



**MANATEE HIGH SCHOOL
HANDBOOK 2019-2020**



Manatee High School

2019 - 2020 Handbook

The mission of the Manatee County School District is to educate and develop all students today for their success tomorrow.

District Core Values:

Honesty from the boardroom to the classroom

Integrity in all interactions

Excellence as the standard every day

Community Engagement is essential to success

Leadership and Learning embedded in the mission

Public Service as our commitment

Equitable delivery of resources

Transparent accountability and efficiency



IMPORTANT STUDENT DATES

HOMECOMING WEEK : September 23 - 27

HOMECOMING GAME: Friday, September 27

HOMECOMING DANCE: Saturday, September 28

From: 7pm to 11pm in the MHS GYM

FIRST FOOTBALL GAME:

AUGUST 16

HURRICANES VS SOUTHEAST

7:00 PM



School District of Manatee County 2019 -2020 Academic Calendar

August 2019						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Aug 5th Teachers Return/Inservice
 Aug 6-8th Teacher Work Days
 Aug 9th District Inservice
 Aug 12th First Day Students

September 2019						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Sept 2nd Labor Day - All District Sites Closed
 Sept 11th Professional Learning Early Release
 Sept 30th Rosh Hashana

October 2019						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Oct 1st Rosh Hashana
 Oct 7-11th FTE Survey 2 Window
 Oct 9-10th Yom Kippur
 Oct 11th Elementary Early Release
 Oct 11th End of Qtr 1 (44 days)
 Oct 14th Record Day - No school for students
 Oct 18th Elementary Early Release

November 2019						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Nov 6th Professional Learning Early Release
 Nov 11th Veterans' Day - All district sites closed
 Nov 25-29th Thanksgiving Holiday
 Nov 28th Thanksgiving Day - All district sites closed
 *Nov 25-27th Hurricane make-up days if needed

December 2019						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Dec 4th Professional Learning Early Release
 Dec 9-20th MS/HS Exams (tentative)
 Dec 18-20th High School Early Release
 Dec 20th End First Semester (87 days)
 Dec 23-31st All district sites closed
 Dec 25th Christmas Day - All district sites closed

January 2020						
S	M	T	W	Th	F	S
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Jan 1st New Years Day - All district sites closed
 Jan 2nd All district sites closed
 Jan 3rd Teachers Return/Record Day
 Jan 6th District Inservice
 Jan 7th Students return
 Jan 20th ML King Birthday - All district sites closed

February 2020						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

Feb 3-7th FTE Survey 3 Window
 Feb 5th Professional Learning Early Release
 Feb 17th Presidents' Day - All district sites closed

March 2020						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

March 6th Elementary Early Out
 March 12th End Qtr 3 (46 days)
 March 13th Record Day - No school for students
 March 16-20th Spring Break - Schools closed
 March 27th Elementary Early Out

April 2020						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

April 10th Good Friday
 April 12th Easter
 April 15th Professional Learning Early Release
 April 10-18th Passover

May 2020						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

May 21-28th MS/HS Exams (tentative)
 May 25th Memorial Day - All sites closed
 May 26-28th Early Release All Schools
 May 28th Last Day Students - End 2nd Semester(93 days)
 May 29th Record Day/Last Day for Teachers

June 2020						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

June 1st Summer School begins (tentative)
 Graduations: 5/13-LRH5, 5/14-PH5, 5/15-BRH5
 Graduations: 5/16-BH5, 5EH5, MH5

July 2020						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

July 3rd Observation for Independence Day
 July 17th Summer School ends (tentative)

Indicates Paid Holiday



HURRICANES FOOTBALL SCHEDULE

(ALL GAMES START AT 7:30 PM EST unless noted otherwise)

GAME DATES MAY CHANGE DUE TO NON-FORSEEABLE OCCURANCES.



	L	P		BYE				S			
@SOUTHEAST AUG 16TH KICKOFF CLASSIC	LAKELAND AUG 23RD	@PALMETTO AUG 30TH	BRADEN RIVER SEPT 6TH	BYE WEEK SEPT 13TH	@KATHLEEN SEPT 20TH	LWRHS SEPT 27TH HOMECOMING	THE CREEK OCT 4TH PINK OUT	SARSOTA OCT 11TH HOA ALUMNI	OSCEOLA OCT 18TH	@VENICE OCT 25TH	MIAMI JACKSON NOV 1ST SENIOR NIGHT

DISTRICT GAMES

MANATEE *Hurricanes*



[Type here]



Manatee High School Bell Schedule 2019-2020

1st Period	7:30 – 8:20 (50 min)
2nd Period	8:25 – 9:15 (50 min)
3rd Period	9:20 – 10:10 (50 min)
4th Period	10:15 – 11:05 (50 min)
5th Period	11:10 – 12:30 (80 min)
A – Lunch 11:05 – 11:35	A – <u>Class</u>: 11:40 – 12:30 (50 min)
B – <u>Class</u> : 11:10 – 12:00 (50 min)	B – Lunch 12:00 – 12:30
6th Period	12:35 – 1:25 (50 min)
7th Period	1:30 – 2:20 (50 min)

ANNOUNCEMENTS 2:20 – 2: 25 (5 min)



S.A.T. 2019-2020

TEST DATE	REGULAR DEADLINE	LATE FEE DEADLINE
Aug 24, 2019	July 26, 2019	Aug 6, 2019
Oct 5, 2019	Sep 6, 2019	Sep 17, 2019
Nov 2, 2019	Oct 3, 2019	Oct 15, 2019
Dec 7, 2019	Nov 8, 2019	Nov 19, 2019
Mar 14, 2020	Feb 14, 2020	Feb 25, 2020
May 2, 2020	April 3, 2020	April 14, 2020
Jun 6, 2020	May 8, 2020	May 19, 2020



A.C.T. 2019-2020

TEST DATE	REGULAR DEADLINE	LATE FEE DEADLINE
Sep 14, 2019	Aug 16, 2019	Aug 17-30, 2019
Oct 26, 2019	Sep 20, 2019	Sep 21-Oct 4, 2019
Dec 14, 2019	Nov 8, 2019	Nov 9-22, 2019
Feb 8, 2020	Jan 10, 2020	Jan 11-17, 2020
Apr 4, 2020	Feb 28, 2020	Feb 29-Mar 13, 2020
Jun 13, 2020	May 8, 2020	May 9-22, 2020
Jul 18, 2020*	Jun 19, 2020	Jun 20-26, 2020



Guidance Counselor Assignments

- **Ms. Jennifer Johnson: A-C**
- **Ms. Chmielewski: D-H**
- **Ms. Engel: I-M**
- **Ms. Mitchell: N-SC**
- **Ms. Quinn: SD-Z**

Dean Assignments

- **Mr. Silenzi: 9th**
- **Ms. Little: 10th**
- **Mr. Gage: 11th/12th**
- **Ms. Singleton: Attendance**

Dedication

Responsibility

Education

Attitude

Motivation



SECTION ONE: SCHOOL JURISDICTION

The purpose of this document is to assist students, parents, and school personnel in establishing and maintaining a safe, nurturing and well-disciplined learning environment for all. This document addresses the role and responsibilities of parents, students, attendance, academics, athletics, and discipline.

Students at Manatee High School are subject to the Manatee County Student Code of Conduct and the Manatee High School Handbook during the school day and regular school activities; while being transported on school buses or at public expense to and from school or other education facilities; at such time and places including but not limited to school sponsored events, field trips, athletic functions and other activities where appropriate school personnel have jurisdiction over student. In addition jurisdictional control over students may be extended as per Florida Statutes 1006.07, 1006.09, 1006.13, and 1006.147, whenever the conduct of a student is deemed to have a detrimental effect on the health, safety, and welfare of any member of the school community or the learning environment of the school.

