



Student Handbook

2016/17

145 High Drive
Crawfordville, FL 32327
850-926-0065
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Wakulla County Schools

Purpose: A rigorous and appropriate education that results in success for all students

Direction: Committed to Success for all students, teachers, staff, and our school system

Wakulla Institute's Mission

To foster a nontraditional learning environment that meets the needs of each individual student while upholding academic integrity and promoting instructional innovation.

Program Information

Wakulla Institute is a program within the Wakulla County School System in which students enrolled in Grades K-12 may participate in part-time or full-time virtual / blended learning opportunities, including students enrolled in dropout prevention and academic intervention programs, core-curricular courses to meet class size requirements, or Florida College System institutions. Each Wakulla Institute teacher holds a valid state certificate in his / her subject area and receives extensive annual training and continuous mentoring. Each student is known and mentored by a staff member to assure attachment to the learning process.

Wakulla Institute students receive individualized instruction utilizing the internet, email, online collaboration tools, and face-to-face teacher forums within each respective program. **Programs include:**

- **S.O.L.E.** - Student Organized Learning Environment, where students receive virtual/blended curriculum with teacher support.
- **Pathways** - Academic or behavioral intervention, or as an alternative to suspension and / or expulsion while in a teacher driven, structured environment.
- **Graduation Track**
- **Wakulla Virtual** – Allows flexibility of time and location while promoting self-discipline.

How to Contact Us:

Wakulla County School District Instructional Services

69 Arran Road

Crawfordville, Florida 32327

Phone: 850-926-0065

Fax: 850-926-0121

PARENTS' RESPONSIBILITIES AND RIGHTS

1. Parents send their children to school in good health.
2. Parents are legally required to see that their children attend school between the ages of seven and sixteen.
3. Parents report and explain all absences to the attendance clerk of the school.
4. According to Florida Statutes, parents are responsible for loss, destruction, or unnecessary damage to textbooks issued to their children.
5. According to Florida Law, parents are required to pay for school property damaged by their children.
6. Parents respond to notices for parent conferences.
7. Parents support school personnel in their efforts to discipline fairly.
8. Parents should bring to the attention of school authorities any condition which affects the welfare of their child or other children.
9. Parents check on their child's progress - don't always wait to be notified by teachers.
10. Parents send notes if they want their child to leave school early for doctors' appointments, funerals, etc.
11. Parents have the right to inspect and review all education records of their children.
12. Parents have the right of signing for the release of their children's records to other agencies.

STUDENT RIGHTS AND RESPONSIBILITIES

The intent of the Student Rights and Responsibilities section is to summarize the broad principles of student rights. With each right comes a responsibility in a free and democratic society. It is important to note that the rights exist within the context of responsibility and not in its absence. These statements on rights and responsibilities are not intended to diminish the authority of administrators in maintaining the orderly educational process.

Rights

Students have the right to a free public education that is not to be denied except by due process.

Students have the right to make up work missed because of excused absences.

Students have the right to learn in an atmosphere conducive to learning.

Students have the right to a meaningful curriculum that will meet their immediate and future needs.

Students have the right to have made available to them classroom, school and district rules of conduct and to know the possible consequences of their misconduct.

Responsibilities

Students have the responsibility to attend school regularly and to use this educational opportunity to the fullest potential.

Students have the responsibility to provide the school with an adequate explanation with proper documentation indicating the reason for each absence and to make arrangements with teachers for make-up work to be completed within the specified time.

Students have the responsibility to contribute toward the development of a positive climate in the school that is conducive to learning.

Students have the responsibility to utilize the educational experience made available to them.

Students have the responsibility to be aware of and abide by all applicable classroom, school, and district rules.

Rights

Students have the right to equal and consistent enforcement of all classroom, school, and district rules.

Students have the right to freely express their viewpoints in an appropriate manner

Students have the right to print and distribute publications within the guidelines of School Board Policy 4.51.

Students have the right to a healthy and safe school environment in which to learn.

Students have the right to respect of their personal property.

Students have the right to assemble on school grounds and in school buildings in accordance with school rules and scheduled use of the facility.

Students have the right to privacy in their personal possessions unless the principal has reasonable cause to believe that the student is concealing material, possession of which is prohibited by law.

Responsibilities

Students have the responsibility to respect the free speech rights of others.

Students have the responsibility to refrain from slander and abusive language.

