Sopchoppy Education Center

Student Handbook

Dr. Thomas A. Askins, Principal

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2009-2010

PHILOSOPHY/VISION/MISSION

Education is the means through which one obtains a better life, not only for one's self, but to assist others in their growth through the stages of life, both in the home, community and globally.

Sopchoppy Education Center will both facilitate and enrich the growth of our students, not only academically, but also emotionally, behaviorally and socially. The Center provides a well-rounded, student-centered curriculum which addresses these very issues allowing the students to grow and mature into responsible, resourceful, young adults with an attitude of care and concern for others; realizing their ability and need to contribute to a global society.

Our vision for Sopchoppy Education Center is one of optimistic opportunity of which the county, state and world will benefit from the education provided at the center.

The three units of educational study, which have been incorporated at the Sopchoppy Education Center, bring diversity to the campus. The Second Chance Program is designed to provide assistance to young adults, helping them grow behaviorally, as well as academically. The GED Exit Option Program assists students who have become academically at-risk, and the many facets of the adult education programs address needs throughout the community, continually providing the "golden opportunity" for an education.

The Second Chance Program is one of long-term assignment, whereby the student is administratively assigned into the program typically for one academic year. Upon successful completion, both academically and behaviorally, the student returns to the educational mainstream of the middle or high school. Success is determined through grades, behavior and attendance, and is encouraged by every staff member on campus.

The GED Exit Option Program is voluntary in nature. It is competency-based, using state mandated standards to guide the learning process. Students may seek either a high school diploma or a GED certificate upon completion.

Adult education is provided throughout the community as well as on-site. It addresses such needs as GED adult testing, prison classes and classes for the elderly.

Educating for success is our goal.

ACADEMIC INFORMATION

GENERAL REQUIREMENTS FOR GRADES 6 – 8

The following courses or subjects shall be required in grades 6-8:

1. Three courses in mathematics
2. Three courses in language arts, which shall include experiences in reading, writing, and speaking
3. Three courses in science, which shall include instruction in life science, ear/space science, and physical science
4. Three courses in social studies, which shall include the study of United States history and government, world geography, Florida history and world history
5. Computer literacy skills
6. Regularly scheduled physical education at each grade level
7. A series of unified arts experiences shall be provided for student development which may include, but not be limited to, the following: art, music, foreign languages, family and consumer science, and technology education. Such experience shall be regularly scheduled as possible in grades 6 through 8.
8. Comprehensive health education which includes substance abuse prevention, acquired immune deficiency syndrome and communicable disease prevention, human growth and development, human sexuality and pregnancy prevention, and personal health and hygiene, and shall also provide for instruction, where appropriate, that abstinence from sexual activity outside of marriage is the expected standard for all school age children; and abstinence from sexual activity is a certain way to avoid pregnancy, sexual transmission of acquired immune deficiency syndrome, and other communicable diseases which are transmitted sexually.
9. Beginning with 2006-2007 incoming 6th grade students, a semester course of career education is required.

MIDDLE SCHOOL REQUIREMENTS FOR PROMOTION

The following requirements have been identified for promotion at each grade level:

Sixth Grade to Seventh Grade

1. Has received a passing grade in three academic subjects (language arts, mathematics, social studies or science) needed for promotion to ninth grade
2. Has taken the state assessment unless (s)he qualifies for an individually administered test as outlined in Section VI -Special Considerations for Exceptional Students

Seventh Grade to Eighth Grade

1. Has received a passing grade in six out of eight academic subjects (language arts, mathematics, social studies or science) needed for promotion to ninth grade

2. Has taken the state assessment unless (s)he qualifies for an individually administered test as outlined in Section VI -Special Considerations for Exceptional Students

Eighth Grade to Ninth Grade

1. Has received a passing grade in twelve academic subjects (3 language arts, 3 mathematics, 3 social studies and 3 science) needed for promotion to ninth grade
2. Has passed a semester of the Career Education course
3. Has taken the state assessment unless (s)he qualifies for an individually administered test as outlined in Section VI -Special Considerations for Exceptional Students

Note: Sixth graders entering Middle School in 2006-2007 and thereafter will need the following to be promoted to ninth grade:

- 3 Language Arts, 3 Math, 3 Science, 3 Social Studies
- Career Education course
- Career Plan Portfolio

PROMOTION REQUIREMENTS–24 CREDIT STANDARD DIPLOMA OPTION I

The following requirements have been identified for promotion at each grade level:

Ninth Grade to Tenth Grade

A minimum of 4 credits earned in grade 9, and a 1.5 GPA is required for promotion. Beginning with the freshman class of 2004-2005, a 1.5 GPA will be required for promotion or a score of at least Level 3 on both the Reading and Math portions of the 9th Grade FCAT may be used in lieu of the grade point average.

