documentation, will be counted as un-excused absences from the referring school.
5. After the student has completed the STA, the student will be released to return to their assigned school.
6. If the student has behavior issues while assigned to the STA, the Alternative School Principal/Designee may take appropriate discipline measures to include adding more days to the assignment or Out of School suspension. The student will still be required to complete the original days of assignment and any additional days if added by the Alternative School Principal/Designee before being dismissed.
7. A student placed/sent to STA will not be permitted to attend or participate in any extra-curricular activities back at the referring school while assigned to STA.
8. The parent/guardian of the student assigned to STA is responsible for transporting the student to the first day of the assignment. The parent/legal guardian is required to meet with JAS with the Principal/Designee the 1st day of attendance. The student will be allowed to ride district transportation to the JAS school site from the referring school, after the initial meeting with parents. Students are subject to the bus behavior rules of JAS while riding a school bus to and from JAS .
9. Students who fail to follow the rules of the Alternative School personnel will be subject to having extra days assigned to the school, referral to the ACE program or Expulsion.

10. Any tests to be administered to students attending STA will be sent to the JAS by the sending school. The tests, after being completed, will be returned to the sending school.

Classification of Violations

Violations of the Code of Student Conduct are divided into three classes. Class I—Minor; Class II—Intermediate; and Class III—Major. Each classification is followed by a disciplinary procedure to be followed by each school within the district. In the following classes of violations and disciplinary procedures, it is understood that the student will be provided with due process before any disciplinary action is taken. These classes of violations are designed to be used with students in Grades 5-12.

Class I—Minor Offenses

- A. Minor distraction of other students—any behavior that alters the teaching process of the classroom or educational activity.
- B. Use of profane or obscene language.
- C. Non-conformity to Dress Code
- D. Minor misbehavior on a school campus.
- E. Inappropriate public display of affection between students (hugs, kisses, hand holding).
- F. Eating or drinking in unauthorized areas
- G. Locker misuse or abuse. Sharing lockers is not permitted. Violation of this rule will also result in loss of locker privileges.
- H. Littering of school property
- I. Possession of IPODS, MP3 Players, CD players, video games, radios, cards, or any electronic device that has storage and communication capabilities; and other inappropriate devices without written administrative approval.
- J. Sitting in parked vehicles after arriving at school and/or during the school day
- K. Intentionally providing false information to school personnel such as forgery of parent/guardian name
- L. Minor physical conflicts (example: pushing, shoving) on campus which stops when reprimanded
- M. Any other violation which the principal may deem reasonable to fall within this category after consideration of extenuating circumstances.
- N. Skipping Class without leaving Campus
- O. Violation of Approved Cell Phone use

Disciplinary Actions for Class I Offenses

First Offense: Conference with student, parental contact when warranted. Circumstances may warrant disciplinary action as outlined under subsequent offenses.

Subsequent Offenses: Parental contact and disciplinary action such as corporal punishment, in-school suspension, etc. After three Class I Offenses are earned by a student, the next (fourth and future) Class I Offense may be considered a Class II Intermediate Offense.

Class II Intermediate Offenses

- A. Leaving campus without permission
- B. Gambling—Any participation in games of chance for money and/or other things of value
- C. Defiance of school board employee's authority—any verbal or non-verbal refusal to comply with a lawful direction or order of a school board employee. (Overt and continuing to be determined by an administrator).
- D. Fighting—any physical conflict between two or more individuals on school grounds, on a school bus, or at any school sponsored activity (mutual combat, mutual altercation)
- E. Instigating Conflict—the deliberate attempt to incite, provoke physical conflict or verbal altercation between individuals
- F. Vandalism—Any intentional and deliberate action resulting in injury or damages to public property or the real or personal property of another
- G. Stealing, Larceny, Petty Theft—The intentional unlawful taking or carrying away of property valued at less than \$300 belonging to or in possession or custody of another
- H. Possession of stolen property
- I. Threats, Intimidation, Extortion, Harassment—Verbally or by written or printed communication, maliciously threatening a person,