Students have the responsibility to make efforts to become informed and knowledgeable about controversial issues and express their opinions in a manner that is suitable for the forum in which the discussion is taking place.

Students have the responsibility to refrain from publishing and distributing libelous or other unlawful materials, to seek full information on the topics about which they write, to observe the rules for responsible journalism, and to follow the guidelines of the school concerning publications.

Students have the responsibility to show respect for fellow students and school personnel.

Students have the responsibility to respect school property and that of other students.

Students have the responsibility to pay the cost of any damage they inflict on school property.

Students have the responsibility to conduct themselves and their activities consistently with the educational objectives of the school.

Students have the responsibility not to carry or conceal any such material that is prohibited by law or would detract from the educational process.

Rights

Students have the right to notification that student lockers and other student storages spaces provided by the school system are the property of the Wakulla County School Board and are subject to search by school authorities at any time.

Students have the right to an equal opportunity to participate in school activities for which they are qualified.

Responsibilities

Students have the responsibility to adhere to policies governing the use of lockers, which are the property of the school system.

Students have the responsibility to organize activities within the school guidelines.

Students have the responsibility to participate regularly in their respective organizations and to conduct themselves in an appropriate manner.

ACADEMIC INFORMATION

Student Progression Plan is available on Wakulla County School District website.

<http://www.wakullaschooldistrict.org/Portals/Wakulla/District/docs/Handbooks/STUDENT%20PROGRESSION%20PLAN%20-%202015-16%20FINAL1.pdf>

GRADES – REPORTING

Progress reports will be issued to all students enrolled in Wakulla Institute every nine weeks in lieu of a report card. The report will indicate the progress made during the nine weeks and the work needed to complete a credit. Wakulla Institute Pathways Program students (middle and high school) will receive report cards every nine weeks

GRADING SCALE

Grading System – Grade Point Averages:

Present Grades		Grade Point Conversion
A 90–100	Outstanding	A = 4.0
B 80–89	Above average	B = 3.0
C 70–79	Average	C = 2.0
D 60–69	Below average	D = 1.0
F 0–59	Failing	F = 0
I 0	Incomplete	

ATTENDANCE

Excused and Unexcused Absences

ATTENDANCE/WITHDRAWAL

New student registration is initiated in Instructional Services at the District office. Before a student may be finally admitted, an official transcript of his/her work or other evidence of class or grade level must be presented, including transfer grades. The parent/guardian must be present with the student for orientation prior to his/her first day of attendance.

Before withdrawing from any program of the Wakulla Institute, a withdrawal form, obtained from Instructional Services, must be signed by the student's teachers, the Administrator and the parent/guardian. Once the withdrawal form has been properly signed, the student will be released. Any student transferring to another school will need to furnish that school with a signed withdrawal form so that the receiving school may request school records.

SCHOOL HOURS

School begins at 7:45 a.m.; dismissal is at 1:45 p.m.

TARDIES

Students not riding a bus who arrive at school after 7:45 a.m. will be considered tardy. Students must come to the Annex office, 145 High Drive, to sign in.

PROCEDURES TO LEAVE SCHOOL EARLY

Students desiring to leave school early must check out through the main office. Parents should either be present or send a written notice. Written notes will be verified by office with a phone call to parents. **STUDENTS MAY NOT LEAVE CAMPUS WITHOUT PERMISSION FROM THE MAIN OFFICE. Staff will NOT call at student's request to "get permission" to leave early. All arrangements MUST be made in advance**

ABSENCES

Parents/Guardians are required to provide written notes or other documentation to the school within two (2) days of the student's return to school for the absence to be considered excused. Determination of when an absence is excused or unexcused is the responsibility of the Administrator. Any absence which does not fall into one of the excused absences categories will be considered unexcused. Official documentation from a third party is required for five (5) or more absences in a nine week grading period. The Wakulla County School Board has the affirmative obligation to increase student attendance through a monitoring process, to inform parents of student absences, and to adhere to the compulsory attendance review procedure. Parents will be notified about their child's absences regardless of whether the absence is excused or unexcused.

EXCUSED ABSENCES ARE ABSENCE RESULTING FROM:

1. Illness or injury to the student. A certificate of illness from a licensed health care professional may be required in individual cases at the Administrator's discretion.
2. Documented appointment with health care professionals. Submit documentation to school office.
3. Death in the family.
4. Religious holidays or services which are mandated for all members of the faith and which cannot be observed outside the regular school day.

