

STUDENT HANDBOOK



PALMETTO HIGH SCHOOL

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Mission Statement

The mission of Palmetto High is to educate and develop all students today for their success tomorrow.

Equity Statement

The School Board of Manatee County does not tolerate discrimination or harassment based on race, sex, sexual orientation, color, religion, age, national origin, or disability. The District Section 504 Coordinator for the School District of Manatee County is the Supervisor of Student Services. Contact the School District of Manatee County Title IX Coordinator for further information on the Americans with Disabilities Act, Age Discrimination Act, and Title IX.

School Contact Information

Palmetto High School 1200 17th Street West Palmetto, FL 34221

Web address: www.manateeschools.net/palmettohigh

Main (941) 723-4848

Fax..... (941) 723-4952

Where to Go for Help

Absences/Tardies.....	Attendance Office
Academic Advice	School Counselors and Teachers
Academic Records.....	Registrar's Office
Activities Calendar	Activities Director
Admission	Registrar's Office
Advanced Notice of Absence	Attendance Office
Assemblies	Activities Director, Assistant Principals
Bus Information.....	Call Transportation at (941) 782-1287
Career Information	School Counselors, College & Career Advisor
Checking In/Out of School.....	Student Services
Class Absences.....	Teachers
Class Activities.....	Class Sponsor, Assistant Principals
Clubs	Club President, Sponsor, Activities Director
College Information	School Counselor, College & Career Advisor
Course Content.....	Teacher, Department Chair, Curriculum Coordinator
Discipline Problems	Teacher, School Counselor, Dean, Assistant Principal
Discipline Referrals.....	Teacher, Dean, Assistant Principal
Excessive Absences/Tardies.....	Attendance Office, School Counselor
Grade Point Average	School Counselor
Grades	Teachers, Assistant Principals, School Counselor
Occupational Advice	School Counselor, College & Career Advisor
Organizations.....	Head of Organization, Sponsor
Rank in Class	School Counselor
Report Card Corrections	Teacher, Registrar
Schedule Problems	School Counselor
Sports	Coach, Athletic Director, Assistant Principals, Principal
Student/Teacher Conflict.....	Teacher, Department Lead, Assistant Principals, Principal
Student/Student Conflict	Teacher, Counselor, Dean, Asst. Principals, Principal
Test Results/Interpretation.....	School Counselor
Theft	Teacher (in-class occurrence), Resource Officer, Dean

REGISTRAR

School Records

Student school records are kept by the office. Federal law prohibits revealing this information to anyone without permission from a parent/guardian. However, recommendations are frequently requested from teachers and administrators who are aware of the content of the student's record. A copy of school records will be sent to a parent/guardian upon request.

Transcripts

In all cases where students have transferred to Palmetto High School from another school, the office accepts only the transcript that is sent directly from the office of the school previously attended. Students may request transcripts to be sent electronically through Scribbles. We do not print transcripts. Any transcript printed has a processing fee. Graduating seniors will be sent a coupon code for a free final transcript valid through June 30th by notifying the Registrar. Additional transcripts are available for \$3.00 each (price is subject to change). Please allow 5 days to process transcript requests.

Withdrawal Procedures

If a student needs to withdraw from school, the parent/guardian must come to school and sign a withdrawal form and the student must complete an exit interview. We request that the parent/guardian provide us with a name and contact information for the school the student is transferring to. Withdrawals from school cannot be done by telephone or by sending the form home. Please bring all books, uniforms, or other items needed to be returned to school. Pay student debt at the bookkeeping office.

Change of Address

Any student who moves during the school year must record the change of address by providing proof of residence to the Registrar. A current electric bill, water bill, or lease agreement in the parent /guardian's name will be needed. Any change of telephone number must be corrected with the Registrar.

STUDENT SERVICES

Tardy Policy

Tardies to class result in lost instructional time for the tardy student and an interruption of 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 their assigned area.

Tardy Procedure:

- When the tardy bell rings, teachers will close the door and not admit students to class.
- Tardy students must immediately proceed to Student Services or the nearest tardy kiosk for a Tardy Pass. Students will be allowed three (3) tardies per quarter, without disciplinary consequence. Admittance to class will require the appropriate pass from Student Services. After three (3) tardies, disciplinary consequences will be assigned.
- Student will receive a pass indicating a detention/extra school has been assigned. This is the student's official notification of the detention and failure to serve will automatically result in additional discipline consequences. It is the student's responsibility to inform their parent/guardian that a detention has been assigned. No additional notification will be given. **If a student does not attend the assigned consequence and no approved rescheduling has been done the student will receive a referral and consequence based on the discipline matrix.**
- Students return to class with a Tardy Pass.
- Students who do not follow the procedure will be considered skipping and will receive an additional consequence.
- Students must report to class within 5 minutes of receiving the Tardy Pass.

- Student drivers who earn their 4th unexcused tardy will be assigned a referral for “excessive tardies” and will have their Driving/Parking permits suspended for 45 consecutive school days and will be required to surrender their passes to Student Services.

Unexcused Tardies (cumulative per quarter, not per class)

1 st Tardy	Warning
2 nd Tardy	Warning
3 rd Tardy... ..	Warning
4 th Tardy (Excessive Tardies).....	Warning
5 th Tardy... ..	Lunch Detention (Call home & email)
6 th Tardy... ..	Afternoon Detention (Call home & email)
7 th Tardy... ..	Extra School (Call home & email)
8 th Tardy... ..	In-School Suspension (Call home from Dean)

Attendance Policy

Attendance is a critical component to success in the classroom. Florida law requires the parent/guardian of a student under 16 years of age to ensure the student attends school. Palmetto High will notify parents by automated phone call when their student is absent for one or all periods. Parents may only phone in nine (9) excused absences for the school year. After the 9th absence, documentation is required for an excused absence and an automated phone call will go home. Documentation must be provided within 5 school days upon a students’ return. Continued absences may result in a referral to truancy court or being withdrawn from school.

Notifying the School of an Absence

On the day of an absence, a parent/guardian should call the school to explain the absence. The absence will be excused if it meets the criteria outlined below. The parent/guardian must contact the school within 48 hours of the absence or appropriate documentation is required within 5 days. If this contact is not made, the absence will not be excused. When a student is going to be absent from school, the parent or guardian should call the Attendance Office at 723-4848 ext. 34021, and then follow the prompts for reporting an absence. This service is available 24 hours a day. When calling, please provide all requested information. If the parent/guardian is aware that their child will be absent for any length of time, the student must come to the Attendance Office and pick up a Parent Request Form from the attendance secretary. The form must be signed by all teachers and returned to the Attendance Office one week prior to the scheduled absence. Florida State law requires all absences to be recorded as unexcused unless they are documented within five days and fall under any of the following documented reasons:

- An absence for religious instruction or for a religious holiday;
- An absence due to sickness, injury, or other insurmountable condition;
- Death in immediate family;
- An absence due to participation in an academic class or program;
- A subpoena or a forced absence by any government agency;
- An appointment with a doctor or dentist;
- Major disaster as determined by administration; or
- A School Board approved activity.

Assignments from Absences

- Make-up work is the responsibility of the student.
- Work assigned prior to the absence is due the day the student returns.
- Major assignments are due on the original due date.
- Work assigned during the student’s absence is due no later than the length of time (number of days) of the student’s absence.

- Suspended Students: Refer to the “Suspended Students” section for makeup work instructions.
- If a student has prior knowledge of an absence, class work and homework must be turned in prior to the absence, unless prior arrangements have been made with the teacher to do so upon return. It is the student’s responsibility to make these arrangements with his/her teachers.
- Skipping class constitutes prior knowledge. A student will receive zeroes for all class work, tests, quizzes, or assignments missed. Appropriate consequences will result.
- Major assignments or projects are due on the assigned due date unless there is a documented excused absence for that date.
- Makeup work should be submitted within two weeks of the end of the prior semester in order for the class rank to be accurate.

Attendance Required for Participation in School Activities

No student will be permitted to participate in school activities on any day that he/she has been absent from school for more than one-half of the school day.

Sign-In/Sign-Out Procedures

Students arriving after 7:30AM should go to the front office and sign in. Students are required to have their student ID when signing in or out of school. With the proper state-mandated documentation, parent sign-in, or parent note (limited to three per quarter), the student will be given a pass and sent to class. Appropriate documentation is required if you are late more than three times. After a student has used all three late sign-ins, a parent sign-in or parent note is NOT considered appropriate documentation.

Any student who arrives on campus after 7:30AM and fails to sign in with the receptionist at the front office before going to class, will receive a discipline consequence.

Students needing to leave campus for appointments during the day must bring a note to the Discipline Office prior to 7:25 AM that morning to receive a release pass. The note must contain the student’s name, grade, parent/guardian’s name and signature, cell phone, a brief explanation of the reason, time to be released, and parent/guardian signature. Students who are 18 or older cannot sign themselves out without following the above procedures. It can be difficult to locate students during lunch or when classes are working in other areas when parents arrive without advance notice. Only a note received before school can guarantee a timely release of a student.

Please note that 5 unexcused absences in one month or 15 unexcused absences in a 90-day calendar period may result in Truancy Court for the parent/student.