State and federal law recognizes that teachers and school administrators have a need to stand in the place of parents over the students entrusted to them at school. This is a concept called *in loco parentis*. While this power is not equal to a parent's power over a child, it permits school personnel to exercise a degree of supervision and control over students that could not be exercised over free adults. This concept is responsible for the fact that school personnel can search without a warrant based on reasonable suspicion and are not held to the higher standard of probable cause by which law enforcement is bound. It is also responsible for the fact that school personnel can interrogate a student without providing him or her with Miranda warnings or allowing the student to call a parent or attorney. You do not have the right to have your parent present or a right to an attorney when you are questioned. If you refuse to answer questions asked by school officials, you may be disciplined.

The School Board of Manatee County does not tolerate discrimination or harassment on the basis of race, sex, sexual orientation, color, religion, age, national origin or disability. The District has designated Mrs. Elena Garcia as the district's Section 504 Coordinator and Mrs. Michelle Messina, as the American's with Disabilities Act, Age Discrimination Act and Title IX Coordinator to facilitate the district's compliance with federal nondiscrimination laws. District phone number is 751-6550 ext. 2347 for Mrs. Elena Garcia and 708-8770 ext. 2282 for Mrs. Michelle Messina. Written Complaints of discrimination or harassment may also be filed with the Human Resources Department at the School Board of Manatee County, P.O. Box 9069, Bradenton, FL 34206.



STUDENT AND PARENT RIGHTS AND RESPONSIBILITIES

NON-DISCRIMINATION

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
- Privacy

Your exercise of these rights must conform to the District Code of Student Conduct and the Manatee High School Student Handbook.

SCHOOL CHOICE

If you are attending Manatee High School under the School Choice Program, your school choice may be revoked at the end of any semester for non-attendance, unacceptable academic performance, habitual tardiness or disciplinary issues upon recommendation of the principal. The principal's recommendation is subject to review and approval by the District Administrative Appeals Committee.

GRADES

An academic grade reflects the teacher's most objective assessment of your academic achievement. You are responsible to:

- To be informed of the grading criteria
- Maintain academic performance commensurate with your ability

Your rights include:

- To receive a teacher's grading criteria at the beginning of each year or semester course;
- To receive reasonable notification of failure or potential failure before the end of the grading period.

Your parents' responsibilities:

- To meet with your teachers and administration upon request and assist in taking corrective action when needed.
- Monitor your academic progress using Parent Portal or other methods



PLEDGE OF ALLEGIANCE

Students have the right to not to participate in the recitation of the Pledge of Allegiance. Florida Statute 1003.44 stipulates that upon receipt of the written request of the parent, “a student may be excused from reciting the pledge, including standing and placing the right hand over the heart. When the pledge is given, unexcused students must show full respect to the flag by standing at attention, 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.”

OTHER STUDENT RESPONSIBILITIES:

- To read and be familiar with this handbook;
- To attend school daily, prepare for class and complete all assignments to the best of your ability;
- To know and follow school rules and instructions given by school administration, teachers, and other staff;
- To report to school staff any dangerous behavior or bullying that occurs at school, on the way to and from school, or in the community;
- To bring to school only those materials that are permitted;
- To treat everyone in the school community with respect;
- To respect school property, community property and the property of others.



ATTENDANCE

LAWS REGARDING ATTENDANCE

Florida Statutes require children to attend school. In Manatee County parents and/or legal guardians of a child between the ages of 6 and 16 are responsible for the child's attendance. Failure to do this could result in criminal charges being filed by the State Attorney's Office.

Students are expected to be on time and in school for the entire student day each school day. Parent notification of a student's absence is required within 48 hours of the absence or appropriate documentation is required within five (5) days. Parent may call MHS Attendance Office at 714-7300 and listen for instructions. Parents should call this number before 8:30 a.m. on the day of the absence. Please leave the student's name (spell last name), a brief description of why he/she is absent, and a return phone number. If multiple days are to be missed, please mention that as well. When returning to school, the student must bring a note signed by the parent detailing the absence. The attendance office is open from 7:00a.m. until 3:00p.m.

EXCUSED ABSENCES

DOCUMENTATION: Students should obtain and retain valid documents in case it is necessary to verify reasons for absence. Valid documents include but are not limited to:

- Religious instruction or holiday observed.
- Sickness, injury/other insurmountable conditions with doctor slip.
- School sponsored field trip or other activities.
- Subpoena or valid legal absence.
- Medical: Appointment with a doctor or dentist.
- Death in the immediate family.
- A major disaster as decided by the administration.
- Any absences, including those for field trips, participation in another academic class or program, or other parental requests as judged appropriate by the principal, provided that the request is submitted to the principal forty-eight (48) hours in advance of the absence. A principal may waive the requirement for advance notice if extenuating circumstances exist.



UNEXCUSED ABSENCES

In Manatee County, state law requires attendance of children between the ages of 6 and 16 and makes the parents and legal guardians, legally responsible for seeing that their children attend school. Five unexcused absences in one month or fifteen unexcused absences in a 90-day period may result in a referral for truancy court action. If you have accumulated a total of 10 unexcused absences, the District Truancy Department will send a letter by U.S. mail to the address on school records. The letter will request a meeting to discuss the potential truancy issue. Family vacations during scheduled school time are considered unexcused absences.

DRIVERS' LICENSE REVOCATION

Students with fifteen (15) unexcused absences within any 90-day period will be reported to the Department of Motor Vehicles for revocation or suspension of their driving privileges.

MANATEE HIGH SCHOOL TARDY POLICY

On-time arrival means the student is in class, seated and ready to work by the end of the tardy bell. Students arriving late to school sign in at the Front Desk and receive a tardy pass. Tardy arrival may be excused due to sickness or injury, death in the family, medical or dental appointments with a note from the physician, school sponsored activities, court date, or other reason approved by the school principal. All excused tardies require the appropriate written documentation. Parents may excuse up to two tardies per quarter. Please note; if you purchased a parking permit on Manatee High School campus, we reserve the right to revoke that permit if you are excessively tardy to school/class.

SIGN OUT POLICY

A parent is permitted to sign out a student early two (2) times per quarter (clinic sign outs included). If the student signs out again after using the two (2) times permitted by a parent, official documentation must be presented in order for the time to be excused. (Documentation is a medical note, dental note, family emergency or court appearance). If documentation is not provided it will be considered unexcused (Please see make up policy below).

To be away from school for part of the day the student must obtain a permission slip to leave campus. A verifiable request to leave early must be made at the Front Desk prior to the start of school at 7:30am. This request must state an excusable reason, a parent contact telephone number, and signature of the parent. The permission slip must be shown to the teacher prior to leaving class. The student **must return to the Front Desk to sign out and exchange the permission slip for a sign out slip before leaving campus.** If the student returns to campus the same day, the student must sign in at the Front Desk and present excusable documentation for the absence. For our parents` convenience one phone dismissal per quarter will be permitted to release your student. This alone does not excuse the early dismissal; a note must be brought in the following day to excuse the early sign out.



MAKE UP POLICY

General Absences: Students will have an opportunity to make up all work in accordance with county policy.

*****It is the responsibility of the student to request makeup work. It is the student's responsibility to make all arrangements with the teacher regarding makeup of work, tests, or quizzes.***** Unauthorized absence from class will result in disciplinary action and may result in loss of credit on missed tests or assignments at teacher's discretion.

After an excused absence, you must arrange with your teacher for any make-up work. You have the same number of days that you were absent to make up your work. Work missing while on suspension is due the day after suspension ends. This rule does not apply to long term assignments. (A long-term assignment is when a student has 20 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. It is your responsibility to make these arrangements and to submit the make-up work within the deadlines set by the teacher(s). **You do not have the right to make up work if your absence was unexcused.**

SCHOOL SPONSORED FIELD TRIPS

A Student Permission Slip from the sponsoring teacher must be properly filled out for all field trips. This includes trips outside regular school hours. If the trip occurs during the school day, the form must be signed by all teachers whose classes will be missed. If the student has excessive absences (determined by the teacher) or is a disciplinary problem (determined by teacher and administrator), teachers whose classes will be missed are not required to sign permission to miss class. The completed form must then be given to the sponsor. Upon return, the student will use this same form as admittance to class.

