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General Information

School Contact Information

Parrish Community High School
7505 Fort Hamer Road
Parrish, Florida 34219
Phone: (941)- 803-9330
www.manateeschools.net/parrish

Mission Statement

Parrish Community provides a safe and supportive environment, focused on academic excellence, social awareness, and community involvement while creating innovative learners who are inspired to meet local and global challenges.

Vision Statement

Parrish Community's vision is to provide a safe and supportive environment where all stakeholders are respected and inspired. Students are driven to possess social awareness, civic responsibility, and aspire for personal growth. Working together with parents, families, and business partners Parrish Community is committed to using innovative technology and authentic pathways to drive college and career readiness to empower students as they develop into citizens in an ever-expanding global community.

Students Rights and Responsibilities

As a student, you have a right to an education, regardless of your race, color, creed, national origin, religion, gender, marital status, heritage, disability, or sexual orientation. Some of your basic rights include the right to: Learn, agree or disagree, petition, freedom of expression, publish, assemble, and privacy. Your exercise of these rights must conform to the District Code of Student Conduct. While you also have the right to a free and appropriate education, this right shall be applied at the school serving your residential attendance zone, except as authorized by the School Choice Program or otherwise provided by School Board Policy. The Superintendent is authorized to assign or reassign a student to any program or school as deemed to be in the best interest of the student or School District, pursuant to F.S. 1006.08.

Where to Go For Help

Absences	Attendance Office
Academic Advice	Guidance and Teachers
Academic Records.....	Registrar
Activities Calendar	Activities Director
Admission	Registrar
Advance Notice of Absence	Attendance Office
Assemblies.....	Activities Director/Assistant Principals
Bus Information	Call 782-1280
Career Information	College & Career Coordinator
Checking In & Out of School	Attendance Office
Class Absences	Teachers
Class Activities	Class Sponsor
Clubs.....	Club Sponsor, Activities Director
College Information.....	College & Career Coordinator
Course Content.....	Teacher, Department Chair
Discipline Problems	Teacher, Discipline, Guidance
Discipline Referrals	Teacher, Discipline
Excessive Absences	Guidance
Grade Point Average	Guidance
Grades.....	Teacher, Guidance, Administration
Occupational Advice	College & Career Coordinator
Organizations.....	Head of Organization / Sponsor
Rank In Class.....	Guidance
Report Card Correction	Teacher / Registrar
Reporting Absences	Attendance Office
Schedule Problems	Guidance
Sports	Coach, Athletic Director, Administration
Student Debt	Bookkeeping Office
Student ID Badges	Discipline Office
Student / Teacher Conflict.....	Teacher, Administration
Student / Student Conflict	Teachers, Guidance, Administration
Tardies	Teacher, Attendance
Test Results/Interpretation	Guidance
Testing/End of Course Exams.....	Testing Coordinator
Theft	Teacher (if during class), School Resource Officer

Registrar

School Records

The office keeps many records concerning students, and Federal law prohibits revealing this information to anyone without the student's permission. However, recommendation letters are frequently requested from teachers and administrators who know the content of the student's record. The registrar will send a copy of your school records upon your request.

Transcripts

In all cases where students have transferred to PCHS from another school, the office accepts only the transcript mailed directly from the school they previously attended.

A student graduating or withdrawing will be furnished with a final transcript at no cost. Students may request transcripts with five days prior notification, and additional transcripts cost \$3.00. Students can order transcripts Online at <https://manateeschoolsfl.scriborder.com>.

Withdrawal Procedures

If a student needs to withdraw from school, the enrolling parent or guardian must come to school and sign a withdrawal form. Withdrawal cannot be done by telephone or by sending the form home. The parent must come to school.

Change of Address

Any student who has a household move during the school year must record the change of address and telephone number with the Registrar. The school uses the Connect-Ed communications system, which is dependent on correct phone numbers. After the address change, please allow 24-48 hours for a new bus assignment.

Attendance

Attendance Policy

Attendance is a critical component of your child's success in the classroom. Excessive absences will lead to a parent conference, referral to the District's Child Study Team, referral for social work services, referral to Truancy Court, and the involvement of the State Attorney. Parents who fail or refuse to cooperate with the school in the matter of regular school attendance for their child may be prosecuted for truancy by the State Attorney's Office.

Notifying the School of an Absence

When a student is going to be absent from school, Parrish Community High School asks each parent or guardian to call the school. The attendance phone is available 24 hours a day. When you call, please give all of the information requested. State law requires all absences to be unexcused unless they fall into the following documented reasons:

- An absence for religious instruction or religious holiday
- An absence due to sickness, injury, or other insurmountable condition
- An absence due to participation in an academic class or program

- A subpoena or forced absence by any government agency
- An appointment with a doctor or dentist
- A School Board approved activity.

You are allowed nine excused absences. Your parent may excuse nine absences per year. When you have reached your limit, official documentation is then required for every additional absence.

Assignments From Absences

- After an excused absence, you must arrange with your teacher for any makeup work. You have the same number of days you were absent to make up your work. This rule does not apply to some long-term assignments. (A long-term assignment is when a student has ten or more days to complete the work.) These long-term assignments will be due on the specified date unless excused in writing by the teacher or Principal. You are responsible for making these arrangements and submitting the makeup work within the deadlines set by the teacher(s). You do not have the right to make up work if your absence was unexcused.
- Suspended students - see page 32
- If a student has prior knowledge of an absence, they must turn in classwork and homework before the absence unless prior arrangements have been made with the teacher to do so upon return. It is the student's responsibility to make arrangements with their teachers.
- Skipping class - A student will receive a zero for all classwork, tests, quizzes, or assignments missed, and the appropriate consequences will be assigned.
- An unexcused absence is treated as a skipped class with the same level of disciplinary consequence.
- First-semester makeup work should be completed within two weeks for the class rank to be accurate.

Tardy Policy

Tardies result in lost instructional time for the late student and interrupting the teaching and learning activities for others. The warning bell signals that students should be moving toward class. When the tardy bell rings, students must be inside the classroom. PCHS recognizes two types of tardies:

Tardy to School

Students who arrive late to school after 7:30 must report to the attendance office in building 9 for a pass. With the proper state-mandated documentation or parent sign-in, limited to 3 tardies per quarter, the student will be given a pass and sent to class. Three excused morning sign-ins per quarter will be allowed with a parent call to Attendance, a parent note, or a parent accompanying the student. After the three tardies have been used, a parent or parent note is not considered appropriate documentation.

Tardy to Class

Once students are on campus, they have a five-minute passing period between classes. Parent notes are not accepted for class tardies. When the tardy bell rings, teachers will close and lock doors. Tardy students must immediately proceed to the discipline office and will be issued a Tardy slip. This slip is the student's official notification of a

consequence. Students return to class with a Tardy Admit. Students who do not follow the procedure within five minutes are considered skipping and will receive additional consequences.

Unexcused Tardies

1st Tardy	Lunch Detention / Parent Contact
2nd Tardy	Lunch Detention/ Parent Contact
3rd Tardy	Extra School/ Parent Contact
4th Tardy	Extra School/ Parent Contact
5th Tardy	Extra School/ Behavior Contract Made

Attendance Required for Participation in School Activities

If you are not present for more than half of the school day on the day of an event, due to any undocumented absence, you may not participate in the athletic or extracurricular event. Students suspended from school may not participate in any school-related function. Students who have an excused, documented absence may participate at the Principal's discretion.

Sign-In / Sign-Out Procedures

If a student arrives at school after 7:30 AM, they should go to the attendance office building 9 and sign in. Any student arriving on campus after the 7:30 bell MUST sign-in with the attendance office , unless they are an FLVS student with proper identification. Students who show up on campus, do not sign in, and go to the next class period, will receive a discipline consequence for failure to report.

Students needing to leave campus for appointments during the day must bring a note to the Attendance Office before 7:30 AM that morning. The note must contain the student's name, parent/guardian's name, signature, home phone, work phone, a brief explanation of the reason, date and time to be released, and parent/guardian signature. It can be hard to locate students (during lunch or when classes are working in other areas) when parents show up without advance notice. Only the note before school guarantees a timely release of the student. Student drivers are expected to be on time.