Leaving Campus with Parental Permission

Sign-out with parent/guardian permission may only be done through the Attendance Office, Clinic, or Student Services. Once a student leaves campus, he/she may not return that day unless accompanied by a parent/guardian or with appropriate documentation. Students may not leave prior to parental permission. If a student leaves campus without permission and the parent calls after the fact, the appropriate disciplinary consequence will be assigned.

Leaving Campus without Parental Permission

Leaving campus without permission will result in disciplinary consequences, including suspension/revocation of parking privileges.

End-of-Day Policy

Students will not be removed from class for sign-out the last 30 minutes before the dismissal bell. Students needing to be released during this time must make prior arrangements in Student Services.

Suspended Students

Students suspended from school are not allowed to be on campus or attend off-campus school-related activities during the time of their suspension. Additional days of suspension may result, or 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 arrange for someone to pick up work from school. Students should check their teacher's Schoology course for work. If the course is not up to date, email the teacher using the staff directory found on the PHS website. The student can also call the school at 723-4848 and dial the information directory to find a teacher's extension. All makeup work is due the day a student returns from suspension. The student must arrange to take all missed tests/quizzes or a zero will be posted for those assignments.

Any major assignment or project is due on the original due date. Students must arrange with teachers by the due date on major assignments. Students who participate in extracurricular activities and are suspended for a total of 10 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 and may not be eligible to participate in any extracurricular activities for 180 calendar days. 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 participating in non-academic school activities, including but not limited to, extracurricular activities and/or athletics.

Hall Passes

Students in the halls during classes must carry the appropriate pass. Passes are to be filled out with the student's name, destination, and time out before the student leaves class. Students are to write the time in upon return to class. If a student is in the hallway without a pass, the student will be sent to Student Services. Leaving class without teacher permission will result in disciplinary action.

Loitering

Students who loiter in areas (such as restrooms) are subject to be searched and given discipline consequences.

Clinic

The Clinic is located in the main office building. Students must have a pass to the Clinic.

Medication Philosophy

Medications for acute (active disease) or contagious illness should not be given in schools. Students should stay at home under those conditions. Whenever possible, medication schedules should be arranged so all medication is given at home. Students may not transport medication to school or be in possession of any medications while on school property (i.e. Aspirin, Tylenol, etc.).

Medication Policy

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 must be retained in the school Clinic, except as described in 10.002.20, Florida Stat.
- c. For each medication to be administered, your parent 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. The label must indicate the student's name, name of the medication, physician's name, dosage amount, and time or frequency. If the medication requires equipment for administration (i.e., spoon, cup, dropper, etc.) the parent is responsible for supplying the articles labeled with the student's name.

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, except as described in 10.002.20, Florida Statute.

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, except as described in 10.002.20, Florida Statute.

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
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.

i. Pursuant to Florida Statute 1002.20 – A student may possess and use a medication to relieve headaches while on school property or at a school-sponsored event or activity without a physician's note or prescription if the medication is regulated by the United States Food and Drug Administration for over-the-counter use to treat headaches. 29 In order for your child to carry and administer his/her own over-the-counter medication to relieve headaches, a Self-Carry Headache Medication form must be fully complete and on file in the school clinic. This form can be found on the SDMC website.

Controlling the Spread of Communicable Diseases

The School Board recognizes its responsibility relative to student, employee, and visitor health and safety. In order to protect the health and safety of the students, District personnel, and the community at large, the Board shall follow all State statutes and Health Department regulations which pertain to immunization under Policy 5320, and other means for controlling communicable disease spread through normal interaction in the school setting as set forth in Policy 8450.

Delivery of Items to School

Palmetto High School 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, or uniforms. It is the responsibility of the students to bring everything needed for 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. Baked goods are prohibited in classrooms, cafeteria, or any other part of the campus.

EXAMS/ASSESSMENTS

Exams:

Each semester, all students will take a comprehensive examination covering the work of that semester. Grades received for the first quarter, the second quarter, and the semester examination will determine the semester average. **According to county policy, no early examinations may be given.** Semester exam schedules will be posted each semester. Students may not sign out of school during an exam period.

ASSESSMENTS/GRADES/GRADUATION

Assessments:

ALGEBRA I EOC (B.E.S.T.)

The Algebra I EOC is a graduation requirement given in the spring. There are also opportunities in the summer, fall, and winter to pass the Algebra I EOC.

ACT and SAT

The SAT and ACT are college entrance exams required for admission into a four-year college, university, and for Bright Futures. Tests are given on various Saturdays throughout the school year. Students may register online at SAT- www.sat.collegeboard.com and ACT- www.actstudent.org. It is recommended that students take one or both for the first time by early spring of their junior year. ACT and SAT scores can be used as reading and math concordant scores for graduation requirements.

PSAT

Sophomores will take the PSAT during the school day in October. Freshmen and Juniors may take the PSAT in October for a minimal fee. Juniors may qualify for the National Merit program. A PSAT score can be used as a math concordant score for the graduation requirement.

FAST ELA ASSESSMENT – Reading and Writing

The FAST ELA state assessment is comprised of two reading sections and one writing section and is administered to all freshman and sophomores. Students must pass the Grade 10 FAST ELA, or achieve a state-approved concordant score, by the spring of their senior year to graduate with a Standard Diploma.

Grade Point Average - GPA

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 an extra point in Honors, AP, and DE courses.

Unweighted Grade Points	Weighted Honors Course Grade Points	Weighted Advanced Studies Course* Grade Points
A=4	A=4.5	A=5
B=3	B=3.5	B=4
C=2	C=2.5	C=3
D=1	D=1.5	D=2
F=0		

High Honor Roll recognizes students with a minimum un-weighted 3.6 or weighted 4.0 quarter GPA. A student who has been on the high honor roll for the first three quarters of the same school year shall be eligible for an academic award.

Grades and Grade Points

Palmetto High School uses Focus, an online grade book. Parents/Guardians may access Focus by filling out paperwork that is available online and in Student Services. Grades are based on a five (5) letter system: A, B, C, D, F. Progress reports are published in Focus midway through each quarter. Report cards are published every nine (9) weeks. Letter grades indicate the following numerical ranges.

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

Citizenship

The quarterly progress report will carry a citizenship mark from each teacher. These indicate the behavior and cooperation of the student as follows:

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

Graduation Requirements

Graduation requirements are based on the year a student enters high school. Contact your school counselor or visit the Florida Department of Education website:

<http://www.fldoe.org/BII/StudentPro/grad-require.asp> for further information.

Participation in graduation ceremonies is a privilege and an honor. It is not a right. The Principal reserves the right to deny any student the privilege of participation in the commencement exercises if that student has not met the graduation standards. These standards include, but are not limited to, fulfilling any unpaid senior debts, attending all mandatory senior events, and not engaging in inappropriate behavior.

Seniors must attain the required number of credits, maintain a minimum unweighted cumulative grade point average of 2.0, and pass the state-mandated assessments to receive a high school diploma. All graduation requirements must be met prior to graduation ceremonies.

Diploma Completion

A **Standard Diploma** is awarded to students who have successfully completed the minimum number of academic credits including other requirements as prescribed by the Manatee County School Board and Florida State Legislature.

School Counseling

The school counseling department is in the main office. If you have questions or concerns regarding scheduling, setting up parent conferences, graduation requirements, etc., please contact Student Services at 723-4848, ext. 34216 and ask to be directed to the appropriate counselor. The College and Career Advisor can assist with scholarships.

Scholarships

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

1. **The State of Florida's Bright Futures Scholarship Program**, which includes the Florida Academic Scholars Award, the Florida Medallion Scholars Award, the Florida Gold Seal Vocational Scholars Award, and the Gold Seal CAPE Vocational Scholarship.
2. **Scholarships given by local and national organizations** are posted and announced during the school year (most have specific requirements in the areas of GPA, community service, area of study, family heritage, or monetary need. There are scholarships for students in every grade level.
3. **Scholarships given by organizations nationwide** can be accessed by the student through either scholarship resource books, websites, or search engines.
4. **Scholarships are available directly from the post-secondary institution** that you will be attending. You should inquire into the availability of these scholarships with the Financial Aid Director or Admissions Counselor at the post-secondary institution. You may also be automatically awarded a school-based scholarship based on your need and/or merit. Students are encouraged to

complete the Free Application for Federal Student Aid (FAFSA) form for additional financial aid opportunities at www.fafsa.ed.gov in October of the student's senior year in high school.

Community Service

Community service hours that count towards the Bright Futures Scholarship Program may be earned starting in the summer before 9th grade. All projects must be preapproved before the project begins. Once approved, students track their hours and submit an evaluation of their project. For an explanation of what counts as community service and the necessary forms, please visit the Parents and Students section of our website and click the community service link. If you have additional questions, please contact the community service coordinator in the Guidance office.

Florida Bright Futures Scholarship Program

(Also known as Florida Academic Scholars, Florida Medallion Scholars, Gold Seal Vocational Scholars, and Gold Seal CAPE Vocational). Please visit the Bright Futures website for details:

<http://www.floridastudentfinancialaid.org/SSFAD/bf>

- Lottery-funded scholarship to reward high academic achievement
- Any Florida high school graduate who meets eligibility criteria is eligible
- Can be used at any eligible Florida post-secondary educational institution
- Students may begin to apply by October 1 of their senior year. They have until the last day of their senior year to complete the application and until August to meet Bright Futures requirements.