FIELD TRIP GUIDELINES/ELIGIBILITY

State-school rules must be followed while on field trips including dress code. Students who are participating in field trips must have permission slips signed by parents and their teachers. Eligibility is determined on an individual basis by teachers based upon a student's grades and attendance record. All students must be passing four of seven classes to participate in field trips. A student who is being transported home by his/her parent must have written documentation from his/her parent and initialed by the activity/athletic director and an administrator. This is necessary for any activity or athletic event.



DISCIPLINE

NOTICE: All policies are based on current rules and regulations established and adopted by the Manatee County School Board and published in the *Code of Student Conduct* will be made available to students at the beginning of each school year or upon enrollment at MHS.

MHS CODE OF CONDUCT

School-wide rules: Be Responsible, Be Respectful, Be Safe, Be Productive, Be Prepared, and Be Positive.

Teachers make classroom rules in accordance with school policy and may use their own discretion regarding infractions.

Parent notification: Teachers or administrators will attempt to notify parents about infractions and their consequences as quickly as possible; therefore, it is vital to maintain current contact information with the school. A Discipline Referral may be sent home with a student for infractions referred to the discipline office.

COMMON SENSE STATEMENT

This handbook **does not** contain a policy for every possible eventuality. Any student action that creates an environment contradictory to the Manatee County School District and Manatee High School expectations will be unacceptable. If the action impedes upon the learning process in any form or fashion, disciplinary action will result. It's important to use a degree of "**Common Sense**" prior to making decisions that could affect one's behavioral choice.



SCHOOL COOPERATION WITH POLICE

All criminal acts committed on campus will be referred to the Bradenton Police Department. These acts include, but are not limited to fighting, battery, theft, disorderly conduct, school disruption, weapons and possession or sale of drugs or alcohol.

SECURITY CAMERAS

Surveillance cameras are used in commons areas, both inside and outside the buildings. These cameras record images for the safety and security of students and staff 24 hours per day, seven days per week. The tapes may be used as evidence in disciplinary actions including suspension, expulsion or legal proceedings where school or district rules have been broken or where the law has been violated.

DISCIPLINARY REFERRAL NOTIFICATION

A Manatee High School Student Disciplinary Referral Report is used to inform students and parents of infractions committed and consequences assigned. More severe consequences will be handled by Deans and Administrators. Parent notification is attempted by Deans or administrators for more serious infractions, therefore it is crucial to maintain current contact information with the school. Parent contact will be made for any infraction that receives an in-school suspension or an out-of-school suspension. For smaller infractions, students will be given a consequence and a copy of the referral; it is the student's responsibility to bring home any paperwork to the parent as notification.

It is important to note that teachers are the absolute authority in their classrooms. All students must be aware that any violation of classroom rules, student code of conduct, or other inappropriate classroom behavior will be dealt with by the individual teacher. At the teacher's discretion, the incident may be referred for an administrative intervention.



SCHOOL IDENTIFICATION POLICY

✿ In order to assist in ensuring the safety of all students, faculty and parents at Manatee High School, identification is necessary and must be **properly displayed** at all times during the school day. Students will receive a student photo identification and lanyard which must be **worn around the neck and visible at all times while on campus**. This photo identification will be necessary to check into and leave school. Photo identification will expedite time in the cafeteria lines, media center, and receiving passes. If a student ID is lost or forgotten the student must report to discipline to obtain a new ID. Replacement IDs are ONLY made before or after school in the discipline office. Failure to wear, improper use, or altering of yours or wearing another student's Manatee High School photo identification will result in disciplinary consequences. **Wearing or attempting to use another student's identification or allowing another student to use one's identification will be treated as falsifying a school document or giving a false name. Each replacement identification will cost the student \$5.00.** If the student does not have \$5.00 it will be charged to their student debt.

Cell Phones/Electronic Devices

Students may use electronic devices during lunch and in-between classes to play games, listen to music, and send text messages. If an adult addresses a student with an earbud in, the student must immediately remove the earbud. However students may not talk on the phone, take pictures or record videos during school hours. **When using ear buds or headphones, one ear must be uncovered.** Electronic devices may be used in classrooms ONLY when directed by the classroom teacher. **Your phone will be confiscated and taken to the Discipline Office if you do not abide by these rules!**

Gum Chewing

The chewing of gum will not be permitted during the school day while on campus.

Detentions

Detentions will begin 10 minutes after the final bell on Tuesday and Thursday and will last 30 minutes. Students who are assigned a detention will report to the cafeteria by 2:35 and serve the detention. Be sure to sign in so you receive credit for attending. **Students that miss the detention or are late reporting to the detention will automatically be given a 1 day Out of School Suspension.** Inappropriate behavior in detention will result in further consequences.

Extra School

Extra School will begin 10 minutes after the final bell on Tuesday and Thursday and will last 1 hour. Students who are assigned an extra school will report to the cafeteria by 2:35 to serve. Be sure to sign in so you receive credit for attending. **Students that miss extra school or are late reporting will automatically be given a 1 day Out of School Suspension.** Inappropriate behavior in detention will result in further consequences.

Work Detail

Work Detail will begin 10 minutes after the final bell on Tuesday and Thursday and will last 1 hour. Students will report to the cafeteria for instructions. Further consequences will be assigned if a student does not attend or refuses to do the work.

**TO VIEW THE DISTRICT STUDENT CODE OF CONDUCT,
PLEASE GO TO [MANATEE SCHOOL DISTRICT WEBSITE](#) OR SCHOOLGY.**



MAKE-UP WORK FOR DISCIPLINARY ABSENCES

Suspension: It is the student's responsibility to obtain and complete assignments. Make-up work is due the day student returns from OSS. Tests/quizzes will be made up on the day of return or at teacher's discretion.

Intervention Center (I.C.): Students in the Intervention Center are responsible for all make up work. The Intervention Center teacher will assist the student in obtaining work from classroom teachers. Students are to complete and turn in their work when they return to classroom. Tests/quizzes will be taken at the teacher's discretion.

BOMB THREATS & OTHER FALSE REPORTS

The Florida State Legislature passed a law (CS-SB 998) making false bomb reports **second-degree felonies, which can be punished by up to 15 years in prison.** Starting July 1, 2002, those who make a false report about a weapon of mass destruction, including bombs, anthrax, and radiation will be charged under this new law.

HAZING/BULLYING

Students shall not participate or conspire with others to participate in “hazing” which allows any acts that may tend to injure, embarrass, degrade, disgrace, intimidate, harass, or put others at risk in any way. Hazing/Bullying may result in suspension or expulsion. Students may report instances for bullying to any teacher or administrator, or, may report using the School District of Manatee County’s webpage: <http://www.manatee.k12.fl.us/safe/Report%20Bullying.htm>.

CHEATING/PLAGIARISM

Cheating on tests/exams will result in a zero (0) on the test and a three (3) in citizenship for the current quarter. A parent will be notified by the teacher as well as a referral sent to the office for further discipline and entry into the student's records. When cheating involves state assessments such as End of Course Exams or the FSA-ELA, additional consequences may be imposed up to a 10 day out-of-school suspension.



CLASSROOM REMOVAL

A teacher has the authority to remove a student from a classroom when that student's behavior repeatedly has interfered with the learning process in the classroom. The Principal may not return the student to that teacher's class without the teacher's consent unless a committee determines that such placement is the best or only available alternative. (232.271, F.S.)

LEAVING CAMPUS WITHOUT PERMISSION INCLUDING LUNCH & OFF LIMIT AREAS

"On Campus" is defined as all school buildings and grounds including parking lots and sidewalks adjacent to school property. Any student who leaves campus, delays entering campus, or is in an "off limits" area shall be subject to disciplinary action. A student must have written permission from the office or administrator to be in the parking lot or any off-limits area for any reason.