- 5. Other individual student absences beyond the control of the parent or student, as determined and approved by the administration.

Any absence which does not fall into one the excused absence categories will be considered unexcused. Repetitive unexcused absences will be dealt with within the District’s attendance policy. See the *Secondary Code of Student Conduct and Attendance Policy* for more information concerning a student’s absence from school.

General Student Information

ADMINISTRATION OF MEDICATION DURING SCHOOL HOURS

Administration of medication during school hours is discouraged unless a **physician** determines that a student's health needs require medication during school hours. This rule, the Standard Operating Procedures Manual, and the Code of Student Conduct shall set forth provisions for administering prescription medications.

ALL medication shall be delivered by the parent/guardian to the OFFICE on High Drive in the original container with the following information on the label: student's name, name of medication, date of prescription and pharmacy, specific instructions on the administration of the medication, approximate duration of medication. Non-prescription medication shall be delivered in the original SEALED container with manufacturer's recommended dosage. Dosage in excess of manufacturer's recommendation must be accompanied by written physician documentation.

Students with prescribed inhalers or Epi-pens who must carry these medications on their person will be allowed to do so with physician and parent/guardian written authorization. A permission form signed by the student's parent/guardian shall be required. Verbal permission cannot be accepted.

Only staff members that have been designated by the Administrator and have received proper training shall have access to and dispense the medication. All medication shall be stored in a locked cabinet in the office. Any medications not picked up by a parent/guardian by the end of the school year will be disposed of according to Wakulla County School Board Policy.

BUS INFORMATION AND RULES

Students must be on time at the school bus stops. They must stand off the roadway while waiting for the bus. While on the bus, students must keep hands and heads inside of the bus at all times. Remember that loud talking and laughing divert the driver's attention and make safe driving difficult. Horseplay is not permitted around or on the bus. Students may be suspended from the bus for repeated misbehavior. Bus videos may be reviewed at any time with potential consequences. Staff will NOT call at student's request to change buses. All arrangements MUST be made in advance.

1. Obey the bus driver at all times.
2. Do not leave your seat while the bus is in motion.
3. Cross the road immediately in front of the bus. Wait for the bus driver's signal before crossing.
4. The driver has the right to assign seats to promote order on the bus.
5. Do not eat or drink on the bus.

If a student wants to ride a different bus in the afternoon than he/she did in the morning, he/she **MUST** have prior written permission from a parent/guardian and administrative approval. Telephone verification from parent/guardian will be required.

DRIVING GUIDELINES

Before a student can drive his/her car on campus a Wakulla Institute Student Vehicle Registration Form must be filled out and turned in to the main office with a copy of student's driver license, vehicle registration, and vehicle insurance. Turning in a form does not guarantee permission to drive, as driving privileges must be

approved by the Administrator. Students must park in the designated "Student Parking" area on the right side of the Wakulla Institute Annex building only (145 High Drive). Student vehicles parked in any other place may be towed. Students are not allowed on campus before 7:45 a.m. or after 2:00 p.m. Once a student leaves the parking area he/she cannot return to the vehicle until school ends. Students are required to stay at school the entire day. Wakulla Institute's SOLE program students may leave and return to campus with Administrators permission. Students may not bring other students to school with them without prior written consent from parents of all students riding with them AND approval from Administrator. Students not abiding by driving guidelines or school rules may have their driving privileges revoked.

Students assigned to Wakulla Institute (Pathways) for drugs or weapon possession will not be given permission to park on school campus.

STUDENT DROP OFF

Students who are brought to school should be dropped off and picked up in the front office of the Wakulla Institute Annex building, 145 High Drive.

CAFETERIA

Breakfast and Lunch are served in the Legacy Café for a moderate price. Free and reduced lunch applications will be distributed on the student's first day at Wakulla Institute. Students must remain in assigned areas during lunch times. No food or drinks may be removed from the café or patio. Students are expected to follow rules in the lunch area, maintain the cleanliness of the facility and place all garbage in the appropriate garbage receptacles. Students are prohibited from leaving school for the purpose of eating lunch off campus.

PARENT /TEACHER CONFERENCES

Parents who wish to have a conference with a teacher or teachers should call and arrange this through the teacher. Parent/Teacher conferences are usually held after school. Individual teachers may be contacted by the phone or through email. Calls will be returned when the teachers is not in class.