ATTENTION:

Any student who is receiving educational services outside of Palmetto High School (Hospital Homebound, State College of Florida, On-the-Job-Training, Manatee Technical Institute, etc.): school activities and announcements happen regularly. It is your responsibility to check the school website or contact school personnel for details.

Schedule Change Policy

The registration process and the development of student schedules take place in the spring at which time faculty and staff counsel with students. The process includes input from students, parents, teachers, school 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. Requests for schedule changes will be considered for **only** the following reasons:

- If a student has already earned credit in 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 classes.
- If there was a clerical error.
- The school administration receives a district or state directive regarding course progression.

CIVIC CONCERNS

Academic Integrity

Together with the School District of Manatee County, Palmetto High School is committed to fostering a culture of academic integrity. Students, teachers, administration, and parents understand that hard work produces great results.

As a student at Palmetto 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 important 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 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 it is done intentionally or accidentally

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

- copying from sources without directly quoting and properly citing those sources
- paraphrasing from sources without citing those sources taking ideas from sources without citing those sources

First Amendment Freedom of Expression

In 1969, The United States Supreme Court ruled that public school students do not leave their constitutional right to freedom of expression at the schoolhouse gate. You have a right to freedom of expression; however, when you exercise that right, you must do so in a responsible manner that does not cause a disruption of the school or a school activity. A principal may impose reasonable time, place, and manner restrictions on your exercise of First Amendment freedom of expression rights. If possible, before imposing reasonable time, place and manner restrictions, the principal will consult with the School District General Counsel and will notify the Superintendent (or designee) in such cases. If it is not possible to consult the School District General Counsel beforehand, the principal will do so as soon as possible

Pledge of Allegiance

[F.S. 1003.44](#) requires the Pledge of Allegiance be recited at the beginning of each school day. When the national anthem is played or the pledge is recited, students and all civilians shall stand at attention, men removing the headdress, except when such headdress is worn for religious reasons. When the pledge is recited, students shall stand with the right hand over the heart. With a written request by a student's parent or guardian, a student will be excused from reciting the pledge, including standing and placing the right hand over his or her heart. When the pledge is given, unexcused students must show full respect to the flag by standing at attention. When the Junior Reserve Officer Training Corps (JROTC) Color Guard presents the colors for the national anthem or Pledge of Allegiance at a school or district function, the audience is asked to rise before the procession begins from the back of the room. The audience remains standing after the pledge or anthem and during the entire time the Color Guard walks to the back of the room. The audience remains standing until the Color Guard is dismissed.

Moment of Silence

Per [FS 1003.45](#), the principal of each public school shall require teachers in first-period classrooms in all grades to set aside at least 1 minute, but not more than 2 minutes, daily for a moment of silence, during which students may not interfere with other students' participation. A teacher may not make suggestions as to the nature of any reflection that a student may engage in during the moment of

silence. Each first-period classroom teacher shall encourage parents or guardians to discuss the moment of silence with their children and to make suggestions as to the best use of this time.

STUDENT ASSOCIATIONS

Student Clubs / Activities / Honor Organizations

Clubs/school organizations are established each year based on student interest and the availability of club sponsors. Honor Organizations, such as the National Honor Society (NHS), have their own guidelines for acceptance and participation. Students should see the sponsor for details.

Students may form new organizations by having three or more students petition for an organization, completing a request for a new club form, finding a staff sponsor, and completing a charter. Student participation is encouraged. Involvement in clubs/activities is governed by the Athletics policies.

Student Athletics Policies

General Guidelines-Participation in interscholastic Athletics is a privilege, not a right.

- A student on a team should attend every scheduled practice unless an emergency prevents this. The coach should be made aware of the reason for an absence so he/she will not be depending on that athlete that day. Failure to notify the coach may result in loss of playing time. Continued unexcused absences from practice may result in dismissal from the team.
- A student must be in attendance a minimum of a ½ day of school 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, in accordance with Manatee County School dress code.
- Parents are responsible for the transportation of students to and from school practice sessions for school-related events, including athletics unless the principal determines transportation will be provided by the school. School personnel will not assist parents in arranging transportation when the school does not provide it.
- The Principal will develop a plan for administrative coverage of home games and key away games.
- School discipline will carry over to Athletics.

Athletic Eligibility

- High school interscholastic contests are governed by the Florida High School Athletic Association (FHSAA). All Manatee County secondary schools maintain a membership in this organization and comply with the rules and regulations set forth in the constitution and by-laws. The Manatee County School Board may adopt higher standards.
- A student must have a cumulative 2.0 grade point average on a 4.0 unweighted scale (or its equivalent) at the conclusion of each semester to be academically eligible during the next semester (F.S. 1006.15(3)(a)1). Academic eligibility or ineligibility is determined on a semester basis. A student who is academically eligible at the beginning of a semester will continue to be academically eligible for that entire semester. Likewise, a student who is academically ineligible at the beginning of a semester will continue to be academically ineligible for that entire semester, except as provided in Bylaw 9.4.5.1.2.2.
- The FHSAA eligibility rules are followed in all cases. These rules will be explained to all athletes prior to the season.
- No athlete will begin workouts/practice unless they have obtained a pre-participation physical from a licensed physician, osteopathic physician, licensed chiropractic physician, licensed physician

assistant, or certified advanced nurse practitioner. This is for the protection of the athletes as well as for the protection of the athletic trainer and the Manatee County School Board.

- No athlete will begin practice unless they have turned in a completed medical history form signed by a parent or guardian.
- No athlete will begin practice unless he/she has paid for the supplemental insurance policy as offered through the School Board. This will ensure that each athlete has at least minimum insurance coverage. This policy is a Secondary insurance coverage. Additional School Board coverage is required for football.
- No athlete will begin workouts/practice until the athlete has been cleared through the Athletic Clearance Portal (see PHS website).
- If a female athlete becomes pregnant, she is to be placed on the disabled list until a physician determines her level of activity. A written recommendation will be returned to the school and kept in the athlete's file. The purpose of this policy is to protect the mother as well as the fetus. It is not the intention of this policy to remove the athlete from her team because of pregnancy.
- Any high school student not currently attending a public school in the district is eligible to participate in FHSAA activities at a public school if all FHSAA eligibility requirements are met. Please refer to the School District of Manatee County Code of Student Conduct for additional information.

Addressing Questions/Concerns

If students and/or parents have questions or concerns regarding a specific team, they may do the following:

1. Meet with the coach to discuss the questions or concerns.
2. Meet with the athletic director if you still have questions or concerns.
3. Meet with the Administrator over athletics if you still have questions or concerns.

Reporting Injuries

Athletic Injuries and Care. The athlete is responsible for reporting injuries sustained during practice or competition. The following must be adhered to:

Athlete Responsibilities

- Any school-connected injury shall be reported to the coach and trainer.
- The Accident Report Form must be filed with the athletic trainer.
- If an individual has any special medical problem, the athletic director must be informed.
- Should an injury be discovered after the athlete has returned home, the athlete should go to his/her physician and report to their coach and trainer and will need a physician's note of clearance prior to participation.

School Responsibilities

In case of injury, school personnel should:

- Administer minor first aid
- If hospital care is necessary, call an ambulance
- Notify parent or guardian
- If unable to contact parents, notify family doctor
- Accompany injured player to the hospital if a parent is not available
- Coaches must follow medical staff recommendations concerning student injuries.

Athlete Conduct

- Tobacco use is forbidden. In addition to school consequences, the following athletic consequences apply. For the 1st offense, a one-game suspension will occur. The 2nd offense will result in dismissal from the team.

- Students who violate the SDMC alcohol and drug policies are subject to penalties as outlined in the Student Code of Conduct. In addition, the principal may revoke the student's privilege of participating in non-academic school activities, including but not limited to, extracurricular activities and/or athletics.
- Any action by an athlete that causes embarrassment to the team, athletic department, or school may result in up to a 180-school day athletic suspension.
- An athletic suspension from another school will be upheld at PHS until a proper appeal has been approved.

Attendance

A student must be in attendance a minimum of one-half day on the day of competition or the day prior if the contest falls on a non-school day, unless documented (doctor's note, field trip, subpoena, etc.), to practice or participate in a contest on that day unless approved by the Principal or designee.

Cut from a Squad

- A student who is not selected for a team is eligible to try out for another sport.
- Students are selected for teams at the discretion of the head coach.

Suspension

- Any athlete or manager who is suspended from a team or has quit a team is not permitted to try out for another sport while the original sport is still in season. The season is officially over when the team plays its last game of the year, including playoffs.
- A student suspended from the team may not use any of the department's facilities or equipment until his suspension is officially terminated.
- Any student-athlete found to have committed a level 3 or level 4 offense on the School District of Manatee County discipline matrix will be subject to an administrative review

Quitting a Squad

If a player quits a team, he/she shall not be permitted to try out for the next season's sport at the same school until the season ends including play-offs in the initial sport from which the athlete quits. For example, quitting football to try out for basketball.

Criminal Offenses

- 1. 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.
- 2. Adjudication Withheld: A student who has been 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. Students are expected to self-report any felony arrest to their Principal and Athletic Director within 48 hours of the arrest.
- 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.

