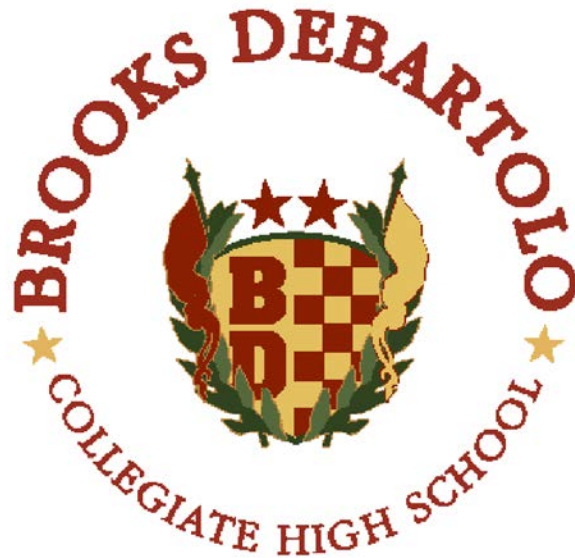


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# *Student and Family Handbook*

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## **2017-2018**



## Brooks DeBartolo Collegiate High School ***Soaring to New Heights!***

*A Hillsborough County Public Charter High School  
Brooks DeBartolo Charities, Inc., a nonprofit 501(c) 3 organization  
Dba Brooks DeBartolo Collegiate High School, #6634*

10948 North Central Avenue  
Tampa, Florida 33612  
**Phone:** 813-971-5600 **Fax:** 813-971-5656

Website: [www.bdchs.org](http://www.bdchs.org)

This BDCHS Handbook is a living document and as we at Brooks DeBartolo Collegiate High School continue to create a superior learning environment, administration reserves the right to make changes to policies in this handbook.

All policies and procedures have been approved by our Board and comply fully with the Florida State Statutes for public schools.

Employees, parents/guardians and students will be notified of any changes or revisions to the handbook.

Brooks DeBartolo Collegiate High School (BDCHS) is a public charter high school, approved and sponsored by the Hillsborough County Public School Board (HCPS). This document reflects policies set by the Governing Board of BDCHS. All policies listed in this handbook are subject to change based on administrative actions by the BDCHS Board. Students and families will be notified when such changes occur.

### **TO THE BDCHS PARENTS/GUARDIANS**

It is the philosophy of BDCHS that well-informed parents/guardians promote a positive school environment and therefore, every student will be provided a copy of the BDCHS Handbook so that you may become acquainted with all aspects of the BDCHS educational program. The BDCHS Handbook provides information regarding school regulations, the Code of Student Conduct, and other important policies and procedures to assist each student and family with becoming active and productive members of the school community.

### **TO THE BDCHS STUDENTS**

The BDCHS Handbook has been developed for the purpose of informing you of the policies, procedures, and practices of BDCHS. We hope that it will assist you in making our school a productive and beneficial learning environment. It is the responsibility of each student and parent to read, understand, and abide by the guidelines set forth in this handbook.

***No person shall be excluded from participation in, denied the benefits of, or be subjected to discrimination under any education program or activity, or in any employment conditions or practices conducted by BDCHS, except as provided by law, on the basis of race, color, sex, sexual orientation, gender identity, national or ethnic origin, marital status, disability, age (except as authorized by law), social and family background, or religion.***

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## Executive Summary

Brooks DeBartolo Collegiate High School  
Hillsborough County Charter Application

### Mission Statement

Brooks DeBartolo Collegiate High School strives to be a model collegiate school, offering a broad and rigorous, technology-rich educational program to students from diverse backgrounds. Within a caring and respectful multicultural environment, the school is committed to instilling in each student a desire to learn, to take appropriate risks, and to overcome challenges. The school community is committed to developing students who are lifelong learners and responsible citizens who will succeed in the 21st century.

### Academic Design

BDCHS enrollment is open to any student residing in or around Hillsborough County who demonstrates potential to succeed in the academic program.

BDCHS will align with the **College Board EXCEerator Schools model**. Under this program, five key components are addressed:

- ◆ Implementation of a rigorous academic program where students participate in accelerated courses in reading, writing, mathematics, science, social studies, and the arts
- ◆ Extensive professional development to increase administrator, faculty and staff effectiveness in implementing rigorous programs
- ◆ Data-driven teaching, learning and assessment programs, with a particular focus on monitoring student mastery in the core content areas, the arts and critical thinking. Data will also be used to modify program components as needed
- ◆ College planning and counseling that support student course selection and preparation for success in college
- ◆ Developmental support provided through Dual Enrollment courses, community-based service learning, leadership development activities, and parent involvement

### Central curriculum and instruction components include the following:

- ◆ **Advanced Placement (AP)** courses and examinations will be available across the curriculum. AP courses are a trademark product of the College Board, recognized by colleges and universities across the United States and world, and developed by a committee of college faculty and master AP teachers to cover the information, skills, and assignments found in the corresponding college courses.
- ◆ **Dual Enrollment (DE)** courses allow students to earn both high school and college credit. DE courses receive the same weighted GPA as AP and IB courses, per Florida legislation.
- ◆ The structured **community and service learning** program offers students the opportunity to:



promote the public purpose of education, bridge the gap between school and community, provide meaningful opportunities for community service linked to school-based activities, inspire student learning and action, and give students real authority, accountability, and reward youth efforts.

**2017-2018 BDCHS Student Academic Calendar**

<b>Students' First Day of School</b>	<b>Thursday, August 10</b>
<b>Labor Day Holiday/ School Closed</b>	<b>Monday, September 4</b>
<b>End of 1<sup>st</sup> Grading Period</b>	<b>Friday, October 13</b>
<b>Non-Student Day</b>	<b>Monday, October 16</b>
<b>Veteran's Day Holiday / School Closed</b>	<b>Friday, November 10</b>
<b>Fall Break / School Closed</b>	<b>Monday – Friday November 20 – November 24</b>
<b>Students Return to School</b>	<b>Monday, November 27</b>
<b>Semester 1 Exams (12:50 Dismissal)</b>	<b>December 19 - December 22</b>
<b>End of 2<sup>nd</sup> Grading Period</b>	<b>Friday, December 22</b>
<b>Winter Break / School Closed</b>	<b>Monday – Friday December 25 – January 5</b>
<b>Non-Student Day</b>	<b>Monday, January 8</b>
<b>Students Return to School</b>	<b>Tuesday, January 9</b>
<b>Martin Luther King Jr. Holiday / School Closed</b>	<b>Monday, January 15</b>
<b>Florida State Fair Day / School Closed BDCHS Community Service Day</b>	<b>Friday, February 9</b>
<b>Presidents' Day/Non-Student Day</b>	<b>Monday, February 19</b>
<b>End of 3<sup>rd</sup> Grading Period</b>	<b>Friday, March 9</b>
<b>Spring Break / School Closed</b>	<b>Monday – Friday March 12 – March 16</b>
<b>Students Return to School</b>	<b>Monday, March 19</b>
<b>Non-Student Day</b>	<b>Friday, March 30</b>
<b>Half Day (Due to Graduation, 12:34 Dismissal)</b>	<b>Friday, May 18</b>
<b>Semester 2 Exams (12:50 Dismissal)</b>	<b>May 22 - May 25</b>
<b>End of 4<sup>th</sup> Grading Period/Last Day of School</b>	<b>Friday, May 25</b>

**Board Approved: Approved 5-15-17**

**Conference Nights, 4:30-6:30 pm: Tuesday, September 19<sup>th</sup> and Tuesday, February 6<sup>th</sup>  
Monday, one hour early release for most first and third Mondays of each month for meetings/collaboration**

### COLLEGIATE BELL SCHEDULE

<b>GARNET DAY M &amp; W</b>	<b>GOLD DAY T &amp; TH</b>		
<b>Period</b>	<b>Period</b>	<b>Time</b>	
Warning Bell	Warning Bell	7:25	
1	5	7:30 – 9:00	90
HR	HR	9:05 – 9:15	
2	6	9:20 – 10:50	90
3	7	10:55 – 1:05	
Lunch A	Lunch A	Lunch: 10:55 – 11:25 Class: 11:30 – 1:05	30 95
Lunch B	Lunch B	Class: 10:55 – 11:40 Lunch: 11:45 – 12:15 Class: 12:20 – 1:05	45 30 45
Lunch C	Lunch C	Class: 10:55 – 12:30 Lunch: 12:35 – 1:05	95 30
4	8	1:10 – 2:40	90

### FRIDAY 8 Period Bell SCHEDULE

The students and staff of BDCBS will follow an 8 period bell schedule on Fridays for weeks in which students attend 5 days. For weeks that only have 4 days of student attendance, that Friday's schedule will be adjusted to Garnet or Gold as necessary.

### 8 Period Bell Schedule

<b>Block</b>	<b>Time</b>	
Warning Bell	7:25	
5	7:30 – 8:14	44
HR	8:17 – 8:25	8
6	8:28 – 9:12	44
7	9:16 – 10:00	44
8	10:04 – 10:48	44
1	10:52 – 11:36	44
Lunch A	Lunch: 11:36 – 12:20	44
2	Class: 12:24 – 1:08	44
2	Class: 11:40 – 12:24	44
Lunch B	Lunch: 12:24 – 1:08	44
3	1:12 – 1:56	44
4	2:00 – 2:40	40

## Monday Early Release Day

Period	Time	
Warning Bell	7:25	
1	7:30 – 8:45	75
HR	8:50 – 9:00	10
2	9:05 – 10:20	75
3	10:25 – 12:20	
Lunch A	Lunch: 10:25 – 11:00 Class: 11:05 – 12:20	75
Lunch B	Class: 10:25 – 11:05 Lunch: 11:05 – 11:40 Class: 11:45 – 12:20	40 35
Lunch C	Class: 10:25 – 11:40 Lunch: 11:45 – 12:20	75
4	12:25 – 1:40	75
Planning/Conferences/ Meetings/Trainings	Students Released Early	

**Early Release Dates:** Monday, August 21<sup>st</sup> - Monday, September 18<sup>th</sup> - Monday, October 2<sup>nd</sup> - Monday, November 6<sup>th</sup> - Monday, December 4<sup>th</sup> - Monday, January 22<sup>nd</sup> - Monday, February 5<sup>th</sup> - Monday, March 5<sup>th</sup> - Monday, April 2<sup>nd</sup> - Monday, April 16<sup>th</sup>

## Advisory Schedule

GARNET DAY M & W	GOLD DAY T & TH		
Period	Period	Time	
Warning Bell	Warning Bell	7:25	
1	5	7:30 – 8:50	80
HR	HR	8:55 – 9:45	50
2	6	9:50 – 11:10	80
3	7	11:15 – 1:05	
Lunch A	Lunch A	Lunch: 11:15 – 11:40 Class: 11:45 – 1:05	25 80
Lunch B	Lunch B	Class: 11:15 – 11:50 Lunch: 11:55 – 12:20 Class: 12:25 – 1:05	35 25 40
Lunch C	Lunch C	Class: 11:15 – 12:35 Lunch: 12:40 – 1:05	80 25
4	8	1:10 – 2:40	80

## Important Dates for the Academic School Year of 2017 – 2018

### Special Events:

August 7, 2017  
Meet & Greet for New 10<sup>th</sup> – 12<sup>th</sup>  
grade students in the gym 12:30 pm –12:40  
pm Open House for New and Returning 10<sup>th</sup> -  
12<sup>th</sup> grade students 12:40 pm – 4:30 pm

August 8, 2017  
9<sup>th</sup> Grade CLIC Orientation (Students  
Only) 9:00am – 12:30pm  
Freshman Open House 4:00 pm – 7:00 pm

October 28, 2017  
Homecoming

November 17, 2017  
BDCHS Teach In

April 28, 2018  
Prom

May 4, 2018  
Seniors' Last Day

May 4, 2018  
Class Olympics

May 10, 2018  
Senior Celebration

May 18, 2018  
Graduation – Straz Center 2:00 pm (Tentative)

### Progress Reports

September 13, 2017  
Due September 15, 2017

November 14 2017  
Due November 16, 2017

February 6, 2018  
Due February 8, 2018

April 18, 2018  
Due April 20, 2018

### End of Quarters:

October 13, 2017	1 <sup>st</sup> Quarter
December 22, 2017	2 <sup>nd</sup> Quarter
March 9, 2018	3 <sup>rd</sup> Quarter
May 25, 2018	4 <sup>th</sup> Quarter

### Semester Exams

December 19 – December 22, 2017  
May 21 – May 24, 2018  
*Dismissal at 12:50pm*

### Report Cards Distributed:

November 2, 2017 - Online  
January 26, 2018 - Online  
April 5, 2018 - Online  
June 8, 2018 - Online

### College Night Dates

Monday, September 25, 2017 – Sickles High School  
Tuesday, September 26, 2017 – Plant High School  
Wednesday, September 27, 2017 – Chamberlain High School  
Thursday, September 28, 2017 – Brandon High School

**Non Student Days/Holidays:**

September 4, 2017  
Labor Day Holiday  
October 16, 2017  
Non-Student Day  
November 10, 2017  
Veteran’s Day Observed  
November 20 – 24, 2017  
Fall Break  
December 25, 2017 - January 5, 2017  
Winter Break  
January 8, 2018  
Non-Student Day  
January 15, 2018  
MLK Holiday  
February 9, 2018  
State Fair Day (Community Service Day)  
February 19, 2018  
Non-Student Day  
March 12 – 16, 2018  
Spring Break  
March 30, 2018  
Non-Student Day

**ACT Test Dates:**

September 9, 2017  
Deadline August 4, 2017  
October 28, 2017  
Deadline September 22, 2017  
December 9, 2017  
Deadline November 3, 2017  
February 10, 2018  
Deadline January 12, 2018  
April 14, 2018  
Deadline March 9, 2018  
June 9, 2018  
Deadline May 4, 2018

**SAT Test Dates:**

October 7, 2017  
Deadline September 8, 2017  
November 4, 2017  
Deadline October 5, 2017  
December 2, 2017  
Deadline November 2, 2017  
March 10, 2018  
Deadline February 9, 2018  
May 5, 2018  
Deadline April 6, 2018  
June 2, 2018  
Deadline May 3, 2018

**EOC Testing**

09/11-22, 2017: Fall FSA EOC Administration  
11/27-12/15, 2017: Winter FSA and NGSSS EOC Administration  
4/16-5/1, 2018: Spring FSA and NGSSS EOC Administration  
7/9-20, 2017: Summer FSA/NGSSS EOCs

**Other Assessments**

May 2018 - AP Exams

**Conference Nights 4:30 – 7 PM:**

September 19, 2017  
February 6, 2018

**HCC Non-Class Days:**

Labor Day 9/5/2017  
All College Day 10/24/2017  
Veteran's Day 11/10/2017  
Thanksgiving Break 11/23/17 - 11/26/17  
Winter Break 12/19/17 - 1/1/18  
MLK Day 1/15/18  
Presidents’ Day 2/19/18  
Mid Semester Break 3/12/18 - 3/18/18  
Spring Day 3/30/2018  
Faculty In-Service 4/19/2018

**FTE Week:**

October 9 – 13, 2017  
February 5 – 9, 2018  
***Note: Students must be in attendance during FTE Week.***

## 2017-2018 BDCHS School Dress Code Policy

As a collegiate school of choice, the mandatory uniform program establishes an environment of respect and focus on academia. BDCHS students on the school campus must be dressed appropriately to enter campus. This include Dual Enrollment students. Ibiley Uniforms is the approved BDCHS uniform vendor for all uniform polos, uniform bottoms, PE uniforms, spirit shirts, and outerwear.

- Uniform Polo/Oxford Shirt: Students shall wear the burgundy or gold BDCHS school crest polo or BDCHS school crest Oxford Monday through Thursday (tucked), with a belt for young men. As a privilege, students may wear administrator approved BDCHS spirit t-shirts (untucked) on Fridays.
  - Shirts may not be cinched or tied. Shirts shall be buttoned appropriately. Solid white or black undershirts may be worn under the polo. Solid white undershirts may be worn under the Oxford.
- Outerwear: During the school day, non-uniform jackets and outerwear are NOT allowed.
- BDCHS and/or SOLID black hoodies, pullovers, or jackets must be worn as the outer garment during school hours. Hoods are not allowed to be worn on the head in the building. BDCHS Letterman jackets are approved as BDCHS uniform outerwear.
- Bottoms may include long pants, capri pants (girls), knee-length shorts, skorts (girls) and skirts (girls). Shorts, skorts, and skirts **should be no shorter than 2 inches above the knee**.
  - The uniform bottom color is solid khaki or solid black. Fabric should be Dockers®-style, Dickies®-style, or dress fabric. No denim/stretch material style, skinny style, yoga style, sweatpants style, jogger style, or baggy style bottom is permitted. Bottoms should be an appropriate fit. Bottoms with drawstrings or that cinch at the top and/or bottom are not permitted. **No tight fitting bottoms are permitted.**
  - Bottoms will be offered through Ibiley Uniforms and we recommend they be purchased through Ibiley Uniforms to ensure uniform compliance. Uniform bottoms may be purchased through other uniform vendors but they must be the correct fabric and uniform style.
  - Blue or black denim jeans will ONLY be permitted on days designated by the administration. Seniors are allowed to wear jeans on Fridays as a privilege. This privilege may be revoked due to disciplinary action. Jeans shall not have rips, holes, tears, or inappropriate images/words. Jeans shall be an appropriate fit, and in keeping with appropriate length for shorts, skorts, or skirts.
- Shoes must be closed toed and closed back (Examples: Dress shoes, Dress boots, Loafers, Topsider-style shoes, Athletic shoes with non-skid bottoms). Shoes must be tied if they have laces. Flip-flops/beach/open-toed sandals/sandals with Velcro closures/open-back/high heel/water/bedroom/shower shoes/combat boots are NOT permitted.
- Oversized clothes are NOT permitted. All bottoms must be belted and/or properly fitted at the waist. Male students must wear a belt and tuck shirts (except as a privilege on Fridays if a spirit t-shirt is worn).
- NO SAGGING ALLOWED.
- Student belts must be worn in the belt loops and simple black, blue or brown leather or cloth. Studs, extreme buckles, or extreme messages on belts are not permitted.
- **PE Uniform:** Physical Education classes require the purchase of the BDCHS PE uniform, which can be purchased from Ibiley Uniforms. Students must wear their PE uniforms in the appropriate manner as outlined here: no sagging, must be appropriate fit and length. Students

may face penalty in PE class if they do not wear their BDCHS approved PE uniform. Female students may wear yoga pants while participating in PE classes or dance.

- **Spirit Wear:** Students are only allowed to wear spirit shirts on Fridays (males are only allowed to have an untucked shirt if they are wearing a spirit shirt on Fridays).
- Student-Athletes may wear approved BDCHS athletic jackets, sweatshirts, or pullover during the week. Student-Athletes may wear athletic polo shirts or approved game day attire on game days or as a spirit shirt on Fridays. Other spirit shirts that are acceptable are shirts from BDCHS sponsored blood drives, approved senior shirts, and approved club shirts.
- **Seniors:** Seniors in good standing may wear their approved class t-shirt on Fridays and hoodie Monday-Friday. Only seniors may wear senior t-shirts and senior hoodies. Students in grades 9-11 may not wear senior shirts or hoodies. Senior who have earned a college acceptance may wear the college shirt on spirit days starting semester 2, once their school counselor has received the college acceptance.
- **Picture Day:** Students shall be dressed in their uniform or appropriate business casual attire. All uniform rules still apply. The guidelines for students who choose to dress in business casual attire are as follows:
  - Students may choose to wear *business casual* dress. Business casual refers to neat and appropriate dress that is classic rather than trendy. For male students, business casual means suit pants or khaki type pants; typically a well-pressed, button-down collared or polo shirt (tie is optional and a jacket can also be appropriate); and traditional black or brown shoes. Business casual for female students means classic dress pants; a well-pressed dress shirt or blouse (traditional button down, collared is often appropriate); and a coordinating dress shoe (shoes must be closed toe and back (no high heels or sandals). Also acceptable is a skirt and blouse or dress (must be appropriate length which is no higher than 2 inches above the knee).
  - *No jeans or denim clothing is permitted. No tight fitting bottoms or tops are permitted. Tops should provide ample coverage with no cleavage showing. No tank tops, strapless, spaghetti straps, or crop tops.* Student **belts** must be worn in the belt loops and simple black, blue or brown leather or cloth. Studs/spikes, extreme buckles, or extreme messages on belts are not permitted. T-Shirts are not permitted on Picture Day.

**BDCHS Non Uniform Days:** Tops of appropriate fit - nothing too tight or revealing (no tank tops, spaghetti straps, revealing of midriffs); bottoms of appropriate fit and length; jeans may not have rips, holes, tears; non-appropriate pictures or text; shoes must be closed toed and back (non uniform for field trips or special events will be communicated to students prior to the trip or event).

### **School Dances:**

In order to maintain a healthy, safe, and orderly environment, the following guidelines shall be used as standards at school dances.