- J. Trespassing—Willfully entering or remaining on any school property without being authorized, licensed, or invited; or, having been authorized, licensed, or invited after being warned by an authorized person to depart and refuses to do so
- K. Possession of lighters, matches, fireworks/firecrackers etc.; and/or igniting fireworks or firecrackers
- L. Unjustified activation of a fire extinguisher
- M. Written or verbal proposition to engage in sexual acts
- N. Use of obscene gestures, racial slurs, illustrations, or language directed toward another person
- O. Mere possession of a knife (as defined in Florida Statute 1006.07),
- P. Touching/hitting of another person against his/her will
- Q. Possession and/or use of tobacco or tobacco products on school property—reported to school SRO for possible citation, including electronic cigarettes
- R. Major distractions—any behavior that alters the teaching process so as to prevent class activity from continuing in an orderly manner
- S. Any action by a student that constitutes an inappropriate use of a computer and/or network resource or to improperly restrict or inhibit others from using and enjoying those resources
- T. Reckless driving on School Board Property.
- U. Refusal to give name or intentionally giving false information to authorized persons
- V. Misuse of lunch codes
- W. Use of unauthorized video/recording devices on campus

Disciplinary Actions for Class II Offenses

Upon a documented Class II Offense, the student will be given days at the Alternative School in the following order:

1st referral—assignment to the Alternative School—Short Term for 3 days

2nd referral—assignment to the Alternative School—Short Term for 5 days

3rd referral—assignment to the Alternative School—Short Term for 10 days

Upon return from the 10 days assignment, the school's RTI Team shall review the student's referrals. In the event a pattern of misbehavior is occurring, the school's RTI team shall convene and review his/her Functional Behavior Assessment (FBA) and Behavior Intervention Plan (BIP) to implement interventions.

4th referral—assignment to the ACE Program at JAS for 90 good days.

The student's RTI Plan must be submitted to the JAS for documentation of interventions if applicable.

Class III Offenses

Acts which result in violence to another's person or property or which pose a direct threat to the safety of others in the school.

These acts are so serious that they must include a Teacher-Student-Parent-Administrator Conference and require administrative actions which may result in the removal of the student from school or alternative placement. Such acts which require disciplinary action by the school and may result in criminal penalties and/or criminal prosecution. (F.S. 1001.42; 1006.07; 1006.13; 1006.21; 1006.22; 1006.28.)

Examples:

- A. Drugs or controlled substances and Alcohol—use of, possession of, distribution of, sale of, and/or under the influence of
- B. Possession of any instrument or object (as defined by Section 790.001(13), Florida Statutes,) that can inflict serious harm on another person or that can place a person in reasonable fear of serious harm.
- C. Battery upon a School Board Employee
- D. Robbery, Stealing, Larceny, Grand Theft--\$100 or more
- E. Burglary of school property
- F. Criminal Mischief—in the excess of \$100
- G. Arson of school board property
- H. Bomb Threats
- I. Explosions—preparing, possession, or igniting on school board property

- J. Sexual Acts—including but not limited to battery, sexual intercourse, attempted rape, or rape, and/or other acts considered inappropriate for school environment by the Principal
- K. Aggravated Battery
- L. Inciting or participating in a major student disorder which results in destruction or damage of property or personal injury to others (major disruption of all or a significant portion of campus activities, school-sponsored events, and school bus transportation) Disruptive behavior that poses a serious threat to the learning environment, health, safety, or welfare of others. Example: Bomb threat, inciting a riot, initiating a false fire alarm. (Do not use this code for students defying authority, disobeying or showing disrespect to others, using inappropriate language or gestures, or classroom disruption.)
- M. Indecent exposure
- N. Unprovoked assault or attack on another individual (The physical use of force or violence by an individual against another. The attack must be serious enough to warrant consulting law enforcement or result in serious bodily harm. (To distinguish from fighting, report an incident as Battery only when the force or violence is carried out against a person who is not fighting back.))
- O. Possession, distribution or manufacture of pornography
- P. Aggressive Bullying
- Q. Any other offense which the principal may deem reasonable to fall within this category after consideration of all circumstances.

Disciplinary Options

Upon documented Class III offense, the student will be given 9 Days Out of School Suspension and one of the following:

1. Alternate Placement
2. Recommendation for Expulsion submitted to the Superintendent
3. Expulsion as determined by Jackson County School Board

Zero Tolerance

The Jackson County School Board supports and enforces the zero tolerance policy for unlawful possession, use and distribution of illicit drugs, controlled substances of any kind, or is in possession of any drug paraphernalia. However, for a student's first offense of simple possession of a controlled substance, the student and parent will be offered alternative placement in the ACE program in lieu of expulsion. The terms of the alternative placement shall be as follows:

1. The student will be suspended for nine days and recommended for expulsion.
2. Prior to the expiration of the nine day suspension, the student and parents must notify the school district, in writing, that the student waives his/her right to an expulsion hearing and agrees to placement in the ACE program on the following terms and conditions:
 - a. ACE placement shall be for a minimum of ninety days and all rules and regulations of that program must be strictly adhered to;
 - b. Students referred for simple drug or alcohol offenses shall submit to at least monthly drug testing by a Board-approved facility for the duration of his/her placement in ACE; however, ACE reserves the right to randomly test any student at the school's discretion. Drug testing shall be at the student's expense and it shall be the student's responsibility to schedule the monthly testing and have the testing facility provide the results to the principal of ACE.
 - c. The student shall participate in a substance abuse program which shall be approved in advance by the ACE principal. Participation in the program may be during non-school hours, at the student's expense and the student shall provide documentation of his/her completion of the program to the ACE principal.
 - d. If the student fails to take the drug tests as agreed, tests positive for controlled substances, fails to attend and complete the substance abuse counseling program, or fails to adhere to the rules and regulations of the ACE program, he or she shall be expelled for one calendar year and shall not have the right to any further hearing before the Board.

This alternative placement shall only be available for a student's first offense for simple possession of a controlled substance.

In-School Suspension: Marianna High School is instituting in-school suspension into our discipline plan this year. Below is the recommended formula for the discipline actions. Prior to the first RA being written (if the offense allows), parent contact will have been made by the classroom teacher with an effort to circumvent the problem.

1. 1st RA – sent to the office with form; admin. call parent and maybe set up a parent/teacher/student conference
2. 2nd RA – sent to the office with form; admin. call parent; student will spend the rest of the school day and the entire next day in ISS (1.5 days in ISS)
3. 3rd RA – sent to the office with form; admin. call parent; student will spend the rest of the school day in ISS plus 3 more days (3.5 days in ISS)
4. 4th RA – sent to the office with form; admin. call parent; student will spend the rest of the school day in ISS and sent to JAS STP the next school day

F. Interscholastic, Extracurricular Student Activities

In order for a student to be eligible to participate in interscholastic extracurricular student activities, he/she must maintain satisfactory conduct. If the student is convicted of, or is found to have committed, a felony or a delinquent act which would have been a felony if committed by an adult, regardless of whether adjudication is withheld, participation in interscholastic extracurricular activities will be denied. A student in the situation described above will not be allowed to participate for a minimum of nine weeks after which a school-based discipline review committee will be convened to determine the status of the student in regard to participation in extracurricular activities. A student placed/sent to the Alternative School –Short Term and ACE will not be permitted to attend or participate in any extra-curricular activities at the referring school while assigned to the Alternative School.

For any student that has been or will be staffed into the ACE/CACL program, the student will remain ineligible for participation in any extra-curricular activity until he/she reaches Level 2 and permission is given by the JAS Principal and the referring principal.

Jackson County School Board
2018-19 Instructional Calendar
Board Approved February 20, 2018

August 6	Teacher In-Service Day
August 7-10	Teacher Work Days
August 13	First Student Day
September 3	Labor Day Holiday (1 paid)
October 8-12	FTE Survey Week
October 10	End of First 9 Week Grading Period (42 days)
October 15-16	Fall Break (Non-paid)
October 17	Teacher In-Service Day
October 19	Report Card Day
November 19-23	Thanksgiving Holidays (1 paid)
December 19	End of Second 9 Week Grading Period (42 days)
	End of First Semester (84 days)
December 20-31	Christmas Holiday (2 paid)
January 1-2	New Year's Holiday (1 paid)
January 3-4	Teacher In-Service Days
January 11	Report Card Day
January 19-21	Martin Luther King, Jr. Holiday (1 paid)
February 4-8	FTE Survey Week
March 15	End of Third 9 Week Grading Period (49 days)
March 22	Report Card Day
March 25-29	Spring Break (Non-paid)
May 27	Memorial Day Holiday (Non-paid)
May 29	Last Student Day
	End of Fourth 9 Week Grading Period (47 days)
	End of Second Semester (96) days
May 30-31	Teacher Work Days

16) SCHOOL ACCOUNTABILITY AND SCHOOL IMPROVEMENT RATING REPORTS; FISCAL TRANSPARENCY.—Parents of public school students have the right to an easy-to-read report card about the school’s grade designation or, if applicable under s. 1008.341, the school’s improvement rating, and the school’s accountability report, including the school financial report as required under s. 1010.215. The school financial report must be provided to the parents and indicate the average amount of money expended per student in the school, which must also be included in the student handbook or a similar publication

EDUCATIONAL FUNDING ACCOUNTABILITY ACT
Section 1010.215, F.S.