STUDENT RECORDS

The school maintains a cumulative folder on each student. Student records are confidential and are protected by law. Only qualified persons shall have access to records without the consent of parents. Parents, guardians or students 18 or older may examine records by making an appointment with the office.

VISITORS

All visitors should report to the Wakulla Institute Annex office on 145 High Drive. The Wakulla Institute has a "Closed Campus" policy, which requires that **anyone** visiting the school campus obtain permission from the office. Anyone not abiding by this policy is considered trespassing and authorities may be contacted. Any student enrolled in and attending any school in Wakulla County is prohibited from entering the premises or grounds of another school center during normal school hours without specific authority of the Administrator of the school in which he/she is enrolled. Students who are not enrolled at Wakulla Institute are not permitted to remain on campus. Any such student found on campus should be brought to the main office. Students are not allowed to bring visitors to school.

GUIDANCE

Recognizing the uniqueness of each student, Wakulla Institute offers a comprehensive guidance program to aid students and parents. Professional personnel provide the following services: high school educational planning, testing and evaluation, exceptional education coordination, credit checks for graduation, career guidance, personal counseling, college admission counseling, financial aid and scholarship information.

MENTORING

There are many ways of assisting Wakulla Institute students who need extra help to maximize learning outcomes. One way is for teachers to work with students one-on-one or in a small group for a tutoring, coaching, or mentoring role. Mentoring students provides them with guidance and insight from the faculty through individual or small group instruction. The main role of a mentor is to be a positive role model. Wakulla Institute students utilize insight from mentors to learn life lessons, make future decisions, and explore/develop new interests. A teacher or staff member will be assigned to each student to serve as a mentor/coach throughout the year, and mentor sessions will be scheduled during the school day. The Wakulla Institute teacher and student will build a relationship to help guide/direct the students in their future endeavors. Wakulla Institute teachers will communicate with parents throughout the school year.

ACCOMMODATIONS PROVIDED

Disabled individuals needing reasonable accommodations to participate in and enjoy the benefits of services, programs, and activities of the School Board are required to notify the administrator at the school/center at which the event or service is offered, in advance, to request reasonable accommodations.

Discipline

DISCIPLINARY PROGRAMS AND “PATHWAYS”

Students may be assigned to the Pathways program, a long-term disciplinary program, as an alternative to suspension and/or expulsion (Grades 6-12) if they demonstrate problems with discipline which includes gross insubordination, disruptive, assaultive or violent behavior, substance abuse, weapons on campus, behaviors which persistently interfere with the learning of self or others, or other serious offenses in or out of school, including those which result in involvement with the Juvenile Justice system. A student attending the Pathways program cannot be on the campus of or participate in any activities, extracurricular or otherwise, in any of the Wakulla County schools for the duration of his/her placement in the Pathways program. All Pathways students are given a legal trespass warning letter as part of their enrollment packet that applies to all other school campuses during regular school hours. Students may be allowed to attend paid school events not occurring during school hours unless that privilege has been revoked. If a parent or guardian chooses to withdraw his/her student from the Wakulla County School System, the time assigned for attending the Pathways program will still have to be served before the student may return to any of the other Wakulla County Schools. The assignment to the Pathways program may be extended if the student has not complied with Program policies or has failed his/her classes, as determined by the Case Review and Reassignment Committee. During each review by the Committee, the nature of the offence, the student’s ongoing behavior, attendance, achievement, and demonstrated attitude will be taken into consideration to determine if an early return to the home school can be considered. In the case of an early return (before the end of the original assigned placement), the placement will be deemed in abeyance pending the student’s ongoing continuation of good behavior, attendance, achievement, and demonstrated attitude at the home school. Should the student’s behavior or other attributes noted above decline, the student may be returned to the Pathways program to fulfill the duration of the original placement. It is possible for time to be extended if an additional offense occurs. No student can exceed one placement abeyance at middle school or high school. Once a placement is deemed in abeyance, the student will remain in the probationary status for the remainder of the middle school or high school years, as determined by the original placement. Students who are placed for actions that are deemed to be a threat to the overall wellbeing of the school or students may not be afforded an abeyance. Records of students transferring in from another disciplinary program or transitioning from a Juvenile Justice program will be reviewed by the Committee. Placement in the Pathways Program for a specified time may be determined to be the most appropriate placement. As with other Committee decisions, any placement is an involuntary assignment.