1. Formal or semi-formal attire must be worn (dresses, dress pants, dress shirt, suit, tuxedo). Jeans will not be permitted.
2. Large coats will not be permitted.
3. Safe / appropriate footwear must be worn at all times. Sneakers may be worn, but formal footwear is preferable.
4. Proper and formal grooming is expected.
5. Undergarments must not be showing.
6. Appropriate length skirts and dresses may be worn. These garments must be mid-thigh length or longer.
7. No midriff can show (even when arms are raised). Two-piece dresses must overlap. Mesh/see-



through inserts in the midriff are not allowed.

8. The neckline must be modest. No showing of revealing cleavage.
9. Back of dress must not be too low-cut or revealing. Back of dress should not go below natural waist. Corsets must be laced closed or adhere to open back rule.
10. Boys' shirts must be buttoned up (and remain buttoned up) to at least the second button from the collar.
11. Shirts must stay on throughout the entire dance.
12. Pants should fit properly on the hip and not sag below the waistline.

Students who are inappropriately dressed shall be denied entry. Students that are denied entry may have the opportunity to leave and remedy the violation and return to the dance once appropriately dressed. If the student dresses inappropriately and/or chooses not to return, refunds will not be given. The school reserves the right, at any time, to amend the above dress code.

## **Dance/Event Procedure**

Brooks DeBartolo staff and administration want students to experience drug and alcohol-free dances/events. To ensure student safety, breathalyzers or other alcohol detection devices and baggage checks may be used as a condition of participation at BDCHS dances/events. Students and guests will be subject to search upon entering a school dance/school event. No alcohol, drugs, or tobacco products are permitted (this includes vapor products). Possession, use or being under the influence of a controlled substance or alcoholic beverage while going to or coming from the dance/school event, or while attending the dance/event is a violation of the BDCHS Handbook and Policies. Students observed during the course of the dance/event to be in possession of, using, selling, distributing, or being under the influence of alcohol or a controlled substance will be removed from the dance/event and the parents will be contacted to come and pick up their respective students. Police shall be contacted if an illegal activity has taken place. Students who have been questioned by school authorities and maintain they are not in violation of the policy but are still under suspicion will be turned over to law enforcement for further investigation and appropriate action. Students found not to be in violation of drug and/or alcohol use, by the authorities, will be returned to the dance/event.

A student found to be "under the influence" of drugs and/or alcohol will be subject to BDCHS disciplinary action as well as face appropriate legal action. Additionally, students and guests are prohibited from bringing the following items: over the counter medications, electronic cigarettes, tobacco products or tobacco-related products such as lighters, matches, pipes, drug paraphernalia, or any containers with fluids of any kind including water, any drinks, perfumes and sprays.

If drugs or alcohol are suspected, school assigned personnel reserve the right to search limousines and party buses which transport students to a dance/event. If any alcohol is found, no students on the limo/party bus will be admitted to the dance/event whether they knew about the presence of alcohol or not. The limo/bus will be sent back to its place of origin and no ticket refunds will be given. We appreciate parent assistance in prohibiting the consumption of alcohol/other controlled substances by students prior to or following any school event.

**PROHIBITED ITEMS** - Including but not limited to:

- Weapons, knives, laser pointers, and chemical irritants of any kind
- Over-the-counter medications; electronic cigarettes, tobacco or tobacco-related products such as lighters, matches, pipes, etc.; and alcohol or any controlled substance, or drug paraphernalia
- Any containers with fluids of any kind; this includes water, any drinks and perfumes
- Aerosol cans/bottles of any type

Any violation of the above guidelines will constitute grounds for dismissal from the dance/event,

parent notification, and possible further school disciplinary action. \*Non-BDCHS students suspected of drug and alcohol violations will be turned over to law enforcement in accordance with this procedure.

### **Open Gym/After School**

Uniform rules regarding length and coverage of garments must be adhered to. When participating in open gym activities female students must have their shoulders covered with no spaghetti straps, tank tops or undergarments showing. Male students may not sag their pants. All students must remain appropriately dressed at all times and shall at no time be without top and/or bottom.

### **School-sponsored events on campus**

Students must adhere to the uniform code regarding appropriate length and coverage of garments. Students dressed inappropriately may be asked to leave the school-sponsored event at the discretion of the BDCHS administration. It is never appropriate for students to wear clothes that may be too tight, too revealing, or anything with inappropriate comments or words displayed. Sagging is never permitted.

**Phoenix Fan Apparel:** Items purchased from the Phoenix Fan Apparel store are not to be worn during the school day. Apparel store items are not uniform wear or spirit wear for Spirit Fridays.

**Accessories:** Students may not wear cosmetic “grills” (i.e. gold, silver, platinum or diamond plates that cover teeth) on their teeth. Sunglasses, hats, bandanas, etc. may not be worn during school hours in the building, except during PE as permitted by PE teachers/coaches when activities are held outside. Jewelry must be appropriate and tasteful as to be conducive to a learning environment. Piercings or other jewelry should not be a distraction in the classroom or on campus.

- o Earbuds, headphones, bluetooth, or similar mobile devices may not be worn during school hours unless for instructional purposes as permitted by the teacher in the classroom.

**Hair and Grooming:** Hair must be clean and neatly groomed. Hair shall not fall over the eyes. No hairstyles, colors, or combinations thereof which may cause a distraction are permitted. Make-up, if worn, shall be tasteful.

Students who demonstrate poor moral/ethical character while wearing school apparel in public settings will be disciplined.

The administration shall exercise appropriate discretion in implementing this policy, including making reasonable accommodations on the basis of students’ religion or medical conditions.

Students are expected to adhere to standards of dress and appearance that are compatible with an effective, safe, secure, and respectful learning environment. If a student’s dress is not in compliance with the Dress Code Policy, the administration may require the student to change his/her attire and disciplinary action will result.

### **Discipline Consequences for not adhering to this Uniform Dress Policy include but are not limited to: (all consequences are recorded)**

**1st offense:** verbal warning/visit to clothes closet to change or call home for a change of clothes

**2nd offense:** call to parent/guardian and detention with visit to clothes closet or request to home for a change of clothes

**3rd offense:** parent contact, 2 detentions, loss of spirit day privilege for 30 days

**4th offense:** parent contact, referral for defiance, 1 day suspension and behavior contract with loss of privileges

**5<sup>th</sup> offense:** parent/student/admin conference, 3 day suspension, violation of behavior contract may include possible dismissal from BDCHS

**Addendum to dress code policy per s.1006.07, F.S. passed in the 2011 Legislative session:**

Students are prohibited, 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. Adherence to appropriate dress is a prerequisite for the student to be eligible to participate in interscholastic extracurricular activities.

Any student who violates this portion of the dress policy is subject to the following:

- 1<sup>st</sup> offense – verbal warning and principal shall call parent/guardian
- 2<sup>nd</sup> offense – the student is ineligible to participate in any extracurricular activity up to 5 days and the principal shall meet with the parent or guardian
- 3<sup>rd</sup> offense or subsequent offense – the student may receive out of school suspension and be ineligible to participate in any extracurricular activity for a period up to 30 days. The principal shall call the student’s parent/guardian and send the parent /guardian a letter regarding the student’s suspension and ineligibility to participate in extracurricular activities.

**Meals**

BDCHS uses various school-approved vendors to provide lunch for students. Lunches may be ordered in advance online at [myschoolaccount.com](http://myschoolaccount.com). Meal prices will vary from \$3.00-\$6.00. A la carte items/vending machine items are available for \$0.75 to \$2.00.

All lunch and snack items can be purchased with cash, check or credit card. Student accounts can also be used for purchases. Student accounts can be setup and maintained at [www.myschoolaccount.com](http://www.myschoolaccount.com). Money can be added to a student’s account via [myschoolaccount.com](http://myschoolaccount.com) or with the Cafeteria Manager.

BDCHS offers a free lunch program to eligible students. A BDCHS free lunch form must be completed and turned into the Cafeteria Manager for approval. *Only a BDCHS free lunch form can determine if a child is eligible for free lunch. No other forms will be accepted.* If a student does not have a lunch, then a standard lunch will be given and the amount will be charged to that student’s lunch account.

Microwaves are available for students to use during lunch. Refrigeration is not provided. No outside food or beverage can be brought to students during the school day due to the distraction it causes.

**Transportation**

Student transportation is not provided to and from school. All students who hold a valid Florida Driver’s License, proof of registration, and insurance coverage will be permitted to drive to school. These students will be issued a BDCHS parking decal upon submitting a copy of Driver’s License and proof of insurance. Please see the Assistant Principal of Administration for more information.

Brooks DeBartolo Collegiate High School is working with the Tampa Bay Area Regional Transportation Authority (TBARTA) Regional School Commute Program to provide free carpool, bike, and HART bus matching assistance for families who are interested in sharing the commute to and from school. Interested families who complete the School Program registration will receive a list of names and phone numbers (match list) of families from the same school as well as all participating charter schools who live in the same area and are also interested in sharing commutes to and from

school. Families receiving a match list are not obligated to participate and can arrange to use this program as a backup. Our school's contact person for this program is Assistant Principal Ryan Malo, [rmalo@bdchs.org](mailto:rmalo@bdchs.org). Students may use public transportation via Hillsborough Area Regional Transit Authority (HART Line) bus passes. This system will allow students to have unlimited access to school from any region of the county. Students in need of financial assistance with obtaining a bus pass should consult with the Assistant Principal. Parents may also elect to, at their own expense, contract outside services for transportation through a private transportation service of their choice.

Students may access the school at 6:45 am and should NOT arrive before this time. BDCHS does not provide supervision after 3:15 pm; students should be picked up by this time. The computer lab is typically open for students Monday-Thursday from 2:45 p.m. - 3:15 p.m.

All **school traffic** for morning and afternoon student drop-off and pick-up should enter the school from Central Avenue off Fowler Avenue and exit south on Central towards Bougainvillea.

**NOTE TO DRIVERS: The safety of our students is our priority. Refrain from cell phone use, distractions, speeding, cutting in front of other cars, etc. Pay attention to students crossing and other cars. Only enter through entrances and exit through exits. Please be patient to ensure all students are safe.**

### **Car Line Expectations**

It is important that we ensure the safety of our students at all times including during student dismissal and pick-up. During pick up of students through the carline, it is our expectation that families picking up students follow these procedures:

- Exercise patience: We will work to move people and cars as quickly as possible within safety guidelines
- Refrain from cell phone usage (Do not text and drive!)
- Maintain awareness
- Follow all directions (signage and carline attendants)
- Only drop off and pick up students in the carline. Do not drop off or pick up in the parking lot during active drop off and pick up times. Do not drop off or pick up students on Central Avenue.
- Cars may not park on Central Ave.

### **Personal Electronics (Cell Phones, iPods, handheld games, earbuds, headphones, etc.)**

All Personal electronic devices, unless allowed by the student's teacher for instructional use while in the classroom or if the student has requested to use their device during their lunch break to assist with studying, **must be turned off and put away.**

All personal electronic devices are subject to confiscation if permission has not been given to use the device by a teacher or an administrator. **Teachers who allow use of these devices in class as learning tools will give specific instructions for use in class. Once out of class, devices must be turned off and put completely away.** Students may request use of a personal electronic device for academic purposes after that are finished eating lunch in the cafeteria. Once permission is granted the student may move to the media center.

Disciplinary Action for violation of this policy is as follows:

- 1st offense ~ Electronic item will be confiscated from student and held in office until end of

school day or until parent is informed.

- 2nd offense ~ Same as 1st offense plus one hour after school work detail
- 3rd offense ~ Two days of one hour after school work detail (failure to attend becomes automatic 1 day Out-of-School Suspension (OSS))
- 4th offense ~ Parent pick up and 1 day Out-of-School Suspension (OSS)
- 5<sup>th</sup> offense ~ Level Two Offense and student placed on behavior contract with disciplinary review for possible removal from BDCHS. Documentation of referral for “Defiance of Public School Authority.”

The school shall not accept the responsibility for damaged personal property or cost of replacement.

### **Cell Phones and Usage**

The school’s Administration has a very well defined policy on possession and use of cellphones while present any time on the school’s campus and/or school-sponsored events. Due to the changing challenges of communications and school safety, the BDCHS Administration fully understands the necessity for students, faculty and staff to have on their person, during the school and workday, cellular phones. Because cellular phone usage disrupts the normal instructional day, Administration shall require restraint from cellular phone usage.

Students may have in their possession a cell phone, but it must be kept in their book bag, purse, or locker throughout the entire school day. **The cell phone shall not be visible.** The cell phone may not be activated unless directed by the teacher. Usage of that cell phone is strictly prohibited during the school day, unless notified by BDCHS personnel, in an emergency situation, that they may activate the phone. This includes no picture taking with camera phones, posting on social media sites, or text messaging. Any student found with a cell phone visible and/or in use will have the cell phone confiscated. Should a student need to utilize a phone for school-related business, access to a BDCHS phone will be provided in the main office by authorization of the administration or designee. Students are strictly prohibited from using school phones located in BDCHS areas outside of the main office. Faculty and Staff are strictly prohibited from allowing student usage of the school phones outside of the main office or personal cell phone without authorization from the administration or designee.

Upon entering school in the morning, all cell phones and electronic devices should be off and put away. Cell phones may be used by students following the 2:40 dismissal bell. Any cell phone usage inside the school facility during the school day must be approved by BDCHS staff.

Usage of the school’s phone must be authorized by a staff member and must be used for school business only.

### **Technology Usage Policy**

BDCHS provides its students with many opportunities for computer, electronic device, and Internet usage. In order to participate in these opportunities, each student and family must fully understand and agree to the principles that guide this usage, including signing the Technology User Agreement. In addition, all incoming freshman must complete a mandatory online safety course and receive their Digital Driver’s License by the deadline set by the IT Director. Any student or family member that is not willing to accept these responsibilities will not be afforded computer or Internet access. Student printing is available at the print station in Media Center during blocks 3 and 7 only. The print is black and white and is ten cents a page.

All BDCHS student behavior is governed by this Handbook and other Technology Usage Policy addendums as provided by the Principal and IT Director. The Technology User Agreement is an extension of the Handbook. The Internet is a global database system providing access to information from around the world. Students will have access to the Internet, with normal supervision from faculty, but at times may be unsupervised during usage. The following principles guide this usage:

- (a) **Personal Safety and Personal Property:** No personal contact information or pictures of self or other students, faculty or staff may be posted by students on an Internet site or other BDCHS locations. Personal information includes a home address, telephone number, school address, etc. This information may not be provided to an individual, organization, or company, including websites that solicit personal information (unless for educational purposes, i.e. College applications, and with teacher/guidance/administrative approval.) Students will promptly disclose to a teacher or school employee any message received that is inappropriate or makes them feel uncomfortable. It is required and incumbent on the parents to counsel their child regarding inappropriate Internet usage as defined. Should the parents elect for their child not to have access to the school's Internet program, a notarized statement to that effect must be submitted to the school's IT Director by the first week of school.
- (b) **Illegal Activities:** Students will not attempt to gain unauthorized access to any computer system, including the BDCHS network, or to go beyond their authorized access. This includes attempting to log in through another person's account or access another person's files. Students will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other illegal act. Such an act will result in immediate notification of the school Principal for his/her action.
- (c) **Security System:** Students are responsible for their individual accounts and must take all reasonable precautions to prevent others from being able to use their accounts. Under no conditions should a student provide his/her password to another person. Students will immediately notify a teacher if they have identified a possible security problem. Students should not go looking for security problems, as this may be construed as an illegal attempt to gain access. Spread of computer viruses will also be avoided by following the BDCHS virus protection procedures when downloading software.
- (d) **Inappropriate Language and Images:** Restrictions against inappropriate language and images apply to public messages, private messages, and material posted on Web pages. Students will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language or image. Students will not post information that could cause damage or a danger of disruption. Students will not engage in personal attacks, including prejudicial or discriminatory attacks. Students will not harass other students. If a student is told by another individual to stop sending messages, that student must stop. Students will not knowingly post false or defamatory information about a person or organization.
- (e) **Respect for Privacy:** Students will not repost a message that was sent to them privately. Students will notify teachers immediately should they receive a message via the network. Students will not post private information, including personal contact information, about another person.
- (f) **Respecting Resource Limits:** Students will use the system only for educational

activities. Students will not download large files unless absolutely necessary. Students will not post chain letters or engage in "spamming." Students shall not check their personal email accounts utilizing BDCHS hardware, software, and network. Such action shall be deemed a level one offense with an immediate suspension from BDCHS.

- (g) Plagiarism: Students will not plagiarize works that are found on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as one's own. **Note: "Students are encouraged to use [www.plagium.com](http://www.plagium.com) as a tool for ensuring plagiarism is not an issue."**
- (h) Copyright: Students will respect the rights of copyright owners. Copyright infringement occurs when one inappropriately reproduces a work that is protected by a copyright.
- (i) Inappropriate Access to Material: Students will not use BDCHS computers to access material that is not related to educational pursuits, is designated for adults, is obscene or profane, advocates illegal or dangerous acts, or advocates violence or discrimination toward other people. If a student mistakenly accesses inappropriate information, he/she should immediately tell a teacher or an administrator. BDCHS parents should instruct their children further, if there is additional material that they think would be inappropriate for their children to access. BDCHS fully expects that students will follow their parents' instructions in this matter.
- (j) Disciplinary Actions: Any student who violates these principles will be disciplined by the administration, in accordance with this Handbook, the Technology User Agreement, and other addendums to the Technology Usage Policy. In addition to other consequences, future computer use may be fully or partially taken away from the student.

**Students and Parents: Technology is a very powerful and effective learning tool. Abuse by any BDCHS student in the utilization of technology while on campus or while off campus as it directly impacts BDCHS will be considered a Level One offense, with the offending student subject to immediate removal from BDCHS by the Principal.**

#### **Statement of Parent/Family Volunteerism**

**As a part of the BDCHS philosophy of setting and maintaining higher standards for students, parents, faculty, staff, administration and board members, each year families are required to volunteer a minimum of 20 hours of time in service to the school community.**

The Parent Action Crew, (PAC), coordinates this component and reports to Administration on a semester basis as to parental involvement. This volunteerism is a part of the parental commitment each family agrees to on a yearly basis. All families are asked to fully support this very important component of being a member of the BDCHS community. BDCHS shall maintain the highest level of parental and community support as this positively impacts learning and achievement for all children.

#### **Check Policy**

- Checks written by parents of current students must have the most current information on file at the school. Any non-parent will be required to produce a photo I.D. before acceptance of the check. **Any check that is returned for any reason will result in a fee of \$35.00 to be paid**

**in cash to cover administrative costs of collection.** Any check returned for any reason will be re-deposited once as a courtesy. However, if the check is returned again, it will be deemed worthless and another \$ 35.00 fee, as well as the amount of the check, will be due in cash.

- If any family has two (2) checks that are returned at any time during the time the student(s) is (are) enrolled at BDCHS, checks will no longer be accepted from that family for any reason. Any fees or costs throughout the year for whatever reason will then have to be paid in cash or by money order only.
- All checks must be written in blue or black ink and must have the name, address and phone number on the check and name of student in the memo line.

**Any outstanding debt not paid by the end of the school year may result in the student being prohibited from participating in end-of-the-year festivities. In addition, if any outstanding debt has not been resolved by the end of the year, participation in future events, activities, and/or purchases at BDCHS will be reviewed by the administration.**

### **Administrative Fee Policy**

Should a student leave BDCHS to attend a private or out of county school, the new school requires copies of the student's cumulative files. The actual files are the property of the School District of Hillsborough County and cannot be forwarded to the new school.

Upon request from the new school, BDCHS will issue one copy of the records for delivery to the new school.

If another set of copies is required, an administrative fee of \$15 will be charged, which will cover the administrative costs associated with this second issuance.

### Collection of Student Fees

**All money for any activity, field trip, fundraising event, etc. is to be turned in by students during homeroom. No money will be accepted at the main office during the school day. This policy was created so that students will not have to carry money with them throughout the day. Teachers will not have money in and about their desks, nor will personnel in the front office.**

BDCHS will follow the Hillsborough County Public Schools Fee Policy which states:

### **Student Fees, Fines, and Charges**

The Board will provide the necessary textbooks to include electronic textbooks required by the course of study free of charge for its students. The Board may need to levy certain charges to students to facilitate the utilization of other appropriate materials for curricular as well as co-curricular and extracurricular, non-credit activities. Such charges would be made on expendable items such as magazines, workbook materials, paperback selections, and laboratory supplies, and materials, for clubs, independent study or special projects, and school-sponsored trips.

Any waiver of fees shall be made pursuant to Policy.

### **Fees**

For the purposes of this policy, "school fees" or "fees" means any monetary charge collected by the School from a student or the parent(s) or legal guardian of a student as a prerequisite for the



student's participation in any curricular or extracurricular program of the School.

"School fees" include, but are not limited to, the following:

- A. All charges for required workbooks and supplemental instructional materials
- B. All charges and deposits collected by a school for use of school property (e.g., locks, laboratory equipment, technology)
- C. Charges for field trips made during school hours, or made after school hours if the field trip is a required or customary part of a class or extra-curricular activity
- D. Charges or rental fees for uniforms or equipment related to varsity and intramural sports, or to fine arts programs
- E. Graduation fees
- F. School records fees

The Business Manager will account for money received.

### **Fines**

When school property, equipment, or supplies are damaged, lost, or taken by a student, a fine will be assessed. The fine will be reasonable, seeking only to compensate the school for the expense or loss incurred.