Leaving Campus with Parent Permission

Sign-out with parent permission may only be done through the clinic or front office. A student leaving campus must sign-out by scanning their ID prior to leaving campus. Once a student leaves campus, they may not return that day unless accompanied by a parent, and students may not leave without a parent and administrative permission.

Leaving Campus without Permission

Any student leaving campus must have permission from a parent and school administration PRIOR to leaving campus. Leaving campus without permission will result in disciplinary consequences.

Citizenship

Academic Integrity

Together with the School District of Manatee County, Parrish Community High School is committed to fostering a culture of academic integrity. Students, teachers, administration, and parents

understand that hard work produces excellent results.

As a student at Parrish Community High School, I understand that...

- I learn best when I complete my own work.
- I am responsible for protecting my own work.
- Asking for help when I do not understand how to complete my work is a positive practice.
- It is essential to give credit to sources and their authors.
- There are academic and disciplinary consequences for cheating.

Cheating includes all of the following, but is not limited to:

- Copying the work of others or claiming someone else's work to be mine.
- Allowing others, including family, friends, or classmates, to complete my work.
- Completing work for someone else.
- Using archived work from previous terms.
- Sharing answers, questions, or work, unless specifically instructed to do so by my classroom teacher.
- Participating in inappropriate testing behavior.
- Using electronic devices, the Internet, or social media to achieve any of the above.
- Plagiarizing, whether intentional or accidental.

Plagiarism includes all of the following, but is not limited to:

- Copying from sources without directly quoting and correctly citing those sources.
- Paraphrasing from sources without citing those sources
- Taking ideas from sources without citing those sources.

Care of School

A school building is not a school until students occupy it. When a building becomes a school, it takes on character and meaning and expresses itself to the student body and visitors. The respect students give a building is reflected in its appearance. It is a matter of personal and school pride that each student commits to helping maintain the appearance of our school and grounds.

This commitment includes using common sense. Trash belongs in trash cans; food is to be eaten only in designated areas; graffiti has no place on campus; and gum belongs in the garbage, not on desks, floors, or sidewalks. Do not walk on the grass or spit on the sidewalks and walkways. The furniture and equipment in our school are for your use, not abuse. Help keep costs down for your parents and other taxpayers by taking good care of our school. Take pride in keeping the halls and grounds clean.

Citizenship

The quarterly grade report will carry a citizenship mark from each teacher. This grade indicates the behavior and cooperation of the student as follows:

- 1 - Excellent
- 2 - Satisfactory
- 3 - Needs to Improve
- 4 - Unsatisfactory

Freedom of Expression

The free expression of student opinion is an integral part of education in a democratic society. A Student's verbal and written expression of private opinion is encouraged as long as it does not disrupt the educational process or interfere with the rights of others in the unique circumstances of the educational environment.

Distribution of written material, oral expression, or any other expressive activity, including the wearing of symbols, clothing, accessories, hairstyle, or other personal effects, may be restricted where disruption of the educational environment is likely to or does result.

Disruption includes:

- Inability to conduct classes or school activities, or inability to move students to and from class or other activities
- Breakdown of student order
- Widespread shouting or boisterous conduct
- Physical violence, fighting, or harassment of any kind among students
- Intimidation, harassment, or other verbal conduct (including swearing, disrespectful or insulting speech to students, teachers, administrators, or school personnel) that creates a hostile educational environment
- Defamation or untrue statements
- Statements that attack ethnic, religious, gender, or racial groups or that tend to provoke a physical response, including gang symbols or apparel, insults, or other fighting words that could reasonably be anticipated to provoke a physical or otherwise disruptive response will result in suspension
- Student participation in a school boycott, sit-in, stand-in, walk-out or similar activity
- Speech likely to result in disobedience of school rules or health and safety standards (such as apparel advertising alcohol, drugs, tobacco, etc.)

Official school publications, such as newspaper or yearbook, and student expression that occurs under circumstances where it is sponsored or endorsed by the school (speech at student assemblies or dramatic productions) are not the private speech of students. They are public communicative activities of the school, over which the school retains control to the extent permitted by the First Amendment and state statutes. Such speech shall be subject to regulation under the standards outlined in the paragraph above and for any other legitimate educational reasons as determined by the school. Students who violate the verbal and written expression standards shall be subject to corrective action or disciplinary action, up to and including suspension or reassignment.

Bullying and Harassment

Conduct that constitutes bullying or harassment, as defined below, is prohibited. **Bullying** is the mistreatment of an individual or group characterized by a willful intent to cause harm and a perceived advantage in power. These acts can be socially, emotionally, or physically damaging in nature, to include, but not limited to: teasing, name calling, rumor spreading, exclusion, intimidation, threats, damaging personal property, stealing, public or private

humiliation, stalking, pushing, shoving, or other physical attacks, and sexual, religious, or racial/ethnic harassment. **Harassment** involves any threatening, insulting, or dehumanizing act or gesture, which places an individual in reasonable fear of harm to his or her person or damage to his or her property; has the effect of substantially interfering with an individual's educational performance, opportunities, or benefits; or has the effect of substantially disrupting the orderly operation of a school or activity.

Both bullying and harassment are prohibited at school, during school-related activities (whether on or off campus), on the school bus, at school bus stops, and through the use of computers or other electronic devices, which is known as cyberbullying. Cyberbullying and harassment are also prohibited through off-campus Internet posting, phone calls, or text messaging - if such behavior disrupts the orderly environment of any district school or activity or interferes with the educational opportunities of others.

If you engage in bullying or harassment, the consequences and appropriate remedial action may range from positive behavioral interventions up to and including suspension, reassignment to an alternative program, and expulsion. More severe or persistent infractions will result in more intensive interventions and administrative actions. Additionally, the appropriate school administrator or designee will report to the victim's parents any incident of bullying or harassment once an investigation of an incident has been initiated. Bullying should be reported to the appropriate school administrator or through the School District of Manatee County's anonymous reporting system.

Hazing

Hazing is defined by F.S. 1006.135 as any action or situation that endangers the mental or physical health or safety of a student at a school with any of grades 6 through 12 for purposes of initiation or admission into or affiliation with any school-sanctioned organization. Hazing includes, but is not limited to: (a) pressuring, coercing, or forcing a student to: 1. Violate state or federal law 2. Consume any food, liquor, drug, or other substance; or 3. Participate in physical activity that could adversely affect the health or safety of the student. (b) any brutality of a physical nature, such as whipping, beating, branding, or exposure to the elements.

Academics

Grade Point Average - GPA

The grade point average is calculated by assigning points to the letter grades earned each quarter and semester. The cumulative grade point average is calculated on semester grades only.

The weighted grade point average assigns extra weight for grades of D or better earned in Honors /AP/DE courses per State statute and aligns with Bright Futures and Florida's state universities.

Grades and Grade Points

The marks given at Parrish Community High School are based on a five-letter system: A, B, C, D, and F. Report cards are issued every nine weeks. Letter grades indicate the following numerical ranges.

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

Student grades are posted in FOCUS. The school expects grades to be posted promptly and that parents continuously monitor their child's progress by accessing Focus. A password for FOCUS must be secured by parents, in person, at the Registrar's Desk in the front office.

Grades by Semester

Semester grades for courses without an End of Course exam are computed by averaging the Quarter 1 grade (40%), the Quarter 2 grade (40%), and the semester exam grade (20%). The average based on these weights is the semester grade.

Semester grades for courses with an End of Course exam are computed by averaging the Quarter 1 grade (35%), the Quarter 2 grade (35%), and the semester exam grade (30%). Dual Enrollment courses follow the University of South Florida grading system.

Graduation Requirements

Students must obtain a minimum of 24 credits, maintain a minimum cumulative grade point average of 2.0, pass appropriate grade level assessments (FAST, EOCs). Students must meet ALL graduation requirements to participate in graduation ceremonies. Below are the requirements for a 4-year standard diploma requiring 24 credits for students entering high school.