"Off-limits" areas are the parking lots, non- instructional areas such as sidewalks, hallways or stairwells, and some designated buildings during lunch. Students at lunch are to remain inside the "red lines" marked around the south courtyard. Venturing beyond that area without permission from an administrator is considered "outof-area." Students are not permitted to loiter in cars or parking lots before, during, or after school hours. **Students in our parking lots are prohibited during school hours.**

LEAVING CAMPUS WITH PERMISSION

Students, who need to leave campus during the day for a prearranged appointment, i.e.; doctor, court, etc., are to bring an explanatory note to the front office signed by a parent/guardian before the school day begins in order to receive a dismissal pass. The pass must be shown to the teacher prior to signing out at the Front Desk. Upon return, the student must present documentation to the Front Desk and sign back in to receive an excused pass for the classes that were missed. During certain periods such as pep rallies, semester exams and state assessments, administration may decline to sign out students early.



DRESS CODE

You are expected to dress appropriately for school and for the business of learning with proper attention given to personal cleanliness, grooming, and neatness. If your personal attire or grooming disrupts educational activities and processes of the school, or is a potential safety hazard, you will be required to make the necessary alterations to such attire or grooming before entering the classroom or you may be assigned to In-School Suspension (ISS). If you fail to meet the minimum acceptable standards of cleanliness, neatness, proper fit, safety and decency as determined by the principal or designee and as specified in the District Code of Student Conduct, you will be subject to appropriate disciplinary measures. As per F.S. 1006.07(2)(d)(1), you are additionally prohibited “from wearing clothing that exposes underwear or body parts in an indecent or vulgar manner or that disrupts the orderly learning environment.” If you continue to wear articles of clothing or other prohibited items that you have been specifically asked not to wear, your discipline infraction will be considered defiance and not a dress code violation. The school principal or designee will be the final judge about whether your clothing is appropriate for school, creates a climate that is disruptive to learning, or is a potential safety hazard. Principals, faculty, and staff members will enforce the dress code. Individual schools may have additional requirements if supported by a majority of School Advisory Council (SAC) members, and if parents are notified in writing of the changes.

The following clothing MAY be worn:

- a. Pants and jeans, as well as shorts that are reasonable, appropriate length (defined as no shorter than above the tips of the fingers, with arms and hands extended straight down), and fastened at the waist.
- b. Dresses that cover the entire back, are not cut low in front, and are reasonable and appropriate in length (defined as no shorter than above the tips of the fingers, with arms and hands extended straight down and not rising beyond this point when seated).
- c. Skirts that are a reasonable, appropriate length (defined as no shorter than above the tips of the fingers, with arms and hands extended straight down and not rising beyond this point when seated) and fastened at the waist.
- d. Tank tops or muscle shirts are allowed only with an over shirt or an undershirt with sleeves. Blouses and tops must cover the entire front and back (cannot be low-cut) and be long enough to tuck inside the waistband. All undergarments must be covered. No sheer (see-through) shirts are to be worn unless tank tops with at least two-inch straps are worn underneath. Net shirts must also have an undershirt or a buttoned over shirt. Tunics worn over slacks are also permissible.
- e. Safe and appropriate footwear must be worn. Inappropriate footwear includes, but is not limited to, roller skates, skate shoes, and bedroom slippers.
- f. Warm-ups that fit properly and are in good condition.
- g. Form-fitting or excessively tight-fitting skirts, shorts, and pants (to include leggings, jeggings, or clothing made from materials such as spandex or lycra), must have an over garment, which extends down to your fingertips as your hands are extended to your side.

The following apparel or items are NOT allowed at school:

- a. Sunglasses*
- b. Hats, visors, bandanas or other head apparel*
- c. Visible pierced jewelry that has the potential to cause injury or be considered a safety risk, or cause disruption to the learning environment
- d. Gang-related tattoos or inappropriate tattoos, as determined by the principal
- e. Cutoff pants, shorts, or skirts
- f. Clothing that exposes the midriff
- g. Spaghetti straps or strapless dresses or tops
- h. Unbuckled belts
- i. Ill-fitting sweat pants or warm-ups
- j. Suspenders hanging down – including overalls
- k. Clothing that advertises alcoholic beverages, tobacco, drugs or has questionable language or art work
- l. Known gang-related symbols
- m. Spandex-type dresses
- n. Beachwear
- o. Blankets, pajamas or other sleepwear
- p. Any clothing, accessories, jewelry, or hair styles that may incorporate obscene or drug related phrases or be considered disruptive to the learning environment.
- q. Any clothing, accessories, or items that portray symbols or images that may be considered disruptive to the learning environment
- r. Clothing with frays, holes, cuts, or slits above the knee (using the fingertip rule) that exposes skin
- s. Gym shorts or soccer shorts that are NOT proper length
- t. Glass containers of any kind
- u. Skateboards
- v. Hoverboards
- w. Any clothing or jewelry that can be used as a weapon
- x. Aerosol sprays of any kind

* May be worn during outdoor classes (such as physical education, construction, and agriculture), field trips, and during elementary recess. Sunglasses must be put away and kept out of sight during the rest of the school day. Does not include headdress worn for religious purposes or other headgear necessary for safety or medical purposes.



2019/2020 MHS Parking Rules/Regulations

Student parking at MHS is a PRIVLEDGE and NOT a right. Parking space(s) are extremely limited.

Qualifications for parking on school grounds:

1. Complete parking application that is signed by the student and parent/guardian.
2. Valid operator's driver license (NO LEARNERS PERMITS).
3. Current vehicle registration
4. Current insurance card
5. No outstanding school debt

Revocation of parking privilege (but not limited to):

1. Having unexcused absences and/or skipping class(es)
2. Excessive tardies to school (no more than 3 per quarter)
3. Leaving campus without permission
4. Assisting with other students leaving campus without permission
5. Infractions involving vehicles
6. Loitering in vehicles or parking areas before, during or after school hours
7. Tampering with or damage to any campus gates (will also lead to suspension and criminal charges)
8. Not parked in assigned space
9. Making left turn out of senior parking lot
10. Other behavioral and/or driving violations

Penalties for Parking Without a Permit

1. 1st offense: tire booted (\$15.00 fine)
2. 2nd offense: tire booted, and parent called (\$25.00 fine)
3. 3rd offense: car towed (at owner's expense)

Miscellaneous:

1. **ALL SENIORS** – At the end of the 2019-2020 school year, you will be required to turn in your parking permit at graduation practice. Failure to do so will result in non-participation of graduation. DO NOT give your permit to any other student for their use.
2. Registration for parking permits is first come, first serve.
3. Permits must be purchased in person and not through anyone else (friend, relative)
4. Non-hang tag permits must be placed on lower left windshield inside vehicle
5. Vehicles without parking permits MAY NOT park on MHS grounds
6. Vehicles without MHS permit or parked outside designated areas may be towed or booted without warning
7. Vehicles may not be used as a student's "locker". Students are only to return to their vehicle at such time as when they are allowed to leave campus.
8. Vehicles that display any such language, pictures, and implied inappropriate situations are considered in poor taste and are prohibited on campus.
9. To ensure the safety and protection of the student population, Florida law provides for the search of any vehicle on campus by school administration upon reasonable suspicion that a violation of school policy is occurring
10. No refunds of permits

11. A charge of \$20.00 for any permit replacement
12. Permits are non-transferrable and are assigned only to the individual student who purchased it. The permit holder and transferee will lose parking privilege for the year.
13. Students who are driving a temporary vehicle for any amount of time are to report to discipline office at beginning of day to inform staff of situation. Failure to do so will result in car booted/towed.
14. If lot(s) full, student(s) wanting permit may be put on waiting list
15. Students are responsible for the contents of their vehicle
16. Upon graduation, drop out, transferring schools, or any other reason for deregistering from MHS; a parking permit may be reopened for resale.
17. Funds generated from on-campus parking are used to support student safety, student activities, school spirit, scholarships, teacher leadership, professional development and training, and student and faculty appreciation.