The late return of borrowed books or materials from the school libraries will be subject to appropriate fines.

Failure to pay fees and fines may result in the denial of participation in the graduation ceremony. In the event the above course of action does not result in the fee being collected, the Board authorizes the Business Manager to take legal action against the student and parents/guardians.

### **Fundraising**

The Director of Development must approve all fundraising, both internal and external.

- 1) ALL fundraising activities will be placed on the school calendar prior to the start of the school year.
- 2) A fundraising approval form must be completed and turned in to the Director of Development for all fundraisers.
- 3) No fundraising activity will be in direct competition with another.
- 4) Approved fundraisers will involve the local community and/or show support of local nonprofits and causes.
- 5) BDCHS will conduct a school wide fundraiser to be used by all sports teams, clubs, subject areas, etc. for the purpose of raising funds for their specific needs. The 2017-2018 school wide fundraiser will be PDQ gift cards.
- 6) An account of all internal and external fundraising will be filed with the Business Manager at the end of the activity. Failure to comply will result in cancellation of any future fundraising events requested by the sponsor.
- 7) The Phoenix Fund, BDCHS's annual giving campaign, is the school's primary fundraising program; families are asked to assist in this important fundraising effort. The monies raised through this fund help to provide a superior education directly impacting student learning. It provides support on an annual basis for things such as instructional resources and materials, educational development tools, equipment for classrooms, and technology upgrades, just to name a few.

## **Phoenix Action Crew (PAC)**

All BDCHS parents/families are members of the BDCHS PAC and are key to strengthening the school community. Parents and families are encouraged to get involved; there are many ways to go about doing this. PAC coordinates activities and events for both students and faculty, organizes workshops and presentations, and other special events for parents and families. PAC provides parents/families with education and assistance with parenting and connects them with their teen's school life. All BDCHS families are invited to attend quarterly PAC meetings which will include school updates and special guest speakers.

## **Volunteerism**

BDCHS families are asked to complete 20 volunteer hours each school year. Each parent (adult family member) volunteering will need to complete the Hillsborough County Public Schools Volunteer Application found on the community portal at [sdhc.k12.fl.us](http://sdhc.k12.fl.us). Parents should also register for SignUpGenius by emailing [proudphoenixparent@gmail.com](mailto:proudphoenixparent@gmail.com) in order to receive regular communications regarding volunteer opportunities and requests for in-kind donations. When volunteering, the individual(s) will need to sign a volunteer log that will be made available at each volunteer effort; the logs are used for the purpose of tracking volunteer hours per family.

## **Personal Property Insurance**

1. Neither the school nor the Board of Directors provides any insurance coverage for damage to or theft of students' property for example, automobiles, bicycles, textbooks.
2. Students have the responsibility of securing their personal property. Damage to or theft of students' property should be covered by personal insurance policies.

## **Students' Rights and Responsibilities**

### **School Program**

The total purpose of the school program and the personnel who support that program in any way is to provide for the maximum personal and educational development of each and every student who is in attendance and is affected by that program.

Students have the right to:

- a meaningful curriculum that shall meet their immediate and future needs;
- voice their opinions in the development of their curriculum;
- pursue their education under competent instruction;
- take part in in-school (instructional) and after-school activities

Students have the responsibilities to:

- attend all classes regularly and on time;
- contribute to the total classroom and school atmosphere in a manner that keeps it wholesome and conducive to learning;
- do all classroom assignments and meet all requirements of all classes;
- respect the rights of others and respect the views and backgrounds of those different from them;
- meet the approved criteria required for participation in instructional and extracurricular activities.

### **Grades**

- Students shall be informed by the school of their academic progress and shall have periodic reviews of their instructional achievement by the school staff.
- Students' academic marks in each class should represent fairly and impartially their academic

progress in that class. They should have the opportunity to periodically review their marks with their teacher.

- Students shall be graded on their progress and class work. Conduct, while not a part of a student's grade, may bear a relationship when a student is absent from a class and unable to make up work due to misbehavior.
- In cases of disagreement concerning grades assigned, the student has the right to follow the established grievance procedure adopted by the Board of Directors.
- A student must accept the responsibility for regular class attendance. He or she must also perform all tasks required for the successful completion of the course. He or she must be responsible for making up all work missed during excused absences. Students are not entitled to make up work missed during truancies, out-of-school suspensions, or unexplained absences.
- A student shall complete all classroom assignments to the best of his or her ability to earn the best possible grade. A student shall cooperate with the teacher to provide an appropriate learning environment in class.
- A student has the responsibility to refrain from cheating or plagiarizing on all tests and work assignments.

#### Consultation

- Students are entitled to consultations with special services personnel (social worker, counselor) in the areas of vocational opportunities, personal and social development and educational planning. Students have the responsibility to make use of the special services available to them and to offer assistance in the continuous improvement of those services.
- Students have the right to be informed of all special student support services available in their school.
- Students, on an individual and/or group basis, have the right to consultation with special service personnel or other school staff members for personal and educational concerns.
- Students have the right to be informed about the availability of community services to help them with their counseling needs.
- Students have the responsibility to take advantage of the special student support services offered in their school on either a referred or self-referred basis.
- Students have the responsibility to schedule appointments with the necessary school personnel in advance, unless the concern is one of an emergency nature.
- Students or parents or guardians have the responsibility to inquire about additional counseling services available in the community to assist students with special needs.

#### Parent/Guardian's Responsibilities

- notify school personnel about their child's absence from school on the day of the absence or within 24 hours.
- notify the school of any change of address, phone numbers and emergency contact numbers.
- make application to the Exceptional Student Education Office if a student is eligible for homebound instruction.
- notify school personnel if the family is moving out of town
- be aware of school calendar and coordinate trips, vacations and personal business to support attendance on school days.

#### **Secondary Attendance Policy**

To fully benefit from the instructional program, students are expected to attend school regularly, be on time for classes and satisfy all course requirements. Poor attendance or excessive tardiness may result in failing grades, or return to student's neighborhood school.

## Report an Absence

CALL 813-971-5151 or EMAIL [attendance@bdchs.org](mailto:attendance@bdchs.org) by 9:00 am.

**A robocall message will be delivered at approximately 11:00 a.m. for a student absence.**

- It shall be the responsibility of the student's parent or guardian to explain a student's absence to the designated office in person, by telephone, or by email. Parents/guardians are expected to notify the school the day of the absence. Schools may require additional documentation upon a student's return.
- The school shall make an effort to contact the parent or guardian on the day of the absence whenever a student's absence has not been explained.
- Records of telephone calls or parent/guardian contacts shall be retained by the school for future references.
- Students not in class at least one half of the class period shall be counted absent from that class. Students in attendance for any part of the day are counted present for the day, but shall be counted absent for any class missed.

## Excused Absences

Examples of excused absences are:

- an illness of the student or a medical or dental appointment; a doctor's statement may be required by school officials;
- an accident resulting in injury to the student;
- a death in the immediate family of the student;
- an observance of an established religious holiday; documentation of the religious affiliation of the student may be required by school officials; in secondary schools, absences on approved religious holidays shall not cause a graduating senior to forfeit quarter four, second semester exam exemption;
  - Note: If the religious holiday observance cannot be identified as a traditionally well-known day such as Rosh Hashanah, school officials should require a note from the parent/guardian and a letter from the leader of the faith organization stating that the day, if celebrated, would result in an absence. If the letters are submitted, the absence should be excused and also recognized as an established religious holiday that does not impact any attendance incentives including exam exemptions.
- a pre-planned absence for a personal reason that is acceptable to the principal or designee. To request consideration that a pre-planned personal absence be excused, a parent/guardian must make the request in writing to the principal or designee at least three (3) days prior to the date of the absence. (Email [rmalo@bdchs.org](mailto:rmalo@bdchs.org) ).The parent/guardian will be notified of the decision.
- a subpoena by a law enforcement agency or a required court appearance;
- an emergency for a reason acceptable to the principal or designee for an emergency, such as severe weather conditions; a major personal or family problem; fire, flood, or other major damage to the home; an accident on the way to school; or a breakdown of the public bus (failure to pick up the student).
- Under certain conditions, students may apply to be released for a maximum of one hour per day for religious instruction at an off campus site. For further information, the parent/guardian should contact the principal.
- College visits by students shall be considered an excused absence. School business shall be granted for college visits only if a visit is required for admission and is documented on the college letterhead.

## **Unexcused Absences**

Unexcused absences are absences that:

- are not accepted as excused;
- are caused by truancy of the student;
- are caused by an out-of-school suspension;
  - A student suspended out-of-school shall receive a grade of “zero” for tests and/or graded work missed.
  - A student who receives an unexcused absence shall receive a grade of “zero” for tests and/or graded work missed.
  - A student found truant from school or any class period(s) shall receive a grade of “zero” for tests and/or graded work missed.

## **STUDENTS WHO ARE ABSENT FROM SCHOOL ARE NOT PERMITTED TO PARTICIPATE IN SCHOOL RELATED EXTRACURRICULAR ACTIVITIES SUCH AS CLUB OR SPORTS COMPETITIONS, PERFORMANCES, CELEBRATIONS, ETC.**

## **Make-Up Work**

A student who has been absent and whose absence is EXCUSED is permitted to make up the work missed, provided that the student makes arrangements with teachers within three days of the student's return to school. It is the student's responsibility to make these arrangements. Make-up work must be submitted within the deadline(s) set by the teacher(s). Students on school business shall be counted present and be allowed to make up work missed.

If a student is making up work when grades are due, the student shall receive an “Incomplete” on the report card and upon completion of the required make-up work within the deadline set by the teachers, the grade will be retroactively corrected in the student database. If the student fails to complete the make-up work within the deadline set by the teachers, the grade will stand without completed work.

## **Incomplete Grades**

When a teacher gives an incomplete grade, the grade becomes an “F” if the work is not made up during the first three weeks of the next grading period, unless special arrangements are made. Incomplete grades are not given at the end of the second semester, unless special arrangements are made.

## **School Business**

Examples are:

- an academic activity directly related to the instructional outcomes of one or more courses;
- participation in a regularly scheduled, school-sponsored athletic event;
- a summons to one of the school offices;
- other approved activities such as Student Government, National Honor Society, pep rallies, class meetings, club meetings, senior graduation activities or an event that is designated by the principal at which the student represents the school and is approved by the principal.

## **Student Absence Notification**

- Students and parents/guardians must provide school personnel with accurate telephone contact numbers (home and work for parents or legal guardians) and ensure the number(s) are correct if there is a change during the school year. This information must **be given on the emergency contact card provided by the school at the beginning of the school year and**

### **updated as changes occur.**

- Parents/guardians are expected to call the school by 9 am when students are absent for all or any part of the day to report the absence. Parents/guardians must contact the school within 24 hours of the absence in order to be considered for excusal.
- If the parent/guardian does not call, school personnel shall attempt to contact the parent/guardian at home or at work if necessary to verify the student's absence. Additional documentation may be required to verify the absence.
- When a student accumulates five and/or ten absences during a grading period, a letter shall be sent to the parent or guardian unless school personnel have informed the parents/guardians previously.
- According to 1997 Florida Legislature, schools report to the Department of Highway Safety and Motor Vehicles the names of minors who accumulate fifteen unexcused absences in a period of ninety calendar days, thus making the student ineligible for driving privileges. The legislation further provides that those minors who fail to satisfy attendance requirements shall be ineligible for driving privileges. If the minor does not have a license, he or she shall not be issued one upon application. The process of reinstatement is available in the office of the assistant principal for student affairs.
- Students who display a pattern of nonattendance may be required to present medical evidence and an attendance intervention form shall be completed.
- Students who are absent from class but not listed on the absentee bulletin shall be reported by the teacher to the appropriate office. Likewise, students who may have been inadvertently reported as absent who are present shall be reported by the teacher to the appropriate office.

### **Tardy to School**

Students who are late to school **must** be signed-in at the Main Office. Students who fail to check in shall be considered truant for the classes affected. Parents/guardians will receive a written communication if a student is tardy to school 5 and/or 10 times within a grading period. In order for further tardies to be excused, medical documentation may be required. *As a school of choice, parents/guardians and students agree to consistent and regular attendance including arriving to school on time to ensure the best learning environment for students and to maximize instructional time.*

- A late arrival to school may be excused, when reasons acceptable to the principal or his/her designee are given.
- Excused sign-ins include the following:
  1. illness;
  2. medical or dental appointments (doctor's statement may be required);
  3. automobile accident;
  4. deaths or funerals;
  5. emergency situations acceptable to the principal or designee;
  6. required court appearance (subpoena required);
  7. established religious observance;
  8. severe weather;
  9. break-down of bus.
- Unexcused sign-ins include the following:
  1. car problems (for instance, flat tire, no gas, car won't start);
  2. heavy traffic;
  3. overslept;
  4. returned for forgotten items (for example, books, lunch, money, homework, projects, absentee notes);
  5. non-educational appointments.

## Excessive tardies may result in dismissal from Brooks DeBartolo Collegiate High School.

### **Sign-In Procedure**

- Any student arriving to school after the session has begun must report to the Front Office. An admittance shall be issued indicating excused or unexcused sign-in or absence.
- For the student to receive an excused sign-in, a parent or guardian must accompany the student or call the school giving an excusable reason.
- **More than two sign-ins in a grading period shall require medical or other documentation to be considered excused.**

### **Sign-Out Procedure (Pre-approved and emergency)**

- Once students arrive on campus, they may not leave without permission from the principal or the assistant principal.
- Students must be signed out by 2 pm unless it is an emergency and/or approved by an administrator.
- Students who must leave school during school hours must have their parent/guardian request by phone or in person to the assistant principal in order to obtain pre-approval.
  - More than four sign-outs in a grading period shall require medical or other documentation and/or a parent/guardian must be present in order to be considered excused.
- Excused sign-outs include the following:
  1. medical or dental appointments (doctors statement may be required);
  2. deaths or funerals;
  3. emergency situations acceptable to the principal or designee;
  4. court appearance (subpoena required);
  5. personal reasons acceptable to the principal or designee;
- Unexcused sign-outs include the following:
  1. forgotten items (for instance, books, lunch, money, homework, projects, );
  2. violation of dress code (to obtain appropriate dress);
  3. non-educational appointments.

### **Tardy to Class**

1. A student should make every effort to be in class on time. A student failing to attend class shall be considered truant and subject to disciplinary action.
2. Students are considered tardy to class if they are not in the classroom and seated in their assigned seats (if applicable) when the bell rings. Students must report to the front office if tardy to obtain a tardy pass. Students will not be allowed into class without a tardy pass. Students are considered truant if they do not report to the front office to obtain a pass and then report to class.
3. A student's excessive unexcused tardiness shall be considered willful disobedience, and the student shall be subject to disciplinary action.
4. Consequences for tardiness to class in a grading period are:
  - on the first unexcused tardy within a grading period, the student shall be notified by the teacher and a verbal warning is issued;
  - on the second unexcused tardy within a grading period, the student shall be warned by the teacher that each additional unexcused tardy shall result in a referral to the assistant principal

for administration and the school shall notify the parent or guardian;

- a student accumulating three or more unexcused tardies within a grading period shall be referred to the assistant principal for administration for willful disobedience; disciplinary action shall result and the school shall notify the parent or guardian.

### Release of Students

During school hours a principal or designee shall permit a child to leave school only in custody of one of the following adults:

- parents/legal guardian of the student with photo ID.
- person listed on emergency contact card, with photo ID;
- a law enforcement officer;
- an authorized worker Child Protective Investigator from the Department of Children and Families or Hillsborough Sheriff's Department.

**At the end of the school day, students are released at a specified time and place and are expected to go directly home.** Parents/guardians must notify the school office regarding any change in the student's normal transportation. Car riders should be picked up immediately in the school's designated area.

### DRIVER'S LICENSE LAW FOR FLORIDA STUDENTS – ages 14-17

Florida Statute 1003.27(2)(b) 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 in-eligible for driving privilege.

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. **All** persons living in Florida ages fourteen through seventeen shall now be impacted by this law.

All first time applicants for a Florida Driver's License must complete a traffic law and substance abuse course as described in Section Florida Statutes 322.095. Students who were issued an operator's or restricted driver's license before January 1, 1990, are exempt from this requirement.

This course includes instruction on the physiological and psychological consequences of the abuse of alcohol and other drugs, the societal and economic costs of alcohol and drug abuse, the effects of alcohol and drug abuse on the driver of a motor vehicle, and the laws of Florida relating to the operation of a motor vehicle. A student may fulfill the course requirement by enrolling and completing a secondary driver education course or by enrolling and completing the course offered through a certified Driving Under the Influence (DUI) school. Upon successful completion of the Drug/Alcohol Traffic Safety Education (D.A.T.E) requirement, the student shall receive the necessary verification to present to the Department of Highway Safety and Motor Vehicles.

### Attendance Intervention Matrix

Unexcused Tardy

Number of Unexcused Tardies (per	Intervention
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grading period)	
2	Student/Parent Notification
3	Detention & Parent Notification
4	Attendance Contract/Parent Meeting
5	Referral to Student Services/Formal Parent Letter (mailed)
6	Referral to Attendance Committee

Unexcused Absence (Parents are notified through automated call for each unexcused absence)

Number of Unexcused Absence (per grading period)	Intervention
3	Student/Parent Notification & Attendance Contract
4	Formal Parent Letter (mailed)/Parent Meeting
5	Referral to Student Services for further intervention/Start of Attendance Intervention Form
7	Referral to Attendance Committee
10	Referral to SDHC Social Worker & submission of Attendance Intervention form
15	Loss of Driving Privileges/Final Referral to Attendance Committee

#### Excused Tardy and Absences

Number of Excused Tardies and Absences (per grading period)	Intervention
5	Formal letter for Student/Parent Notification & Attendance Contract (Medical Documentation needed for further excusals)
10	Referral to Student Services/Attendance Committee

### Registration, Immunization, Withdrawals, Admission, and Registration Requirements

1. Requirements for registration are listed below. A parent/guardian must accompany all students at registration and bring the proper documents.

2. If coming from a public school within Florida, the following are required:

- report card or a copy of transcript from the last school attended; the new school's registrar shall send for permanent record;
- authenticated birth certificate, clear copy;
- immunization records showing proof of proper immunization.

3. If coming from a public school outside Florida or from ANY private school, the following are required:
  - physical examination by a private physician or the Hillsborough County Health Department, within twelve months prior to entry of Florida Schools;
  - report card or transcript from the last school attended; the new school's registrar shall send for permanent record;
  - authenticated birth date can also be verified by the following:
    - Passport or certificate of arrival in the United States showing age of child (view only, do not copy)
    - Immunization records showing proof of proper immunization.
4. All students must reside with one parent or legal guardian. Proof of guardianship is a photocopy of the notarized court order appointing guardianship. Under extenuating circumstances, a notarized statement may be accepted if proof of residence can be validated.

### **Immunization Requirements for School Entry**

1. Students in pre-kindergarten through twelfth grade who are making their initial entry into a Florida school must present a record of a physical examination completed within the last twelve months.
2. Seventh, eighth, ninth, tenth, eleventh and twelfth grade students are required to have a TD booster. Immunizations are provided by private physicians or the Hillsborough County Health Department. (Immunizations are free for school-aged children at the Health Department, for information call 813 307-8000.)

### **Withdrawals**

1. A student who wishes to withdraw from school must report to the office of student services with a note from the parent/guardian and receive a clearance from that office. **Note: Kindly give at least 3 days' notice of a withdrawal to allow time to gather grades and prepare withdrawal paperwork.**
2. The withdrawal form must be signed by all of his or her teachers and required staff.
3. These signatures indicate that the student is clear with reference to textbooks, library books and any other school equipment that might have been in his or her possession.
4. If a student sixteen years or older withdraws and does not plan to re-enroll at another site, the student must complete an exit interview. The assistant principal in the Student Services Office shall initiate the exit interview.

### **Parent/Guardian Communication**

Effective, consistent and proactive parent/teacher communication is imperative for student success. BDCHS faculty and staff will strive to maintain clear and consistent lines of communication to ensure that parents/guardians remain updated regarding student progress throughout the school year through the following means of communication (**Note: It is important to ensure that email/communication to teachers is appropriate and that it follows our civility policy. It is important to gather information in an objective manner versus writing a reactionary,**

***emotionally charged email without having all of the information. Parents/guardians should contact the teacher or staff member before contacting an administrator. Please allow BDCHS faculty and staff members 24 – 48 hours (not including holidays or weekends) to respond to any messages, as faculty members may not be able to respond immediately due to their instruction of classes. If 48 hours has been exhausted without a response, please contact an Assistant Principal for further assistance.)***

1. Email: All BDCHS faculty and staff members can be emailed using their BDCHS.org email addresses.
2. Phone: All BDCHS faculty and staff members can be reached by using their BDCHS phone extensions. Voicemails are delivered to the teacher's email. If you are trying to reach a faculty member by phone, you will be prompted to leave a message for them to return your call. In order to preserve instructional time, BDCHS faculty members will not be able to answer the telephone or return calls during instruction.
3. Edsby: All parents/guardians are required to sign up for and register via Edsby to monitor their students' progress. Faculty will provide weekly student progress updates via Edsby and can also receive instant messages via Edsby. Parents/guardians can customize Edsby to alert of poor progress and grades in each class.
4. Phoenix News: BDCHS will send out a tri-weekly newsletter to keep parents/guardians updated regarding school news and other school-wide information. Many answers to questions can be found via the Phoenix News newsletters, as well as the BDCHS website (where the Phoenix News and other documents are stored).
5. Parentlink text, email, and voice messages: All families will receive various messages throughout the school year using the Parentlink system. The contact information provided on the emergency card is used. If contact information changes, notify the front office immediately.
6. Website; The BDCHS website contains important information about areas such as the school calendar, athletics, assessment, etc.