2016-2017 SCHOOL FINANCIAL REPORT

MARIANNA HIGH SCHOOL

REVENUES Footnotes [1] and [2]	SCHOOL*	%	DISTRICT	%	STATE	%
Federal	783,673	15.12%	10,154,049	16.88%	3,286,119,869	13.21%
State/Local (excludes Lottery)	4,398,700	84.88%	49,844,559	82.85%	21,522,040,210	86.50%
Lottery	0	0.00%	100,052	0.17%	47,000,042	0.19%
Private	0	0.00%	65,900	0.11%	24,507,821	0.10%
Total	5,182,373	100.00%	60,164,560	100.00%	24,879,667,942	100.00%

* School revenues based on costs.

[1] Total school revenues should agree with the total school costs in the subsequent section.

K-12 OPERATING COSTS ** Footnote [3]	Per Full-Time Equivalent Student			TOTAL COSTS
	SCHOOL	DISTRICT ***	STATE ***	
Teachers/Teachers Assistants (Salaries/Benefits)	3,665	4,378	4,703	2,701,066
Substitute Teachers (Salaries/Benefits)	Footnote [2]	Footnote [2]	Footnote [2]	Footnote [2]
Other Instructional Personnel ****	644	836	969	474,660
Contracted Instructional Services	82	147	206	60,364
School Administration	451	544	573	322,037
Materials/Supplies/Operating Capital Outlay	204	196	212	149,997
Food Service	574	574	508	422,943
Operation and Maintenance of Plant	1,285	1,141	892	947,269
Other School-Level Support Services	128	169	200	94,037
TOTAL SCHOOL COSTS **	7,033	7,985	8,263	5,182,373

** Capital expenditures for new schools are not included.

*** Amounts reported for District and State reflect costs for all levels of students, not costs by school type.

**** Includes some non-personnel costs, such as teacher training materials.

District Costs: The amounts above represent only school-level costs. No district-level costs have been included.

District costs, such as transportation and administration, for Jackson County School District totaled \$6,233,348 or \$983 per FTE.

[2] The costs of substitute teachers are included in "Other School-Level Support Services". Costs for MARIANNA HIGH were \$46,574 or \$63 per FTE.

K-12 ADDITIONAL DETAIL INFORMATION	Per Full-Time Equivalent Student			TOTAL COSTS
	SCHOOL	DISTRICT	STATE	
Teachers/Teachers Assistants (Salaries/Benefits): Footnote [3]				
Basic Programs	3,387	3,602	3,959	1,879,170
ESOL	3,606	3,731	4,741	3,245
Exceptional Programs	5,832	8,095	7,355	425,918
Career Education Programs	3,632	3,556	4,164	392,733
Adult Programs Footnote [4]	[6]	[6]	[6]	[6]
Materials, Supplies, Operating Capital Outlay: Footnote[5]				
Textbooks	80	38	Not Available from State Data Base	59,141
Computer Hardware & Software	10	37	Not Available from State Data Base	7,323
Other Instructional Materials	91	101	Not Available from State Data Base	66,835
Other Materials and Supplies	23	20	Not Available from State Data Base	16,698
Library Media Materials	3	5	Not Available from State Data Base	2,551

[3] The total of "Teachers/Teachers Assistants" by program should agree to "Teachers/Teachers Assistants" reported in the previous section.

[4] Not funded by FEFP.

[5] The total of "Materials, Supplies, Operating Capital Outlay" should agree to "Materials, Supplies, Operating Capital Outlay" reported in the previous section.

Marianna High School

Bell Schedule

2018-2019

FIRST BELL	7:40
Tardy Bell/1ST pd.	7:45 – 8:45 (first period 10 mins. longer for homeroom)
2nd Pd.	8:50 – 9:40
3rd Pd.	9:45 – 10:35

GOLD LUNCH 10:40 – 11:10 (30 MINS.)
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Gold 4th Pd.	11:15 – 12:05
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Purple 4th Pd.	10:40 – 11:30
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PURPLE LUNCH 11:30 – 12:00 (30 MINS.)
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5TH Pd.	12:05 – 12:55
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6th Pd.	1:00 – 1:50
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7th Pd.	1:55 – 2:45
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*First load buses will leave at 2:50

* Last bus will leave at 3:26