FREQUENTLY ASKED QUESTIONS

- ❖ Find a mistake on report card - **Teacher and Registrar (Ms. Bostic)**
- ❖ Leave campus during school day – **Front Desk (Mrs. Sharpin)**
- ❖ Schedule an activity – **Activities Director/Athletic Director (Ms. Granstad/Dr. LaPoint)**
- ❖ Withdrawing from school – **Registrar (Mrs. Bostic)**
- ❖ Lost books, personal items – **Front Desk/Discipline Office**
- ❖ Academic questions/Concerns - **Guidance Counselor – Ms. Johnson – (A-C), Ms. Chmielewski – (D-H), Mrs. Engel– (I-M), Mrs. Mitchell – (N-SC) and Ms. Quinn – (SD-Z)**
- ❖ Schedule changes – **Guidance Counselor**
- ❖ Make a Guidance appointment – **(Mrs. Hass)**
- ❖ Student ID – **Discipline Office (Mrs. Kloepfer)**
- ❖ Any questions about Student Council – **(Mr. Ferrara)**
- ❖ Submitting community service hours – **(Ms. Bostic)**
- ❖ Tech help desk – **Technology Room in Building 5 (Dr. Pearl)**
- ❖ Deans – **Discipline Office (Mr. Silenzi 9th, Ms. Little – 10th, Mr. Gage -11th/12th, Ms. Singleton-Attendance)**
- ❖ College and Career Advisor **(Mrs. Norris)**
- ❖ Media Center **(Mrs. Roff)**



COLLEGE PREPARATORY ACADEMY

Manatee High School's College Preparatory Academy is designed as a college preparatory curriculum for high academic achievers. It is intended to prepare students to be even more successful on AP, PSAT, SAT, and ACT testing and to continue this success upon entry into their university. The College Preparatory Academy reinforces Manatee High's commitment to excellence by increasing the student's potential to earn college credit while in high school. This program offers the academically talented student an opportunity to pursue a challenging, in-depth study of both liberal arts and sciences beginning in the 9th grade and continuing through the 12th grade. Students are accepted into this program in the 9th and 10th grade through an application process.

Advanced Placement (AP) is a nationally standardized program of college-level courses and exams for secondary school students. It enables highly motivated students to take college-level courses before completing the 12th grade. Participating colleges may grant credit and/or appropriate placement to students who have done well on the AP exams. It is possible for students to obtain Sophomore College standing by scoring a 3, 4, or 5 on an appropriate number of AP exams. Courses are challenging, often taking more time and requiring more work than other high school courses.

ADVANCE PLACEMENT EXAMS are given to all students enrolled in Advanced Placement courses. Some colleges award college credit or waive certain entry level classes based upon the student's score. Parents have reported a savings of several thousands of dollars in college fees. All students are expected to take the final AP exam and Manatee High orders and pays for a test for each student in class. Students who miss the exam will be assessed the cost incurred by returning unused exams or late fees. Any student who misses the test with a valid excuse should see the test coordinator as soon as possible to see if a late test can be arranged.

Students can find more information at the AP student website (www.collegeboard.com/apstudents).



College Preparatory Academy Core Curriculum

GRADE 9	GRADE 10
<p>Students must enroll in the 4 College Preparatory Academy core classes:</p> <ul style="list-style-type: none"> • Pre-AP English I course based on 8th grade course • Pre-AP Math course based on 8th grade course • Pre-AP Biology • AP Human Geography 	<p>Students must enroll in the 4 College Preparatory Academy core classes</p> <ul style="list-style-type: none"> • Pre-AP English course based on 9th grade course • Pre-AP Math course based on 9th grade course • Pre-AP Chemistry <li style="padding-left: 20px;">AP World History or Pre- AP World History <p>Additional AP courses available to Sophomores are: Environmental Science, and European History.</p>

GRADES 11 and 12	
Students must complete a total of 6 AP courses with at least 2 in each 11th and 12th grades combined.	
<p style="text-align: center;">Language Arts</p> <p>AP English Language and Composition AP English Literature and Composition</p> <p style="text-align: center;">Mathematics</p> <p>Pre-Calculus (Dual Enrollment) AP Calculus AB AP Calculus BC AP Statistics</p> <p style="text-align: center;">Social Studies</p> <p>AP European History AP Macroeconomics AP Psychology AP United States History AP Government</p>	<p style="text-align: center;">Science</p> <p>AP Biology AP Chemistry AP Physics AP Environmental Science</p> <p style="text-align: center;">Electives</p> <p>AP Spanish AP Studio Art AP Music Theory</p>



DUAL ENROLLMENT

Freshmen and sophomores take either regular classes, Pre-AP classes (formerly known as Honors) or AP classes. Beginning in the junior year, students have the opportunity to earn high school and college credit simultaneously through a variety of Dual Enrollment courses. In the junior and senior years students will either take AP classes, Dual Enrollment classes or regular classes. Dual Enrollment courses earn a weighted grade towards the student's GPA. In order to be admitted into Dual Enrollment classes students must have successfully taken the required pre-requisites for the class, have an overall 3.0 un-weighted GPA, have a successful score on the ACT, SAT or the Florida Placement Test, which can be taken through the State College of Florida (formerly Manatee Community College). Successful completion of a Dual Enrollment course earns the student high school and college credit. Students and parents must be aware that a grade of 'C' or lower in a Dual Enrollment course can have a negative impact on admittance to college. The final grade for a Dual Enrollment course will be on the student's college transcript. A final grade of D or F makes the student ineligible for dual enrollment courses the next semester. Before enrolling in a Dual Enrollment course students and parents should refer to the schedule change policy in this student handbook.



SCHEDULE CHANGE POLICY

The registration process and the development of student schedules takes place in the spring at which time faculty and staff counsel with students. The process includes input from students, parents, teachers, counselors and administrators. Students in Honors or AP courses have chosen to take the more rigorous level of course work. Schedules will not be changed due to the possibility of receiving a less than desired grade. The school's master schedule is built, and new staff hired based on 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.

Requests for schedule changes, therefore, will be considered only for the following reasons:

- If a student has already earned credit for the course.
- If a student has failed to meet the prerequisite for the course.
- If a student is scheduled for too many or not enough courses.
- If there was clerical error.

GRADES & REPORT CARDS

At MHS, Progress Reports are issued every 4.5 weeks to inform parents of their student's achievement in each course. Letter grades are assigned based on the computed numeric average as earned through tests/exams scores, homework, daily performance and class participation. State of Florida numeric averages, letter grades, and achievement progress and Manatee County grade points are indicated below:

Num. Avg.	Grade	Achievement	GPA	*Honor	*AP/DE
90-100	A	Outstanding	4.00	+.5=4.50	+1=5.00
80-89	B	Above Average	3.00	+.5=3.50	+1=4.00
70-79	C	Average	2.00	+.5=2.50	+1=3.00
60-69	D	Needs Improvement	1.00	+.5=1.50	+1=2.00
0-59	F	Failure	0.00	+.0= 0.00	0.00

*Courses classified under the Florida Course Code Directory as Honors earn (.5) one extra grade point and Advanced Placement/Dual Enrollment earn one (1) extra grade point.



FL. STATUTE 1003.43 AND THE FORGIVENESS POLICY

Forgiveness Policies for required courses shall be **limited** to replacing a grade of “D” or “F”, or the equivalent grade of “D” or “F”, **with a grade of “C” or higher**, earned subsequently in the same course or comparable course. **Forgiveness** policies for elective courses shall be **limited** to replacing a grade of “D” or “F”, or the equivalent of a grade of “D” or “F”, **with a grade of “C” or higher**, earned subsequently in another course in the same discipline. The “F” remains on the student’s transcript but is not used in calculating GPA. In order to forgive the F, the student must earn a C or above.

- If a student receives two or three F’s and then earns a C, or higher when retaking the course, all F’s are forgiven!
- If a student receives two or three F’s and then earns a D, the D and all F’s are averaged into the GPA and the student earns credit.
- If a student receives a D in a course and then earns a D, **both** D’s are averaged into the GPA and the student earns credit **only** one time.

Remember that Florida Statute does not allow a student to retake a semester or course that he/she earned a C or above.

CITIZENSHIP & TEACHER COMMENTS

Report cards will carry a citizenship mark from each teacher, which indicates the level of behavior and cooperation of the student based upon four levels: 1-Excellent, 2- Satisfactory, 3-Needs to Improve, 4Unsatisfactory. The comment section of any report card is important for parents to review since it reflects the strengths and weaknesses of their student. An unsatisfactory in citizenship disqualifies a student from participating in the Renaissance Program.