## **Conference Night & Progress Reports**

Conference nights are held twice a year (at the midpoint of the 1<sup>st</sup> and 3<sup>rd</sup> quarters) during progress reporting week. BDCHS requests that parents/guardians of any student that is not achieving satisfactory progress (grade below "C") meet with the teacher for the class with the unsatisfactory progress. Faculty will set 15-minute appointments on a first come first served basis during the two-hour conference night. Parents/guardians are encouraged to contact teachers before conference night to set appointments. Conference night is not the exclusive method for parents/guardians to conference with a teacher. Parents/guardians are encouraged to request a conference with a teacher at any time, allowing adequate time for a conference to be scheduled.

Progress Reports are scheduled to be completed at the midpoint of each quarter. Students will have reports signed and verified by each teacher before being brought home for a parent/guardian to sign and confirm that it was received. Progress reports are designed to be snapshots of each student's progress toward satisfactory academic achievement.

## **Civility**

Members of the Brooks DeBartolo Collegiate High School staff will treat parents/guardians, students and other members of the public with respect and expect the same in return. The Board of Directors and Administration must keep the school and administrative offices free from disruptions and prevent unauthorized persons from entering school grounds or school-related activities. The purpose of this policy is to set clear expectations for civil behavior that support a safe, welcoming, and nurturing environment on school property and at school-related activities.

Accordingly, this policy promotes mutual respect, civility and orderly conduct among school employees, parents/guardians, students, volunteers and the general public. We do not intend this policy to deprive any person of his or her right to freedom of expression. Rather, we seek to maintain, to the extent possible and reasonable, a safe, harassment-free workplace for our students and staff. In the interest of presenting teachers and other employees as positive role models, we encourage positive communication and discourage demeaning, volatile, hostile, or aggressive actions. The Board and School seek cooperation from all members of the BDCHS community and the public with this endeavor in order to maintain a culture that recognizes the worth and dignity of the individual.

### **Standards**

(1) Expected behaviors include but are not limited to:

- Respect and courtesy in language, demeanor, and actions
- Moderate tone and volume of voice
- Active and respectful listening
- Respectful acknowledgment of cultural differences
- Respect for the personal, civil and property rights of others
- Appropriate and courteous use of telephone, public address system, radios, and any other verbal communication device
- Appropriate and courteous written/electronic communication, including notes, letters, email, and text messages

(2) Unacceptable behaviors include but are not limited to:

- Rude, insulting, or demeaning language and/or actions
- Persistently unreasonable demands
- Intrusive and/or interruptive behavior
- Displays of temper
- Harassment and intimidation
- Threatening and/or abusive gestures and behavior

### **Procedures**

(1) Disruptive individual must leave school grounds

Any individual who disrupts or threatens to disrupt school/office operations, threatens the health and safety of students or staff, willfully causes property damage, uses loud and/or offensive language that could provoke a violent reaction, or who has otherwise established

a continued pattern of unauthorized entry on school property will be directed to leave school property promptly by the school's principal, his/her designee or other school supervisory staff member. Further action may be taken depending on the severity of the behavior.

(2) Directions to staff in dealing with abusive individual

If any member of the public or school community uses obscenities or speaks in a demanding, loud, insulting, and/or demeaning manner, the administrator or employee to whom the remarks are directed will calmly and politely warn the speaker to communicate civilly. If the abusive individual does not stop the behavior, the school employee will verbally notify the abusing individual that the meeting, conference, or telephone conversation is terminated; and, if the meeting or conference is on school premises, the employee shall direct the abusive individual to leave promptly.

(3) Provide policy and report incident

Parents/guardians shall be provided a copy of this policy in the Student and Family Handbook. Other members of the public shall receive a written copy of this policy when a staff member determines that the provisions of this policy are being violated. The staff member will then immediately notify his/her supervisor and provide a written report of the incident.

### **Student Recourse**

Any student subjected to unacceptable behavior may bring his or her concerns to the attention of a school employee who will follow established procedures for review and resolution of the reported incident.

### **Parents & Members of the Public Recourse**

Any individual subjected to unacceptable behavior may bring his or her concerns to the attention of an immediate supervisor who will follow established procedures for review and resolution of the reported incident.

### **Code of Student Conduct**

#### **Philosophy**

Brooks DeBartolo Collegiate High School is a public charter school sponsored by the Hillsborough County School Board. Brooks DeBartolo seeks to provide a safe and equal learning opportunity for each of its students, regardless of race, color, creed, sex, age (except authorized by law), marital status, national or ethnic origin, political beliefs, sexual orientation, gender identity, social and family background, or disability. Our school must be free from disruption that would interfere with the teachers' duty to teach and the students' right to learn. Brooks DeBartolo recognizes that students have certain constitutional rights to which they are entitled, which shall not be limited, except by law. Therefore, Brooks DeBartolo has established the following Code of Conduct that students must follow and BDCHS must enforce uniformly. Brooks DeBartolo shall not tolerate behavior that disrupts or interferes with the education of other students. We shall offer assistance to parents and guardians in the forms of counseling, peer mediation/conflict resolution, and other school and community resources in order to ensure a safe and hospitable environment. **Students are responsible** for understanding and adhering

to this Code of Conduct and the individual discipline plans of BDCHS. **Parents/guardians are responsible** for helping students understand and abide by these policies and for recognizing that unacceptable behavior shall be subject to disciplinary action.

### **Restorative Discipline**

At Brooks DeBartolo we strive to build and reinforce positive behaviors through Restorative Discipline. Restorative Discipline is a fast-growing state, national, and international victim-centered response to wrongdoing that gives individuals adversely affected by an offense the opportunity to be directly involved in responding to the harm caused by the offense. It views offenses as a violation of people and interpersonal relationships that creates obligations and liabilities. Its goals are to hear and put right the wrongs through engaging victims, offenders and community members in restorative dialogue and the creation of mutually beneficial solutions.

### **Knowledge and Observation of Rules of Conduct**

1. Due process requires that persons must have had prior opportunity to know that their actions were in violation of established rules and regulations. To ensure students this due process right and to hold them accountable for their actions, each school's responsibility is to inform students of all established rules and regulations.
2. Students have the right to be informed of the established rules and regulations that govern their conduct and discipline.
3. Students have the responsibility of becoming informed and observing all the established rules and regulations that govern their conduct and discipline.

### **Respect for Persons and Property**

1. Students are entitled to protection of themselves and their property. To enjoy a safe environment, students must understand and respect people and the property of others.
2. Students have the right to:
  - be protected from threats, assaults, or physical injury;
  - have their property protected from misuse, damage, or theft;
  - be protected for conditions that may be harmful or injurious to their health, safety or property.
3. Students have the responsibilities of:
  - not intentionally threatening, assaulting or causing physical injury to others;
  - not possessing, handling, transmitting, or using weapons, drugs or other materials that may be harmful to themselves or others.

### **Discipline by Levels**

The design of the Code of Student Conduct enables BDCHS to enforce its provisions consistently and uniformly. The principal or the designee is responsible for discipline and determines the level of the offense and its appropriate consequence. As stated in the philosophy, BDCHS may develop individual rules and disciplinary practices that supplement the code but do not conflict with it. The principal of Brooks DeBartolo has a reasonable degree of choice in determining the level of the offense and the resulting consequences.

The factors to consider include, but are not limited to:

- age or disability;
- seriousness of offense;

- premeditation, impulse, or self-defense;
- strength of evidence;
- cooperation or remorse;
- disciplinary history;
- gang-relationship.

Three levels of offenses and consequences include graduated levels of offenses and consequences with the most serious offenses listed first. Administration of discipline is limited to violations of the Code of Student Conduct occurring on school property, including on school vehicles and at school-sponsored events. In addition, dismissal from Brooks DeBartolo may occur if a student commits a crime off school property, or an incident where off campus actions impact life at BDCHS (i.e., cyberbullying). Students may be disciplined for engaging in other objectionable conduct even if the conduct is not specifically described.

### **Level One – Zero Tolerance Offenses**

1. The BDCHS Board of Directors has adopted a zero-tolerance policy for serious crimes involving violence, weapons, drugs and behaviors that threaten the safety of students or personnel; illegal activities are intolerable.
2. Zero-tolerance offenses are:
  - Bringing a firearm or weapon to school, any school function, or to any school-sponsored transportation
  - alcohol;
  - arson;
  - battery;
  - physical attack;
  - fighting of any form, type, degree, or level of intensity
  - battery on, threat or intimidation of a school board employee, agent, or student;
  - bomb threats or general threats to school population;
  - breaking/entering, theft, robbery;
  - false fire alarms;
  - homicide;
  - kidnapping;
  - major disruption to a school function;
  - misrepresentation of facts resulting in public slander toward school employee or school;
  - motor vehicle theft;
  - passing counterfeit money;
  - possession, use, sale, distribution, or being under the influence of a controlled substance;
  - possession of drug paraphernalia;
  - possession, either knowingly or unknowingly, of any illegal contraband;
  - sale or distribution of any substance represented by a student as being a controlled substance;
  - sexual battery;
  - use of a non-weapon as a weapon;
  - weapons possession;
  - willfully and knowingly attempting to do bodily harm to a school employee, agent or student;

- any activity that is punishable as a criminal offense under Florida or federal law (i.e. commission of a crime);
- continuous disruptive behavior

(Actions taken clearly in self-defense without prior physical or verbal involvement shall not be considered an intentional act under this rule.)

3. Consequences are:

- notification of parent or guardian;
- out-of-school suspension, up to ten days; results in loss of privileges as outlined in the Sanctions section of this handbook
- referral to the BDCHS Board of Directors with recommendation for dismissal as appropriate;
- referral to the appropriate district personnel and, absent of special circumstances, a recommendation for expulsion;
- referral to law enforcement agency as appropriate.

4. Consequences of felony drug-related incidents include:

- recommendation for expulsion from Hillsborough County Schools for one year; SDHC may recommend an alternative placement if the student participates in a Drug Court program and/or treatment.

5. Consequences of any drug-related incidents include:

- removal from BDCHS
- referral to the appropriate district personnel
- referral to law enforcement as appropriate
- referral to the BDCHS Board of Directors with recommendation for dismissal as appropriate

## **Level Two – Major Offenses**

1. Major offenses are serious acts of misconduct.

2. Major offenses include but are not limited to the following:

- bullying;
- cheating;
- skipping class;
- leaving campus without permission;
- computer/technology misuse (see technology usage policy);
- crimes against school board employees, agents or property, that when referred to law enforcement could result in criminal charges;
- disorderly conduct;
- defiance, disrespect or profanity directed at a school board employee, agent, or student;
- defiance for repeated tardy to class violations;
- defiance for repeated uniform violations;
- falsifying a signature;
- larceny or theft;
- lying;
- participation in disruption of school function;



- pattern of continuous disruptive behavior;
- plagiarism;
- possession or use of tobacco or tobacco products;
- sexual harassment;
- sexual assault;
- texting, cell phone use, or use of electronics without permission from the school during school hours;
- threat or intimidation of a school board employee, agent or student;
- throwing of objects causing harm or damage;
- trespassing;
- vandalism;
- any other offenses as determined by the principal.

3. A pattern of continuous disruptive behavior of any of these offenses or defiance of public school authority may result in out-of-school suspension and/or removal from BDCHS.

4. Consequences of a Level Two Offense shall include, but may not be limited to the following:
- notification of parent or guardian;
  - verbal and/or written reprimand;
  - detention or multiple detentions;
  - assignments or duties other than class tasks;
  - loss of privileges;
  - consultations with administrative personnel;
  - parent/guardian conference with teacher and/or administration;
  - work detail;
  - restitution;
  - out-of-school suspension, up to ten days; results in loss of privileges as outlined in the Sanctions section of this handbook
  - referral to BDCHS Board of Directors with recommendation for dismissal, as appropriate.

5. Principal may implement further disciplinary action that may include removal of student from BDCHS resulting in placement at the neighborhood school.

6. Tobacco or tobacco products consequences include for:
- First offenses:
- mandatory parent/guardian conference;
  - referral to law enforcement;
  - mandatory anti-tobacco education as stated in Section 386.212 and Section 569.11, Florida Statutes.

- Subsequent offenses:
- mandatory parent/guardian conference;
  - referral to law enforcement;
  - out-of-school suspension

For more information on tobacco offenses, also see Section 386.212 and Section 569.11, Florida Statutes.

7. Sexual harassment consequences are:
- verbal and written reprimand;
  - out-of-school suspension;

- change of placement and/or expulsion.

### **Level Three - Other Offenses**

1. Other acts of misconduct that interfere with orderly classroom procedures, school functions, operations and cleanliness of the facility, extracurricular programs, approved transportation, or a student's own learning process shall be subject to a range of consequences determined by the discipline plan at each school.
2. A pattern of continuous disruptive behavior of any of these offenses or defiance of public school authority may result in out-of-school suspension and/or dismissal.
3. Level Three Offenses include, but shall not be limited to the following:
  - leaving trash
  - gum chewing—automatic detention
  - vulgar or inappropriate language or drawings (other than vandalism)
  - throwing objects (not causing harm or damage)
  - running in the halls/building during normal operation
  - inappropriate public displays of affection
  - minor inappropriate physical contact (not resulting in injury)
4. The following are examples of possible consequences for other offenses:
  - assignments or duties other than class tasks;
  - verbal and/or written reprimand;
  - assignment to a time-out room;
  - consultations with administrative personnel;
  - counseling by guidance personnel or by teachers;
  - detention or multiple detentions;
  - out-of-school suspension, up to ten days; results in loss of privileges as outlined in the sanctions section of this handbook
  - notification of parent or guardian;
  - parent/guardian shadowing;
  - parent/guardian and/or teacher administrative conferences;
  - peer mediation/conflict resolution;
  - referral to other community agencies;
  - referral to school administration;
  - restitution;
  - behavior contracts;
  - work detail.
5. Other offenses include:
  - violations of the dress code, as defined by the student handbook and
  - tardiness as defined in the Student Handbook.

### **Sanctions**

1. Students found to be in violation of the zero tolerance offenses or major offenses as defined in the Code of Student Conduct shall be suspended from participation in extracurricular activities

for a period of time determined by the principal.

2. Students who are on behavior contracts, who have been suspended, or have multiple referrals, shall not participate in extracurricular activities for a period of time determined by the principal.
3. Students suspended from participation shall not be permitted to participate in any event related activities, dress out for the event, practice with the group, or travel to the event with the team or group. An event is defined as a game, activity, or contest. A tournament experience is considered to be a single event, even though a tournament consists of more than one game, activity, or contest.
4. Students who are permitted to wear special non-uniform attire (e.g. jeans on Fridays for seniors or senior hoodie) shall lose their special attire for a period of time determined by the principal.

### Non-Negotiables

- Food and drink may only be allowed in a teacher's classroom with pre-approval by administration.
- No littering.
- No MP3 players, radios, visible cell phones, earbuds/headphones or unapproved electronic devices.
- No gum chewing anywhere on campus — automatic detention
- No electronic games or gambling.
- No fighting.
- No verbal abuse or profanity.
- No hats/hoods worn in building.
- No sunglasses worn in the building.
- No cutting of classes.
- No inappropriate clothing as determined by BDCHS.
- No tardies
- No graffiti, cameras or video equipment without prior approval.
- No kissing, holding hands, long embraces, sitting in laps, or inappropriate displays of public affection
- No roller blades or skateboards.
- No horseplay

### Bullying and Harassment

1. **Bullying (which includes cyber-bullying)** is a form of aggression and occurs when a person(s) who perceives a power imbalance, willfully subjects another person (victim), whoever he or she may be, to intentional, unwanted and unprovoked hurtful verbal and/or physical action(s) which result(s) in the victim feeling oppressed (stress, injury, discomfort) at any school site or school-sponsored activity or event. **Bullying is defined as: systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees that is severe or pervasive enough to create an intimidating, hostile, or offensive environment; or unreasonably interfere with the individual's school performance or participation.** **Bullying** may also occur as various forms of hazing, including initiation rites perpetrated against a new student or a new member of a team. Students who engage in such conduct shall be subject to a range of punishment to include verbal or written reprimand, in-school or out-of-school suspension,

change of placement and/or expulsion.

2. Examples or types of **bullying** may include, but are not limited to:
  - o **Physical Bullying** - punching, shoving, poking, strangling, hair-pulling, beating, biting and excessive tickling;
  - o **Verbal Bullying** - such acts as hurtful name-calling, teasing and gossip;
  - o **Emotional (Psychological) Bullying** - rejecting, terrorizing, extorting, defaming, humiliating, blackmailing, rating/ranking of personal characteristics such as race, disability, ethnicity, or perceived sexual orientation, manipulating friendships, isolating, ostracizing and peer pressure;
  - o **Sexual Bullying** - many of the actions listed above as well as exhibitionism, voyeurism, sexual propositioning, sexual harassment and abuse involving actual physical contact and sexual assault. In many cases, gender and cross-gender sexual harassment may also qualify as **bullying**.
  - o **Cyber-bullying** - any technology-related activities that adversely affect the ability of a student to receive an education or that disrupt the orderly operation of school.
3. Although boys are more often the perpetrators and victims of **bullying**, girls tend to **bully** in more indirect ways (manipulating friendships, obstructing classmates and spreading malicious rumors). However, it is quite possible for **bullying** to occur in many different types of interpersonal relationships in a school setting.
4. **Bullying** may be limited to a single incident. However, in most cases, the **bullying** is characterized by repeated harmful actions on the part of the bully(ies).
5. Personnel at all levels are responsible for taking corrective action to prevent **bullying** at any of the school board sites or activities. Information relative to the prevention and correction of **bullying** shall be provided in writing to district personnel, students and parents/guardians.
6. An individual has the legal right to report an incident(s) of bullying without fear of reprisal or retaliation at any time. **Retaliation** is defined in the dictionary as meaning “to pay back (an injury) in kind.” [When a person is accused of having engaged in an inappropriate fashion, especially **bullying**, the common reaction of that person is to be angry and want to pay the “victim” back (retaliate).] Retaliation must not occur. Some examples of retaliations are:
  - attempting to discuss the matter in any way while it is under investigation;
  - spreading rumors;
  - following the person;
  - becoming physical in any way;
  - destroying property;
  - using a cell phone or any other electronic or written form of communication to retaliate in any way;
  - ostracizing.

Therefore, allegations of **bullying** shall be promptly investigated, giving due regard to the need for confidentiality and the safety of the victim and/or any individual(s) who report an incident(s) of **bullying**.

7. Proven allegations of **bullying** can have serious consequences for the party deemed guilty, including but not limited to the following:
  - If the party deemed guilty is a student, the range of punishment could include verbal

- and written reprimand, in-school or out-of-school suspension, change of placement and/or expulsion;
- If the party deemed guilty is a school board employee, the range of punishment could include a letter of caution, written reprimand, suspension with pay and/or termination;
- If the party deemed guilty is neither a student nor a school board employee, appropriate steps shall be taken, which could include limiting the access of this party to school board property and any other action deemed necessary, including criminal prosecution.

## **Cyber-Bullying**

Cyberbullying is defined as bullying through the use of:

- Specified technology or electronic communications;
- The creation of a webpage or weblog in which the creator;
  - Assumes the identity of another person; or
  - Knowingly impersonates another person; or
- The distribution of an electronic communication to more than one person or the posting of material on an electronic medium that is accessible to others.
- Bullying or harassment through the use of data or computer software that is accessed at a non-school related location, activity, function, or program or through the use of technology or an electronic device that is not owned, leased, or used by a school district or school is prohibited, if it:
  - Substantially interferes with or limits the victim's ability to participate in or benefit from the services, activities, or opportunities offered by a school; or
  - Substantially disrupts the education process or orderly operation of a school.
- Current law prohibits bullying or harassment through the use of data or computer software that is accessed through a computer, computer system, or computer network of a public K-12 educational institution:
  - During a public K-12 education program or activity;
  - During a school-related or school-sponsored program or activity;
  - On a public K-12 school bus; or
  - Through a computer, computer system, or computer network that, regardless of ownership, is:
    - Physically located on school property; or
    - At school-related or school-sponsored programs or activities.

### **If You Are The Victim of Bullying:**

- Clearly tell the "bully(ies)" to stop;
- Don't ignore the incident. Immediately report the incident to someone at school or seek peer mediation at school. Tell your parent(s) / guardian(s);
- If the bullying continues after you have clearly told the bully (ies) to stop, make a written record of the incident including date, time, witness or witnesses and parties involved in the incident. Report the incident immediately to an adult who has authority over the bully (ies); for example: staff member, teacher, school counselor, assistant principal, or principal;
- Avoid being alone with the person(s) who have attempted to bully you in the past;

### **To Minimize the Risk of Being Accused of Bullying**

**DO:**

- Keep your hands to yourself.
- Remember that NO one has a right to harm another person in any way.
- Think before you speak.
- Immediately apologize if you accidentally say or do something that has made another person feel oppressed.
- Report all incidents of **bullying** behavior you have witnessed to appropriate school personnel.