Tenth Grade to Eleventh Grade

A minimum of 11 total credits earned in grades 9 and 10 including at least 1 English, 1 math, 1 science, and 1 social studies credit, and a 1.5 GPA is required for promotion or a score of at least Level 3 on both the Reading and Math portions of the 10th Grade FCAT may be used in lieu of the grade point average.

Eleventh Grade to Twelfth Grade

A minimum of 17 total credits earned in grades 9 through 11 of which at least 9 fulfill course requirements. At least 2 credits must be earned in English, 2 math, 2 science, and 1 social studies, and a 2.0 cumulative grade point average.

GRADUATION REQUIREMENTS–24 CREDIT STANDARD DIPLOMA

Twenty-four credits earned in Grades 9 – 12 as specified in the Student Progression Plan, satisfactory performance on the 10th Grade Florida Comprehensive Assessment Test (FCAT) Reading and Math, and a 2.0 cumulative grade point average are required for graduation. When a student retakes a course and earns a higher grade for that course, the higher grade will be used in computing the cumulative grade point average. A student may only retake a course in which he/she earned a grad of D or F. **All courses taken (24**

credits and beyond) are used in the grade point average calculation. No courses may be dropped in the GPA calculation except due to grade forgiveness.

HIGH SCHOOL PROMOTION/GRADUATION REQUIREMENTS

NOTE: Retained students are under the requirements of the year they entered as 9th Graders.

CLASS OF 2009	CLASS OF 2010	CLASS OF 2011	CLASS OF 2012
4 English 3 Math (Algebra I) 3 Science 3 Social Studies ➢ World History ➢ American History ➢ Government/Economics 1 Vocational ½ Performing Art ½ Life Management Skills ½ Personal Fitness ½ PE Elective * 8 Electives	4 English 3 Math (Algebra I) 3 Science 3 Social Studies ➢ World History ➢ American History ➢ Government/Economics 1 Vocational ½ Performing Art ½ Life Management Skills ½ Personal Fitness ½ PE Elective * 8 Electives	4 English 4 Math (Algebra I) 3 Science 3 Social Studies ➢ World History ➢ American History ➢ Government/Economics 1 Vocational 1 Performing Art* NO LIFE MANAGEMENT ½ Personal Fitness ½ PE Elective * 7 Electives (4 in MAI)	4 English 4 Math (Algebra I) 3 Science 3 Social Studies ➢ World History ➢ American History ➢ Government/Economics 1 Vocational 1 Performing Art* NO LIFE MANAGEMENT ½ Personal Fitness ½ PE Elective * 7 Electives (4 in MAI & ePep)
24 Credits	**24 Credits**	**24 Credits**	**24 Credits**
* 1 semester of "C" or better in ROTC or 1 semester of "C" or better in Marching Band or Eurhythmics waives PE Elective (Still need 24 credits)	* 1 semester of "C" or better in ROTC or 1 semester of "C" or better in Marching Band or Eurhythmics waives PE Elective (Still need 24 credits)	* "C" or better in 2 years of ROTC = 1 Performing Art waived and ½ PE Elective waived (Still need 24 credits)	* "C" or better in 2 years of ROTC = 1 Performing Art waived and ½ PE Elective waived (Still need 24 credits)
▲▲ Honors and Dual Enrollment weighted 8 bonus points per semester ▲ AP weighted 11 bonus points per semester	▲ Honors weighted 8 bonus points per semester ▲▲ Dual Enrollment & AP weighted 11 bonus points per semester	▲ Honors weighted 8 bonus points per semester ▲▲ Dual Enrollment & AP weighted 11 bonus points per semester ▲ TV Production okay for Vocational Completers if all TV courses Vocational	▲ Honors weighted 8 bonus points per semester ▲▲ Dual Enrollment & AP weighted 11 bonus points per semester ▲ TV Production okay for Vocational Completers if all TV courses Vocational

STUDENTS WHO WITHDRAW FROM THE SECOND CHANCE PROGRAM TO ENTER THE GED EXIT OPTION OR GED PROGRAMS WILL NOT BE ALLOWED TO RE-ENTER SECOND CHANCE OR WAKULLA HIGH SCHOOL.