EXAMINATIONS

All students will take a written examination covering the subject material for each semester. Each quarter grade is 40% and the semester exam is 20%. Semester exams associated with courses that include a state mandated end of course exam (EOC) are worth 30 %. **NO EARLY EXAMINATIONS MAY BE GIVEN IN THE MANATEE COUNTY SCHOOL SYSTEM.** District senior finals policy gives seniors the option to exempt the exam if they have a (B) average for **2nd semester** and **DO NOT** have a (C) or lower 4th quarter.



MANATEE COUNTY GRADUATION REQUIREMENTS

In addition to course requirements listed below students must complete one online course and also maintain an overall grade point average of 2.0 or higher on the four (4) year Standard Diploma Option. The three (3) year College Preparatory Program students must maintain an overall grade point average of 3.0 or higher cumulative weighted. Students must pass the FSA-ELA or have equivalent score on ACT/SAT. **All financial obligations must be resolved, and school property returned.** **Note:** Two years of a consecutive foreign language **is not** required for high school graduation but **is** required for admission to most colleges and universities.

Seniors must meet or exceed state mandated testing requirements for the FSA-ELA and End of Course (EOC) exams. **ALL** graduation requirements must be met for seniors to participate in graduation ceremonies. ***Participation in graduation ceremonies is a privilege; not a right! The Principal reserves the right to deny any student who has not met the standards required including, but not limited to, unpaid senior debt, inappropriate behavior, and failure to attend senior events from participating in the commencement exercises.***

HONOR GRADUATES

"In order to recognize excellence in academic achievement, the upper ten percent (10%) of the class will be graduated with honors and the upper four percent (4%) with highest honors based on weighted GPA. Suitable recognition will be awarded these seniors at commencement. Valedictorian and Salutatorian will not be chosen." Determination is based on weighted GPA through the end of the First Semester and the senior class enrollment (January 2017).

HALL OF FAME

Selection to the Manatee High School Hall of Fame is the highest honor that can be awarded to a student at Manatee High School. A member of the prestigious group should represent the ideal characteristics of a student of this school. These students will be chosen based on their academic achievement, service to Manatee High, willingness to devote their time and efforts to the betterment of Manatee High, and their commitment to the school throughout all 4 years of their high school career.

Qualifications:

- ✿ Student must be in the top third of their class.
- ✿ Student must be a fourth-year senior who has not transferred from another school at any point nor be graduating early as third year senior.
- ✿ Student must be in at least two activities school related or extracurricular.

✿ Student must submit a resume to Student Council at the appropriate time, be selected by a committee of eight teachers, one being the Senior class sponsor and an administrator, and four students, and then be voted upon by the entire student body to represent the school. (*nine students will be selected by the committee and three chosen through the voting process out of the nine). In the event of a tie all candidates will be

GRADUATION REQUIREMENTS

Students entering high school beginning school year 2011-2012 must satisfactorily complete a total of 24 credits as follows:

English.....	4 credits
Mathematics (one must be Algebra I or equivalent and Geometry).....	4 credits
Science (one must be Biology).....	3 credits
World History.....	1 credit
American History.....	1 credit
American Government.....	½ credit
Economics with Financial Literacy.....	½ credit
Fine or Performing Art.....	1 credit
Physical Education/Personal Fitness.....	½ credit each
Elective Courses.....	4 credits

* Maintain a minimum of a 2.0 cumulative GPA

**** Students entering in 2011/12 and after must receive a proficient score of 3 or higher on FSA ELA, a 3 or higher on the Algebra I EOC, and successfully complete End Of Course (EOC) exams on state mandated tests in other subject areas**



TESTING INFORMATION

SAT/ACT: The Guidance Office contains a good resource library for guidance related activities and testing information. For information on SAT visit the website at www.collegeboard.com and for the ACT visit website www.actstudent.org. The school code number is 100145.

2019-2020 Test Dates
CEEB Code: 100145

MHS Test Center Code
SAT: 10135
ACT: 186300

PSAT: The PSAT (Pre SAT) test will be available for students in grades 9 through 11 (TBD). Juniors who take this test are entered in the competition to become National Merit finalist. Results of this test help us identify students who might succeed in taking AP classes. **WATCH FOR THE INFORMATION and DEADLINES!**

END OF COURSE EXAMS: EOC's are state mandated and course specific. Currently, EOC's are administered to students who are enrolled in Algebra I, Geometry, Biology, and US History. Please refer to the specific testing graduation requirements based on your enrollment year. EOC's are computer-based assessments that will be given throughout the year. Students will be notified of their testing date from their classroom teacher.

POSTSECONDARY EDUCATION READINESS TEST

The purpose of this test is to adequately assess student's skills in mathematics, reading and writing. This is a computer-based test aimed at measuring your child's college readiness. The test scores will impact which courses each student will need to take during the student's 12th grade year. The goal is to have all students graduate from MHS and be College and Career Ready. *For more information on P.E.R.T. testing please visit: <http://www.fldoe.org/cc/pert.asp>.* The P.E.R.T. test is administered to upperclassmen to determine eligibility for dual enrollment, for placement in advanced mathematics, and for an Algebra I EOC concordant score

(Applies only to Students starting high school prior to 2018-2019). Students taking the PERT for dual enrollment purposes and placement in upper level mathematics courses test in the spring. Those students who wish to use the PERT for a concordant score may test throughout the year.

FREE Peer Tutor Opportunities

MHS – National Honor Society offers before and after school tutoring in every subject. See Mr. Kincannon, faculty sponsor.

MHS – Mu Alpha Theta offers math tutoring 2:25-3:00 on Thursdays. See Mrs. Walter sponsor.

Fee-based private tutoring is available upon inquiry.

RENAISSANCE PROGRAM

The purpose of the Renaissance program at MHS is to encourage academic excellence, positive citizenship, and no unexcused absences. Students receiving a 3.5 GPA, no 3's or 4's in citizenship and no out-of-school suspensions will be honored the next quarter with a special activity held during school hours. Students will also be given opportunities to win cash and prizes throughout the school year in a variety of ways. The GPA requirements for Renaissance are as follows:

<u>Card</u>	<u>Qualification</u>
Red	4.1 GPA and higher
White	3.8 – 4.09 GPA
Blue	3.5 – 3.79 GP

SCHOLARSHIPS

BRIGHT FUTURES SCHOLARSHIPS

The Bright Futures Scholarship creates one comprehensive scholarship. It includes the Florida Academic Scholars, Vocational Gold Seal Endorsement, and Florida Merit Scholars. For more information, please contact a guidance counselor or obtain more details by reviewing information on the web at www.floridastudentfinancialaid.org/ssaf/bf/. Additional information is available on the Manatee High School website under the College and Career tab.



FLORIDA ACADEMIC SCHOLARS

The Florida Academic Scholars program requires a GPA of 3.5 in the 15 college preparatory courses as identified by Florida Board of Regents rule; an SAT score of 1290 (CR+M) an ACT score of 29, and completion of 100 hours of community volunteer service. Annual awards are an amount equal to tuition, fees, and college-related expenses.

FLORIDA MEDALLION SCHOLARS

The criteria for receiving the Florida Merit Scholars requires a cumulative GPA of 3.0 in the 15 college preparatory courses as identified by Florida Board of Regents rule; a SAT score of 1170+ or an ACT score of 26+ and the completion of 75 hours of community volunteer service. The funding level for this program is \$77 per credit hour.

FLORIDA GOLD SEAL VOCATIONAL SCHOLARS

Criteria include a cumulative GPA of 3.0 in all subjects required for graduation, excluding electives; a 3.5 GPA in vocational or technology education courses; completion of at least a three-year sequential vocational or technical education program.

FINANCIAL AID & SCHOLARSHIPS

A wide variety of financial aid packages is available through individual colleges and national organizations. It is the responsibility of the student, with the assistance of the College and Career Center or guidance counselor, to fill out the proper forms and meet the deadlines. A scholarship list is posted on the MHS website.