#### **DON'T:**

- Touch anyone without his or her permission and especially in an inappropriate way.
- Keep interacting with a person after he or she has perceived your behavior toward him or her as being “inappropriate” and has clearly told you to “stop.”
- Make remarks that may cause another person to feel “oppressed” (stressful, scared, and intimidated).

1. **Harassment** is defined as: any threatening, insulting, or dehumanizing gestures, use of data or computer software, or written, verbal, or physical conduct directed against a student or school employee that:

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

Bullying or harassment is prohibited:

- During any education program or activity conducted by a public K-12 educational institution;
- During any school-related or school-sponsored program or activity or on a school bus of a public K-12 educational institution;
- Through the use of data or computer software that is accessed through a computer, computer system, or computer network of a public K-12 educational institution.

#### **Sexual Harassment**

Sexual harassment is specifically prohibited by state and federal law, and instances of harassment may result in both civil and criminal liability on the part of the individual harasser as well as the school board. The board shall not tolerate sexual harassment activity by any of its students or employees.

Sexual harassment occurs when a person subjects another person to any unwelcome conduct of a sexual nature on school property or at a school-sponsored event. Persons who engage in such conduct shall be subject to a range of punishment. Consequences for proven allegations of sexual harassment are addressed later in this section.

Sexual harassment includes but is not limited to the following:

- verbal harassment or abuse of a sexual nature;
- subtle pressure for sexual activity;
- repeated remarks to a person with sexual or demeaning implications (for example, a person’s body, clothes or sexual involvement, display of sexually suggestive objects, pictures or written materials);
- sexual or suggestive comments, jokes, or gestures;
- being “sexually rated” by an individual, for example, on a scale from 1 to 10;

- being pressured to go out with someone;
- being the recipient of whistles, jeers, or catcalls;
- being touched, grabbed, or brushed up against or pinched in a sexual way;
- spreading sexual rumors about a person;
- having clothing pulled/removed in a sexual manner;
- having one's way blocked in a sexual way;
- placing messages or graffiti written about that person on a computer screen, restroom walls, locker rooms, or any other public site;
- being forced to kiss someone or do something other than kissing;
- being called a name that identifies one's sexual orientation: i.e., gay, lesbian, straight, hetero, homo, etc.
- being spied on or photographed while dressing;
- requesting sexual favors;
- discrimination against students or employees because of real or perceived sexual orientation/gender identity or expression thereof.

**Sexual harassment** does not refer to occasional compliments or welcomed interactions of a socially acceptable nature. Sexual harassment is defined as any **physical, verbal and/or graphic sexual advance**, request for sexual favors, and other sexually-oriented conduct which is offensive or objectionable to the recipient.

1. Brooks DeBartolo policy forbids sexual harassment and outlines the consequences of this inappropriate behavior.
2. Brooks DeBartolo shall not tolerate sexual harassment at any of its sites or activities.
3. Furthermore, personnel, at all levels, are responsible for taking corrective action to prevent harassment at any of the school board's sites or activities.
4. An individual has the legal right at any time to raise the issue of sexual harassment with appropriate site and/or district personnel without fear of reprisal.
5. Allegations of sexual harassment shall be promptly investigated, giving due regard to the need for confidentiality.
6. Information relative to the prevention and correction of sexual harassment shall be provided in writing to personnel and students.
7. Proven allegations of sexual harassment can have serious consequences for the party deemed guilty, including but not limited to the following:
  - If the party deemed guilty is a student, the range of punishment could include verbal and written reprimand, out-of-school suspension, change of placement, and/or expulsion.
  - If the party deemed guilty is a school employee, the range of punishment could include written reprimand, suspension without pay, and/or termination;
  - If the party deemed guilty is, neither a student nor a school employee, appropriate steps shall be taken, which could include limiting the access of this party to school property and any other action deemed necessary.
8. Sexual harassment occurs when a person bothers another person using sexual words, pictures, gestures, or conduct that the other person would find offensive. Sexual harassment can also occur when a person is forced by his or her location or situation to see or overhear sexual comments, gestures, or conduct that he or she finds offensive.
9. While more cases of males harassing females have been reported thus far in the United States, it is quite possible for males to harass other males or for females to harass males or other females.
10. A person is being harassed if one or more of the identified behaviors are occurring, **and this**

**behavior is unwanted and unwelcome.**

11. Those being sexually harassed should take the following steps:

- **Clearly** tell the harasser to stop.
- If the harassment continues, make a written record of the incident including date, time, witness or witnesses and parties involved in the incident. Report the incident immediately to an adult who has authority over the harasser, for example, staff member, teacher, school counselor, assistant principal, or principal.

12. A sexual harassment complaint will result in a Title IX investigation by administration.

## **Teen Dating Violence or Abuse**

BDCHS has adopted the Florida Department of Education's policy prohibiting teen dating violence and abuse in accordance with Section 1006.148 of Florida Statutes. This is a comprehensive policy integrated with the BDCHS current discipline, conduct, and behavioral policies and expectations. Brooks DeBartolo Collegiate High School is committed to providing an educational environment that is free of any violence or abuse. The policy in its entirety may be found on the school website under "School Forms."

*Teen dating violence is defined as a pattern of emotional, verbal, sexual, or physical abuse used by one person in a current or past dating relationship to exert power and control over another when one or both of the partners is a teenager. Abuse may include insults, coercion, social sabotage, sexual harassment, stalking, threats and/or acts of physical or sexual abuse. The abusive partner uses this pattern of violent and coercive behavior to gain power and maintain control over the dating partner. This may also include abuse, harassment, and stalking via electronic devices such as cell phones and computers, and harassment through a third party, and may be physical, mental, or both.*

Integral to the BDCHS Model Policy against Teen Dating Violence or Abuse is the acknowledgement and observance of the following victims' rights to the extent allowed by federal and state law:

### Victims' Rights:

- Right to be treated with respect and dignity
- Right to be informed of his/her options with regard to notifying law enforcement authorities, and to be assisted in notifying such authorities
- Right not to have parents/guardians notified, if such notification would endanger the student(s)
- Right to be free from pressure not to report crimes to civil or criminal authorities
- Right to have any violence committed against him/her investigated by the proper civil and criminal authorities
- Right to full and prompt cooperation from school personnel in obtaining and securing evidence necessary for any potential criminal/civil proceedings
- Right to be informed of any disciplinary actions taken against the offender
- Right to attend classes and to work in an environment free from unwanted contact or proximity with alleged assailants insofar as the school is able to provide
- Right to be free from violence at school
- Right to transfer from school
- Right to be free from sex discrimination and sexual harassment
- Right to referrals for services
- Right to have a support person present



All parties in a teen dating violence or abuse case have the right to have a support person present during all stages of the investigation. A support person includes domestic violence victim advocates, parents/guardians, or other advisors. Please contact the office of student services with any questions pertaining to this policy.

## **Search and Seizure**

1. All students shall have the right of privacy and shall be free from unreasonable search as well as seizure of personal property. These rights shall prevail unless there is reason to believe that it is necessary to set them aside to protect the safety, health and property of the school, students and staff.
2. One of our foremost goals is to ensure that each child attends a safe school where the students are disciplined and where an environment exists in which teachers can teach and students can learn. Toward that end, the BDCHS Board enforces a Zero Tolerance Policy for possession of weapons at our school. To help enforce that policy, the school board also approves use of random metal detection on campus or at school sponsored events.
3. Students have the right:
  - of privacy of their personal possessions unless there is reason on the part of the principal or his or her designee to believe that the student is concealing a weapon, illegal drugs or other material that is dangerous to himself or herself, others or property;
  - to be given prior notification of any searches unless in case of emergency.
4. Students have the responsibility:
  - not to carry, possess or conceal any material that is prohibited by law;
  - to accept the consequences for their actions in cases where unlawful materials are found in their possession or in their lockers.

## **Search in School Buildings or on School Property**

### **By School Administrators**

The school administration retains control over lockers and desk space loaned to students and regulates admission and parking of automobiles on school grounds. School administrators, therefore, have the right and duty to inspect and search students' lockers and desks and students' or non-students' automobiles if the principal reasonably suspects, upon information received from law enforcement or otherwise, that drugs, weapons, dangerous, illegal, or prohibited matter, or stolen goods are likely to be found on the student's person. They do so in exercise of the school's duty to enforce school discipline and to protect the health and safety of the student and/or the student body. The fruits of such searches may be turned over to law enforcement for inspection or examination and may be the subject of criminal or juvenile court prosecution or of school disciplinary proceedings.

### **By Law Enforcement on Request of School Authorities**

*Administrative* — If public health or safety is involved, upon request of a school principal who shall be present, law enforcement officers may make a general search for drugs, weapons or items of an illegal

or prohibited nature, of students' lockers and desks or students' or non-students' automobiles.

*Criminal* — If the principal has received reliable information, which he/she believes to be true: that evidence of a crime or stolen goods not involving school property of members of the school staff or student body is located in a certain student's locker, desk, or student's or non-student's automobile, and the subsequent search is unrelated to school discipline or health and safety of a student or the student body, he/she shall request law enforcement assistance, and procedures to obtain and execute a search warrant shall thereafter be followed.

#### **By Law Enforcement Officer Without Request of School Authorities**

Normally, law enforcement officers may not search students' lockers, desks or automobiles unless they have a search warrant and may not search a student's person in school unless the student is under arrest. However, there are specific exceptions contained in Florida Statute (e.g., probable cause or stop and frisk).

### **Interviews in Schools**

#### **By School Administrators**

School administrators have the right and duty to interview students in investigating crimes, or reports thereof, committed during school hours or on school property.

#### **By Law Enforcement Officer on Request of School Authorities**

The school principal may exercise his or her discretion in determining whether to request the assistance of law enforcement in investigating a crime, or allegation of a crime, committed in the school building or on school grounds during school hours. If assistance is so requested, it shall be directed to the law enforcement agency of the municipality in which the school building is located.

If the school principal requests assistance, a law enforcement officer may conduct a general investigation within the school building and interview students as possible witnesses in school during the school day. The school principal or his or her designee shall be present during the interview. If the investigation focuses on a particular student as a prime suspect in a crime, the school principal and the law enforcement officer shall follow the general guidelines set forth in this document with respect to interview, search and arrest.

#### **By Law Enforcement without Request of School Authorities**

Ordinarily, it should not be necessary for law enforcement officers to interview students at school during school hours for unrelated crimes committed outside of school or crimes committed in school during school hours for which assistance has not been requested. If the law enforcement deem the circumstances exigent to interview students at school, the law enforcement agency shall first contact the school principal regarding the planned visit and inform him of the probable cause to investigate within the school and obtain his approval. Attempts shall be made to contact the parent/guardian.

### **Interview of Suspects in School**

#### **By School Administrators**

- *Administrative* — If a student is a suspect or is accused of a crime committed in the school during school hours or on school property at any time, the school principal may interview the student without the presence of parents/guardians and without giving the student constitutional warning regardless of the source of information, if a breach of school discipline, health and safety of the

student or student body, or presence in the school building or grounds of illegal matter is involved.

- *Criminal* — If a student is a suspect or is accused of a crime not involving the foregoing, or if interview of a particular student is law enforcement instigated, the interview of such student by the school principal may be deemed “state action,” the student may be deemed “in custody,” a parent/guardian shall be notified, and constitutional warnings shall first be given to the student before a statement is taken. In any event, the voluntariness of any admission or confession of the student shall later have to be established in any criminal prosecution, juvenile court proceeding or school expulsion proceeding.

### **By Law Enforcement on Request of School Authorities**

If the school principal has requested assistance by a law enforcement agency to investigate a crime involving his or her school building or students, the law enforcement officer shall have permission to interview a student in school during school hours. The school principal or his or her designee shall be present during the interview.

- *Administrative* — If the interview by the law enforcement officer is at the request of the school principal for the purpose of enforcing school discipline or because the health and safety of the student or student body are involved, or because of the presence in school buildings or grounds of illegal matter, the law enforcement officer may interview the student without giving the student constitutional warnings. Although efforts shall be made to notify a parent/guardian of the student, the interview may proceed if the parent/guardian is unavailable or unwilling to attend.
- *Criminal* — If criminal prosecution is contemplated by law enforcement or the school principal, interviews shall not commence unless a parent, guardian or responsible adult is present. Before the interview, the law enforcement officers shall advise the student of the nature of the crime for which he or she is a suspect, and Miranda warnings (rights) will be given in accordance with Florida State Statutes. The school official cannot, on behalf of the student, waive those rights. If the parent/guardian and the student waive these rights, the interview may commence. The school principal shall keep a log as to the procedural steps followed by law enforcement.

### **By Law Enforcement without Request of School Authorities**

Ordinarily it should not be necessary for law enforcement officers to interview student suspects in school during school hours for unrelated crimes committed outside of school hours or crimes committed in school during school hours, for which assistance has not been requested. If law enforcement deems circumstances exigent to interview students at school, the law enforcement officer shall first contact the school principal regarding the planned interview and inform him or her of the probable cause to investigate within the school and obtain his or her approval. The law enforcement officer shall not commence the interview until the approval is obtained. Upon obtaining approval, law enforcement shall follow the procedures as defined in “By Law Enforcement on Request of School Authorities,” Paragraphs 1 and 3.

### **Arrest by Law Enforcement Officers**

1. Ordinarily it should not be necessary for law enforcement officers to arrest or take custody of students during school hours at school for crimes committed outside of school hours.
2. No law enforcement officer shall arrest or take custody of any student in school during school hours unless upon lawful request by the school principal or unless the officer has “probable cause” to arrest for a violent felony or has an arrest warrant for a violent felony or juvenile

commitment order from a judge for an immediate appearance.

3. In cases where the student is to be taken into custody, the law enforcement officer shall first contact the school principal and advise him or her of such facts. The student shall first be summoned to the office by the school principal. The services of a school law enforcement officer in making an arrest, if available, should be requested by the arresting officer.
4. In emergency situations, where the commission of a crime or offense involving felony or breach of the peace in school has been witnessed by a law enforcement officer, or if the law enforcement officer is in "hot pursuit" of the student for such a crime, the officer has the legal right to take direct and unhindered action in schools. The school principal must be notified of the action as soon as possible.

### **Policy on the Use of Metal Detectors**

The possession or use of weapons on school grounds represents an unwarranted disruption to an orderly learning environment and interferes with the rights of all those in schools who desire a safe educational setting. While individualized suspicion is not required for an administrative search with metal detectors, under no circumstances shall metal detectors be used for the purpose of biased searches (for example, based on gender, race, ethnicity, physical appearance, manner of dress or association with any particular group) or the checking of persons or students who might be suspected of having violated other school rules. A pre-established plan that randomly selects persons to be searched shall be used. These random, unannounced searches shall be conducted on campuses on a regular basis, and normally, only on students. While all school employees with proper identification are not subject to these searches, all visitors are subject to search. Any person found to be in possession of a gun, dangerous weapon or other illegal contraband as prohibited in the Florida State Statutes, shall be referred for arrest to local law enforcement authorities. Additionally, students in violation are subject to disciplinary action up to and including expulsion. Law enforcement participation in random searches is strictly limited to affecting arrests or other criminal situations that might occur as a result of a metal detection search operation. All other prohibited items that students possess on campus (for example, pagers, cell phone, radio) may be confiscated. In addition, students may face disciplinary action. Persons who refuse to submit to a search consistent with these guidelines shall not be searched. However, the site administrator shall evaluate the circumstances to determine the proper course of action.

### **Canine Sweep Protocol**

Brooks DeBartolo Collegiate High School has a responsibility for the health and safety of its students during the course of the school day, at all athletic events, non-athletic extracurricular activities, and all co-curricular activities. Drug and alcohol use and the presence and possession of alcoholic beverages, controlled substances, medications (including over-the-counter medications without permission), and any other illegal drug, and/or drug paraphernalia (collectively, "Contraband") at Brooks DeBartolo Collegiate High School pose a serious risk to the health and safety of students, employees, and visitors. The school community is not immune to such risk in carrying out its responsibility. Florida State Statute 1006.09 establishes that if there is reasonable suspicion that a prohibited or illegally possessed substance or object is contained within a student's locker or other storage area, the principal or designee may search the locker or other storage area.

In order to provide a safe and secure environment conducive to teaching and learning at Brooks DeBartolo Collegiate High School, the purpose of this Canine Sweep Protocol is to provide a uniform

procedure for canine sweeps and to:

1. Deter the presence and possession of contraband;
2. Deter drug and alcohol abuse;
3. Educate students as to the serious physical, mental and emotional harm caused by drug and alcohol abuse;
4. Prevent injury, illness and harm as a result of drug and/or alcohol abuse;
5. Help identify student drug use and assist parents/guardians in pursuing evaluation and appropriate counseling; and
6. Maintain a safe environment free of alcohol and drug use.

Sweep procedure:

BDCHS may request and schedule a canine sweep to be administered by any state or local law enforcement agency during the school day. Upon arrival of the canine, students shall be informed of the canine's arrival and may be asked to set any personal belongings on their desk, in their locker, or in the hallway outside their classroom. Students shall otherwise remain in the respective classrooms during the sweep, unless the canine is escorted through their classroom. The canine may be escorted throughout the school grounds, including past lockers and personal belongings.

The canine sweep must be conducted in a manner that avoids any contact between the canine(s) and students. Those conducting the sweep must ensure that no canine sniffs any student. A BDCHS administrator shall be present at all times with the canine and law enforcement officer(s). Canines will always be under the control of a qualified and authorized handler. The school administrator will note each locker or personal belonging the canine indicates may contain contraband, and the canine shall continue being escorted throughout the school grounds.

An indication by the canine that contraband is present on school property shall be reasonable cause for further investigation by the school administrator. After the canine sweep is completed, the school administrator shall ask any student whose locker or personal belonging was indicated by a canine as potentially containing contraband to accompany the school administrator to such locker or personal belonging. The school administrator shall then open and investigate such locker or personal belonging in the presence of the student and the law enforcement officer(s). Any unclaimed or unidentifiable personal belonging shall be opened by the school administrator in the presence of the law enforcement officer(s) and investigated for contraband and identification of the owner. If ownership cannot be determined, such personal belonging shall be turned over to law enforcement. Any contraband discovered shall be turned over to the law enforcement officer(s) during the sweep. The parent(s) or guardian(s) of a minor student shall be notified by school officials of the item removed and the delivery thereof to law enforcement officials. Further, the student shall be disciplined, suspended, and/or expelled in accordance with the Student Handbook. Students who refuse to cooperate fully with the sweep procedures shall be suspended out of school. Further, the administration of BDCHS may request expulsion of any student who refuses to cooperate fully with the sweep procedures outlined in this protocol.

### **Vandalism and Defacing School Property**

1. Vandalism in our public schools costs thousands of dollars each year. For the students' own protection, they should stay away from the school building when school is not in session. Citizens are encouraged to report acts of vandalism to school and law enforcement agencies.
  - TAMPA LAW ENFORCEMENT - 231-6130
  - HILLSBOROUGH COUNTY SHERIFF - 247-8000
2. Vandalism and the defacing of school property are serious offenses. Students

guilty of these infractions to their own school or to other schools in the system shall face severe disciplinary action, which could include suspension and/or expulsion, and the student shall be reported to the appropriate law enforcement agency and shall be subject to arrest and prosecution. These infractions include spray painting buildings and similar types of vandalism.

## **Due Process**

- Another name for “fairness of procedure” is “due process.” Fairness of procedure is due process in the primary sense. A basic ingredient to due process of law is that one who is not satisfied with a decision may appeal it to a higher authority.
- Due process is a right guaranteed to all by the Fifth and Fourteenth Amendments of the Constitution. Individuals must have proper notice, an opportunity to be heard, and the hearing conducted fairly. Students shall be informed of school rules that have been violated, either orally or in writing, by a school official. They shall be given the right to present evidence or witnesses concerning the charges.

The basic ingredients or steps to be followed in guaranteeing due process procedures require individuals to:

- have PROPER NOTICE of the charge or complaint being made against them;
- have the OPPORTUNITY TO KNOW the specific charges or complaints;
- be given a FAIR AND IMPARTIAL HEARING and have the opportunity to present evidence and/or witnesses on their own behalf at the time of the hearing;
- have had prior OPPORTUNITY TO KNOW that their actions were in violation of established rules and regulations;
- be advised that they have the RIGHT TO APPEAL to the next higher authority if not satisfied with the action or decision rendered at their hearing.

## **Procedure to Be Followed For Resolving Student Grievances**

### **School Level Grievance**

- A “grievance” is another name for a complaint. A student grievance exists when a student believes that he/she has been treated unfairly or has not been afforded due process. Students wishing to register a school level grievance must do so within 60 calendar days from the time that they became aware of the alleged infraction. During the process of a registered school level grievance, students **are not** permitted to attend school.