English	4 credits
Mathematics	4 credits, including Algebra 1 and Geometry
Science	3 credits including Biology; two must be rigorous
World History	1 credit
U.S. History	1 credit
U.S. Government	1/2 credit
Economics w/Fin Lit.....	1/2 credit
Fine Arts/Performing Arts	1 credit
HOPE Electives	1 credit
Electives	8 credits
TOTAL	24 credits

Examinations

All students will take a comprehensive examination covering that semester's work each semester. Grades received for the first quarter, the second quarter, and the semester examination will determine the semester average. According to school board policy, no early examinations are permitted.

Honors/Advanced Placement Courses

Courses designated as Level 3 Honors courses in the Course Code Directory contain more rigorous academic curriculum and performance standards as determined by the Florida Department of Education, under Section 1009.531 (3), F.S.

Manatee County will continue to give full weight (1.0) for all A.P., I.B., AICE, and D.E. Courses. In addition, Honors and Pre-AP courses will earn a .5 weight.

National Honor Society

The National Honor Society (NHS) chapter of PCHS is a duly chartered and affiliated chapter of The National Honor Society Constitution. Membership application is open to those students who meet the required standards in four areas of evaluation: scholarship, leadership, service, and character. The national office of NHS establishes criteria for selection.

Progress Reports

All progress reports and report cards are viewable in FOCUS. Parents may request a printed copy of the progress report or the report card by contacting the school registrar.

Schedule Change Policy

The registration process and the development of student schedules take place in the spring when faculty and staff counsel students. The process includes input from students, parents, teachers, counselors, and administrators. The master schedule is then built around the registration requests. Students are expected to honor their commitments and to attend and complete the courses for which they register during the registration period. The school will only consider requests for schedule changes if:

- A student has already earned credit in the course.
- A student has failed the prerequisite for the course.
- A student is scheduled for too many or not enough classes.
- There was a clerical error.
- District directive regarding course progression

School Counseling

The school counseling department is located in the main office. If you have questions or concerns regarding scheduling, setting up parent conferences, graduation requirements, etc., please reach out to your assigned school counselor. School counselors are assigned by student last name as follows:

- Diana Ansboro: A-Da
- Monica Quinn: Db – He
- Tracy Jordan: Hf – Mi
- Kelly Bowling: Mj – Sc
- Cathy Wincelowicz: Sd – Z

Student Health

Clinic

Our goal in the PCHS clinic is to provide the best possible care for your child in the event of illness/injury, to promote good health and prevent disease while at school. The clinic is located in the main office building. Students must have a pass to enter the clinic.

The Emergency Health Card is required annually. At the beginning of each school year, each student is given a white Emergency Health Card for parent/guardian completion. This card is used to document your child's health concerns along with emergency contact numbers in the event your child is sick or injured during the school day. This card is kept in the clinic in a confidential, locked file cabinet for use by the clinic staff. Please notify the clinic staff of any changes in your child's health, medication, and emergency contact numbers.

Medication Guidelines

Taking legal medications (prescription drugs prescribed for you or over-the-counter drugs) at school, on a school bus, at any school activity, or on any field trip must strictly comply with this Medication Policy. This policy requires the following:

- a. You should make every effort to administer medications at home during non-school hours.
- b. All medications (including over-the-counter medications, vitamins and supplements) must be prescribed by a licensed physician and must be retained in the school clinic.
- c. For each medication to be administered, your parent/guardian must provide the principal or clinic staff with a written statement giving the principal or the principal's designee permission to assist in the administration of the medication. The written statement must explain the reason it is necessary for the medication to be provided during the school day.
- d. The written statement shall be on a Medication Authorization Form which can be obtained from the school's office and must be signed by both a physician and a parent or guardian before medications can be administered at school.
- e. You may not transport medications to school or be in possession of any medications while on school property.
- f. An authorized adult must bring the medication to be administered to the school's office and deliver it along with a completed Medical Authorization Form.
- g. Possessing medications prescribed to others is illegal and considered a Level 3 offense.
- h. Students with any of the following medical conditions may carry and self-administer the medications or supplies listed below to attend to their conditions while at, or in transit to or from, school or school-sponsored activities, if the school has been provided written parental and physician authorization in advance:

Student's Medical Condition:	Student May Carry and Self-Administer:
Life-threatening Allergies or Asthma	An epinephrine auto-injector

Student's Medical Condition:	Student May Carry and Self-Administer:
Asthma	A metered dose inhaler
Pancreatic Insufficiency	A prescribed pancreatic enzyme supplement
Diabetes	Diabetic supplies, equipment, and specific food items identified in the written authorization along with a description of the activities the student is capable of performing without assistance, such as blood-glucose level checks, urine ketone testing, administering insulin, and treating hypo- or hyperglycemia.

Testing

ACT and SAT

The SAT, ACT and CLT are college entrance exams required for admissions into a four-year college or university and for Bright Futures. Students may register Online at:

SAT - www.collegeboard.org

ACT - www.act.org

Students should take one or both for the first time by the early spring of their junior year.

PSAT/National Merit Scholarship Qualifying Test

This examination is given during the fall of the junior year, automatically entering the student into the National Merit Scholarship Program. Students recognized as "commended" or "semi-finalists" go on to compete for "finalist" recognition. Sophomores and freshmen may take the PSAT for practice but are not eligible to enter the National Merit Scholarship Program.

End of Course Exams (EOC)

Florida has instituted End of Course exams for select courses. A final grade issued in one of the EOC exam courses may be interpreted differently based on District policies in effect at the time of enrollment and completion and specific requirements per Florida Statute.

Florida Assessment of Student Thinking (FAST)

The Florida Department of Education (FDOE) has contracted with the American Institutes for Research (AIR) to develop and administer new statewide assessments. These assessments will provide parents, teachers, policymakers, and the general public with information on how well students learn the Florida Standards. Parents can promote student success by staying involved in their child's education, offering positive support, staying connected with the school and teachers, and taking advantage of Online resources. Families are encouraged to take advantage of the information and resources available on the Florida Standards Assessments portal (www.FSAssessments.org) and the FDOE website (www.fdoe.org).

PERT (Post-Secondary Education Readiness Test)

The PERT test is a computer-based test measuring college readiness in mathematics, reading, and writing. This is one of the tests that may be used to qualify for dual enrollment courses through USF or SCF. Students can find more information at <https://www.fldoe.org/core/fileparse.php/5592/urlt/0078248-pert-studentstudyguide.pdf>

College and Career

Minimum Course Requirements for Four Year Universities

The following minimum course requirements are for students planning on entering a four-year university. Individual university requirements may differ; therefore, students should consult the university catalog for admission requirements:

English.....	4 credits
Math - Algebra 1 and higher.....	4 credits
Science	3 credits
Social Studies.....	3 credits
Foreign Language (Same language, sequential)	2 credits
Academic Electives*	3 credits

* See your counselor for a list of academic electives.

Financial Aid

Anyone planning on attending college, vocational, or technical school should complete the Free Application for Federal Student Aid (FAFSA). This application determines the types of money you'll be eligible to receive, such as the Pell Grant, the Federal Supplemental Education Opportunity Grant (FSEOG), the Federal Work-Study Program, and federal student loans. Students are encouraged to complete the FAFSA Online at <https://studentaid.gov/h/apply-for-aid/fafsa>. The application will require your family's income tax return information. You cannot apply before January 1 of the calendar year that you will be entering a post-secondary institution. The deadline for Florida residents is usually mid-May. Still, post-secondary schools often have deadlines earlier than May, so be sure to check with the institution you plan on attending.

Scholarships

Scholarships, another form of financial aid, can be categorized into four types:

- The State of Florida's Bright Futures Scholarship Program includes the Florida Academic Scholars Award, the Florida Medallion Scholars Award, and the Florida Gold Seal Vocational Scholars Award. Refer to the website: <https://www.floridastudentfinancialaidsg.org/> for requirements.
- The College and Career Coordinator posts **local and national scholarships** regularly. Most have specific requirements in GPA, community service, area of study, family heritage, and monetary need.
- **Scholarships given by organizations nationwide** that students can access either through scholarship resource books or websites.

- **Scholarships available directly from the post-secondary institution** which you will be attending. Inquire into the availability of these scholarships with the Financial Aid Director or Admissions Counselor. You may also be automatically awarded a school-based scholarship based on your need and merit.