- Felony charges may result in your immediate removal from all athletic activities or extracurricular activities.
- There shall be no team penalty for students charged with crimes, whether a misdemeanor or felony. Sanctions, as described herein, will be attached only to the individual student.

The FHSAA handbook states in 11.11.3 “in matters pertaining to personal conduct in which interscholastic competition is not involved, the member school which the student(s) attend shall be the judge as to whether the student(s) may play on its team.”

Requirements for Student Athletic Awards - Student Athletic Awards may be earned at the Varsity, Jr. Varsity, or 9th Grade level. For specific details please contact the Athletic Director at 723-4848 x34005.

CAMPUS

Supervision of Students While on Campus

Supervision of students on school grounds begins 30 minutes before school or before a school-related activity begins and ends 30 minutes after school or after a school-related activity ends. Parents should not rely on additional supervision beyond these times.

Cafeteria Rules

For safety and security purposes, parents/guests are not permitted to eat lunch in the school cafeteria with students. Failure to comply with proper behavior may result in disciplinary action.

- No cafeteria food or drinks may be taken outside of the cafeteria at any time.
- No cutting in line or saving a place in line is allowed.
- Students must be in line or be seated, not standing and talking.
- Students may pick up only the food/drinks they are purchasing for themselves.
- No passing of food/drinks in the lunch line.
- No throwing of food/drink items.
- Noise must be kept at a conversational level.
- All trays and trash must be removed from tables.
- Any food or drink spilled by a student must be cleaned up by the student.
- Students in ISS will have a choice of menu items and will eat in the ISS room. Their accounts will be charged for meals.

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 that students offer to a campus is reflected in its appearance. It is a matter of personal and school pride that each student makes a commitment to help 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; please use the sidewalks; **keep off the grass**; graffiti has no place on campus; and gum belongs in the trash, not on desks, floors, or sidewalks. The furniture and other property at our school are for your use, please do not abuse them. Help save taxpayer's money, including that of your parents, by helping to take care of our school. Take pride in keeping our halls and grounds clean.

MEDIA/TECHNOLOGY

Media Center

Hours: 7:15-3:00 (including lunch times)

- Students wanting to use the Media Center should be prepared to read or study.
- Books may be checked out for 21 days. Up to three books may be checked out at a time.
- You must show a valid PHS Student ID to check out a book. Lost student IDs can be replaced for a fee.
- Students will be charged for lost or damaged books.
- No food or drink is allowed in the media center.
- Teacher hall passes are required during class times.
- Students **MUST** have a student ID to access computers in the media center.
- Student printing is not available.
- The computers in the media center are for research, assignments, and general browsing for enrichment. Students may save files to their server folder or a flash drive. Files saved on the hard drive or the desktop will be deleted. Any misuse of computers is considered inappropriate use of school equipment and will be subject to disciplinary action.

Student Debt Collection

Students are financially responsible for all class, club, or team materials issued to them. They are expected to reimburse the school immediately when they owe money. Teachers will notify students and parents that additional books and equipment will not be issued until the debt is paid. Textbooks are available for students at the beginning of each course. Periodically, a check on the condition of the books is made. The student must pay for any book that is lost, mutilated, or damaged. Students do not receive diplomas until all textbooks assigned to them have been returned or paid for. If books show abuse, a reasonable charge is assessed. Any book assigned to a student **MUST** be paid for if lost or stolen. Students and parents may check debt on Focus.

Student ID

Each student is required to have his/her student ID, worn on a lanyard around the student's neck, at all times while on campus. Any student who forgets or loses his/her ID must report to Student Services and disciplinary consequences may be assigned. New IDs and lanyards may be purchased before or after school or during lunch in the Media Center. Carrying the ID in a pocket or backpack, defacing an ID photo, possessing/wearing/using another student's ID, and displaying an ID from another school are prohibited actions and are subject to disciplinary action. Each student must use his/her own student ID to purchase lunch in the school cafeteria and to check out materials from the school media center. Failure to produce a student ID when requested will result in disciplinary action. Replacement IDs are \$6 - \$5 for an ID and \$1 if a student needs a new lanyard.

Technology Policy

Technology is an integral part of your educational experience and must be used in a way that is consistent with the goals of the School District of Manatee County (SDMC). Technology includes, but is not limited to, computers, tablets, other electronic devices, software, email, the Internet, and other network resources. Your use of technology is a privilege, and you are responsible for using it appropriately. This includes the use of district technology while off school property. The following are improper uses of technology:

- a. Photographing, recording, or using images of any person without their knowledge or consent (including campus disruptions).
- b. Accessing pornographic or obscene images, language or materials, including screen savers.
- c. Transmitting any material in violation of federal, state, local law, School Board policy, regulation, or the District Code of Student Conduct. This includes but is not limited to: copyrighted material; threatening, obscene or pornographic material; test questions or answers; student work products; trade secrets; and computer viruses or malware.

- d. Using technology for commercial activities unless explicitly permitted by the School Board.
- e. Modifying the original SDMC pre-set software image including, but not limited to: loading software applications not authorized by SDMC; changing the computer name; changing or removing operating system extensions; altering security/filtering software; altering the preloaded operating system or application; or taking apart the computer for access to internal parts.
- f. Downloading music, games, or videos at any time on a district computer.
- g. Using cellular phones or other wireless communication devices during unauthorized times of the school day.
- h. Using email, instant messaging, texting, web pages or other technology operations to threaten, disrupt, or interfere with the safety and welfare of the school community, including engaging in cyber-bullying, harassment, or “sexting.”
- i. Gaining or attempting to gain unauthorized access to SDMC networks, computer servers, or data files.
- j. Gaining or attempting to gain unauthorized access to non-SDMC networks, computer servers, or data files utilizing SDMC equipment.
- k. Using profanity, obscenity, or other language which may be offensive to another person, or reposting personal communications without the author’s prior consent, when using computer network access.
- l. Downloading or printing any material that is deemed inappropriate by the School District.
- m. Attempting to log on to the SDMC network or other district-affiliated systems using another’s identity or password.
- n. Sharing of logins and passwords to the SDMC network.
- o. Bypassing or attempting to bypass SDMC filtering software.
- p. Unauthorized disclosure use and dissemination of personal information regarding students, unauthorized online access by students, including hacking and other unlawful activities and access by students to inappropriate matters on the Internet is prohibited.

NOTE: There is no right or expectancy of privacy on District provided or owned technology. School officials may review any information or files on such technology at any time.

Computers are to be used for instructional purposes. We ask that the following policies be adhered to so that the integrity of the school, the school’s network, and the equipment will be maintained.

- Students shall log into the network using their student ID and password, unless it is for testing or a teacher-led program. In those cases, they will log-in utilizing the appropriate log-in provided by the school staff.
- Students shall not save any work, documents, programs, videos, music, or assignments on school owned computers/tablets. Students shall save their material to their OneDrive folder or thumb drive.
- Manatee County’s Internet Policies will be strictly enforced when accessing the Internet. Violations of the policies may result in notification of parent/guardian, denial of Internet use at school, and other discipline consequences.

Communication/Electronic Devices

Cell phones or other wireless devices can be used in classrooms for instructional purposes at the teacher’s discretion under the school’s Bring Your Own Device (BYOD) policy.

Earbuds/headphones/speakers may not be used or seen during the school day (including transitions). The exception is students can use one earbud during lunch. No sound should ever be heard from cell phones or speakers. Students are not to talk on their phones but may text during their lunch period.

Students are prohibited from electronically recording teachers or classes without the written permission of an administrator or designee. Any violation of the policy regarding electronic items gives school officials reasonable suspicion to conduct a search of the contents of the electronic item. During testing administration, if a student is found with an electronic device that reproduces, transmits, calculates, or

records (for example, a cell phone, smartwatch, camera, or tablet) in a pocket, at his/her desk, or within reach during testing, that student's test will be invalidated. In addition, the device will be confiscated during the test session, and the student will be assigned disciplinary consequences.

Bring Your Own Device (BYOD) Policy:

The goal of BYOD program 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 discretion of the classroom teacher. This privilege may be revoked at the discretion of the administration. Therefore, it is important that students 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.

Devices Permitted:

- The following devices, though currently permitted, may be prohibited at the discretion of the school administration.
- Laptops, Smart Watches, netbooks, Chromebooks
- Tablets (iPad, Xoom, Galaxy, Surface, etc.)
- eReader/Tablets – (Kindle, Nooks, etc.)
- Internet Accessible Cell Phones (iPhone, Android, Windows based Smart Phones, etc.)
- Google glass is a prohibited device.

Rules and Conditions:

The following rules and conditions are specific to Palmetto High BYOD program. All other school/District rules and policies also apply, including, but not limited to, the Code of Conduct and Technology AUP. Parents will be able to retrieve confiscated devices **after 2:25 PM** on or after the day the device is confiscated.

Where/When/Storage:

1. Students may only use their device in the classroom when instructed to do so by their teacher for BYOD activities.
2. Students may not use their devices to text or update personal sites/accounts during school hours.
3. Students may only use electronic devices in the library/media center with the permission of the media specialist.
4. Students should not ask teachers or staff to 'hold onto' or store their device.
5. Administrators/Staff should not be asked to retrieve devices left in school.
6. Devices must be off and out of sight in classrooms except for BYOD activities.