STUDENTS WHO WITHDRAW FROM THE PATHWAYS PROGRAM TO ENTER THE GED EXIT OPTION OR GED PROGRAM WILL NOT BE ALLOWED TO RE-ENTER WAKULLA SCHOOLS.

STUDENT BEHAVIOR

Our goal is to provide guidelines which define your responsibilities as students. All students are expected to behave in a manner appropriate to Wakulla Institute. You share responsibility to keep Wakulla Institute a place of which we are all proud. Proper student behavior is expected in the hall, on campus and in the classrooms. One rule supersedes all others – Obey your teacher. Respect for students and staff is the expectation at all times. Other specific expectations will be shared in the classrooms.

FACULTY/STAFF AUTHORITY

Students must courteously and respectfully comply with the reasonable request of a teacher, staff member, or administrator in or out of the classroom. Students are also expected to give their names if asked for them by any staff member. Failure to comply will be considered insubordination and the students will be subject to disciplinary actions.

DRUG-FREE SCHOOL

Please be advised that schools are drug-free environments. Wakulla Institute is a designated a Safe and Drug Free Zone. No student is to use, sell or 'be in possession of alcohol, drugs, or drug paraphernalia on school grounds or during school sponsored activities. Accordingly, we occasionally conduct random and/or reasonable suspicion searches of students and vehicles. Also, the Wakulla County Sheriff's Department canines may visit the campus. The School Board maintains a drug-free workplace. Drug abusers will be prosecuted as prescribed in the Drug Free Work Place Act of 1988. (WCSB Policies 2.90, 3.42 and 6.33)

SMOKING/TOBACCO PRODUCTS

In an effort to create a healthier environment for our students, employees, and visitors, The Wakulla County School Board has implemented a comprehensive **Tobacco Free Environment Policy (2.90)**. The new comprehensive 100% tobacco free policy became effective on **June 16, 2014**. This policy prohibits **ALL** tobacco use by everyone, everywhere on School District property (facilities, grounds and vehicles), at all times; including school events after regular school hours. (WCSB Policy 2.90)

BULLYING & HARASSMENT

Conduct that constitutes bullying and harassment is defined in Wakulla County School Board Policy 5.321 found in its entirety at www.wakullaschooldistrict.org under School Board Policies.

<http://www.wakullaschooldistrict.org/Portals/Wakulla/District/docs/School%20Board/Policies/5%2031.pdf>

Consequence for investigated and confirmed incidents of bullying and/ or harassment may range from positive behavior interventions up to and including, but limited to, suspension, expulsion, referral to the long term disciplinary program or criminal charges if warranted.

DRESS CODE

According to the Wakulla County School Board Code of Student Conduct, a students' mode of dress and grooming in the school shall meet standards of decency, modesty, personal hygiene, and safety, and be conducive to maintenance of a proper educational environment. Accordingly, extreme hair styles and make-up, excessively revealing clothes, and costumes or accessories which tend to distract fellow students in the pursuit of their educational activities or disrupt the normal activities of the school will be prohibited.

The school administration reserves the right to determine whether a student's dress satisfies the school dress code policy.

All students are expected to dress appropriately for Wakulla Institute School. Wakulla Institute requires students to wear school uniforms. The school uniform is comprised of a school color t-shirt and jeans or slacks. Wakulla Institute will provide ONE program approved colored t-shirt with the school emblem. Additional shirts must be purchased at Wal-Mart and/or Dollar General. The student is responsible for providing the jeans or slacks. Any

other garments are prohibited and are in violation of Wakulla Institutes dress code. Students who are in violation of the dress code will be disciplined.