GRADES – REPORTING

Progress reports will be issued to all students enrolled in the Competency Based Alternative Education /GED Option Program 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. Second Chance Program students (middle and high school) will receive report cards every nine weeks.

GRADING SCALE

Grading System – Grade Point Averages:

Present Grades			Grade Point Conversions
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	

DISCIPLINARY PROGRAMS AND "SECOND CHANCE SCHOOL"

Students may be assigned to the Second Chance School 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 Second Chance School 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 Second Chance School. 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 Second Chance School will still have to be served before the student may return to any of the other Wakulla County schools. The assignment to the Second Chance School may be extended if the student has not complied with Second Chance School policies or has failed his/her classes, as determined by the Case Review and Reassignment Committee. A student may not exceed one assignment to Second Chance in middle school (grades 6-8) and one assignment in high school (grades 9-12). A second offense warranting Second Chance placement at the same level (middle or high school) may result in expulsion. Students transferring in from a similar program or transitioning from a Juvenile Justice program may be placed in the Second Chance School for a specified time determined by the Placement Committee.

ATTENDANCE/WITHDRAWAL

New student registration is initiated in the Administrative 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 by the Principal prior to his/her first day of attendance.

Before withdrawing from Sopchoppy Education Center, a withdrawal form, obtained from the Administration Office, 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. Any student in Second Chance or Alternative Education Program that withdraws to enter the General Educational Development (GED) Program must be at least sixteen (16) years old, and have parent/guardian consent. Student may attend GED classes at the County Office Annex, however, once enrolled in Adult GED, student may not return to Second Chance.

TARDIES

Students not riding a bus, arriving at school after 7:50 a.m. will be considered tardy. Students must come to the main office to sign in.

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. Any high school student with four (4) or more unexcused absences or excessive excused absences and a passing grade in any class during any nine week grading period will receive a grade of 59 or lower for that class unless an appeal is made to the Administration. Official documentation from a third party is required for five (5) or more absences in a nine week grading period.

EXCUSED ABSENCES ARE ABSENCES 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.
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.

THE FOLLOWING ARE NOT EXCUSED ABSENCES IN ACCORDANCE WITH THE ATTENDANCE LAWS:

1. Truancy
2. Missing the school bus
3. Trips not approved in advance
4. Shopping
5. Hunting, fishing, attendance at games
6. Birthdays or other celebrations
7. Gainful employment

SCHOOL HOURS

School begins at 7:50 a.m.; dismissal is at 1:35 p.m.

PROCEDURE 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.**

STUDENT BEHAVIOR

Our goal is to provide guidelines which define your responsibility as a student. All students are expected to conduct themselves in a manner appropriate to school. You share responsibility to keep Sopchoppy Education Center a place in which we are all proud. Proper student conduct is expected in the hall, about campus and in the classrooms. One rule supersedes all others – Obey your teacher. Please refer to the disciplinary procedures for further detail.

PROCEDURES FOR DISCIPLINARY ACTION

Each student will receive a copy of the handbook on the day their parent(s) brings them in for orientation. The administrator will go over each rule with the student and his/her parent to ensure they are understood. **Each student will be required to sign a statement verifying receipt and explanation thereof.**

Disruptive behavior displayed by students in the alternative education program may result in a student receiving a form of disciplinary action. The disruptive behavior has been grouped into **major, intermediate and minor classifications.** Each classification is followed by a disciplinary procedure that will be implemented by the Administrator.