Network/Internet Access/Electrical:

1. Students should always use the school's wireless network, not personal data plans, to access the web. BYOD privileges may be revoked for students found to be visiting websites that are blocked by the District's filter.
2. Personal devices may only connect to the school's guest network. Although some devices may not be able to connect to the guest network, the school will not alter network settings to allow such devices to connect.
3. No guarantee is made that the school's wireless network will always be available. Network outages may occur without notice. In addition, no quality of wireless signal is promised. Signal strength may vary depending on the location in the school and the number of devices simultaneously connecting to the network. All schools are not currently equipped to support all students connecting to the wireless network.

4. Students should bring devices fully charged to school. Access to electrical outlets or computers for charging is **not permitted**.
5. Students will not have access to network printers using their own device. The Media Center has printers that are accessed through district issued computers.

Theft/Loss /Damage/Troubleshoot/Inspection:

1. 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.
2. 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.
3. School/District staff, including Technology staff, will not configure, troubleshoot, or repair student devices.
4. 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.

Telephones

Students are not to use the telephones in the classrooms. If a student has an emergency that requires a phone during the school day, the student should report to Student Services. Phones are available for student use before school and after school in the front office. Classroom cell phone use during the school day is prohibited—except for learning in conjunction with a teacher-approved Bring Your Own Device (BYOD) activity—and will result in confiscation and a disciplinary consequence.

STUDENT TRANSPORTATION

Student Drop-Off

For safety reasons, students may only be dropped off in the parent loop by the auditorium. Parent vehicles are not permitted in the staff parking lot unless the driver has business inside the school building. Dropping off students in any area other than the designated area will result in a disciplinary consequence.

Bus Transportation

All questions regarding bus schedules, bus stops /routes, and late buses, should be directed to the transportation department at (941) 782-1287. The School Board believes you and your fellow students, as well as 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) as if the conduct had happened at school. You should assume that you are being recorded any time you are riding a school bus. Palmetto High School supports all bus drivers in their attempt to maintain a safe environment on the school bus. Any referral from a school bus driver will be processed according to the Manatee County School District Code of Student Conduct.

****All students must wear their school ID when riding a school bus.**

Items Not Allowed on a Bus

a. Any item prohibited elsewhere in the District Code of Student Conduct b. Glass containers of any kind c. Balls d. Bats e. Cologne/perfume f. Cutting instruments of any kind g. Any large or bulky item that interferes with proper seating of students (examples: large musical instruments or athletic equipment) h. Any animal i. Batons, drum sticks, tennis rackets (unless in proper carrying case) j. Aerosol sprays may be possessed but their use on buses or enclosed areas is expressly prohibited

The bus driver is in charge and you must obey the driver at all times. You must tell the bus driver your correct name when asked. The bus driver and school will keep a seating chart. You must be on time; the bus cannot wait for you if you are tardy. **YOU MAY NOT RIDE ANY BUS OTHER THAN YOUR**

ASSIGNED BUS. You can be disciplined if you do not follow all district and school rules and the following special rules: a. Sit in your assigned seat and use the seat belt if available. b. Stay seated at all times while the bus is in motion. c. Do not place any part of your body outside the bus windows. d. Do not distract the driver with loud conversation or noises. e. Observe appropriate classroom conduct. f. Do not eat or drink on the bus. g. Maintain absolute silence at railroad crossings. h. Do not throw any items on the bus or out of the bus windows. i. Do not mark, cut or damage bus seats or the bus itself. j. Do not display signs from the bus. k. Do not use obscene language or gestures. l. Cell phones are to be turned off.

Bus Discipline

If you commit minor infractions, the school bus driver has the authority to address your behavior. If you cause repeated problems on the bus, the bus driver will give the school a written discipline referral for what you did. School administrators can take any action contained in this Code against you for misbehaving at a bus stop or on a bus.

Discipline on school buses will be dealt with according to the following protocols; however, severe infractions (for example, fighting, setting a fire on the bus) may result in immediate suspension or recommendation for expulsion based on the recommendation of the principal or designee.

Bus Discipline Protocol

1st Offense: Operator - student conference and parent contacted by Courtesy Notice prepared by Operator. Student re-assigned to the front of the bus for one week and closely monitored.

2nd Offense: Referral submitted, with recommended bus suspension up to 1 day. Upon return to bus, student re-assigned to front of the bus for two weeks and closely monitored.

3rd Offense: Referral submitted, with recommended bus suspension up to 3 days. Upon return to bus, student re-assigned to front of the bus for two weeks and closely monitored.

4th Offense: Referral submitted, with recommended bus suspension up to 5 days. Conference with parent, student, school administrator, and Transportation Staff. Upon return to bus, student re-assigned to front of the bus for two weeks and closely monitored.

5th Offense: Referral submitted, with recommended bus suspension up to 10 days. Letter from school to parent stating next referral may result in removal from the bus for the remainder of the year.

Suspension from the school bus may be imposed only by the principal or designee by following the procedures for suspension from school. Bus suspensions may not be extended beyond the number of days originally prescribed by the principal or designee.

You can be removed from the school bus by the Superintendent or his designee for up to one calendar year for misconduct or a violation of the bus rules on a school bus or at a bus stop, based upon the recommendation of the principal and after the principal has suspended you from riding the bus for 10 days for an incident. Before the Superintendent or designee removes you from the bus, you and your parents will be informed in writing of the Principal's recommendation and the basis for that recommendation. The Superintendent or designee will inform you and your parents in writing of any removal from the bus.

Even if you transfer to a new school, you will be held responsible for any previous incidents of bus misconduct from your previous school.

Parking Lot Policy

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. The following is a list of regulations for Palmetto High School student drivers.

1. Parking permits are required to park on campus. Permits are issued at the beginning of each school year for a fee. If you do NOT have a parking permit, you are subject to disciplinary action which could include

towing or booting your car. The designated parking lot for students is the parking lot adjacent to the football stadium and south of the baseball field.

2. Your parking pass will be checked as you enter the student parking lot. It must remain visible at all times on campus.
3. Obey all traffic rules and regulations on campus. Follow the directions of the parking assistants. Reckless driving is unacceptable and can result in the loss of parking privileges.
4. Once you park, go into the school courtyard. The student parking lot is not a "hang out." Students not leaving the parking lot immediately will be subject to disciplinary action.
5. Students are not allowed in the parking lot during the day. If you sign out, a pass will be given to you.
6. Your car is not your locker. Passes will not be given to students to retrieve items from their car.
7. At the end of the day, when you go to your car, you are to leave campus immediately. Again, the student parking lot is not a "hang out." Students not leaving the parking lot will be subject to disciplinary action.
8. Any problems in the student parking lot should be reported to the Discipline Office.
9. The school is not responsible for any damage that occurs in the parking lot.

Driving - Discipline Consequences

Driving to school is a privilege, not a right. Students are expected to adhere to all safety and driving rules. Students permitted to drive onto school grounds will do so in a responsible and mature manner. Students will have their driving privileges suspended or revoked permanently for not adhering to the rules and expectations stated in the parking application.

REVOCATION: Revocation of parking privileges can occur for the following reasons:

- Having unexcused absences and/or skipping class.
- Excessive Tardiness to school (more than 3 per quarter)
- Leaving campus without authorization, with or without other students
- Continuous parking violations and/or driving violations before, during, or after school hours.
- Loitering in vehicle or parking areas before, during, or after school.
- Tampering with other vehicles on school property at any time will result in criminal and administrative actions.
- Tampering or damaging gates (will also result in suspension and criminal charges with restitution).
- Tampering or attempting to remove a boot from a vehicle (will result in a replacement fee of the vehicle restraint).
- Revocation is not limited to these reasons and school administration has the right to revoke parking privileges from any student that interrupts on-campus school activities, including before and after normal hours.

Penalties:

1st Offense: no parking pass, parked in unauthorized manner or area -- Vehicle will be ticketed. (\$15.00 fine)

2nd Offense: no parking pass, parked in unauthorized manner or area -- Vehicle will be ticketed and/or booted. (\$50.00 fine).

3rd Offense: no parking pass, parked in unauthorized manner or area -- Administrative action (referral for defiance, loss of parking privileges)

Miscellaneous Rules and Expectations:

1. **Students must pull directly into their parking spots. NO backing into spaces is allowed.** It is disruptive to the flow of traffic and, in general, causes concern for the safety of other drivers and those walking to campus.
2. Parking pass must be hung from rear view mirror while on campus.
3. Students without a student parking pass MAY NOT park their vehicles on campus at any time.
4. Vehicles without PHS student parking pass or those parked outside of designated student areas are subject to notification of School Resource Officer, fine, and/or administrative action.
5. Students must leave their cars as soon as they park. No loitering in cars is permitted.
6. Students may return to their cars ONLY when leaving school at the end of the day or after going through proper procedures. Administrative permission is required to enter the parking lot during the school day.
7. 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.
8. To ensure the safety and protection of the student population, Florida law provides for the search of any vehicle on campus by the school administration.
9. There will be no refunds for parking passes. (Even if revoked by the SGA or administration)
10. Parking passes are non-transferable. The student and transferee will lose parking privileges.
11. Students should report any suspicious activity on campus and parking lot to the first staff member, they see.
12. If you drive to campus in a vehicle other than that registered and/or you forgot your parking pass, it is your responsibility to notify Ms. Flynt (rm 3-110) before going to first period. Notification can be made in person or via email/Schoology message.
13. Students are responsible for the contents of their vehicle. **LOCK YOUR DOORS. NEITHER PALMETTO HIGH SCHOOL NOR THE SCHOOL BOARD OF MANATEE COUNTY ARE RESPONSIBLE FOR ANY THEFT, FIRE, DAMAGE, VANDALISM AND/OR MISHAP THAT MAY OCCUR TO ANY VEHICLE PARKED ON THE CAMPUS OF PALMETTO HIGH SCHOOL.**

STUDENT DISCIPLINE

Dress Code

The dress and grooming of 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.