- 1) Students may **ONLY** wear **PLAIN, program approved, colored T-shirts, jeans and or dress slacks. Shirts should be tucked in.**
 - a) Pathways Program: Lime Green color (plain) T-shirt, jeans/and or dress slacks
 - b) SOLE program: Black color (plain) t-shirt, jeans/and or dress slacks
 - c) PASS program: must wear a colored vest issued by Wakulla Institute at all time.
 - i) Pass students will be given a dress code orientation sheet prior to attending PASS.
- 2) Wakulla Institute will provide ONE program approved colored school t-shirt with school emblem for each enrolled student. Additional shirts must be purchased at Wal-Mart and/or Dollar General.
- 3) Student dress and grooming shall be neat and clean. Ripped clothes are not permitted.
- 4) Shoes shall be worn at all times. No bedroom slippers or flip-flops allowed. Shoes that are designed to be laced are preferred. **Laces must match and shoes be properly laced at all times.**
- 5) Students may not wear clothing that reveals undergarments. Undergarments must be worn at all times.
- 6) Jackets/hoodies may NOT be worn to cover up school colored t-shirt attire.
- 7) No clothing or jewelry shall be worn which displays profanity/obscenity, violence, racially offensive symbols, sexually suggestive phrases, advertisement or displays of alcohol, drugs or tobacco.
 - a) Students may **ONLY** wear **plain, program approved, school colored T-shirts.**
- 8) Sunglasses are not permitted except with doctor's **written** recommendation.
- 9) Students must wear appropriate clothing when leaving the gym and boarding the bus.
- 10) Pants with belt loops are to be worn at the waist with a belt. Pants worn below the waist revealing the undergarments are prohibited.
- 11) NO leggings, jeggings, Yoga-style pants, or tights of any kind, including tights with pockets.
- 12) Spandex-style bicycle shorts, sweat pants, short shorts, running shorts, see-through boxer-type shorts or pajama tops and/or bottoms are prohibited
- 13) No blankets/pillows are to be brought to school
- 14) No hats, caps, or headbands
- 15) **ABSOLUTELY NO GANG ATTIRE—This includes shoe laces, bandanas, gang-colored shirts, rolled pant legs, etc.**
- 16) Body piercings that become a distraction, disruption, or are a safety hazard are not allowed.

ELECTRONIC DEVICES

Students are **NOT** allowed to make personal telephone calls. In case of an emergency, the office will make the phone call. ALL CELL PHONES AND CELL PHONE BATTERIES ARE COLLECTED AT THE BEGINNING OF THE SCHOOL DAY AND RETURNED BY THE TEACHER.

RESALE ITEMS

Students may not bring any item to school for the purpose of selling the item to students or teachers without securing permission from the Administrator.

ITEMS NOT ALLOWED AT SCHOOL

NO BOOKBAGS. **NO OPEN CONTAINERS ARE ALLOWED.** OPEN CONTAINERS WILL BE Poured OUT AND THE CONTAINER THROWN AWAY. ALL CELL PHONES AND CELL PHONE BATTERIES ARE COLLECTED AT THE BEGINNING OF THE SCHOOL DAY AND RETURNED BY THE TEACHER.

LOST AND FOUND

All unclaimed articles found in the buildings or on the school grounds shall be turned in to the main office. Any person losing articles should go to the main office. Unclaimed items will be donated to charity or discarded.

SEARCH OF VEHICLES

By driving on campus of the Wakulla Institute, the person in charge of any vehicle consents to search of the vehicle, with or without cause by school officials or law enforcement officers. Search may include passenger compartment, engine compartment, trunk and all containers, locked or unlocked, in or on the vehicle.

BREAKAGE OR DAMAGES

Wakulla Institute is a school for the entire community. Youth and adult classes are held on this campus. Please keep the campus as neat and clean as possible. Anyone who defaces school property by writing on walls, sidewalks, desks, breaking equipment, windows, bathroom stall doors or abusing school buses, will be subject to disciplinary action, including arrest for criminal mischief and payment of restitution.

STUDENT SUPERVISION

The school is responsible for student supervision during school hours, 7:45am-1:45pm. Pathways students will be under constant supervision throughout the day around campus.

GENERAL PROCEDURES

FIRE DRILLS

1. Students should exit rooms in an orderly manner and follow the exit route posted in the classroom.
2. Students should move quickly and quietly without pushing, crowding or running.
3. When outside, students should move a safe distance from the building.
4. Teachers will follow students out and close any doors.

TORNADO DRILLS

1. Students should proceed immediately to the area designated to be used during a tornado. Area designations are posted in each classroom.
2. Students should leave all their personal belongings on their desk.
3. Students should move quickly and quietly without pushing, crowding or running.
4. Students should assume the curled position as described in the Tornado Poster.

LOCK DOWN DRILL

1. Notification will be given by either radio, land-line phone or in person.
2. All staff should make sure doors and windows are secured/locked.
3. Students should proceed to designated area in classroom and are to **remain quiet**.
4. Students should move quickly and quietly.
5. Once all-clear is given, students and staff may resume normal activity.