NCAA Clearinghouse for Athletes

If you plan to participate in collegiate athletics at NCAA Division I or II schools, you must complete an NCAA Clearinghouse form at the end of your junior year. Students must register Online at <https://web3.ncaa.org/ecwr3/>. If you are recruited as an athlete, you cannot visit any colleges or universities until you have received a valid SAT or ACT score. Edgenuity courses may not count for NCAA eligibility.

Athletics/ Clubs

Extracurricular Activities

PCHS offers a wide range of clubs, activities, and athletics. Students are encouraged to involve themselves in an activity while in high school. Extracurricular activities are a great way to meet new friends, pursue an interest, and contribute to the school community. Students should pay careful attention to the morning news broadcast to learn about extracurricular activities. Participation in an extracurricular activity is a privilege, and students are expected to conduct themselves appropriately while representing the school.

Student Clubs/Activities

Clubs/School organizations are established each year based on student interest and the availability of club sponsors. If you would like to start a campus club, you will need an adult sponsor on campus. Once you've found a sponsor, contact Ms. Paternostro, Activity Director, for further instructions.

Sports

The following sports will be offered for the 2023-24 school year:

- **Fall Sports:** Cross country, golf, football, swimming, volleyball
- **Winter Sports:** Basketball, competitive cheer, soccer, girl's weightlifting, wrestling
- **Spring Sports:** Baseball, girl's flag football, softball, tennis, track, boy's weightlifting, girl's lacrosse

Athletic Policies

Specific guidelines for participation in athletics can be found in the School District of Manatee County's Athletic Handbook.

General Guidelines

- A student on a team should be in attendance at every scheduled practice unless an emergency prevents this. The coach should be aware of the reason for absence, so they will not depend on that athlete that day.
- A student must attend a minimum of one-half day, unless documented (doctor's note, field trip, subpoena, etc.), to practice or participate in a contest on that day unless approved by the athletic director or principal.
- All athletes should present a neat appearance at all school and

athletic functions.

- Parents are responsible for the transportation of students to and from school practice sessions for school-related events, including athletics. Parents are responsible for the transportation of students to and from athletic events unless the principal determines the school will provide transportation. School personnel will not assist parents in arranging transportation when the school does not provide it. (SB Policy 8.11)
- The principal will develop a plan for administrative coverage of home and key away games.

Athletic Eligibility

- The Florida High School Athletic Association (FHSAA) governs high school interscholastic contests. All Manatee County high schools maintain membership in this organization and comply with the rules and regulations outlined in the constitution and By-laws. The Manatee County School Board may adopt higher standards.
- Student-athletes shall follow the FHSAA eligibility rules in all cases. Staff will explain these rules to all athletes before the season.
- When questions of eligibility arise that are not settled between the assigned school Principal and the transfer school Principal, the matter shall be reviewed by the Interscholastic Eligibility Appeals Committee (IEAC), which shall consist of the high school Principals and the Director of High Schools. The Superintendent, Assistant Superintendent, Principal, coach, activity sponsor, or other parties in interest may raise questions of eligibility at any time. A questioned eligibility shall be presented first to the school's principal, where the student's eligibility is questioned.
- It will be the responsibility of that principal to demonstrate eligibility. If the person raising the eligibility question is not satisfied, the questioned eligibility may be presented to the IEAC through the Director of High Schools. The person(s) bringing the matter to the IEAC shall state, in writing, why the student's eligibility is questioned.
- The IEAC shall review each questioned eligibility to ascertain the student's eligibility under the Florida High School Activities Association By-laws.
- The committee shall review the written documents questioning eligibility and hear testimony from any interested party.
- The committee shall reduce its recommendations to writing and make copies available to all interested parties and the superintendent.
- The committee may refer the case to the FHSAA for a decision. After reviewing the committee's recommendations, the parties in interest may voluntarily agree with the recommendation and execute any documents necessary or, if dissatisfied with the recommendation, may appeal the questioned eligibility to the superintendent. The superintendent shall review the matter, calling for additional information if desired, and either approve or deny eligibility for the student.
- If a female athlete becomes pregnant, she is to be placed on the disabled list until a physician determines her activity level. A written recommendation will be returned to the school and kept in the athlete's file. This policy aims to protect the mother and the fetus, and it does not intend to remove the athlete from her team because of pregnancy.

Addressing Questions/Concerns

If a student or parent has questions or concerns regarding a specific team, please do the following:

- First, meet with the coach to discuss the questions or concerns.
- Second, meet with the athletic director if you still have questions or concerns.
- Third, meet with the principal or designee if you still have questions or concerns.

Dismissal/ Quitting a Team

Any athlete or manager suspended from a team, voluntarily quits a team or is dismissed from a team for disciplinary reasons is not permitted to go out for another sport while the original sport is still in season. The season is officially over when the team plays the last game, and a season is defined as the first day of practice through the final play-off game. Students suspended from the team may not use any of the department's facilities or equipment until their suspension is officially terminated.

Out of School Suspension

Students who are serving out of school suspension are not allowed to participate in any athletic activities until they have returned to regular class attendance for one full school day. Students who are suspended for a total of 10 or more days (cumulative or single incident) in a school year will be subject to an administrative review to determine eligibility to participate in any extracurricular activities. The administrative review will encompass the incident or infraction, discipline, academic, and attendance history, and conference with the student and others involved. The principal may revoke the student's privilege of participation in non-academic school activities, including but not limited to, extracurricular activities and/or athletics.

Criminal Offenses

- **Criminal Offense:** After a hearing with the principal, a student charged with a criminal offense may be suspended from extracurricular or co-curricular activities by the school Principal until the charge is adjudicated.
- **Adjudication Withheld:** A student suspended from extracurricular activities because of a criminal charge may be reinstated at the principal's discretion if adjudication is withheld.
- **Felony:** A student's conviction in "adult" court or judgment of "delinquency" in a juvenile court for any act that would have been felonious in "adult" court will mandate loss of eligibility to participate in any student activity for the duration of the years enrolled in a Manatee County public high school from the time of conviction. After one calendar year following conviction, the student may request a review of his/her eligibility by the principal.
- **Misdemeanors:** A student's conviction in "adult" court or judgment of "delinquency" in a juvenile court for the following misdemeanors (assault or battery, possession of concealed weapons, lewdness or indecent exposure, theft, drug possession/sale) will mandate loss of eligibility to participate in any student

activity for six months from the time of conviction. After three calendar months following conviction, the student may request a review of his/her eligibility by the principal.

Summer Participation

- Only athletes from the home school may participate in summer drills, workouts, and practices at school.
- The county has a blanket insurance policy for summer drills.
- Summer camps may be open to students from any county school.
- The enclosed rules are minimum standards for Manatee County athletes. Schools may recommend additional policies that do not contradict or lessen the policies listed above to the superintendent. All athletes shall be notified of these policies prior before the beginning of the season.

Athletic Training Rules

- No use of tobacco products.
- An athlete possessing, using, transferring, or being under the influence of any narcotic or hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant, or any facsimile, regardless of content, on or off-campus, will receive severe consequences.
- Any action by an athlete that causes embarrassment to the team, athletic department, or the school may result in disciplinary consequences.

Reporting Injuries

The coach is responsible for reporting all injuries of team members. The following must be adhered to:

Athlete's Responsibilities

- Student-athletes shall report any school-connected injury to the coach and trainer, and the athletic trainer must file the Accident Report Form.
- Students must inform the athletic director if an individual has any particular medical problem.
- Should an injury be discovered after the athlete has returned home, the athlete should go to their physician and report to the coach and trainer before their next participation.

School's Responsibilities

In case of injury, school personnel should:

- Administer minor first aid
- If hospital care is necessary, call an ambulance
- Notify parents or guardian
- Accompany injured player to a hospital if the parent is unavailable; Coaches must follow medical staff recommendations concerning student injuries.

Athletic Awards

Students who participate in athletics will be eligible for an award each year they participate. Awards may include but are not limited to letters, pins, and plaques.

Requirements for Student Athletic Award

- The individual coach of each sport shall be responsible for the

granting or withholding of awards. No athlete shall receive an award if they fail to finish the season due to dismissal from or quitting the squad.