Discipline Code – Refer to the Discipline Matrix

All students must comply with the Manatee County Student Code of Conduct, issued by the School Board. Palmetto 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 will be made at every opportunity to assist with any problems that may occur.

Misconduct That Requires Specific Consequences

Acts that require specific consequences include the following:

- Bullying or Harassment
- Possession or Use of Tobacco Products
- Possession or Use of Illegal Drugs or Alcoholic Beverages
- Threats Against Schools
- Chemical or Biological Attacks or Threats
- Dating Violence and Abuse
- Gang Activity
- Hazing
- Possession of Guns, Weapons, or Dangerous Objects
- Violent Acts Resulting in Serious Injury
- Sexting
- Making False Accusations or Reports
- Felony Charges and Convictions
- Felony Arrests

Bullying or Harassment

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, including, 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.

Threats Against Schools and Persons

If you are involved in making a destructive device, fake destructive device, or planning the use of such a device, either at school, or at a school activity, or while you are at school or at a school activity, you will be suspended for up to 10 days, recommended for expulsion, and reported to law enforcement for prosecution. The same actions will be taken if you make a threat by any means against the school, school property, school personnel, or students, regardless of any disruption on campus or any school-related function. This includes direct, veiled, or implied threats communicated verbally, in writing, or through social media platforms. If you make any such threat, you will be referred to your school's threat management team. This team is charged with helping to ensure the safety of all persons in your school and will take steps that may include interviews with friends, teachers, staff, parents, or employers regarding any concerns they may have. The threat management team is also responsible for making referrals for mental health services and to law enforcement for continued investigation, if you pose a concern or threat to the school or any member of the school community. **You are subject to school-based consequences for any threats communicated online or through the use of technology, regardless of the time, day, or location where the threat was made.**

Reporting Threats or Suspicious Activity

Students, parents, staff, or any individual may report threats, or any concerning behaviors exhibited by a member of our school community. All persons are strongly encouraged to be vigilant of potential signals, warning signs, and threats and to not hesitate in reporting their concerns immediately. This is particularly true of online or social media posts. [FortifyFL](#) is an app specifically designed by the State of Florida to assist in reporting suspicious or concerning behavior, which may be downloaded to your mobile device for immediate reporting.

NOTE: If you make a threat or false report - to include a bomb threat, bomb threat hoax, or a knowingly false report - concerning the use of a destructive device or firearm in a violent manner, as defined by [F.S. 790.162](#) and [790.163](#), involving a school or school personnel's property, school transportation, or a school-sponsored activity, you may be expelled (with or without continuing education services) from your regular school for a period of not less than one full year, as well as referred for criminal prosecution and mental health services identified by the school district, pursuant to F.S. 1012.584(4) for evaluation or treatment, when appropriate ([1006.07](#) (2) (l) F.S.). The Superintendent may consider the expulsion requirement on a case-by-case basis and request the School Board to modify the requirement by assigning you to a disciplinary program, if it is determined to be in the best interest of you and the school system. Commission of either of these offenses is a second-degree felony, punishable by up to 15 years imprisonment and a \$10,000 fine. The School Board must maintain a policy for all threats to commit violence or harm. Even threats made in jest or in exaggeration must be treated as serious and may subject you to suspension, reassignment, or expulsion. This includes simulating realistic gunfire, explosions, or acts of violence using apps or other technology. If you make a threat of violence, the school administration will assess the situation and where appropriate, take administrative action.

Gang Activity

No student shall commit any act which promotes gangs or gang-related activities. A criminal street gang is a formal or informal organization or group that has as one of its primary activities the commission of criminal or delinquent acts and consists of three or more persons who have a common name or common identifying signs or symbols and have one or more members who engage in a pattern of criminal street gang activity. Conduct prohibited by this policy includes but is not limited to the following:

- a. Wearing, possessing, using, distributing, displaying, or selling any clothing, jewelry, emblems, badges, symbols, signs or other items which may be evidence of membership or affiliation in any gang.
- b. Communicating either verbally or non-verbally (gestures, handshakes, slogans, drawings, etc.) to convey membership or affiliation in a gang.
- c. Soliciting others for gang membership.
- d. Tagging, or otherwise defacing school or personal property with gang or gang-related symbols or slogans.
- e. Requiring payment of protection, insurance, or otherwise intimidating or threatening any person related to gang activity.
- f. Inciting other students to intimidate or to act with physical violence upon any other person related to gang activity.
- g. If you commit any gang-related activity while at school, a school activity, school bus stop, or on a school bus, you will be suspended from school for up to 10 days. If you commit a second gang-related activity while under the jurisdiction of the school district that can be documented by law enforcement, you may be assigned to an alternative program or face expulsion.

“Sexting”

If while under the jurisdiction of the school district you post, send or forward to anyone else a nude or sexually revealing images of a person through the Internet or text message, or if you show such images to other people, you may be suspended from school and possibly be recommended for reassignment or expulsion. You may also be subject to arrest for violation of child pornography laws if the student in the photo is a minor. If you are found to have sent any such images or messages to other members of the school community regardless of time or location, you still may be subject to school-based consequences under Florida cyberbullying and harassment laws ([F.S. 1006.147](#)).

Making False Accusations

If you intentionally make false accusations that jeopardize the professional reputation, employment or professional certification of a teacher or other member of the school staff, you will be suspended for up to 10 days and may be recommended for assignment to an alternative school or for expulsion.

Investigations at School**Administrative**

If you are suspected of violating the District Code of Student Conduct, school officials can question you without first contacting your parent. You do not have a 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.

Criminal

If you are a suspect in a criminal investigation that may result in your arrest or criminal charges, law enforcement will make a good faith effort to contact your parent before the law enforcement officers begin questioning you. If a parent cannot be located, law enforcement officers may proceed with questioning. If your parent is contacted, the law enforcement officers may allow your parent to be present during your questioning.

Victim or Witness

If you are a victim or a witness, law enforcement officers, Children and Family Services investigators, or administrative investigators are allowed to question you without first contacting your parent. If the investigation involves child abuse, the official conducting the investigation will decide who can be present during your interview. If you refuse to answer questions asked by school officials, you may be disciplined.

Removal of a Student Under Arrest

If you are subject to arrest, with or without a warrant, the officer can remove you without parental consent or the consent of school officials. The administrator will try to notify your parent before you are removed or as soon as possible after your removal.

Removal for Involuntary Examinations

The school principal or the principal's designee shall make a reasonable attempt to notify your parent or guardian, if you are removed from school, school transportation, or a school-sponsored activity and taken to a receiving facility for a Baker, Marchman, or other evaluation, pursuant to F.S. 394.463. The principal or the principal's designee may delay notification for no more than 24 hours after you are removed, if the principal or designee deems the delay to be in your best interest or if a report has been submitted to the central abuse hotline, pursuant to F.S. 39.201, based upon knowledge or suspicion of abuse, abandonment, or neglect.

Searches and Seizures

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. All students must enter campus through the Evolv system daily. 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 a safe school in which to learn.