### **Steps to be Followed In Resolving a School Level Grievance**

- Ask the teacher or person(s) who allegedly treated you unfairly to schedule a conference for the purpose of discussing your complaint.
- If the person charged with the alleged infraction does not resolve your complaint, arrange to talk with the department head, a school counselor, or some other person who may be able to assist you.
- If the above conferences have not resolved your complaint, talk with a school administrator such as an assistant principal, or the principal.
- Students should involve their parents or guardians in resolving school level grievances.
- Most student grievances can be resolved at the school level through informal conferences with teachers or other school personnel. If efforts to resolve the grievance with school level administrators and the principal fail, the student, upon filing a Level I Grievance Form with the

principal, shall be given a written explanation by the principal either accepting or rejecting the grievant's position and detailing the reasons for his or her action.

- A student/parent/guardian wishing to appeal the principal's decision must file a grievance with the Brooks DeBartolo Board no later than ten school days from the date of said decision. Forms for filing grievances are available from the principal's office and shall be provided upon request.

### **Clinic, Health Issues and Medication**

1. Students too ill to remain in class must request permission from their course teacher to report to the office for admittance to the clinic. A pass to come to the clinic is necessary before the student can be seen by the Health Assistant unless it is an emergency. A parent or guardian shall be contacted and the determination made whether the students shall go home or return to class. Whenever possible, medication schedules should be arranged so all medication is given at home. Medication will not be given to any student without the proper medical documentation. All medical forms are available on BDCHS website or may be obtained from the Health Assistant.

2. Only prescription medication shall be administered at school. Over-the-counter or sample medications must be accompanied by orders from a physician. Only medication approved by the Food and Drug Administration will be accepted for administering at school. All medications must be brought to school by the parent or guardian.

3. Medication must be delivered to school in the container in which it was purchased (dispensed).

4. A separate supply of medication must be kept at school. Medication shall not be transported between home and school on a daily or weekly basis.

5. The medication label must indicate the student's name, name of medication, physician's name, dosage (amount) and time (frequency).

6. If the medication requires equipment for administration (cup, spoon or dropper), the parent/guardian is responsible for supplying the articles labeled with the student's name.

7. Inhaler use - Asthmatic students whose parent/guardian and physician provide their approval to the school principal may carry a metered dose inhaler on their person while in school. The school principal shall be provided a copy of the parent's and physician's approval. Proper documentation must be completed. See Health Assistant for additional information.

8. Diabetic testing – A student may self-test for blood sugar levels upon physician approval and parental authorization (a parental authorization form must be complete).

8. Epinephrine use - a student who has experienced or is at risk for life-threatening allergic reactions may carry an epinephrine auto-injector and self-administer epinephrine by auto-injector while in school, participating in school-sponsored activities, or in transit to or from school or school-sponsored activities if the school has been provided with parental and physician authorization. The State Board of Education, in cooperation with the Department of Health, shall adopt rules for such use of epinephrine auto-injectors. A school district, county health department, public-private partner, and their employees and volunteers shall be indemnified by the parent/guardian of a student authorized to carry an epinephrine auto-injector for any and all liability with respect to the student's use of an epinephrine auto-injector pursuant to this paragraph.

9. New parental authorization forms shall be requested periodically.

10. When medication is discontinued or the end of the school year arrives, medication not taken home by the parent/guardian shall be destroyed.

11. Special arrangements must be made if a student is self-medicating (e.g., asthmatic, diabetic, or epinephrine use).

12. The School Health Services Program conducts health screening activities at various times during a student's school experience. Screenings are mandated by state statute, occurring on a schedule, dependent on guidelines established by the Department of Children and Families Services and local school health personnel. Health screenings include the following activities: vision screening, hearing screening, measurement of height and weight, with Body Mass Indexing calculations, dental screening, scoliosis screening and screening for hypertension - high blood pressure. Parents or guardians must inform the school in writing if they do not wish their student to participate in any portion of this program.

13. Students with symptoms indicating the possible presence of a communicable disease shall be isolated from other students. The parent or guardian shall be contacted and asked to take the student home. The student shall be readmitted with a written statement from a licensed physician and/or when in the principal's or designee's judgment, the student meets the criteria for readmission set forth in the School Health Services Manual.

14. BDCHS has a "No Nit" policy. If a child is identified as having head lice, he or she shall be excluded from school and shall not be permitted to return to school until his or her head is free from lice and nits. Nits are the white eggs that lice lay which adhere to strands of hair. Parents/guardians are responsible for providing the appropriate treatment to eliminate head lice and nits before the child returns to school. A child should miss no more than one or two days of school because of head lice. Excessive absences due to head lice shall be addressed according to the provisions of the compulsory school attendance law.

15. A student may be exempted from the regular physical education program by a written request from the attending physician.

### **Emergency Procedure**

1. When students become ill at school, every effort shall be made to notify parents, guardians or an emergency contact person.

2. An Emergency Information Card must be on file in the school office. Students shall be released ONLY to persons listed on the Emergency Card unless otherwise notified by the parent/guardian.

3. *IT IS IMPERATIVE THAT THE SCHOOL HAVE A CURRENT TELEPHONE NUMBER WHERE PARENTS/GUARDIANS MAY BE REACHED AT ANY TIME DURING THE DAY. THE SCHOOL SHOULD BE IMMEDIATELY NOTIFIED AS CHANGES OCCUR. AN EMERGENCY NUMBER MUST BE ON FILE IN THE SCHOOL OFFICE.*



## Locks and Lockers

1. Lockers are optional for students
2. Students may not “double” with a friend.
3. When locks and lockers are issued, there is a charge of \$5.00.
4. Only school locks are permitted.
5. Locks are issued the first two weeks of school and are collected the last two weeks of school. Please contact the Assistant Principal for Administration with questions.

## Student Dismissal Policy

Florida statute 1002.33 (7) identifies the charter school’s authority to develop and implement admission procedures and dismissal procedures.

Per Brooks DeBartolo Collegiate High School Board policy, students eligible for dismissal are those who meet the established thresholds for any of the following criteria:

- A. Tardies: Five (5) unexcused tardies within 30 days or ten (10) unexcused within a 90 calendar day period and improvements are not made after Response to Intervention (Rtl) strategies have been implemented.
- B. Attendance: Five (5) unexcused absences within 30 days or ten (10) unexcused absences within a 90 calendar day period and/or violation of an Attendance contract, and improvements are not made after strategies have been implemented.
- C. Behavior: If the Rtl team and the principal have determined that a student attending the school has documented, repeated acts in violation of the school’s Behavior Policy including violations of the School’s policy and/or violation of a Behavior Contract, and significant improvements are not being made.
- D. Credit Progression: If the Rtl team and the principal have determined that a student attending the school fails to earn credits to be on track with his/her cohort to meet graduation requirements and credits are not recovered by the Academic Contract timeline. Note: BDCHS does not offer a recovery credit program during the school day.
- E. Parent/guardian volunteer hours not being adequately met per the School’s policy.

***Student dismissals will be reviewed at the end of each semester. However, in the case of extreme non-compliance, dismissal can be made anytime during the school year once any of the dismissal criteria have been met and no significant improvements have been made.***

**In the event a student is recommended for dismissal by the Rtl team, the recommendation will be forwarded to the Principal for review relative to compliance with due process. The determination of dismissal shall be made by the principal.**

**If the principal approves the dismissal, the parent or guardian has the right to appeal the dismissal from school within five (5) business days following the school’s grievance policy. If the appeal is not granted, the student will be withdrawn at the close of the 5<sup>th</sup> business day.**

**If the appeal is rescinded, after Board approval, the student may remain enrolled at the affected school pending ratification of the dismissal by the Board at the next regularly scheduled Board meeting or at an emergency Board meeting. If a suspension has been issued and served, the student will be marked excused for absences with the ability to turn in make-up work so that grades are not impacted during the time of the grievance. The student**

**is not permitted to return to BDCHS until a decision has been rendered.**

### ***Dismissal Procedures***

1. Letter to parent/guardian regarding intent to dismiss
  2. Final declaration of dismissal or option of withdrawal
  3. Transfer records to home-zoned school or to school program selected by the parent/guardian
- A. Documentation may include:
1. Documenting of discipline violations and notify parent/guardian
  2. Documenting of attendance and notify parent/guardian
  3. Documenting of tardies and notify parent/guardian
  4. Documenting of conference summaries, parent/guardian communication, Rtl meetings, etc
- B. Conferences
1. Refer to Response to Intervention Team as appropriate
  2. Hold conferences with parents/guardians and student regarding violations
  3. Hold dismissal conference with parents/guardians and student

### **Marriage, Pregnancy and Parenthood**

1. The right to an education provided for all students by law should not be abrogated for a particular student because of marriage, pregnancy or parenthood.
2. Students who are married, pregnant or parents/guardians have the right to remain in the regular school program or take advantage of other programs that may be provided for them.
3. Students who are pregnant shall be responsible for their own health and safety while attending school.
4. Students who are married, pregnant or parents/guardians have the responsibility while in regular school attendance to adhere to all school board policies.
5. Students who are married, pregnant or parents/guardians have the responsibility to obtain information about other programs available to them.

### **Media Fines**

1. Fines for media materials kept beyond the due date shall be exacted as follows:
  - five cents per day per item;
  - twenty-five cents per day per overnight item;
  - not to exceed cost of the book.
2. The condition and copyright date of the book do not affect the cost of the book.
3. Verified absences shall be honored.
4. The fines shall be stopped the date the student reports the book lost or stolen.

## **Patriotism**

1. Students are encouraged to show love for their country and allegiance to its flag.
2. Students have the right to:
  - recite and display their feeling of patriotism providing they do not interrupt the educational rights of others;
  - participate in or refrain from activities involving loyalty oaths, saying a pledge, singing an anthem, saluting a flag or taking part in a patriotic ceremony.
3. Students have the responsibility not to interfere with the rights of other students to express or refrain from expressing patriotism.

## **Pledge of Allegiance; Florida statute 1003.44 (1)**

Each district school board may adopt rules to require, in all of the schools of the district, programs of a patriotic nature to encourage greater respect for the government of the United States and its national anthem and flag, subject always to other existing pertinent laws of the United States or of the state. When the national anthem is played, students and all civilians shall stand at attention, men removing the headdress, except when such headdress is worn for religious purposes. The pledge of allegiance to the flag, "I pledge allegiance to the flag of the United States of America and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all," shall be rendered by students standing with the right hand over the heart. The pledge of allegiance to the flag shall be recited at the beginning of the day in each public elementary, middle and high school in the state. Students have the right to not participate in reciting the pledge of allegiance, including standing and placing the right hand over the heart. Upon written request by his or her parent/guardian, the student must be excused from reciting the pledge. When the pledge is given, unexcused students must show full respect to the flag, men removing the headdress, except when such headdress is worn for religious purposes, as provided by Pub.L.ch.77-435, s 7, approved June 22,1942, 56 Stat.377, as amended by Pub.L.ch.77-806, 56 Stat.1074, approved December 22, 1942.

## **Inspirational Messages**

In accordance with Senate Bill 98 (effective July 1, 2012), students responsible for organizing the student-led portion of a student assembly shall have sole discretion in determining whether an inspirational message is to be delivered and choose the student volunteers who will deliver an inspirational message. The student volunteers shall be solely responsible for the preparation and content of the message.

School district personnel may not participate or influence the determination of whether an inspirational message is to be delivered or select the student volunteers who will deliver it. They may not monitor or review the content of a student volunteer's message.

The purpose of this new provision is to provide students with the opportunity for formal or ceremonious observance of an occasion or event.

## **Religion**

1. We uphold the Constitutional standard of separation of church and state. Students shall be free to study, examine, discuss, criticize or support religious ideas and institutions for their literary and historical qualities when presented objectively as part of a program of education.
2. Students have the right to:
  - released time from school to observe religious holidays; this shall be an excused absence with written parental permission;
  - practice their religion as long as their acts do not endanger the physical health or safety of themselves or others or disrupt the educational process.
3. Students have the responsibilities to:
  - develop tolerance and respect for the beliefs of others;
  - inform school officials through their parents/guardian about any religious practices or beliefs that may be in conflict with school rules and regulations;
  - decide for themselves whether or not they wish to take part in any religious activity.

## **Student Parking Policy**

1. It is the responsibility of all students who drive to school to be fully aware of their responsibilities in the operation of vehicles on the school grounds. Student drivers must abide by the rules and regulations established for the safety of the student body. All students who drive to school must park in the parking lot designated for students.
2. All student vehicles parked on school grounds must have a parking decal with registration number displayed.
3. Decals must be purchased in the designated area at a time to be specified. When the student parking lots are filled to capacity, decals will no longer be issued. Decals must be displayed according to instructions issued by the school.
4. The cost of a parking decal is \$5.00. Additional fees may be charged for reserved parking as approved by the School.
5. Students violating any parking policy shall be subject to disciplinary action.
6. Students must not loiter in the parking lot after school. All students should proceed directly to their cars and leave the campus upon dismissal.
7. Bicycles are to be parked in the area designated for this purpose.
8. Students must exercise extreme caution in entering and leaving the parking areas. The maximum speed limit on the school grounds is five miles per hour.
9. The school is not responsible for damages or theft to automobiles, trucks, bicycles or motorcycles. The school is not responsible for damages to or theft of the contents of these vehicles.

10. Automobiles illegally parked or without a parking decal may be towed away at the owner's expense.

11. Enrollment at BDCHS does not guarantee a parking space.

## **Public Notice**

Student Records Maintained by Brooks DeBartolo Collegiate High School

Updated and Revised in Accordance with the Family Educational Rights and Privacy Act (FERPA). In accordance with Section 1002.22(3), Florida Statutes (FS), and 34 CFR 99.7, the district is to inform eligible students or parents or guardians of their rights pertaining to access to student records and confidentiality of student information as described below.

## **Student Records Information**

1. Parents, guardians or eligible students (eighteen years or older who are self-supporting) shall have access to their records. Information about grades, test scores, evaluations, promotions and counseling services shall be provided. Records kept by the school shall contain useful information for setting educational goals, planning instructional programs and evaluating pupil progress.

2. Parents, guardians or eligible students have the right to inspect, review and challenge the information contained in the records directly relating to the student.

3. Students have the right to be protected by legal provisions prohibiting the release of personal information to other than legally authorized persons without the consent of the parent, guardian or student. (See Hillsborough County School Board Public Notice and policies governing student records.)

4. Parents, guardians or eligible students may appeal any disagreement of records to the school principal.

5. Parents, guardians or eligible students have the responsibility to provide the school with any information that could be useful in making appropriate educational decisions.

6. Parents, guardians or eligible students have the responsibility to authorize release of information of those individuals or agencies who are working for the benefit of the student.

7. Parents, guardians or eligible students have the responsibility to follow school board policies for release of student information through the school.

8. Parents, guardians or eligible students have the responsibility to make an appointment with the school when they wish to review a record.

## **What Are Student Records?**

Education records are records maintained by the school which are directly related to a student. Student education records are sometimes maintained at several locations. Education records are maintained in accordance with policies of the School Board of Hillsborough County and contain identifying data (student and parent/guardian name, address, birth date, sex, race), academic record, standardized test results, attendance records, and health data. The record may also contain family background

information, verified reports of serious or recurrent behavior patterns, record of extracurricular participation and participation in special programs, psychological reports and anecdotal records of professional staff. The principal may maintain a separate disciplinary file for students involved in misconduct to include, but not limited to, description of misconduct, suspension notice(s) and record of disciplinary action(s) taken. These records are updated annually, and information no longer pertinent is removed. The principal has a list of the types and locations of education records maintained by the school system and the titles and addresses of the school officials responsible for these records. Parents/guardians and eligible students over the age of 18 may inspect and review that list upon oral or written request.

### **Why Maintain Student Records?**

Florida Statute 1003.25 mandates that each principal maintain a permanent cumulative record for each student enrolled in a public school. Such records shall be maintained as prescribed by regulations of the State Board of Education. Student records are used for planning instructional programs, for guidance of students, for preparation of state and federal reports and for research.

### **Who Has Access To Student Records?**

The following persons can access a student's records: parent/guardian, eligible students over the age of eighteen, school officials, a party with the written permission of the parent/guardian or eligible student, certain state and local officials who are part of the juvenile justice system, federal grand jury or other law enforcement agency issuing a subpoena directing information to a particular party. Note: a court may order non-disclosure of a subpoena or information provided in response to a subpoena. In cases of separation or divorce, both natural parents/guardians have access to their child's educational records. If a court order restricts this access to records, the residential parent/guardian shall provide the school with a certified copy of the order, including any modifications, which will then be placed within the student's cumulative file.

Footnote: A release of information without a parent/guardian or student (over the age of eighteen) consent can be made to school officials with a legitimate educational interest. A school official is considered to have a legitimate educational interest if the official needs to review a student record in order to fulfill his or her professional responsibility. A school official is a person employed by the district, such as an administrator, supervisor, teacher or support staff (including health and medical staff and law enforcement personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a certain task (such as an attorney, auditor, medical consultant, or therapist); or a parent/guardian or student on an official committee, such as disciplinary or grievance committee; or another school official performing his or her professional responsibility.

### **What Are The Rights Of A Parent/Guardian?**

Parents/Guardians or eligible students over the age of eighteen have the right to inspect and review all education records. A parent's/guardian's or eligible student's request to inspect and review a student's education records must be in writing. The request shall be granted within a reasonable period of time, not to exceed thirty (30) days. The inspection and review of records shall be held in the presence of an official of the school system. A parent/guardian or eligible student has the right to a response to reasonable requests for explanations and interpretations of the records. A parent/guardian or eligible student has the right to obtain copies of the education records of a student. The schedule of fees for copies is on file with each principal. No fee for copying may be charged to any parent/guardian if it would effectively prevent that parent/guardian from exercising his or her right to inspect and review the records.

A parent/guardian or eligible student who believes that information contained in the education records

of a student is inaccurate, misleading or violating the privacy or the rights of the student may request in writing an informal conference with the principal for the purpose of amending the records. The principal shall decide whether to amend the education records within a reasonable period of time. If the principal refuses to amend the records, he or she shall inform the parent/guardian or eligible student of that refusal, and advise the parent/guardian or eligible student of the right to file a grievance (refer to Grievance Procedure in the *Student Rights and Responsibilities* section). The grievance procedure provides that a hearing shall be held within a reasonable period of time after the parent's or eligible student's request. This hearing shall be held before a review board that does not have a direct interest in the outcome of the hearing. The parent/guardian or eligible student shall be afforded a full and fair opportunity to present relevant evidence. The parent/guardian or eligible student may be assisted or represented by individuals of his or her choice, including an attorney. The decision rendered at the hearing shall include a summary of the evidence and the reasons for the decision.

Parents/guardians or eligible students have the right to file a complaint with the U.S. Department of Education concerning an alleged failure by the district to comply with the requirements of FERPA using the following information: Family Policy Compliance Office at the Department of Education, 400 Maryland Ave SW, Washington DC 2002-4605. Additional information is available at [www.ed.gov/policy/gen/guid/fpco](http://www.ed.gov/policy/gen/guid/fpco).

Whatever rights are vested in the parent/guardian shall pass to the student whenever the student has attained eighteen years of age or is attending an institution of postsecondary education. (Parents shall have access to their dependent children's records regardless of age and shall have the right of signing for the release of dependent children's records.)

#### **What Information Is Released Without Parent/Guardian Permission?**

Copies of a student record may be sent to a school outside Hillsborough County Public Schools upon receipt of a written official school request. Parents or eligible student are to be notified of such transfers. Requests for records from all other sources require written permission of the parent or eligible student.

Schools reserve the right to release "directory information" without prior permission of the parent or eligible student for school publications, yearbooks, programs for school events, handbills, rosters, and news releases. Such information shall be limited to name, grade level, age, participation in school sponsored activities, height and weight of athletic team members, graduation dates, and awards and honors received. Parents objecting to this use of directory information must notify the principal in writing no later than 10 days after receipt of the Family/Student Handbook.

Schools shall furnish data to state agencies when an agreement between said agency and school system existed prior to November 19, 1974. Such information may include "directory information" plus address, telephone number, date and place of birth, dates of attendance and former schools attended.

In the preparation of cases for prosecution under the Compulsory School Attendance: Florida Statute 1002.22 (3), the school system is authorized to release pertinent school data in interpretative form to the State Attorney's Office, to the Office of Youth Services and to the Circuit Court, Juvenile Division, without parental/guardian consent.

It is not necessary for parents and students who are over the age of eighteen to be notified if information from the student record is requested by subpoena from a federal grand jury. In addition, if a court or other agency with the power to issue a subpoena does so for law enforcement purposes and orders the school not to disclose the existence or the contents of the subpoena, the school is not required to notify the parent/guardian or student before compliance with the subpoena.

In cases of child abuse, school officials are authorized and mandated by Florida Statute to report same to Department of Children and Families and to provide them with the necessary information to pursue such complaints.

### **Policy on Public Records Request**

Brooks DeBartolo Collegiate High School (BDCHS) recognizes its responsibility to maintain the public records of BDCHS students and employees and to make such records available for inspection and reproduction.

“Public Records” are defined in state statutes; however, “public records” do not include student records, medical records, trial preparation records, confidential law enforcement investigatory records, records whose release is prohibited by state or federal law, and any other exceptions set forth in Florida law. Confidential law enforcement investigatory records, medication records, and trial preparation records are as defined in Florida law.