- Each school will develop criteria for awards and letters in each sport.
- The coach must notify all athletes before the season of the criteria set for students to earn an award in that sport.

Title IX

Title IX of the Education Amendments Act of 1972 is a federal law enacted in 1972, which states: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

On May 6, 2020, the United States Department of Education released its final rule under Title IX of the Education Amendments of 1972. The final rule requires school districts to follow a specific Title IX Grievance Process while investigating allegations of sexual misconduct. The Office of Civil Rights of the United States Department of Education considers sexual misconduct (including sexual harassment, sexual violence, sexual assault, and intimate partner violence) to be a form of sexual discrimination and requires the school districts to take immediate and effective steps to respond to sexual misconduct. The School District of Manatee County takes its obligation to comply with Title IX very seriously.

Inquiries concerning the application of Title IX and the Grievance Procedures may be referred to the District's Title IX Coordinator:

Title IX Coordinator
2501 63rd Avenue East
Bradenton, Florida 32403
(941) 751-6550

Media/ Technology

Cellular Phone and BYOD Policy

Cell phone use is permitted before school only. At 7:20, students will turn off their phones, and phones are to remain off and out of sight during the day unless they are used during a class activity under the Bring Your Own Device (BYOD) policy.

The goal of BYOD programs is to expand opportunities for 21st Century learning. However, using personally owned devices at school is a privilege, not a right, and may only be used for learning purposes at the classroom teacher's discretion. The administration may revoke this privilege at any time. Students must use their devices responsibly, respect the property of others, and demonstrate that this use benefits them academically and helps them develop into good digital citizens. Earbuds fall under the same provision as cell phones. If earbuds are seen in areas where phones are not allowed, headphones and cell phones will be confiscated.

Where, When, Storage

- Students may only use their devices in the classroom when instructed by their teacher.
- Students may not use their devices to text or post to social media or personal sites/accounts during school hours.
- Students may not use their devices in common areas (hallways, bathrooms, locker rooms, cafeteria during lunch, etc.) unless a teacher or school administrator specifically allows it.
- Students may only use electronic devices in the library/media center with the permission of the media specialist. If sound is required, students must use headphones.
- Students should not ask teachers or staff to charge, hold, or store their devices.
- Administrators/Staff should not be asked to retrieve devices left in school.
- Devices must be off and out of sight when not used in the classroom.
- Students should bring devices fully charged to school. Access to electrical outlets or computers for charging is not permitted.
- Students will not have access to network printers using their devices. The Media Center has printers that are accessed through district-issued computers.

Theft, Loss, Damage, Troubleshoot, Inspection

- The school/District will not be held financially responsible for lost or stolen devices, nor are school administrators responsible for conducting searches for lost/stolen devices.
- The school/District will not be held responsible for any physical damage or data loss, including damage/data loss resulting from connecting devices to the school's wireless network or power outlets.
- School/District staff, including Technology staff, will not configure, troubleshoot, or repair student devices.
- School officials may read, examine, or inspect the contents of any personal device upon reasonable suspicion that the contents or recent utilization of the device contains evidence of a violation of these or other rules and policies, as well as any local, state, or federal laws.
- Violation of this policy will result in confiscation and suspension per the PCHS Code of Student Conduct.
- Using a cell phone for multimedia purposes will be considered inappropriate behavior, and the student will be suspended.
- Students are not permitted to make or receive phone calls/texts via cell phone. Any student may come to the Administration Office and ask to use the phone. All legitimate requests to use the office phone will be granted. Parents needing to contact their child may do so by calling the Administrative Office. Your child will not know if you call their cell phone because it must be off during the school day. The school day ends with the dismissal bell.
- Neither the school nor school staff is responsible for any cell phone lost, stolen, broken, or damaged at PCHS.

Electronic Devices

The use of electronic items including, but not limited to, webcams, smartphones, smart watches, earbuds/headphones, laptops, tablets, tape players/recorders, CD players, radios, cameras, camcorders, MP3 players, iPods, pagers/beepers, or games is not allowed and may

result in a discipline consequence. If you have these items at school, they are off and out of sight unless an administrator or teacher gives permission otherwise. If this rule is violated, an administrator may take the device from you and hold it until your parent comes to retrieve it after the school day has ended. If the item is not picked up by July 1st, the item will be deemed abandoned after the end of the school year. The school will determine what to do with the abandoned items. Neither the school nor school staff is responsible for such items if they are lost, stolen, broken, or damaged.

Multimedia

- Technology on the PCHS campus is to be used for instructional purposes only. Any multimedia devices, including cell phones, webcams, laptops, and tablets, used to record or transmit images or sound without expressed written permission of the PCHS Administration is strictly prohibited and will result in disciplinary consequences.
- Photographing or using photographs of any person without expressed written permission of the PCHS Administration may result in suspension and/or reassignment.
- Neither the school nor school staff is responsible for any personal technology/electronic devices if they are lost, stolen, broken, or damaged.

Technology Policy

Parrish Community adheres to the electronic equipment, technology, Internet safety, and use of social media policies as outlined in the Student Code of Conduct.

Transportation

Bus Transportation

All questions regarding bus schedules, bus stops /routes, and late buses, should be directed to the transportation department at 782-1287. The School Board believes you, your fellow students, and the bus driver should be able to ride safely on school buses. You may be disciplined for any action on the bus or at the bus stop when the bus is present if you are subject to discipline for the same offense if it had happened at school. Students should assume they are being recorded at all times while riding a school bus. PCHS supports all bus drivers in their attempt to maintain a safe environment on the school bus. Bus referrals are processed according to the Manatee County School District Code of Student Conduct.

Driving

The Manatee County School Board provides transportation for all students outside a two-mile radius of the school. Therefore, driving and parking on campus is a privilege.

Parking Lot Policy

The following is a list of rules and regulations for PCHS student drivers:

1. Parking permits are required to park on campus. Applications go on sale in July. Check the school website for information. Permits are issued at the beginning of each school year. Parking pass and parking space numbers will be matched. Students are required to

- park in their assigned space.
2. A yearly fee of fifty dollars (\$50.00) is required to park in one space, and permits are non-transferable
 3. All students must have any debt cleared before being approved for a parking permit.
 4. Any student parked in an unauthorized area will be subject to appropriate disciplinary action.
 5. Parking lot and vehicles parked on campus are subject to all rules prescribed by the District Student Code of Conduct. Violations are subject to administrative action. Students will place all items, such as flags, magnets, and banners, inside the vehicle while on campus.
 6. Obey all traffic rules and regulations on and around campus, Follow the directions of the parking assistants. Reckless driving is unacceptable. Loud music is prohibited and may result in the suspension of the parking privilege.
 7. Once you park, you must enter the school building. The parking lot is not a "hang out." Students who linger in their vehicle and do not leave the parking lot in a reasonable amount of time will be subject to appropriate disciplinary action.
 8. No one is allowed in the school parking lot during the day. If you sign out, you will be given a pass.
 9. Your car is not your locker, and passes are not given to students to retrieve items from their vehicle.
 10. At the end of the day, when you go to your car, you are to leave campus immediately. Again, the school parking lot is not a "hang out." Students who do not leave the parking lot in a reasonable amount of time will be subject to appropriate disciplinary action. Students should report any problems in the student parking lot to the discipline office.
 11. The school is not responsible for any damage or vandalism in the parking lot.
 12. Students found parking without a parking permit will be given a warning and have three school days to purchase a pass. A \$50.00 fee will be assessed on the second offense.
 13. Students with a parking permit who park in the wrong space or lot will be fined \$10.00 per incident.
 14. We expect our student drivers to arrive at school on time. Excessive tardies will result in disciplinary action and revocation of a parking pass.

Driving Consequences

Driving to school is a privilege, not a right. Students who drive on school grounds must exercise caution and drive responsibly. **Please note: The administration may revoke parking privileges.** In addition to administrative discretion, students will have their parking privileges suspended or revoked permanently for the following offenses:

1. Excessive Tardies - any student who receives six (6) first-period cumulative tardies will have their driving privileges revoked for 45 consecutive school days. Buses get here on time, and those students who cannot drive must either ride a bus or find alternative transportation.
2. Skipping - Drivers who skip class by driving off-campus without permission two (2) times in a nine (9) week period will have their driving privileges revoked for 45 consecutive school days.