NATIONAL HONOR SOCIETY

Recognition of juniors and seniors who maintain a 3.5 un-weighted GPA. (Student must apply with teacher recommendation, service hours and a written essay.)

College & Career Center

Resource services available to all students include the following:

- College exploration
- Preparation for college applications

- Resume development
- Class selection in preparation for post- secondary goals
- College representative visits to campus
- SAT and ACT test information
- Florida Bright Futures Scholarships information
- Scholarship opportunities
- Senior College Information Night
- Junior College Information Night
- Student and Parent planning meetings
- Faculty resource for speakers and classroom presentations

The College and Career Center is located on the 2nd floor by Guidance.



ATHLETICS

ATHLETIC ELIGIBILITY

In order to represent Manatee High School in athletics, a student must be eligible according to the following policies of the Florida High School Activities Association (FHSAA), Florida State Statutes, and those of the Manatee County School Board.

These are subject to change however, at the time of print, the following policies are in place. If you have any questions, please contact the Athletic Director, Dr. LaPoint.

Students must:

- 1) Have an unweighted GPA of 2.0 or higher at the conclusion of each semester.
- 2) Have a completed physical packet on file with the Athletic Director.
- 3) Pay annual insurance fee (\$75 for football and \$50 for all other sports).
- 4) Be enrolled in Manatee High School or zoned for Manatee High School and attend a charter or private school which meets the requirements for their students to participate in athletics at their zoned school.
- 5) Transfer students must meet specific requirements in order to continue participating in a sport he or she participated in at their previous school.
- 6) Be present for at least half of the school day in order to participate in practice or competition that day.
- 7) Attend high school for less than 4 years.
- 8) Meet age requirements.
- 9) Be an amateur.
- 10) Show good sportsmanship during practices, during competitions, at events, and on social media.
- 11) Follow all school rules and policies.
- 12) Any student who quits a team or is removed by the coach, may not participate with another sport until the student's original team's post-season is complete. Individual sports (golf, swimming, wrestling, weightlifting, tennis, and track & field) may participate in the second sport when districts are complete. A student may be cleared at the coach's discretion.

DISCIPLINE AND REMOVAL FROM EXTRACURRICULAR ACTIVITIES

All Manatee High School athletics and activities are a privilege. Students involved in these activities are held to a higher standard and must represent the school in an exemplary manner. There will be consequences for



breaking any FHSAA or school policies, or taking part in anything that embarrasses the club, team, department or school. What constitutes an embarrassment and all consequences will be defined by the coach, sponsor, and administration. Consequences may overlap sport seasons.

NATIONAL SIGNING DAY

This is a special day for our student-athletes. It is for students who currently play on a sports team here at Manatee High school. It is reserved for our athletes who received an **athletic scholarship** to play a sport for that school. Please ensure your coach and athletic director have a copy of your **National Letter of Intent** prior to the actual signing day. DIII and Ivy League recruits, please see the Athletic Director on an individual basis.

SPORTSMANSHIP OATH

As student at Manatee High School, I fully understand and accept my responsibility to represent Manatee High School in a manner that is consistent with its ideals of fair play, respect for others, and sportsmanship. I, hereby pledge, that at all Manatee High School events, (home and away), that I will **not** make any derogatory or disparaging remarks directed at our team or the opposing team. In addition, I will **not** demonstrate inappropriate behaviors, such as, but not limited to, taunting, obscene gestures, or profanity, toward the opposing team's players, coaches, fans or event officials. Therefore, any behavior that brings disrespect to Manatee High School will be dealt with immediately and will jeopardize my attendance and participation at all future Manatee High School events or activities.



Positions	Name	E-Mail
Athletic Director	Dr. Danielle LaPoint	lapointd@manateeschools.net
Athletic Trainer	Bruce Lawlor	lawlorb@manateeschools.net
Baseball	Robert Viera	vierar@manateeschools.net
Basketball, Boys	Robert Lauster	lausterr@manateeschools.net
Basketball, Girls	Travis Persinger	persingert@manateeschools.net
Competitive Cheerleading	Giovanna Scialdone	Scialdoneg@manateeschools.net
Cross Country, Girls & Boys	Rae Ann Darling Reed	coach@runnergirl.com
Football	Yusuf Shakir	shakiry@manateeschools.net
Flag Football	Mike Alderson	aldersonm@manateeschools.net
Golf, Boys	Mark Bilter	bilterm@manateeschools.net
Golf, Girls	Daniella Gordic-Ronderas	gordic-ronderasd@manateeschools.net
Lacrosse, Boys	Johnny Mouradian	jmouradian@ailacrosse.net
Lacrosse, Girls	Taylor Ketcham	gypsycoachlady@gmail.com
Sideline Cheerleading	Giovanna Scialdone	Scialdoneg@manateeschools.net
Softball	Robert Moates	moatesjr@manateeschools.net
Soccer, Boys	Nick Ferrara	ferraran@manateeschools.net
Soccer, Girls	George Ameres	hurricanevarsitysoccer@gmail.com
Swimming, Girls & Boys	Michelle Armer	armerm@manateeschools.net
Tennis, Boys	Clayton Taylor	claytontaylorjr@gmail.com
Tennis, Girls	Chandra Moore	Moorejogging@yahoo.com
Track & Field, Girls	Rae Ann Darling Reed	coach@runnergirl.com
Track & Field, Boys	Mike Smith	smith4m@manateeschools.net
Volleyball	Tony Cothron	tnncothron@gmail.com
Weightlifting, Boys	Yusuf Shakir	shakiry@manateeschools.net
Weightlifting, Girls	David Sheppard	sheppard@manateeschools.net
Wrestling, Boys	Andrew Guglemini	gugliema@manateeschools.net



STUDENT LIFE

REGISTRAR CHANGE OF ADDRESS

Any student who changes residence or phone number(s) during the school year should report the change with the Registrar.

TRANSCRIPTS

In all cases where students have transferred to Manatee High School from another school, the office accepts only the transcript that is mailed directly from the office of the school previously attended. Student transcripts, both official and unofficial, will require a \$3.00 payment; see Mrs. Bostic in the Registrar's office.

BOOKKEEPING

STUDENT DEBTS

Students are financially responsible for all class, club, or team materials, equipment, or uniforms issued to them (e.g. JROTC, Marching Band, Cheerleading, Flag or Drill team). They are expected to reimburse the school immediately when any of these items are lost, stolen, mutilated, or damaged. **Students who have their textbooks stolen, lost, mutilated, or damaged while assigned to them will be charged for the book.**

ANYONE OWING MONEY TO THE SCHOOL WILL NOT BE ALLOWED TO ATTEND GRAD NITE, PROM, OR PARTICIPATE IN THE GRADUATION CEREMONY UNTIL ALL DEBTS ARE PAID.

***March 1-June 30, anyone owing money to school must pay by cash, money order or cashier's check. No personal checks will be accepted during this time frame.**



CANDY SALES AND FUNDRAISING

Candy may be sold on campus for MHS designated fund raisers only in designated areas before and after school hours. If a student sells or possesses sale candy or other items for non MHS designated fundraisers on campus, the items will be confiscated. The individual student remains responsible for the proceeds owed to the sponsoring organization.

CLINIC SERVICES

****PASSES ARE REQUIRED FOR CLINIC VISITATION****

🏠 Students must report to class in the morning and get a pass before going to the clinic. If the student feels ill before the start of class, the student should report to an administrator or parent liaison to get permission to go to the clinic prior to going.

The goal of your school health staff is to provide the best possible care for your child in the event of illness or injury while at school and to promote good health and prevention of disease. The nurse is available to assist families and students with various health issues or to refer them to community resources. Please feel free to discuss any special needs your child may have that would require care and attention while at school. The MHS clinic is staffed with a full-time Registered Nurse and a Health Assistant. If you have any health-related questions or concerns, please call the clinic during regular school hours at **extension #2045**.