BOMB THREAT DRILL

1. When notified of a bomb-threat, each classroom will be notified **IN PERSON**.
2. **ALL CELL PHONES AND RADIOS ARE TO BE TURNED OFF.**
3. Do not turn off lights or any electrical device, as this could set bomb off.
4. Students should exit room in an orderly manner.
5. When outside, students should move a safe distance away from building.
6. Students should move quickly and quietly without pushing, crowding or running.
7. **DO NOT USE CELL PHONES DURING BOMB THREATS!**

HARASSMENT

Harassment of any kind, religious, sexual or racial to name a few is considered undesirable behavior. It is each individual's responsibility to respect the rights and integrity of others. It is the responsibility of each individual to report incidences of harassment witnessed or suspected to a person(s) of authority. Harassment on the basis of sex is a violation of Federal and State law and is prohibited by the Wakulla County School Board. Questions, concerns or complaints regarding this policy or a specific act or situation should be brought to the attention of the Equity Coordinator. The grievance procedure time line will be followed for resolution of issues.

(WCSB Policy 2.70) Revised 8/13

<http://wakulla.schooldesk.net/Portals/Wakulla/District/docs/School%20Board/Policies/Policy%202.70.pdf>

ACADEMIC INTERGERITY:

Academic dishonesty is using a person’s work, concepts, designs, data, ideas, research, or documentation, without giving proper credit to the source. It goes beyond plagiarism to also include lying, cheating, using or providing unauthorized materials in preparation for an exam/test/quiz, or using or providing unauthorized materials during an exam/test/quiz, and other acts, such as the theft or falsification of records and files.

STATEMENT OF NON-DISCRIMINATION

The following policy applies to students, applicants for admission, employees, and applicants for employment:

The School Board of Wakulla County, Florida does not discriminate in admission or access to, or treatment or employment in, its programs and activities on the basis of race, color, religion, age, sex, national origin, marital status, disability, genetic information for applicants and employees, or any other reason prohibited by Federal and State law regarding non-discrimination. See 34 C.F.R. 100.6(d); 34 C.F.R. 106.9; 34 C.F.R. 110.25.

In addition, the School Board provides equal access to the Boy Scouts of America or any other youth group listed in Title 36 of the United States Code (as a patriotic society). This holds true for all students who are interested in participating in educational programs and/or extracurricular school activities. See 34 C.F.R. 108.9.

Disabled individuals needing reasonable accommodations to participate in and enjoy the benefits of services, programs, and activities of the School Board are required to notify the administrator at the school/center at which the event or service is offered to request reasonable accommodation in advance.

The designated Equity Coordinator, Title IX and Section 504 Compliance Coordinator as required by 34 C.F.R. 100.6(d) is **Karen J. Wells**, 69 Arran Road, Crawfordville, Florida 32327; 850.926.0065; karen.wells@wcsb.us

Educational Choice Options:

FS 1003.3101: If a parent or guardian wishes to request his or her child be transferred to another classroom teacher, they will need to contact the principal or the principal’s designee. This does not give a parent the right to choose a specific classroom teacher. Schools will approve or deny the transfer within 2 weeks after receiving a request. If a request for transfer is denied, the school must notify the parent and specify the reason for the denial.

1003.44 Patriotic programs; rules.—

(1) Each district school board may adopt rules to require, in all of the schools of the district, programs of a patriotic nature to encourage greater respect for the government of the United States and its national anthem and flag, subject always to other existing pertinent laws of the United States or of the state. When the national anthem is played, students and all civilians shall stand at attention, men removing the headdress, except when such headdress is worn for religious purposes. The pledge of allegiance to the flag, “I pledge allegiance to the flag of the United States of America and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all,” shall be rendered by students standing with the right hand over the heart. The pledge of allegiance to the flag shall be recited at the beginning of the day in each public elementary, middle, and high school in the state. Each student shall be informed by a written notice published in the student handbook or a similar publication pursuant to s. [1006.07\(2\)](#) that the student has the right not to participate in

reciting the pledge. Upon written request by his or her parent, the student must 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, men removing the headdress, except when such headdress is worn for religious purposes, as provided by Pub. L. ch. 77-435, s. 7, approved June 22, 1942, 56 Stat. 377, as amended by Pub. L. ch. 77-806, 56 Stat. 1074, approved December 22, 1942.