3. Leaving Campus with Unauthorized Students - Any student driver who takes a student that is not authorized to leave will have their driving privileges revoked for 45 consecutive school days.

Driving Infractions may result in disciplinary action resulting in car booting, extra school, or out-of-school suspension.

Additional Information:

- Lost tags are replaced at full price and will not be prorated.
- Consult the discipline matrix for consequences related to parking in the wrong area/space.
- Our sale aims to support the school by raising money for much-needed funds that the School District cannot provide. The parking fee includes a 7% sales tax. Funds raised from permit sales may be used for, but are not limited to, supporting student safety, student activities, school spirit, school supplies, scholarships, teacher leadership, professional development and training, and student and faculty appreciation and recognition.

Discipline

Discipline Code - Disciplinary Actions

All students must comply with the Manatee County Code of Conduct issued by the School Board. Parrish Community High School expects all students to come to school and learn in a safe school environment. The staff will make every effort to work with students to accomplish this goal. Student discipline will be fair and consistent, given the breach of conduct. Parent contact occurs at every opportunity to assist with problems that occur. Students must fulfill the disciplinary consequence.

Discipline Consequences

Consequences for disciplinary infractions are assigned per the Manatee School District Student Code of Conduct, and the PCHS Discipline Matrix found in this handbook. Consequences are defined as follows:

- **Counsel & Warn (C&W)** – A discussion with the student explaining the infraction and the consequence if the violation occurs again.
- **Parent Pick Up (PPU)** – Applies to electronic devices and prohibited dress items such as hats. Parents may pick up unauthorized materials in the front office after 2:25 on or after the day of confiscation. Early pickups are not allowed.
- **Lunch Detention (LDT)** – The student eats lunch in a separate room and is not allowed to talk or interact with other students.
- **Extra School (EXS)** – Extra school is served on Tuesday and Thursday afternoons for 1 hour in the school cafeteria. Students are expected to bring school work. Extra school may be rescheduled with a parent note submitted before noon (12:00 PM) on the extra school day.
- **Work Detail (AWD)** – The student is assigned to a custodian during or after school hours and is expected to help in campus beautification efforts.
- **In School Suspension (ISS)** – Students report to ISS, where they complete their schoolwork without following their regular bell schedule. Students are responsible for checking teacher websites and emailing teachers for any work missed in ISS, and students are

required to submit any work missed while in ISS.

- **Out of School Suspension (OSS)** – Suspended students are not allowed on any Manatee County campus for any reason during their suspension. Students are responsible for checking teacher websites and emailing teachers for any work they miss while on OSS. Students are required to turn in any work missed while on OSS.
- **Restitution Required (RES)** – The student must monetarily or materially compensate the District, school, or individual for any damaged, stolen, or vandalized property.
- **Reassignment (ALT)** – Students who commit a severe breach of conduct or are a persistent disruption may be suspended and recommended for reassignment to another school.
- **Refer to Law Enforcement (RLW)** – Students who commit an infraction that is severe in nature may be referred to law enforcement. You will be notified if law enforcement is involved.
- **Threat Assessment (TA)** – Students who make any threat directed at staff or students, regardless if the threat is online or in-person, will be required to participate in the threat management process.

Discipline Matrix

Level 1 Offenses	First	Second	Third	Fourth	Fifth
Cellphone / Electronics Violation (TE)	CAW/SPU	LDT/PPU	LDT/PPU	EXS/PPU	ISS (2)
Class Disruption (DB)	LDT	TMO	ISS (1)	ISS (2)	ISS (3)
Computer Inappropriate Use (TE)	CAW	LDT	LDT	EXS	ISS (2)
Cutting in Lunch Line (IN)	LDT	EXS	ISS (1)	ISS (2)	ISS (3)
Defacing ID (ID)	CAW, New ID	LDT, New ID	EXS, New ID	ISS (1), New ID	ISS (2), New ID
Disrespect to Others (DO)	LDT	ISS (1)	ISS (2)	OSS (2)	OSS (3)
Disruption in Detention (FS)	ISS (1)	OSS (1)	OSS (2)	OSS (3)	OSS (4)
Dress Code Violation (DC)	CAW, change	LDT, change	LDT, change	LOP, change	LOP, change
Failure to have / display ID (ID)	CAW, New ID	LDT, New ID	EXS, New ID	ISS (1), New ID	ISS (2), New ID
Failure to serve consequence (FS)	ISS (1)	OSS (1)	OSS (2)	OSS (3)	OSS (4)
Failure to Properly Sign In/Out (AT)	LDT	EXS	ISS (1)	ISS (2)	ISS (2)
Horseplay (HP)	LDT	EXS	ISS (1)	OSS (2)	OSS (3)
Inappropriate comments/ gestures to students (DO)	LDT	ISS (1)	ISS (2)	OSS (2)	OSS (3)
Leave class without permission (AT)	LDT	EXS	ISS (1)	ISS (2)	ISS (2)
Littering (IN)	LDT	EXS	ISS (1)	ISS (2)	ISS (3)
OTC, Prescription Drugs (MV)	CAW	LDT	EXS	ISS (2)	ISS (3)
Out of Area (search, plus...) (IN)	LDT	EXS	ISS (1)	ISS (2)	ISS (3)
Parking Without Permit (IN)	LDT	EXS	ISS (1)	ISS (2)	ISS (3)
Profanity (not directed at staff) (DO)	LDT	ISS (1)	ISS (2)	OSS (2)	OSS (3)
Public Display of Affection (IN)	LDT	EXS	ISS (1)	ISS (2)	ISS (3)
Skipping (AT)	LDT	EXS	ISS (1)	ISS (2)	ISS (2)
Spitting, not directed at a person (IN)	LDT	EXS	ISS (1)	ISS (2)	ISS (3)
Sleeping in class (IN)	CAW	RTG	LDT	EXS	EXS