Prescription medication may be administered at school after authorization forms are completed and signed by the parent/guardian in the clinic. New authorization forms must be completed for each school year or with any change in medication. The label must be clearly understood with the prescription number, student's name, name of medication, physician's name, dosage amount and time (frequency).

It is illegal for clinic staff to dispense over-the-counter medication to minors without written consent from a physician. With proper authorization, documentation and signatures, arrangements can be made for over-the-counter medication to be given. Medication must be delivered to the school by a parent or guardian in the sealed container in which it was purchased.

Students who have a history of severe allergic reactions and asthma attacks may self-medicate if they have a written prescription from their physician stating they may self-medicate and carry the medication on their person. A self-medication form should be completed in the clinic by the parent for the protection of the student while on campus. The medication may also be kept in the clinic if preferred. Special authorization forms would also be needed for any medications to be given on field trips outside of regular hours.

No student shall have possession of a medication during school hours and activities, without protocols being followed.

All parents/guardians must keep the information on their student's Emergency Health Card updated throughout the school year as needed. In the event of illness, serious accident or emergency, the School Health staff will attempt to notify a parent/guardian immediately. If a parent/guardian or other authorized friend or relative named on the Emergency Health Card cannot be reached, emergency services will be called when deemed necessary by clinic staff or administrators. Continued efforts will be made to reach the parent/guardian to inform them of the actions taken. **Up-to-date and accurate information on the Emergency Health Card, given to each student at the beginning of the year, must be on file in the School Clinic and is extremely important! You will want your parent/guardian to be notified as quickly as possible in case of illness or emergency.**

☛ Parent permission for a student to sign out of school from the clinic will count toward the two (2) early sign outs permitted within the quarter. If an early sign out occurs after the two (2) permitted by a parent (each quarter), will be considered unexcused, unless a doctor's note is received the next day the student is in attendance (Please see the policy for unexcused absences).

MEDIA CENTER

The Media Center is open from 7:15 a.m. – 3:00 p.m.

For the purpose of borrowing or returning material and for reference work, teachers may allow a maximum of five (5) students to visit the Media Center with an official media center pass. Handwritten passes are not acceptable.

Students are encouraged to check out books and materials from the media center for a period of three (3) weeks. Checked out materials may be renewed if not requested by other borrowers. Students may check out three (3) books in any one day with a total limit of five (5) books. Overdue fines are charged at \$.10 (ten cents) per school day per book.

Students with overdue books and/or fines will have restrictions placed on circulation privileges.

Additional services offered to students include on-line catalog searching, computer research, and coin-operated copy service. Copies are ten (10) cents each.

Please no food or drink in the media center.





THEATER

Our new theater within the Davis building is state of the art and is equipped with the best of everything. Students will be expected to follow the rules and guidelines set by the staff and administration while inside. Students are to be respectful of the furniture and equipment. Students will also be expected to sit correctly with both **feet on the floor** while sitting in the audience. Food and beverages are not permitted in the theater.

CAFETERIA

The cafeteria at Manatee High offers Class A lunches under the Federal School Lunch Program. Nutritionally balanced meals are served at reasonable prices.

Anyone who leaves debris either inside or outside the cafeteria will be assigned discipline consequences.

Students **MUST NOT** eat in classrooms. Keeping our cafeteria and campus clean is everyone's responsibility!

- All students participating in our breakfast must stay in the cafeteria while eating. No food is permitted outside the cafeteria during this time.
- **Designated food area-** Throughout the South Courtyard and around building 6 (café/ media center) **RED LINES** are painted on the ground to designate the areas that food is permitted. Students found outside these designated areas eating food, will be considered out of area and will be subject to disciplinary action.

LOST AND FOUND

Lost and found is located in the Discipline Office. All books and personal property found on campus should be turned in to the Discipline Office.

Items will be kept thirty (30) calendar days before disposal if the owner cannot be identified

USE OF TELEPHONE

The telephone at the Front Desk in the Administration building may only be used **PRIOR** to the start of the school day and **AFTER** the school day has ended. All other calls must be approved by faculty. Phones in offices and classroom are not for student use other than in an emergency. Students are to use the school's phone when calling home (please see cell phone policy).

SCHOOL BUS

Students are encouraged to ride the school bus. Students may ride only the bus to which they are assigned. Only those registered on the bus may ride. **Students must get on and off the bus at designated stops.** The bus driver is the judge of disruptive behavior. Referrals may result in suspension from the bus.

MHS FAMILY BLOOD BANK PROGRAM

The Manatee County School System encourages the community spirit of our students by allowing them the opportunity to donate blood at their campus during occasional mobile blood drives

VISITORS

Students **MAY NOT** bring visitors to school. Manatee High School is a closed campus.

PUBLICATIONS & PRODUCTIONS

The *Cane Echo* is the school's yearbook published each spring by the Cane Echo Staff. Orders for copies of the yearbook are taken each fall by student sales representatives.

The *MHS E-Newsletter* is available to all students and families. There are two ways to sign up:
Text the keyword **MANATEE** to **22828**

OR

Register on the MHS Website – <https://www.manateeschools.net/manatee> (Look under “Quick Links”)

The *MACOHI* student newspaper is published by the members of the Macohi Staff monthly. All copy writing, editing, photography, art work, and advertising are done by students as a part of their class work.

The Cane news broadcast is produced and presented daily in room 622 by the TV Production Class.



SCHOOL CLUBS	Sponsors
Anime (Japanese Animation)	Mr. Haas – Room 238
Ballroom Dancing	
Book Club	Ms. Mullins-Staker
Campus Life	Ms. Miller
HOSA (Health Occupations Students of America)	Mrs. Sollenberger – Room 712
JROTC	COL Mugford, SGM Staff, SGM Krcelic
Congres Club	Ms. Marshall
Chess Club	Mrs. Rodriguez
Art Club	Mr. Bilter – Mr. Reiber – Mr. Scott
Drama Club	Ms. Catell
Senior Class Board	Ms. Swart, Ms. Norris
Junior Class Board	Ms. Granstad
Sophomore Class Board	Ms. Barnes
Freshman Class Board	
Random Acts of Kindness	Mrs. Walter
Ocean Awareness	Ms. Hamilton
Student Athletic Trainers	Mr. Lawlor
Student Council	Mr. Ferrara
Technology Student Association	
Science National Honors Society	
Academic Team	Mr. Murray
Foreign Language Club	Ms. Toro
FCA (Fellowship of Christian Athletes)	Mr. Stallard
Mock Trial	Ms. Boler
Mu Alpha Theta (Math) Club	Dr. Johnston – Room 323
National English Honors Society	Ms. Mullins – Room 247

National Honor Society	Mr. Kincannon
Key Club	Mr. Mills
Sugar Canes	Mrs. Babroski
Cheerleading	
Z Club	Ms. Boler



STUDENT COUNCIL

Student Council: This club organizes events for the entire STUDENT BODY. We help make decisions regarding the students and try to make the year as fun and eventful as possible.

Class Offices: President, Vice-President, Secretary, Treasurer. Requires a 2.5 GPA and good citizenship. Officers oversee class projects and class board meetings. The president attends Student Council meetings.

Senators: Each class elects 4. They attend Student Council meetings and participate in SC projects.

Representatives: Each class elects 14. They attend Student Council meetings and participate in Student Council projects.

Class Board: This club helps raise money for each INDIVIDUAL CLASS. This money will be used to plan prom, junior year, along with other miscellaneous things.

NOTE: Running for class offices requires a SPEECH and campaigning. Running for representative, Senators, or class board requires no speech or campaigning.



Alma Mater

*Hail Alma Mater
To thy spirit guiding
Pledge we fidelity
By thy name abiding
Armored with courage
Ne'er from battle hiding
Hail thee dear Manatee*



Fight Song

Fight the team across the field,

Show them Manatee's here.

Set the earth reverberating With a mighty cheer.

RAH RAH RAH

Hit them hard and see how they fall.

Never let their team get the ball.

Hail, hail, the gang's all here

As we cheer for the old Manatee now.

GO CANES GO...GO CANES GO...GO CANES GO!