Evolv Firearms Detection Systems Screening at SDMC Schools

The Safety of our staff and students at the School District of Manatee County is our number one priority. To enhance our security efforts at our schools, beginning on August 12, 2024, we will launch a new high-tech security scanner firearms detection system and a firearms detection canine to screen students and visitors for firearms. Firearms are not permitted on School District of Manatee County (SDMC) Schools' property. All students and visitors entering District property may be required to submit to a weapon detector screening to ensure no weapons are brought onto the premises. Bags, purses, backpacks, etc. may also be screened using metal/weapon detecting wands and/or by hand. Refusal to cooperate with the screening procedure will result in the denial of entry and/or disciplinary action for the student. If a student activates the Evolv detector, a staff member will escort the student to a private secondary screening location where we will conduct a search of the student and their belongings in alignment with School Board Policy 5771

Discipline Consequences - Consequences for disciplinary infractions will be assigned in accordance with the Manatee School District Student Code of Conduct and the PHS Discipline Matrix found in this handbook. Consequences are defined as follows:

- **Administrative Warning** - The student is not to be excused during any class period and should obey all rules and regulations. Further infractions will lead to suspension. The student is ineligible for field trips and driving/parking privileges may be suspended for the duration of any administrative warning. While on administrative warning, a student may lose their eligibility to participate in extracurricular activities.
- **Counsel & Warn (CAW)** – A discussion with the student explaining the infraction and what the consequence will be if the infraction occurs again.
- **Parent Pick Up (P/U)** – Applies to electronic devices and prohibited dress items such as hats. Parents may pick up unauthorized materials in Student Services 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 in the cafeteria and is not allowed to talk or interact with other students.
- **After School Detention (ASD)** – After-school detentions are served on Tuesdays, Wednesdays, and Thursdays for 30 minutes in **Room 17-104**. Students are expected to bring schoolwork. The school uses a two-part notification procedure when detentions are assigned. First, students receive a card listing the date, time, and reason for the detention. Second, a courtesy phone call is made to the primary contact number listed in Focus the night before the detention to remind parents of the upcoming detention. It is the parent's responsibility to ensure changes in contact information are updated in Focus. Detentions may be rescheduled with a parent note submitted before 12:00noon on the day of the detention.
- **Extra School (EXS)** – Extra school is served on Tuesdays, Wednesdays, and Thursdays for 1 hour in the school **Room 17-104**. Students are expected to bring schoolwork. Refer to after school detention (above) for information regarding notification.
- **Work Detail (WD)** – Student is assigned to a custodian, either 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 while in ISS. Students are required to submit any work missed while in ISS.
- **Out of School Suspension (OSS)** – Students who are suspended out of school are not allowed on any Manatee County campus or participate in any SDMC activities/athletic events 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 (\$)** – The student is required to monetarily or materially compensate the district, school, or individual for any damaged, stolen, or vandalized property.
- **Reassignment / Expulsion (ALT)** – Students who commit a severe breach of conduct or are guilty of continuing misconduct, may be suspended for up to 10 days and recommended to the Superintendent or designee for reassignment to another school or program. A student may be expelled by the School Board for the remainder of a school term or one school year and one additional year of attendance.

Discipline Matrix

The consequences below are guidelines and may escalate depending on the nature of the circumstances and/or the student's discipline record.

LEVEL I OFFENSES	FIRST	SECOND	THIRD	FOURTH	FIFTH	CODE
Class Disruption (minor)	LDT	1 PD TO	1 DAY ISS	2 DAY ISS/BC	2 DAY ISS	Disruptive Behavior
Computer Inappropriate use	CAW	LDT	ASD	1 DAY ISS	1 DAY OSS	Tech Inapp. Use
Cutting lunch line	LDT	ES	1 DAY ISS	2 DAY ISS	3 DAY ISS	IB . Minor
Dress Code	CAW	PPH	LDT	ES	1 DAY ISS	Dress Code
Disrespect/profanity towards others	LDT	1 DAY ISS	2 DAY ISS	2 DAY OSS	3 DAY OSS	Disrespect Others
Excessive Tardies	CAW	LDT	ASD	ES	ISS/BC	Tardies, Habitual
Failure to comply with class procedure	LDT	ES	1 DAY ISS	2 DAY ISS	3 DAY ISS	Inappropriate Beh. Minor
Failure to Serve Lunch Detention	ES	1 DAY ISS	1 DAY OSS	2 DAY OSS/LOP	3 DAY OSS/LOP	Failure to Serve
Failure to Serve After School Det.	ES	1 DAY ISS	1 DAY OSS	2 DAY OSS/LOP	3 DAY OSS/LOP	Failure to Serve
Failure to Serve Extra School	1 DAY ISS	1 DAY OSS	2 DAY OSS/LOP	3 DAY OSS/LOP	4 DAY OSS/LOP	Failure to Serve
Failure to sign-in/out	LDT	ES	1 DAY ISS	2 DAY ISS	3 DAY ISS	Inappropriate Beh. Minor
Failure to properly display ID	CAW	LDT	1 DAY ISS	2 DAY ISS	3 DAY ISS	Identification Infraction
Food delivery	LDT	ES	1 DAY ISS	2 DAY ISS	3 DAY ISS	Inappropriate Beh. Minor
Headphones/Earbuds in hallway	CAW	LDT	ASD	1 DAY ISS	1 DAY OSS	Tech Inappropriate Use
Horseplay	LDT	ES	1 DAY ISS	1 Day OSS	2 DAY OSS	Horseplay
Inappropriate behavior (Minor)	LDT	ES	1 DAY ISS	2 DAY ISS	3 DAY ISS	Inappropriate Beh. Minor
Leaving class without permission	LDT	ASD	ES	1 Day ISS	2 DAY ISS	Attendance Violation
Medication Policy Violation	CAW PC	LDT	ES	1 DAY ISS	2 DAY OSS	Medication Policy Violation
Out of area	LDT/SEARCH	ES/SEARCH	1 DAY ISS/SEARCH	2 DAY ISS/SEARCH	3 DAY ISS/SEARCH	Attendance Violation
Profanity	LDT	ES	1 DAY ISS	2 DAY ISS	3 DAY ISS	Inappropriate Beh. Minor
Skipping class	LDT	ASD	ES	1 Day ISS	2 DAY ISS	Attendance Violation
Visible Cellphone or communication device	CAW	LDT	ASD	1 DAY ISS	1 DAY OSS	Tech Inappropriate Use
Public display of affection	LDT	ES	1 DAY ISS	2 DAY ISS	3 DAY ISS	Inappropriate Beh. Minor
Sleeping in class	RFG	LDT	ES	1 DAY ISS	2 DAY ISS	Inappropriate Beh. Minor
LEVEL II OFFENSES	FIRST	SECOND	THIRD	FOURTH	FIFTH	CODE
Aggression, Non-Physical	2 DAY ISS	3 DAY ISS	2 DAY OSS/BC	3 DAY OSS	4 DAY OSS	Aggression, Non-Physical
Cheating	0/LDT	0/ES	0/1 DAY ISS	0/2 DAY ISS	0/2 DAY OSS	Cheating
Contraband, Possession	2 DAY ISS	2 DAY OSS	3 DAY	4 DAY OSS	5 DAY OSS	Contraband

			OSS/BC			
Defiance of authority	2 DAY ISS	3 DAY ISS	2 DAY OSS/BC	3 DAY OSS	4 DAY OSS	Defiance
Disrespect to a staff member	2 DAY ISS	1 DAY OSS	2 DAY OSS/BC	3 DAY OSS	4 DAY OSS	Disrespect Towards Staff
Disruption in detention	ES	1 DAY ISS	2 DAY ISS	3 DAY ISS	4 DAY ISS	Failure to Serve
Disruption in time out/ ISS	1 DAY OSS	2 DAY OSS	3 DAY OSS	4 DAY OSS	5 DAY OSS	Inappropriate Beh. Major
Electronic Cig. Possession (w/ course)	2 DAY ISS/VAPE COURSE	2 DAY OSS	3 DAY OSS/BC	4 DAY OSS	5 DAY OSS	Electronic Cig./Possession
Electronic Cig. Possession (w/o course)	2 DAY ISS/1 DAY OSS/CIT	2 DAY OSS	3 DAY OSS	4 DAY OSS	5 DAY OSS	Electronic Cig./Possession
Endangerment to others/school	1 DAY ISS	1 DAY OSS	2 DAY OSS/BC	3 DAY OSS	5 DAY OSS/ALT	Endangerment
Failure to identify self to staff	2 DAY ISS	3 DAY ISS	2 DAY OSS	3 DAY OSS	4 DAY OSS	Defiance
Failure to report to location	2 DAY ISS	3 DAY ISS	2 DAY OSS	3 DAY OSS	4 DAY OSS	Defiance
Forgery/altering of a school document	2 DAY ISS	2 DAY OSS	3 DAY OSS	4 DAY OSS	5 DAY OSS	Inappropriate Beh. Major
Found in opposite sex area	1 DAY OSS/SEARCH	2 DAY OSS/SEARCH	3 DAY OSS/SEARCH	4 DAY OSS/SEARCH	5 DAY OSS/SEARCH	Inappropriate Beh. Major
Harassment/Bullying Non-SESIR	1 DAY OSS	2 DAY OSS	3 DAY OSS/BC	4 DAY OSS	5 DAY OSS/ALT	Harassment, Non-SESIR
Inappropriate behavior (Major)	1 DAY OSS	2 DAY OSS	3 DAY OSS/BC	4 DAY OSS	5 DAY OSS	Inappropriate Beh. Major
Inappropriate/obscene gestures to staff	2 DAY ISS	1 DAY OSS	2 DAY OSS/BC	3 DAY OSS	4 DAY OSS	Disrespect Towards Staff
Inappropriate use of elevator/equipment	2 DAY ISS	2 DAY OSS	3 DAY OSS	4 DAY OSS	5 DAY OSS	Inappropriate Beh. Major
Instigating an incident	1 DAY OSS	2 DAY OSS	3 DAY OSS/BC	4 DAY OSS	5 DAY OSS	Inappropriate Beh. Major
Leaving campus without permission	1 DAY ISS/SEARCH	2 DAY ISS/SEARCH	2 DAY OSS /SEARCH/BC	3 DAY OSS /SEARCH	4 DAY OSS /SEARCH	Leaving Campus w/o
Lying to a staff member	2 DAY ISS	1 DAY OSS	2 DAY OSS/BC	3 DAY OSS	4 DAY OSS	Disrespect Towards Staff
Possession/use of tobacco products*	2 DAY ISS	2 DAY OSS	3 DAY OSS/BC	4 DAY OSS	5 DAY OSS	SESIR Tobacco Pos/Use
Profanity directed toward staff	2 DAY ISS	1 DAY OSS	2 DAY OSS	3 DAY OSS	4 DAY OSS	Disrespect Towards Staff
Theft under \$750	1 DAY OSS/RES	2 DAY OSS/RES	3 DAY OSS/RES	4 DAY OSS/RES	5 DAY/ALT	Theft/Larceny
Two or more students in a BR stall	1 DAY OSS/SEARCH	2 DAY OSS/SEARCH	3 DAY OSS/SEARCH	4 DAY OSS/SEARCH	5 DAY OSS/SEARCH	Inappropriate Beh. Major
Vandalism (Less than \$1000)	1 DAY OSS/RES	2 DAY OSS/RES	3 DAY OSS/RES	4 DAY OSS/RES	5 DAY OSS/ALT	Vandalism
LEVEL III OFFENSES	FIRST	SECOND	THIRD	FOURTH	FIFTH	CODE
Aggression, Physical	2 DAY OSS	3 DAY OSS/BC	4 DAY OSS	5 DAY OSS	6 DAY OSS/ALT	Aggression, Physical
Bullying SESIR	3 DAY OSS	4 DAY OSS/BC	5 DAY OSS	6 DAY OSS/ALT		SESIR Bullying
Computer/Technology tampering	2 DAY OSS	3 DAY OSS/BC	4 DAY OSS	5 DAY OSS/ALT		Other Serious Misconduct