Level 1 Offenses	First	Second	Third	Fourth	Fifth
Tardy to School, habitual (TA)	LDT	LDT	EXS	EXS	EXS
Tardy to Class, habitual (TA)	LDT	LDT	EXS	EXS	EXS
Level 2 Offenses	First	Second	Third	Fourth	Fifth
Aggression, Non-Physical (AN)	ISS (2)	OSS (2)	OSS (3)	OSS (4)	OSS (5)
Bullying (BL)	ISS (2)	OSS (2)	OSS (3)	OSS (4)	OSS (5)
Cheating (CH)	LDT	EXS	ISS (1)	ISS (2)	OSS (2)
Contraband Possession (CO)	ISS (2)	OSS (2)	OSS (3)	OSS (4)	OSS (5)
Defiance of Authority (DF)	ISS (2)	ISS (3)	OSS (2)	OSS (3)	OSS (4)
Destruction of Property (VN)	ISS (2)	OSS (2)	OSS (3)	OSS (4)	OSS (5)
Disrespect Towards Staff (DA)	ISS (2)	OSS (2)	OSS (3)	OSS (4)	OSS (5)
Disruption in Testing (IN)	OSS (1)	OSS (2)	OSS (3)	OSS (4)	OSS (5)
Failure to Identify Self to Staff (OS)	OSS (2)	ISS (3)	OSS (2)	OSS (3)	OSS (4)
Failure to Report to Location (DF)	ISS (2)	ISS (3)	OSS (2)	OSS (3)	OSS (4)
Fireworks (possession or use) (EN)	ISS (2)	OSS (1)	OSS (3)	OSS (4)	OSS (5)
Forge / alter a school document (CH)	LDT	EXS	ISS (1)	ISS (2)	OSS (2)
Harassment (HA)	ISS (2)	OSS (2)	OSS (3)	OSS (4)	OSS (5)
Horseplay resulting in injury (EN)	ISS (2)	OSS (1)	OSS (3)	OSS (4)	OSS (5)
Identity Theft / Unath. use of ID (TF)	ISS (2)	OSS (2)	OSS (3)	OSS (4)	OSS (5)
Inappropriate Behavior Major (IN)	OSS (1)	OSS (2)	OSS (3)	OSS (4)	OSS (5)
Inappropriate gestures to staff (DA)	ISS (2)	OSS (2)	OSS (3)	OSS (4)	OSS (5)
Instigating an incident (IN)	OSS (1)	OSS (2)	OSS (3)	OSS (4)	OSS (5)
Leaving campus without authorization (LC)	ISS (2)	ISS (3)	OSS (2)	OSS (3)	OSS (4)
Lying to staff member (DA)	ISS (2)	OSS (2)	OSS (3)	OSS (4)	OSS (5)
Offensive comments / racial slur (HA)	ISS (2)	OSS (2)	OSS (3)	OSS (4)	OSS (5)
Poss./use of e-cig/tobacco products* (EC)	ISS (2), RLW	OSS (2), RLW	OSS (3), RLW	OSS (4), RLW	OSS (5), RLW
Profanity directed toward staff (DA)	ISS (2)	OSS (2)	OSS (3)	OSS (4)	OSS (5)
Theft (under \$750) (TF)	ISS (2), RLW	OSS (2), RLW	OSS (3), RLW	OSS (4), RLW	OSS (5), RLW
Throwing Objects (EN)	ISS (2)	OSS (1)	OSS (3)	OSS (4)	OSS (5)
Vandalism (VN)	ISS (2)	OSS (2)	OSS (3)	OSS (4)	OSS (5)
Verbal altercation / assault (AN)	OSS (1)	OSS (2)	OSS (3)	OSS (4)	OSS (5)
Videotaping others w/o consent (IN)	OSS (1)	OSS (2)	OSS (3)	OSS (4)	OSS (5)
Withholding information from staff (DA)	ISS (2)	OSS (2)	OSS (3)	OSS (4)	OSS (5)
Level 3 Offenses	First	Second	Third	Fourth	Fifth
Aggression (Physical) (AG)	OSS (2)	OSS (3)	OSS (5)	OSS (6), ALT	OSS (7), ALT
SESIR Alcohol Use/Poss. (ALC)	OSS (10), RLW	OSS (10), ALT, RLW			
SESIR Bullying (BUL)	OSS (3)	OSS (4)	OSS (5), ALT, RLW		
Computer / Tech Tampering (OS)	OSS (1)	OSS (3)	OSS (5)	OSS (7), ALT	
Contraband sale (CS)	OSS (3)	OSS (4)	OSS (5)	OSS (6), ALT	

Level 1 Offenses	First	Second	Third	Fourth	Fifth
Dating violence (DV)	OSS (3), RLW	OSS (4), RLW	OSS (5), ALT, RLW	OSS (6), ALT, RLW	
Destruction of school property (VAN)	OSS (3), RLW	OSS (5), RLW	OSS (7), ALT, RLW		
Found in opposite sex area (OS)	3 DAY OSS	5 DAY OSS	6 DAY OSS	7 DAY OSS	
Fighting, Non-SESIR (FG)	OSS (5)	OSS (10)	OSS (10), ALT		
Gang activity (GN)	OSS (5), RLW	OSS (10), ALT, RLW			
SESIR Harassment (HAR)	OSS (3)	OSS (4)	OSS (5)	OSS (6), ALT	
SESIR Hazing (HAZ)	OSS (2)	OSS (4)	OSS (5)	OSS (6), ALT	
Inhalant / Huffing (DRU)	OSS (10), SAFE, RLW	OSS (10), ALT, RLW			
Possession/use of illegal substance (DRU)	OSS (10), SAFE, RLW	OSS (10), ALT, RLW			
Possession/misuse prescription drugs (DRU)	OSS (10), SAFE, RLW	OSS (10), ALT, RLW			
Sexting (SX)	OSS (2)t, RLW	OSS (3), RLW	OSS (4), RLW	OSS (5), RLW	OSS (7), ALT, RLW
SESIR Sexual Harassment (SXH)	OSS (5), RLW	OSS (10), RLW	OSS (10), ALT, RLW		
SESIR Theft (over \$750) (STL)	OSS (3), RLW	OSS (4), RLW	OSS (5), RLW	OSS (6), ALT, RLW	
Two or more in bathroom stall (OS)	OSS (1)	OSS (3)	OSS (5)	OSS (7), ALT	
Trespassing (TRS)	OSS (1)	OSS (2)	OSS (3)	OSS (4)	OSS (5)
Level 4 Offenses	First	Second	Third	Fourth	Fifth
SESIR Arson (ARS)	OSS (5), ALT, RLW				
SESIR Battery (BAT)	OSS (7) RLW	OSS (10), ALT, RLW			
SESIR Burglary (BRK)	OSS (4), ALT, RLW	OSS (6), ALT, RLW			
Bomb Threat (DOC)	OSS (5), ALT, RLW	OSS (10), ALT, RLW			
Cyber Attack / Threat (TRE)	OSS (5), TA, RLW	OSS (10), TA, ALT, RLW			
SESIR Disruption on Campus (DOC)	OSS (5), ALT, RLW	OSS (10), ALT, RLW			
SESIR Drug Distribution (DRD)	OSS (10), ALT, RLW				
False Accusation / Defamation (FA)	OSS (5), ALT	OSS (10), ALT			
SESIR Fighting (FIT)	OSS (7)	OSS (10)	OSS (10), ALT		
Gambling (OMC)	OSS (5)	OSS (10), ALT			
Incite/lead/participate major disrupt (DOC)	OSS (5), ALT, RLW	OSS (10), ALT, RLW			
SESIR Other Major (OMC)	OSS (5), RLW	OSS (10), ALT, RLW			
SESIR Physical Attack (PHA)	OSS (5), RLW	OSS (10), ALT, RLW			
SESIR Robbery (ROB)	OSS (10), ALT, RLW				
SESIR Sexual Assault (SXA)	OSS (10), ALT, RLW				
SESIR Sexual Battery(SXB)	OSS (10), ALT, RLW				
SESIR Threat/ Intimidation (TRE)	OSS (5), TA, RLW	OSS (10), TA, ALT, RLW			
Weapon-like contraband (WC)	OSS (5), RLW	OSS (10), ALT, RLW			
SESIR Weapon Possession or Use (WPO)	OSS (10), ALT, RLW				

Dress Code

The dress and grooming of District students shall be neat and clean, promoting a safe and positive educational environment. Apparel that disrupts educational activities and processes of the school may result in the removal of the student from the regular learning environment until acceptable apparel can be secured for the student. Failure to comply with the dress code may result in disciplinary consequences outlined in state statute and the district discipline matrix.

Pursuant to F.S. 1006.07, wearing clothing that exposes underwear or body parts in an indecent or vulgar manner or that disrupts the learning environment will have the following specific consequences. In addition to these consequences, the violation shall be corrected before the student is allowed back in the regular school environment:

- a. For a first offense, a student shall be given a verbal warning and the school principal (or designee) shall call the student's parent or guardian.
- b. For a second offense, the student may be ineligible to participate in any extracurricular activity for a period of time not to exceed 5 days and the school principal (or designee) shall meet with the student's parent or guardian.
- c. For a third offense, the student will have lunch detention in a supervised area, not the cafeteria.
- d. For a fourth offense, the student may be ineligible to participate in any extracurricular activity for a period not to exceed 30 days.
- e. For a Fifth and subsequent offense, a student may receive an In-School Suspension pursuant to F.S. 1003.01(5) for a period not to exceed one (1) day and may be subject to any of the interventions listed above.

Requirements for student dress in all schools are listed below:

- a. All shirts and blouses must cover midriff, back, sides, and all undergarments including bra straps at all times. All shirts, tops, and dresses shall have sleeves and cover the shoulders.
- b. Shorts, skirts, divided skirts, dresses and culottes are allowed. They must be mid-thigh length or longer.
- c. All trousers, pants, or shorts must totally cover undergarments, including boxer shorts.
- d. All clothing, jewelry, or tattoos shall be free of the following: profanity; violent images, wording or suggestion; sexually suggestive phrases or images; gang related symbols; alcohol, tobacco, drugs or advertisements for such products.
- e. Safe and appropriate footwear must be worn. Inappropriate footwear includes, but is not limited to, roller skates, skate shoes, and bedroom slippers.