The complaint and material relating to the investigation of a complaint against a public school system employee are confidential until the preliminary investigation is either concluded or ceases to be active. Section 1012.31(3)(a)1., F.S.

Any individual may inspect and request copies of public records of BDCHS during the regular business hours of the office in which such records are maintained. The BDCHS Principal is authorized to grant or refuse access to the records of BDCHS in accordance with the intent of this policy and applicable law.

Pursuant to State law, every person who has custody of a public record shall permit the record to be inspected and copied by any person desiring to do so, at any reasonable time, under reasonable conditions, and under supervision of the custodian of public records.

A school employee who has custody of public records may designate another school employee to permit the inspection and copying of public records, but must disclose the identity of the designee to the person requesting to inspect or copy the public records.

A custodian of public records and/or his/her designee must acknowledge requests to inspect or copy records promptly and respond to such requests in good faith. A good faith response includes making reasonable efforts to determine from other officers or employees whether such a record exists, and, if so, the location at which the record can be accessed. Upon determination that the requested record exists, it must be reviewed to determine whether it contains any information that would be statutorily exempt from public inspection or copying as provided by law.

Duplicate copies or certified copies of the school's public records shall be provided upon payment of the appropriate fee set forth in the Florida statutes. If the nature or volume of the public records requested will require extensive use of information technology resources or more than fifteen (15) minutes of clerical or supervisory assistance by school personnel, a special service charge attributable to the extensive use of the information technology resources and/or the labor cost of the personnel providing the service will be collected as permitted by State law.

In addition, the actual cost of duplication will be collected for copies of the school's public records in a



form other than a duplicated copy. The special service charge will also be collected if the requested copies of the public records in a form other than duplicated copy will require extensive use of information technology resources or more than fifteen (15) minutes of clerical or supervisory assistance by school personnel as permitted by State law.

If the request for copies of a public record in any form could result in the collection of a special service charge, an estimate of the fee that will be due and payable shall be provided to the requestor. The duplication of the requested records will commence upon payment of the estimated fee by the requestor.

No public record may be removed from the office in which it is maintained, except by a custodian of public records or employee in the course of the performance of their duties.

Public records requests do not have to be made in writing. The requestor does not have to provide a reason for the request.

All school records will be maintained in accordance with general records schedules GS1-SL and GS7 as established by the Department of State.

Requests for information should be forwarded to:

Principal Kristine Bennett, Custodian of Public Records  
Brooks DeBartolo Collegiate High School  
10948 N. Central Ave  
Tampa, FL 33612  
kbennett@bdchs.org  
813.971.5600

### **Privacy Rights under the Health Information Portability Accountability Act (HIPAA)**

Protected health information includes demographic and medical information that concerns the past, present, or future physical or mental health of your student or yourself. Demographic information could include name, address, telephone number, social security number and any other means of identifying you or your child as a specific person. Protected health information contains specific information that identifies a person or can be used to identify a person. You or your child's protected health information may be used or disclosed for purposes of treatment (emergency care, for example), payments and health care operation. The school district may send medical information to Medicaid, insurance companies, or community agencies to pay for services provided to your child or yourself. Some protected health information can be disclosed without your written authorization, as allowed by law.

Those circumstances include:

- Reporting abuse;
- Investigations related to missing children;
- Internal investigations and audits or by government agencies;
- Public health purposes, including vital statistics, disease reporting, public health surveillance, investigations, interventions and regulation of health professionals;
- District medical examiner investigations;
- Research approved by the Department of Health or school board;
- Court orders, warrants, or subpoenas;

- Law enforcement purposes.

You have the following rights as an individual or as a parent:

- You can request to restrict the use and disclosure of your or your child's health information.
- You have the right to be assured that information will be kept confidential.
- You can inspect and receive a copy of your or your child's protected health information.
- You have the right to correct your or your child's health information.

Disclosure of information to school staff is made with your permission for the purpose of providing maximum safety to you and your child. This would be discussed with the parent prior to any disclosure of health information.

### **Guidelines for Student Safety and the Use of Telecommunications Services**

1. The school maintains an Internet content filter. All Internet access by all students must utilize this filter in order to restrict student access to material harmful to minors as defined in the Children's Internet Protection Act (CIPA).
2. Public school student use of telecommunications services, through district equipment or authorization, will be supervised. District procedures that comply with CIPA guidelines include technology protection measures that block or filter visual depictions that are obscene, include child pornography, or are harmful to minors.
3. A parent or guardian wishing to deny access to the Internet must notify the school in writing through the Internet Exclusion Request Form. Unauthorized users of the Internet will be subject to disciplinary action.
4. Email use by students is not allowed without specific instructional purposes and must be monitored at all times for appropriate content. This use requires prior approval by the Superintendent or designee to assure compliance with the Children's Internet Protection Act (CIPA) and the Neighborhood Children's Internet Protection Act (NCIPA).
5. Unauthorized access, including so-called hacking or other unlawful activities, will result in disciplinary action including, but not limited to, cancellation of privileges.
6. Written parental permission is required prior to a student's participation in online programs that transmit personally identifiable information. The district will make all reasonable efforts in selecting online programs that ensure the privacy and confidentiality of the student and comply with Family Educational Rights and Privacy Act (FERPA). FERPA requirements will be communicated annually to parents, students, faculty and staff.

### **Telephones**

1. Public telephone stations are available for use by students at times other than class periods. Students except in emergency cases as directed by BDCHS administration shall not use other telephones.
2. Only emergency messages shall be taken for students.
3. Students shall not be called from class to the telephone.

### **Textbooks**

1. Students are expected to take good care of textbooks. Adopted textbooks are furnished by BDCHS, and all students must assume full responsibility for the care of books issued to them.

2. Books are issued by the subject teacher and must be returned to the same teacher upon completion of the school year or upon withdrawal from school.
3. Responsibility for textbooks rests with the student to whom the textbook is issued.
4. Lost books are no excuse for not doing class assignments.
5. The full purchase price shall be collected for lost, destroyed, or unnecessarily-damaged textbooks unless the book has been in use more than one year; in that instance, a sum ranging from 50% to 75% of the purchase price shall be collected, to be dependent upon the physical condition of the book. Collection should never be less than 50% of the purchase price.
6. Failure on the part of any pupil to make good such damage shall deprive the student of further issuance of free textbooks.
7. Loss of books due to theft or other circumstances shall not be accepted as an excuse for non-payment. If the book is found and returned, the bookkeeper shall make a refund to the student.

## **Instructional Materials Policy**

Academic content to be taught in individual teachers' classrooms at BDCBS aligns with the state of Florida's adopted academic curriculum, the Florida Standards. Classroom teachers select their own content in line with the Florida Standards and how they apply to their specific subject matter. It is this freedom in our curriculum planning and independent decision-making that we believe provides a distinct advantage for our students as a high performing charter school of choice.

Teachers post their course syllabi at the beginning of each school semester on both hard and digital copies, which are distributed and readily available to BDCBS students and parents. If a parent/guardian does not agree with a particular item in the course syllabus (e.g. a class novel), the parent or guardian reserves the right to schedule a conference with the teacher and other school officials, as well as request an alternative assignment within a reasonable time frame to be decided by the principal. The teacher is to offer an alternative assignment that will require the student to demonstrate the same level of mastery of content as the original assignment, including the same graded weight and timetable for completion.

## **Visitors**

1. Visitors to the campus must sign-in with the receptionist in the office. Any individual considered a non-student must obtain administrative clearance prior to entering the building. A pass shall be issued to those persons who have legitimate business with the school. Persons without a pass are subject to trespass violation and possible arrest.
2. Students who are enrolled in any Hillsborough County public school shall not visit any other school without the permission of the administrative personnel at the visiting school. Any student found in violation of this policy shall be subject to school disciplinary action.
3. Visitors must receive approval from the principal, or designee, in advance, to observe in classroom.
4. Teachers cannot stop classroom activities to hold parent conferences.
5. Students cannot arrange for their friends or relatives from other schools to visit the school at any time.
6. Any individual found on the campus without clearance from a member of the administrative staff shall be arrested for trespassing.
7. Visitors shall be dressed appropriately and may be denied entry to the school campus for inappropriate attire or for violation of the civility policy.

## **Extracurricular Student Activities**

1. Students are aware that the school's extracurricular activities such as athletics, pep teams and student councils have visible built-in systems of recognition, reward and championship which may not be observable in other school areas. Because of this, students place a significant value on being involved in the school's extracurricular activities and on participating in those decisions that affect the learning climate of the school. Therefore, the school system has the responsibility to organize extracurricular activities to complement other school areas in building social skills and social sensitivities designed to fulfill student needs in a desegregated school setting. Furthermore, the school system should promote the shaping of student activities and student government into instruments of student involvement.
2. Students have the right to:
  - belong to and take part in all extracurricular activities for which they qualify, regardless of their race, sex, religion or national origin;
  - have an elected, representative student government or student council;
  - take an active part in student activities designed to help make rules that affect their lives in school.
3. Students have the responsibilities to:
  - seek prior and proper consent from administrators and any other designated school personnel before organizing student associations;
  - meet the approved criteria for membership in clubs, organizations and activities of their choosing;
  - be aware of the school's needs and concerns of the student body and to work toward the attainment of these needs;
  - participate regularly in their respective organizations, to conduct themselves in an appropriate manner and to operate according to board rules and school regulations;
  - select extracurricular activities that do not interfere with their academic programs.
4. Suspension from participation in events
  - Students found to be in violation of the zero tolerance offenses or major offenses as defined in the Code of Student Conduct may be suspended from participation in extracurricular activities for a period of time, which, in the opinion of the principal, is justified. Students who are arrested or charged for off campus matters, which would have been a zero tolerance offense or a major offense, had it occurred on campus, may be suspended from extracurricular activities. Students suspended from participation shall not be permitted to participate in any event-related activities, dress out for the event, practice with the group, or travel to the event with the team or group. An event is defined as a game, activity, or contest. A tournament experience is considered to be a single event even though a tournament consists of more than one game, activity, or contest.

## **Athletics and Co-Curricular Activities**

It is the policy of BDCHS to conduct an interscholastic extracurricular and intramural sports program and co-curricular activities that provide fun and enjoyment, build self-esteem, and improve the development of skills. It is the school's goal that participation in competitive athletics and co-curricular activities be a positive experience for all. BDCHS expects the highest standards of sportsmanship and respect for teammates, opponents, officials, coaches, advisors/moderators, and spectators. Both intramural and extramural sports may be offered, depending on available resources.

1. Students are aware that the school's athletics and co-curricular activities, such as NHS, other

clubs, and student government have visible, built-in systems of recognition, reward, and championship, which may not be observable in other school areas. Because of this, students place a significant value on involvement in the school's athletics and co-curricular activities, and participation in those activities affects the learning climate of the school. Therefore, BDCHS organizes athletics and co-curricular activities designed to complement other school areas in building social skills and social sensitivities. Furthermore, BDCHS promotes the shaping of student athletics and student activities into instruments of student involvement.

2. The academic mission and calendar of the school takes precedence over athletics/co-curricular scheduling.

3. School behavioral issues and consequences such as suspension, detention, and other infractions, prevail over any sports schedule and co-curricular activities participation.

4. Impartiality is the standard at BDCHS. Equitable distribution of assets exists for male/female students in all athletics and co-curricular activities.

5. To be eligible to *continue participation* in an extracurricular club/sport, a student must maintain a cumulative grade point average of 2.0 (on an unweighted 4.0 scale) in all courses with no failing grades. Weekly academic checks (by Fridays) will be done by the club/sport sponsor to determine the next week's eligibility to participate; if a student-athlete has a failing grade in the weekly grade check, he/she will not be permitted to participate in, or travel to games the following week. However, the student-athlete may participate in practices.) Additionally, there can be no failing grades the previous quarter before entering the club/sport. A petition for participation based on academic improvement can be made. The petitioning student must have a passing average in the failed subject at the time of the petition.

To determine if the student has maintained satisfactory club/sport sponsors will do weekly conduct checks. A Level One offense or suspension automatically disqualifies a student from membership in the extracurricular club/sport for no less than 9 weeks or indefinitely as determined by the administration.

Academic exceptions may be made for students with exceptionalities. The students' teachers and club/sport sponsor will determine eligibility.

6. **A student who is absent from school may not participate in ANY extracurricular activities the day of the absence from school.** After school performances which are part of a student's grade are not considered extracurricular.

7. All student athletes must provide the school with written permission to participate from the students' parents or guardians and must pass a physical exam annually.

8. All students practicing or participating in any type of athletics shall provide proof of accident insurance covering medical expenses of any injury sustained in a sport. The student and/or the student's parent or guardian shall be responsible for providing proof, as evidenced by a copy of an insurance card of the student's insurance prior to practice or participation in athletics.

9. Pursuant to Florida Statutes, licensed medical personnel who act as volunteers for school events and agree to render emergency care of treatment shall be immune from civil liability for treatment of a

participant in any school-sponsored athletic event, provided such treatment was rendered in accordance with acceptable standards of practice and was not objected to by the participant.

10. All students have the responsibility to seek proper consent from school administrators before the organization of student associations. All students shall meet the approved criteria for membership in clubs, organizations, and activities of their choosing.

11. Students are expected to participate regularly in their respective organizations, conduct themselves in an appropriate manner, and operate according to the school rules and regulations. Students should select co-curricular activities that do not interfere with their academic progress.

12. **NOTIFICATION OF RISK.** All students should be aware that playing or practicing to play/participate in any sport can be dangerous in nature and involve many risks of injury. It is understood that the dangers and risks of playing or practicing in interscholastic sports may result in complete or partial paralysis, brain damage, serious injury to virtually all bones, joints, ligaments, muscles, tendons and other aspects of the musculoskeletal system; serious injury to virtually all internal organs; serious injury or impairment to other aspects of the body, and general health and well-being. Students should understand that the dangers and risks of playing or practicing interscholastic sports may result in serious injury. Because of the dangers of participating in interscholastic sports, it is important to follow and obey all instructions regarding playing techniques, training and team rules.

### **Exclusion from Participation in School-Related Activities**

The principal has the authority to exclude a student from participating in school-related activities if the student's conduct at school, or outside of school, is deemed unacceptable.

### **Field Experiences/Off Campus School Events**

1. Field experiences are an integral part of education at BDCHS. It is the school's policy to use field experiences to enhance the curriculum being taught to students throughout the year.

2. Field experiences are considered **privileges** that must be earned by the students. That means that students whose grades are not what they should be or those who have not exhibited exemplary behavior, may not be allowed to participate in field experiences. The principal or designee has the authority to exclude a student from participating in school-related activities if the student's conduct, at school or outside of school, is deemed unacceptable.

3. Parents may have to pay a fee in order for a student to participate in a field experience. Field experiences shall not be of a prohibitive cost to a student. **Any money that is paid toward a field experience is non-refundable. This includes money from students who are suspended and/or not permitted to attend due to behavioral issues. There will be no exceptions.** Reservations for field experiences are made based on a good faith estimate of the number of students going and costs are considered accordingly; therefore, additional costs due to cancellations will not be incurred by the remaining students going on the field experience or incurred by the school.

4. Parents or guardians shall be notified prior to any field experience. Such notice shall state the place to be visited, the date of the event, time of departure, time of return to the school and any costs. Any student making a trip shall present a note from his/her parent or guardian giving permission to make the trip. The field experience form is to be completed by the parent/guardian giving permission.

**5. Students who are ill the day of the field experience or who have not been free of a fever for at least 24 hours shall not attend the field experience. This is in the best interest of the student. If a student becomes ill during the event, the teacher will contact the parent so the parent can pick up the student.**

The administration requires all field experiences, and any and all other school related events and activities which require student transportation to be provided by district and commercial bus service to be self-funded.

### **Student Celebrations**

Balloons, cakes, cupcakes, candy, flowers, invitations, etc. for student birthdays or other student celebrations are prohibited from being distributed/delivered during the school day. If the items are brought to school, they shall be held for the student in the front office until dismissal.

### **Publication**

1. Students should play an important part in providing for and participating in activities that express their views and should consider the rights and freedoms of those with differing views.
2. Students have the right to:
  - express their opinions verbally and in writing;
  - publish leaflets, newspapers, and other materials that are not offensive and disruptive to others.
3. Students have the responsibilities to:
  - express their opinions and ideas in such a manner so as not to offend, libel or slander others;
  - consider and respect the rights of all persons involved in the educational process when publicizing information;
  - select periods for the distribution of petition materials that do not interfere or conflict with class procedures;

### **Policy of Non-Discrimination**

On the basis of race, color, sex, national or ethnic origin, marital status, disability, religion, age (except as authorized by law), political beliefs, sexual orientation, gender identity, or social and family background (collectively protected characteristics), no person shall be excluded from participation in, denied the benefits of, or subjected to discrimination under any education program or activity, or in any employment conditions or practices conducted by this school district, except as provided by law.

### **Safety**

1. Parents/guardians, family members, students, staff, and all other stakeholders are expected to obey all traffic signs and speed limits on and around school grounds. Do not block driveways, streets or bus loading zones.
2. Bicycle helmets must be worn to meet the requirements of the law. Students who ride bicycles to school must be responsible for the safe operation of their bicycles. They should know and abide by the traffic rules which apply to the use of bicycles. The school cannot be responsible for lost or stolen bicycles. Bicycles should be securely locked at school.

3. In the event of the need for an off campus evacuation, BDCHS students, faculty, and staff will evacuate to the Allstate building, north of campus.
4. In the event of severe weather, students are allowed to be dropped off and picked up at the doors on both the north and south sides of the building with staff supervision.
5. During prolonged periods of intense rain, Central Avenue directly in front of BDCHS tends to flood. It is in the best interest of all to use the service road, going around the west side of the building to exit at the southernmost exit during those times of rain.

### **Targeted Student Intervention Program**

Brooks DeBartolo Collegiate High School is dedicated to providing support and enrichment to all students to help them reach their potential.

Students who scored below proficiency/satisfactory levels in Reading or Math will receive additional instructional support through the **Targeted Student Intervention** Tutoring Program. BDCHS uses *ALEKS* as a tutorial math program and *Study Island* as a tutorial reading and core content program.

Students who have not met graduation assessment benchmarks will have a Targeted Student Intervention Plan (TSIP) for the 2016 -2017 school year. This plan includes formative assessment data for the student allowing teachers, parents/guardians, and students to review progress and if needed, collaboratively prescribe strategies for improvement. The TSIP will be maintained throughout the year by the teachers and administrators. A Level 3 Achievement Score or higher is required on the Florida Standards Assessment, English Language Arts, and the Algebra I End of Course (EOC). Students may also meet the FSA, ELA, and the Algebra I EOC benchmark with the following concordant scores respectively; 430 on SAT Reading/19 on ACT Reading; 97 on PERT Math.

### **Advanced Placement**

1. The Advanced Placement (AP) program offered by the College Board offers an opportunity for students to earn up to one year of college credit in certain subject areas.
2. To receive college credit for an AP course, students must earn a qualifying score on the AP exam administered in May each academic year.
3. The final decision regarding college credit and/or placement is made by the post-secondary institution in which the student enrolls.
4. Students scheduled into an AP course must remain in the course and take the AP exam unless released by the teacher and administration.

### **Distance Learning Through Florida Virtual High School**

BDCHS is affiliated with Florida Virtual High School, which offers Internet-based high school courses to students in grades 9-12 who are residents of the state of Florida. Florida Virtual High School is supported by the Department of Education and is a possible option for students who:

- have scheduling conflicts at their traditional high school;
- work or have other responsibilities;
- need to make up credits in order to graduate on schedule;
- need an alternative learning environment;
- want to accelerate their academic program;
- are traveling;



- want to take courses not offered at their traditional high school.
- Contact the School Counselor's Office for more information.

## **Dual Enrollment**

1. Dual enrollment is the process by which a student is enrolled in both a high school and a college or university and credit earned applies toward high school credit and a college degree.
2. A student may be enrolled full-time in a high school and part-time in a college or university.
3. Any high school student who meets the qualifications of Dual Enrollment as set forth by legislation may enroll both in a senior high school and a college or university and may use the credits earned to meet high school graduation requirements.
4. Only courses approved by the Department of Education and listed in the State Course Code Directory shall qualify as Dual Enrollment.
5. Students must have a minimum GPA of 3.0 (unweighted) and a qualifying score on the SAT, ACT and/or Postsecondary Education Readiness Test (PERT) to be enrolled in Dual Enrollment.
6. A bonus of .04 shall be added to the cumulative GPA for every one-half credit of a district approved dual enrollment course passed with a grade of C or higher. Beginning with students entering grade 9 in the 2006-2007 school year, Dual Enrollment courses will be weighted the same as Advanced Placement and International Baccalaureate courses when grade point averages are calculated.
7. A senior who is completing an advanced college preparatory course of study and who needs one credit or less to graduate may request special permission from his or her school principal to meet graduation and attendance requirements through co-enrollment with a college or university. Under this category, a student shall be responsible for the payment of all fees and the purchase of all textbooks.