Contraband, Sale/ Distribution	3 DAY OSS	4 DAY OSS/BC	5 DAY OSS	6 DAY OSS/ALT		Contraband, Sale
Dating Violence	3 DAY OSS	4 DAY OSS/BC	5 DAY OSS	6 DAY OSS/ALT		Dating Abuse / Violence
Destruction of school property	5 DAY OSS/RES	7 DAY OSS/RES/BC	10 DAY OSS/ALT/RES			SESIR Vandalism
Display or use of chemical self-defense	2 DAY OSS	3 DAY OSS/BC	4 DAY OSS	5 DAY OSS/ALT		Other Serious Misconduct
Drugs/Alcohol- Poss/Use *	10 DAY OSS (5 w/ SAFE)	10 DAY OSS /ALT(AUTO)				SESIR Drug
Fighting	5 DAY OSS	10 DAY OSS/BC	10 DAY OSS /ALT(AUTO)			Fighting, Non- SESIR
Gang Related Activity	5 DAY OSS	10 DAY OSS/ ALT(AUTO)				Gang-Related Activity
Hazing	2 DAY OSS	3 DAY OSS/BC	4 DAY OSS	5 DAY OSS/ ALT		SESIR Hazing
LEVEL III OFFENSES	FIRST	SECOND	THIRD	FOURTH	FIFTH	CODE
Identity Theft	5 DAY OSS	10 DAY OSS /ALT				SESIR Other Major Acts
Sexting	2 DAY ISS	3 DAY OSS	4 DAY OSS	5 DAY OSS	6 DAY OSS/ALT	Sexting
Sexual Harassment	5 DAY OSS	10 DAY OSS	10 DAY OSS/ALT			SESIR Sexual Harassment
Sexual Offense/Lewd Conduct	5 DAY OSS/ALT/DIS	10 DAY OSS/ALT				SESIR Sexual Other
Theft over \$750	3 DAY OSS/RES	4 DAY OSS/RES	5 DAY OSS/RES	6 DAY OSS /RES/ALT		SESIR Theft/Larceny
Trespassing	1 DAY OSS	2 DAY OSS	3 DAY OSS	4 DAY OSS/ALT	5 DAY OSS/ALT	SESIR Trespassing
Under the influence (drugs/alcohol)	10 DAY OSS	10 DAY OSS /ALT(AUTO)				SESIR Drug
Vandalism	5 DAY OSS/RES	7 DAY OSS/RES	10 DAY OSS/ALT/RES			SESIR Vandalism
Withholding information from staff	2 DAY OSS	3 DAY OSS	4 DAY OSS	5 DAY OSS/ALT		Other Serious Misconduct
LEVEL IV OFFENSES	FIRST	SECOND	THIRD	FOURTH	FIFTH	CODE
Arson	5 DAY OSS/ALT	10 DAY OSS/ALT				SESIR Arson
Battery (physical attack/harm)	10 DAY OSS	10 DAY OSS/ALT	10 DAY OSS/ALT			SESIR Battery
Burglary	10 DAY OSS/ALT	10 DAY OSS/ALT				SESIR Robbery
Bomb threat	7 DAY OSS/TA	10 DAY OSS/ALT/TA	10 DAY OSS/ALT/TA			SESIR Threat
Cyber Attack/Threat	7 DAY OSS/TA	10 DAY OSS/ALT/TA	10 DAY OSS/ALT/TA			SESIR Threat
Disorderly conduct (req. SRO)	5 DAY OSS/ALT	10 DAY OSS/ALT	10 DAY OSS/ALT			SESIR Disruption on Campus
Drugs/Alcohol- Distribution/Sale	10 DAY OSS/ALT(AUTO)					SESIR Drug Distribution
Extortion/Blackmail	7 DAY OSS/TA	10 DAY OSS/ALT/TA	10 DAY OSS/ALT/TA			SESIR Threat
False	5 DAY OSS/ALT	10 DAY				SESIR Other

Accusation/Defamation		OSS/ALT				Major Acts
False Fire Alarm /Expelling Extinguisher	5 DAY OSS/ALT	10 DAY OSS/ALT				SESIR Other Major Acts
Fighting SESIR	7 DAY OSS	10 DAY OSS	10 DAY OSS/ALT			SESIR Fighting
Fireworks (possession and use)*	5 DAY OSS/ALT	10 DAY OSS/ALT				SESIR Other Major Acts
Force or Violence to school employee	10 DAY OSS/ALT					SESIR Battery
Gambling	5 DAY OSS/ALT	10 DAY OSS/ALT				SESIR Other Major Acts
Inciting/Participating Major Disruption	5 DAY OSS/ALT	10 DAY OSS/ ALT	10 DAY OSS/ALT			SESIR Disruption on Campus
Inhalant/Huffing	5 DAY OSS/ALT	10 DAY OSS/ALT				SESIR Other Major Acts
Intimidation/Threat	7 DAY OSS/TA	10 DAY OSS/ALT/TA	10 DAY OSS/ALT/TA			SESIR Threat
Pornography	5 DAY OSS/ALT	10 DAY OSS/ALT				SESIR Other Major Acts
Possession/use of a firearm/weapon*	10 DAY OSS/ALT/ TA					SESIR Weapon Pos/Use
Possession/use of pepper spray/mace*	5 DAY OSS/ALT	10 DAY OSS/ALT				SESIR Other Major Acts
Possession/use of prescription drugs*	5 DAY OSS/ALT	10 DAY OSS/ALT				SESIR Other Major Acts
Possession/use of stolen property*	5 DAY OSS/ALT	10 DAY OSS/ALT				SESIR Other Major Acts
Sexual Assault	5 DAY OSS/ALT	10 DAY OSS/ALT				SESIR Sexual Assault
Sexual Battery	10 DAY OSS/ALT					SESIR Sexual Battery
SRO assisted removal	5 DAY OSS/ALT	10 DAY OSS/ALT				SESIR Other Major Acts
Weapon	10 DAY OSS/ALT/TA					SESIR Weapon Possession
Weapon-like contraband	5 DAY OSS/ALT/TA	10 DAY OSS/ALT/TA				Weapon-Like Contraband
* Contraband will be confiscated. Law Enforcement will be notified.						
Important: The Discipline Matrix is a guideline only and the consequences may escalate depending on the nature of the behavior, the circumstances, and/or the student discipline record.						
DISCIPLINE MATRIX KEY						
0- Zero on Assignment/ Test	ES- Extra School	RES- Restitution				
ALT- Alternative Placement	ISS- In School Suspension	RFG- Refer to Guidance				
ASD- After School Detention	LDT- Lunch Detention	SEARCH				
BC- Behavior Contract	OSS- Out of School Suspension	TA- Threat Assessment				
CAW- Counsel And Warn	PPH- Parents Phoned	TO- Timeout				

PHS BELL SCHEDULE 2024-2025

1 st	7:30 – 8:19	49 minutes
2 nd	8:24 – 9:13	49 minutes
3 rd	9:18 – 10:07	49 minutes
4 th	10:12 – 11:01	49 minutes
5 th	<div>A Lunch Bldgs. 1,2,3,4,16,17, 18,19,35,36,37 Lunch 11:01 – 11:41 (40 minutes) Class 11:46 – 12:35 (49 minutes)</div>	<div>B Lunch Bldgs. 9,10,11,12,14,15 Class 11:06 – 11:55 (49 minutes) Lunch 11:55 – 12:35 (40 minutes)</div>
6 th	12:40 – 1:29	49 minutes
7 th	1:34 – 2:23	49 minutes
	Announcements	2:23 – 2:25



PALMETTO HIGH SCHOOL