Further Clarification/other requirements:

- a. Form fitting leotard/spandex type clothing is not allowed unless proper outer garments cover to mid-thigh length or longer.
- b. See through or mesh fabric clothing may only be worn over clothing meeting requirements.
- c. Clothing must be appropriate size, with the waist of the garment

- worn at the student's waist.
- d. Clothing and footwear traditionally designed as undergarments or sleepwear shall not be worn as outer garments.
 - e. Sunglasses may not be worn inside unless a parent provides a doctor's note to the school. Field trips are exceptions.
 - f. Bandanas or sweatbands are not allowed to be visible on school grounds during the regular school hours.
 - g. Hats or other head coverings may be worn during outside P.E. activities and may not be worn during any portion of the regular school day without the expressed permission of the principal.
 - h. If the school has a mandatory school uniform policy, the student must adhere to those requirements.

Dress Code Violations

All staff will enforce the dress code at all times in all settings. All administrative staff will monitor the dress code for compliance. No student will be allowed to attend class while in violation of the dress code. Any student failing to comply with the dress code will be sent to ISS until the violation is corrected. It is the student's responsibility to see their teachers after school and make arrangements for assignments, tests, and quizzes missed.

Student ID

Each student must have their student ID worn on a lanyard around the student's neck at all times while on campus. Any student who forgets or loses their ID must report to the discipline office to receive a new ID and disciplinary consequences. A \$5 fee is assessed to the student's account for each additional ID printed by discipline.

Students may purchase new IDs and lanyards before or after school in the media center. Carrying the ID in a pocket or backpack, possessing/wearing/using another student's ID, defacing an ID photo, and displaying an ID from another school are prohibited and subject to disciplinary action. Each student must use their student ID to purchase lunch in the school cafeteria and check out materials from the school media center. Failure to produce a student ID when requested will result in disciplinary action.

Cafeteria Rules

- No cutting in line or saving a place in line is allowed.
- Students must be in line or seated, not standing and talking.
- Pick up only the food you purchase; you may not get food/drinks for other students.
- Do not pass food or drinks in the lunch line.
- Do not throw food or drink items.
- Keep the noise at a conversational level.
- Remove your trays and trash from tables, and place them in garbage cans.
- If you spill food or drinks, please clean up.
- Use proper table etiquette.
- Cafeteria area seating is first-come, first-serve; students cannot save seats or move other students' belongings.
- Cell phone usage does not permit recording somebody without their permission.
- Failure to comply with proper behavior may result in disciplinary action, including but not limited to lunch detail, lunch detention,

time-out, work detail, extra school, or suspension.

Hall Passes

Students in the halls during classes must carry the colored pass designated for that building. Passes must be filled out with the student's name, destination, and time out before the student leaves class, and students are to write the time in upon return to class.

Students sent to the Discipline Office must have a pass from the teacher. If a student is in the hallway without a pass, there will be a disciplinary consequence. No hall passes will be issued during the first 10 minutes and the last 10 minutes of a class period. Leaving class without the teacher's permission will result in disciplinary action.

Skipping

Students are required to attend scheduled classes every day. Students who are not attending their regularly scheduled classes must have their parents contact the Attendance Office. See the attendance policy for more information.

Failure to attend the regularly scheduled classes, with no parent notification, constitutes skipping. Skipping class is a conscious choice and academic and disciplinary consequences will apply.

Skipping – Drivers who skip class by driving off campus without permission two or more times in a nine (9) week period will have their driving privileges revoked for 45 consecutive school days.

Investigations at School

You, your locker, vehicle, purse, backpack and other personal possessions may be searched if there is a reasonable belief (suspicion) that any of them contain drugs, weapons, contraband or other items not permitted on campus. You are expected to cooperate fully with your school administration in all searches and investigations. The failure to fully cooperate may be grounds for your school administration to infer that you are in possession of contraband or illegal items and the matter will be referred to law enforcement as deemed necessary. Trained sniff-screening dogs are allowed in the schools to prevent drugs and weapons at school. Routine checks by the dogs are not considered a search; however, an alert by the dog gives reasonable suspicion for a search. Dogs may not check students themselves to determine probable cause for a search. The use of trained dogs is a safety precaution to provide you a safe school in which to learn.

Video Surveillance on School District Property

To maintain a safe environment for students, staff, and the public and control vandalism and criminal activity on school District property, the District has installed video surveillance systems. Closed-circuit television cameras are located in open public spaces, on buses, and possibly in classrooms under appropriate circumstances.

Security cameras are in use at PCHS in common areas inside and outside the building. The administration may use surveillance video to determine appropriate student disciplinary actions, including suspensions, reassignments, and legal proceedings.

Smoking/Tobacco Products

Smoking and possessing tobacco or other smoking products (including, but not limited to, cigarettes, pipes, cigars, snuff, chewing tobacco, or electronic cigarettes) is prohibited on School District property and all extracurricular activities. School staff will confiscate contraband items, the administration will apply disciplinary consequences, and law enforcement may fine the student.

Suspended Students

Students suspended from school are not allowed to be on campus or attend off-campus school-related activities during their suspension. Additional days of suspension may result, and trespass charges may be filed.

It is the responsibility of the student to contact teachers to receive work during the time of the suspension and to make arrangements for someone to pick up work from school. Students may check Schoology for their assignments or call the teacher and leave a message. All makeup work is due on the day of your return from suspension. In-class activities such as labs, tests, quizzes, class projects, etc., the teacher will determine a reasonable amount of time for assignments to be completed.

Any major assignment or project is due on the original due date; students must make arrangements with teachers by the due date to receive credit.

Other

Virtual School

PCHS has multiple avenues for students wishing to study Online.

Manatee Virtual School (MVS)

With MVS, students in grades 6-12 can register for virtual courses if attending a Manatee County School and up to six classes if homeschooled. MVS is a franchise of the Florida Virtual School, which integrates the highly acclaimed FLVS curriculum but is taught by Manatee County School teachers. Students can use MVS for credit recovery, acceleration, or scheduling conflicts. For more detailed information, visit the MVS website at <https://www.manateeschools.net/domain/1404>, and see your School Counselor.

Florida Virtual School (FLVS)

Students can earn high school credit each school year through the Online Florida Virtual School. Students must be self-motivated and task-orientated to complete this type of course. Visit the website at <http://flvs.net> for enrollment information. School Counselor approval is required.

Delivery of Items to School

PCHS does not accept delivery of any items delivered to the school during regular school hours. These items include, but are not limited to, floral deliveries, books, money, food or drink, clothing, athletic equipment, uniforms, or instruments. It is the responsibility of the students to bring everything needed for the school day. Students will not be allowed to retrieve items from their car during the school day.

As a reminder, students may not use school telephones during school hours unless authorized by an administrator. If permitted, students may only use the phone in the administrative office.

Supervision of Students While on Campus

Ensure your child arrives at school no more than thirty minutes before the start of the school day and leaves campus no more than thirty minutes after the school day or activity unless you have made special arrangements with a teacher, administrator or a before/after school care program. Supervision will not be provided beyond that time. Supervision for students attending school activities outside the regular school day such as clubs, dances, carnivals, practices and games will be provided 30 minutes before and after the activity. Be aware that school nursing services are not available at extracurricular activities or before or after the school day. It is the parents' responsibility to provide any medical needs for their children before or after the school day.

Student Debt Collection

Students are financially responsible for all class, club, or team materials and are expected to reimburse the school immediately when they owe money. Teachers will notify students and their parents that another book or equipment will not be issued until the debt is paid.

Textbooks are issued to students at the beginning of each course. Any lost, mutilated, or damaged book must be paid for by the student. Students do not receive diplomas until all textbooks assigned to them have been paid for or returned. If books show abuse, a reasonable charge is assessed. Any book given to a student must be paid for if lost or stolen.

Any senior owing school debts will not be allowed to attend Grad Bash, prom, graduation practice, the graduation ceremony, and other such events until debts are paid.

Parents may pay debts through [RevTrak](#), the district's Online payment system. Please see the PCHS website for details.