**Please refer to an updated Dual Enrollment Handbook for current guidelines.**

## **Early Admission to College**

1. A student may, after having earned twenty credits (eighteen credits on a seven period day), be excused from the last two semesters of his or her high school experience if he or she is accepted for admission by an accredited college (The last two terms under Block scheduling).
2. The student must meet the following requirements:
  - have a grade point average of 3.5 unweighted or better;
  - perform acceptably on any entry level placement instrument as defined by post-secondary institutions;
  - obtain a written recommendation from the school principal or his or her representative;
  - be accepted by a college accredited by the regional accrediting association.
  - need only English IV and Economics to graduate.
3. A student under the above program may be awarded a diploma when the student has completed two college semesters as a full-time student participating in eligible courses and earning no less than twenty-four semester hours.
4. It is the student's responsibility to furnish the high school with a college transcript for work completed at the end of each semester. The student shall retain any honors earned in high school prior to his or her early admission to college. The student may not earn additional honors (i.e., valedictorian, salutatorian).
5. A student under this program shall have the rights and privileges of the Dual Enrollment program if an agreement exists with that college.
6. A student must attend a public college in the state of Florida.

**Early Graduation (ACCEL - Acceleration Graduation Options)** \* Please note: Acceleration graduation requirements may change due to legislation.

- 24 Credits, End of Semester One (Senior Year)
  - A student who has completed the required 24 credits and all other graduation requirements (including state assessments) may (by written request from the parent/guardians and student to the school) be dismissed the last semester of the senior year to pursue higher education or to begin a career. The student shall receive his or her diploma with the graduating class in the spring. Students electing to graduate early will retain any honors earned throughout the first semester of their senior year. The student must complete the first semester of his/her senior year to be eligible to be named valedictorian or salutatorian. Students planning to earn a Bright Futures Scholarship must complete all requirements by the end of the first semester.
- Accelerated Graduation (Three years or less)
  - A student who has completed the required 24 credits and all other graduation requirements including state assessments may (by written request from the parent/guardians and student to the school) be dismissed at that time to pursue higher education or to begin a career. Students are required to follow graduation guidelines based on their entrance to 9th grade. Students planning to earn a Bright Futures Scholarship must complete all Bright Futures Scholarship requirements by the time of graduation.
- 18 Credits in Three Years
  - A student who has completed the requirements for the 18 credit graduation option (College Preparatory or Career Preparatory) may graduate at the end of the third year of high school. Students planning to earn a Bright Futures Scholarship must complete all Bright Futures requirements by the end of the third year of high school. See a school counselor for information on the 18 credit courses of study.
- ACCEL 18 Credit Option
  - Students may pursue a standard diploma option through the ACCEL 18 credit option by meeting all graduation requirements including state assessments. \*See your school counselor for more detailed information.

### **Scholarship Warning and/or Progress Reports**

1. Grade reporting periods are nine weeks in length. By the end of the fifth week of each grading period, scholarship warnings and/or progress reports shall be issued to students who are in danger of failing.
2. Scholarship warnings and/or progress reports shall be taken home by the students and returned with the signature of a parent or guardian.

### **Conferences**

Parents/guardians are urged to make appointments with teachers during conference periods if possible, or to contact teachers if an appointment cannot be scheduled.

### **Honor Courses**

1. Having weighted grades in advanced courses accurately correlates a student's achievement with his or her class standing. A (.04) bonus shall be added to the student's cumulative grade point

average for each one-half credit completed in an honors course. A (.08) bonus shall be added to the student's cumulative grade point average for each one-half credit completed in an advanced placement course. A grade of C or higher must be earned in the honors or advanced placement course for the bonus points to be awarded.

2. In determining if a transfer course should receive Hillsborough County honors points, all of the following criteria must be met for honors points to be granted:
  - the course must have carried an honors designation in the sending school;
  - the course must carry an honors designation in our system;
  - the sending school must have granted a weighted grade for the designated honors course.

### **Valedictorian and Salutatorian Designation**

Only students who are enrolled the first day of school of their 11<sup>th</sup> grade year and have continuous uninterrupted enrollment at Brooks DeBartolo Collegiate High School shall be named valedictorian or salutatorian based on meeting the GPA class ranking of one and two per Hillsborough County's GPA calculation.

### **Rank in Class**

1. At the end of the first Block, the final rank in class shall be determined for each senior student. All credit-bearing grades earned through the first term of grade twelve and all grades earned for courses listed for grades 9-12 in the State Course Code Directory shall be used in determining class rank as well as the district grade point average. Rank is "frozen" on a designated day during Quarter 3. The time between the end of the first term and the rank-freeze date of the senior year is provided to allow for first semester/term corrections or additions.
2. Students enrolled in the International Baccalaureate and other magnet programs who leave their magnet program after the first day of their eleventh grade year are ranked with their magnet program.
3. The grading system of senior high school shall be based on quality point values. Quality points are to be earned every nine-week grading period in each subject. Quality point values are as follows:

### **9 Weeks Grades/Semester Grades**

Grade Quality

Letter Value Points

A	90 – 100	4
B	80 – 89	3
C	70 – 79	2
D	60 – 69	1
F	0 – 59	0

## **Homework**

Homework is a school related assignment which requires time and effort outside the regular classroom. Homework shall be meaningful and have purpose aligned to core curriculum and content standards. Homework shall be prescriptive and differentiated to meet the needs of diverse student populations. Assignments may vary upon subject, but need to be designed so students may do one or more of the following:

1. Practice and reinforce fundamental skills to meet course objectives. 2. Aid in processing needed information to demonstrate mastery. 3. Provide an opportunity to increase their learning ability through independent experiences with resources found outside of a classroom setting. 4. Develop regular study habits, responsibility, and self-discipline, which are needed skills to budget their time effectively and work independently. 5. Engage in shared learning experiences with family. 6. Enhance concepts taught in class and may reinforce real world applications.

Communication between students and teachers should be established concerning individual circumstances that may exist within families. Students should be able to complete assignments independently.

## **Grading of Homework**

Graded homework will be part of 30% or less of students' overall grade along with other formative measures. Grading varies upon specific assignments. For example, some assignments may receive a rubric score; letter grade; percent score; or points for completion, full credit, partial credit, or no credit dependent upon the completion of work. Dependent upon the assignment students may receive one or more of the following forms of feedback in a timely manner:

1. Direct instructional feedback when completed work is reviewed in class. 2. Graded work returned with relevant and meaningful written comments. 3. Peer evaluations with clearly outlined objectives.

## **Grading Rubric**

Grading Rubric for Informal and Formal Assessments

Letter Grade

Min %

Descriptor Performance Band

Rubric Score

A 90--An A means the student shows mastery of content above grade level rigor with in-depth inferences and applications that go beyond what is taught in class.

Advanced 5

B 80--A B means the student has completed proficient work on all course objectives at grade level rigor with no major errors or omissions.

Proficient 4

C 70--A C means the student has completed proficient work on the most important objectives, although not on all objectives, at below grade level rigor of what was explicitly taught in class.

Basic 3

D 60--A D means the student has completed proficient work on at least half of the course objectives but is missing some important objectives and is at significant risk of failing the next course in the sequence.

Below Basic 2

F 50--An F means the student produces minimal information even with prompting. The student has completed proficient work on fewer than half of the course objectives and cannot successfully complete the next course in the sequence.

Far Below Basic 1

The following is from the article, "Leading to change: Effective grading practices," by Douglas B. Reeves. The most effective grading practices provide accurate, specific, timely feedback designed to improve student performance (Marzano 2000, 2007; O'Connor, 2007). In the best classrooms, grades are only one of many types of feedback provided to students.

## **12th grade Second Semester Exam Policy**

Only 12<sup>th</sup> grade students may exempt exams.

Twelfth grade students shall:

- Earn at least a C or higher in quarters 3 and 4
- Have no more than 5 excused absences in Semester 2 per course (must be in attendance for more than half of each period in order to be counted as present)
- Have no more than 2 excused tardies per course
- Have no unexcused tardies/absences per course or to homeroom
- Have no suspensions for the Semester
- Must be debt free (including textbooks, library books, lunch account, NSF, etc.--this clearance will come from the Business Office and IT Director)
- Must meet these stipulations up to the day of the exam

Note: Exam Exemption does NOT apply to End of Course Exams or AP Exams.

Note: The teacher of the course may determine an exam is necessary to determine course mastery.

Note: Students who meet exam exemption requirements may choose to take the exam to boost their semester grade.

Note: If a student meets the exam exemption requirements and chooses to exempt the Semester 2 Exam, the Exam grade will be entered as a duplicate of the Quarter 4 grade. For example, if a student earned a "B" Quarter 3 and a "C" Quarter 4, then the Second Semester Exam grade would be a "C".

If a student misses the exam, that student will receive an F for the exam. Make-up exams within the grading period may be permitted due to extenuating circumstances and upon administrative approval.

## **Spring Activities Rule**

**(11<sup>th</sup> grade for Prom; 12<sup>th</sup> grade for Prom, Grad Bash, Senior Luncheon, Field Day etc.)**

Students must adhere to the following rules to purchase a ticket and/or attend these events.

1. If a student is suspended during the 2<sup>nd</sup> semester, the student will NOT be allowed to attend the event.
2. If the student is in violation of an Attendance/Behavior/Academic Contract, the student will NOT be allowed to attend the event.
3. After a ticket has been purchased, if the student receives a suspension or violates a contract the student will not be allowed to attend the event nor will the student receive a refund.
4. All debts must be cleared prior to purchasing any tickets. If the student is placed on the debt list after purchase of a ticket, the student will not be allowed to attend an event until the debt is cleared.
5. Students will have the ability to appeal the privilege to attend the events through an administrative hearing. All administrative decisions are final.

## **Conduct**

1. Students must have an issued book and/or materials when attending class. Failure to do so may result in a zero for the class period.
2. Some high schools issue conduct grades in addition to academic grades for each class. Each student starts the grading period with a grade of A in conduct. If normal behavior is exhibited throughout the nine week period, the A is maintained. Misconduct, infractions of rules or lack of cooperation may be considered a basis for lowering the conduct grade. Students should attempt to maintain an A or B in conduct.
3. Conduct shall be ranked according to the following scale:
  - A - Very Good
  - B – Good
  - C – Marginal
  - D – Poor
  - F - Unacceptable
4. The prime objective of academic marks is to reflect the extent of achievement in learning while conduct marks reflect behavior patterns of the student. These are separate marks but may bear a relationship. Disciplinary penalties are not intended to result in diminished academic marks, but such may be the case where suspension, truancy, or out of school absenteeism affects an individual student. The teacher shall not administer make-up work for credit for students who have absences that are determined to be trancies or out-of-school suspensions.

## Reporting Periods

Following the end of each nine week period, a report indicating the grade the student earned in each subject shall be made to parents/guardians and students. The final student Progress Report shall be released electronically through the school district.

## Units Earned

A student will receive one full credit for completing a year-long course and one-half unit is earned by successfully completing a semester subject.

## Graduation Requirements

1. Proper registration, fulfilling requirements for graduation and passing class work and examinations are the direct responsibility of each student. While the school attempts to check each student's record and to direct his or her work, it cannot be responsible for seeing that all requirements are met within the regular time. Specific course requirements can be found in the School District of Hillsborough County Graduation Requirements Brochure available through the Guidance Office at each school.
2. A diploma may be presented to a student who completes twenty-four prescribed units from those approved by the Hillsborough County School Board and listed in the State Course Code Directory for grades 9-12 and who completes all the graduation standards.
3. For a student to be eligible for a diploma from any Hillsborough County high school, he or she must be enrolled within the first fifteen days of his last semester. A student who transfers after the first fifteen days of the last semester of his or her high school career shall be furnished a transcript of the work completed in the school, but no diploma shall be awarded. An exception to this regulation may be made if the committee appointed by the principal recommends such an exception. Upon request, a transcript of the work completed in the school shall be forwarded to the last school attended and that school may grant a diploma if its policies so provide.
4. The student's careful selection of an appropriate course of study and appropriate electives that are commensurate with his/her ability, interest and aptitudes shall be necessary to round out his or her program.
5. Graduation standards include the following:
  - unweighted GPA;
  - score of at least 4.0 out of 6.0 on the senior high (FCAT Writing+) Florida Writes!;
  - demonstrated mastery of Algebra I or higher level mathematics courses;
6. Eighteen credit/three year graduation option is available for students who meet eligibility requirements (parent/guardian signature is required). Courses of study include:
  - College Preparatory/Technical Preparatory
  - Career/Technical Preparatory/Post-Secondary
  - See your school counselor for requirements.
7. Grades reflect the following point values:
  - A = 90-100 – Outstanding : 4 point value
  - B = 80-89 – Above average : 3 point value
  - C = 70-79 – Average : 2 point value
  - D = 60-69 – Lowest acceptable progress : 1 point value
  - F = 0-59 – Failure : 0 point value
  - I = Incomplete : 0 point value

8. A .04 bonus shall be added to the student's cumulative grade point average for each one-half credit completed in an honors course. A grade of C or higher must be earned in the honors course for the bonus points to be awarded. An additional .04 bonus, beyond the .04 bonus for honors courses, shall be added to the student's cumulative grade point average for each one-half credit in an advanced placement or dual enrollment course completed. A grade of C or higher must be earned in these courses for the bonus points to be awarded. Bonus points are included in the calculation of the district GPA used for class ranking. Beginning with students entering grade 9 in the 2006-2007 school year, Dual Enrollment courses will be weighted the same as Advanced Placement and International Baccalaureate courses when grade point averages are calculated.

To view updates to graduation requirements, visit <http://www.fldoe.org/bii/studentpro/grad-require.asp>.

### **Requirements for Participation in Graduation Exercises**

1. To be eligible for participation in the graduation ceremony, students must have earned twenty-three credits before the end of the school year in which graduation is anticipated. The twenty-fourth credit must be earned before the end of the summer school program for the diploma to be awarded with the spring graduating class
2. Students successfully completing the requirements of a performance based graduation program operated as a component of the School District of Hillsborough County Comprehensive Dropout Prevention Plan may also be eligible for participation in the graduation ceremony.
3. Students must have met all financial obligations to the school before being given a diploma.
4. Participation in a graduation ceremony is dependent upon a student's meeting both graduation requirements and abiding by discipline standards. Students shall only participate in one graduation ceremony. Discipline infractions include breaking school rules or breaking laws that result in criminal charges. Each high school's principal shall decide who shall and shall not participate in graduation exercises.

### **VALEDICTORIAN/SALUTATORIAN**

5. Each high school shall recognize a valedictorian and salutatorian from among each year's graduating seniors. Magnet schools shall recognize additional valedictorians and salutatorians for each magnet program.
6. The valedictorian shall be the student whose rank in class is number one (1), and the salutatorian shall be the student whose rank in class is number two (2). In the event of a tie for the position of valedictorian, each student whose rank is tied for first in the class shall be recognized as a co-valedictorian. If there are co-valedictorians, there shall be no salutatorian since the next student's rank would be third (or lower).
7. In instances where there is a tie for the position of salutatorian, each student whose rank is tied for second in the class shall be recognized as a co-salutatorian. If there are co-salutatorians, the rank of the next student would be fourth (or lower).



1. Counseling services are available for all students. Through individual and group counseling, the Office of Student Services staff members assist students in making decisions about course selection, occupational planning, college choice and personal/social adjustment. The department provides up-to-date information about careers, colleges, technical schools, college entrance examinations, scholarships, financial aid, military service, personal-social adjustments and study skills. Students are encouraged to visit the office for assistance.
2. The Office of Student Services assists in the systematic utilization of local resources, especially business and industry. Services include workplace readiness, technical and career recruitment, business partnerships for workplace experiences, military, and the administration and interpretation of career interest inventories. Staff members identify and support at-risk students.
3. Student Services staff members are available to assist students and parents/guardians with post-secondary planning, scholarships, and financial aid. They provide a myriad of resources including assistance with the college selection and application process, providing current information on available scholarship opportunities, offering assistance with the financial aid application process, and providing information regarding college entrance exams (SAT and ACT).
4. The assessment program is coordinated by the office to help students assess capabilities and achievements required for college admission. Students should discuss with their counselor the tests required for college entrance and scholarship opportunities.

## **Honor Roll**

1. Honor Roll lists shall be published by the school.
2. To attain the Principal's Honor Roll, a student must earn an A in each subject.
3. To attain the High Honor Roll, a student must earn at least three A's with no grade lower than a B.
4. To attain Honor Roll, a student must have no grade lower than a B.
5. Honor Roll recipients are determined based on nine-weeks or final grades.

## **Honor Students**

1. The senior scholastic honor students to be honored at graduation shall consist of the top five percent of the senior class seeking a standard diploma. Rank in class shall be determined upon the completion of seven semesters.
2. The five percent of students to be honored shall be increased, if necessary, to include all standard diploma seeking students who have accumulated at least an unrounded 4.0 grade point average (weighted district GPA).

## **National Honor Society**

1. The National Honor Society (NHS) is an organization which honors students who are outstanding in (1) scholarship, (2) character, (3) leadership; and (4) service. Membership in the National Honor Society is a privilege and not a right. Only those individuals who are outstanding in all areas receive this honor.
2. All sophomore, junior and senior class students who have been enrolled in their present high school one semester or more shall be eligible candidates for the National Honor Society if they fulfill the following scholastic requirements based on semester grades for grades 9-12:

- A cumulative unweighted grade average of 3.5 or better (no rounding);
- All grades earned in grades 9, 10, 11 and first semester of grade 12 in determining a student's average are considered by the school.

In addition to the service and meeting requirements, students must maintain a 3.5 overall semester average in order to continue membership in the NHS. Students not meeting the requirements shall be placed on probation. Students will be allowed only one probationary period.

Members may also be placed on probation or dismissed for failure to maintain standards for character, leadership or service.

The following policies shall be observed in selecting students for membership in the National Honor Society:

- Selection of students from eligible academic candidates shall be by majority vote of the faculty council (See NHS Handbook 1984 edition); however, the entire faculty could be invited to provide recommendations on a candidate's eligibility; the selection process shall evaluate character, leadership and service;
- Character, leadership and service shall be considered in selecting students for membership according to the policy considered fair and appropriate by the faculty of the school;
- Membership shall be by invitation only;
- A candidate must be enrolled in his or her present high school for at least one semester prior to being eligible for membership;
- A transfer student from another high school who was a member in good standing of its National Honor Society Chapter will be accepted into the National Honor Society of the school entered;
- Schools may not limit membership in the National Honor Society by selecting an arbitrary number percentage;
- Each school may induct new members either once or twice each year, with the number of inductions to be at the discretion of the individual school.

## **End of Year Awards**

BDCHS honors the most improved students, one per grade level, with the Pursuit of Excellence Award. These students must have shown exemplary behavior, academics, citizenship or attitude, or have shown marked improvement in any of these areas.

Additionally, BDCHS annually honors the male and female top students for each grade level with the Phoenix Outstanding Student of the Year Award as nominated by the grade level teacher nomination process. These students must have shown exemplary achievement in academics, citizenship or attitude, behavior, and community service.

BDCHS also honors one outstanding BDCHS adult from the community who has contributed much to the overall improvement and success of the school. The Phoenix Outstanding Adult of the Year Award is the award presented by the school community for this honor.

The presentation of these awards will occur via broadcast on the Phoenix News Morning Show on the last Friday before final assessments of courses, unless that day falls on a final exam day, in which

case, it will occur two weeks prior.

All club sponsors/content area course instructors are strongly encouraged to honor exemplary students at the end of the year with some type of certificate indicating some area of excellence which the student has attained. This should be done before finals week.

## **Transcripts**

1. All requests for high school transcripts are to be in writing, signed by the parent/guardian or the student who is 18 years of age or older, and requested from the school registrar.
2. For the first transcript requested, no charge is required.
3. All future transcripts requested shall be supplied at a cost of \$2.00 per transcript, payable at the time of the request.
4. The student or parent/guardians shall be given a receipt for the amount paid, noting the name of the college(s) requested. A second copy of the receipt shall be kept in a receipt book maintained by the school registrar.
5. Registrars shall maintain an ongoing log noting the name of the party requesting the transcript (parent or eligible student), the date of the request, the fee and the date on which the transcript was mailed or sent electronically.
6. Transcripts are available from the local high school for only one year following graduation. After that time, all transcript requests should be made to the district microfilming office.
7. Charges for transmissions/mailing of transcripts will be established annually by school board policy.

## **Appendix**

### **Course of Study**

For complete and updated course of study and Florida graduation requirements, please visit:  
<http://www.fldoe.org/bii/studentpro/grad-require.asp>

### **Board of Directors**

BROOKS DEBARTOLO COLLEGIATE HIGH SCHOOL

#### **Special Notice**

As a public school of choice, the Board of Directors conducts its meetings as posted on the school's website, in newsletters and on signs posted in front of the school. Meetings are in the Sunshine as required by state statute. Parents/guardians and community members are encouraged to attend those meetings. Please view an updated Board member listing at [www.bdchs.org](http://www.bdchs.org).

Please feel free to contact the Board of Directors with questions at [board@bdchs.org](mailto:board@bdchs.org) or the principal at [kbennett@bdchs.org](mailto:kbennett@bdchs.org) or [Kristine.Bennett@sdhc.k12.fl.us](mailto:Kristine.Bennett@sdhc.k12.fl.us).