Behaviors for which disciplinary action of some type will be taken include, but are not limited to the following:

MAJOR OFFENSES

1. Gross insubordination – intentionally disobeying the teacher (or staff) and/or refusing outright to obey.
2. Possession of weapon or other prohibited articles; this includes, guns, brass knuckles, chains and any other object that may be used as a weapon
3. Possession, use, sale or under the influence of drugs or a controlled substance
4. Possession, use, sale or under the influence of alcohol
5. Stealing, extortion, larceny
6. Igniting fireworks
7. Indecent exposure or inappropriate sexual activity
8. Threatening or striking school personnel or another student
9. Other offenses/violations of Florida law (gambling, sexual harassment, etc.)
10. Boycotts, walkouts, sit-ins or actions leading to or inciting a riot
11. Fighting
12. Leaving school grounds or class without permission

13. Pulling the fire alarm
14. Intentionally making false accusations that jeopardize the professional reputation, employment or certification of school staff
15. Bullying
16. Computer or cell phone offenses including, but not limited to hacking; cheating; accessing inappropriate sites; transmitting inappropriate text or photos; threats
17. Commission of a felony

All major offenses may result in a suspension or an expulsion recommendation to the Wakulla County School Board. The length of such expulsion shall not exceed the end of the current school year during which it was effected and one additional school year. At the end of the expulsion period, the student may be reassigned to the disciplinary program in order to complete the previously assigned year before being allowed to re-enter the regular school program.

INTERMEDIATE OFFENSES

1. Insubordination – failure to follow instructions of teacher (or staff) but more by neglect or misunderstanding than deliberate
2. Illegal use, possession and/or sale of tobacco
3. Cheating
4. Use of profane, abusive or offensive language toward school personnel
5. Repeated conduct of a less serious nature
6. Damage to personal property of students or school personnel
7. Forming secret societies
8. Entering the premises or grounds of another school, trespassing
9. Any outward display of association with a gang. Example: pant legs rolled up, obvious display of colors, graffiti, etc
10. Possession or use of electronic devices (radio, tape or CD players, headphones, MP3 players, iPods, video cameras, etc) are prohibited
11. Personal telephones may be brought to school with the following conditions applying: phones must be turned off and kept out of sight while riding on school buses or using school transportation at any time. All cell phones will be collected at the beginning of the school day and will be returned at the end of the school day. Any cell phones found in student possession during the school day will be confiscated and will only be returned to a parent/guardian.

All intermediate offenses may result in a written referral, a mandatory parent/guardian conference and a suspension with notification of expulsion for future offenses, regardless of nature. For #10 and #11 the item will be confiscated and returned to the parent/guardian the first time. If there is a second time, it will be considered a “major offense”.

MINOR OFFENSES

1. Defacing school property
2. Bringing book bags, pocketbooks, purses or other like items to school
3. Tardiness, skipping class, truancy

4. Public and inappropriate displays of affection
5. Any violation of the dress code. See Dress Code for details
6. General school or classroom disruption or misconduct that is deemed detrimental to the ongoing process of education
7. Misconduct on school bus
8. Forging signatures, notes or excuses
9. Horseplay and, or not staying with your assigned group when en route to or from a destination away from the classroom
10. Wearing or carrying heavy chains
11. Name-calling including references to gender, personal appearance, family or race
12. Losing 25 points from Behavior Plan (results in 1 day ISS)

The **first minor offense violation** may result in a written referral, parental contact and counseling.

The **second minor offense violation** may result in a written referral, parental contact and in-school suspension.

The **third minor offense violation** may result in a written referral, a mandatory parental conference and a five (5) day suspension with notification of expulsion for any more offenses, regardless of the nature.

Refusal to accept punishment will result in an automatic three (3) to ten (10) day suspension.

At Second Chance our number one rule is obeying the teacher. Most students are placed because they have failed to live within rules. Before they are recommended to return to their home school they must demonstrate that they can and will live within basic school rules.

ALTERNATIVE STRATEGIES FOR SUSPENSION/EXPULSION

A student may receive the above disciplinary measures for the designated offenses; however, a student may also receive the following disciplinary measures in lieu of suspension/expulsion:

1. In-school suspension
2. Assignment to a smoking cessation program (when available) and in-school suspension, issuance of citation by the School Resource Officer for violation of 'no-smoking' statutes and court appearance
3. Drug counseling (when available) and in-school suspension
4. Juvenile Law Review course and in-school suspension
5. Any combination of the above

Due to the extensive previous intervention and disciplinary strategies employed to address disruptive behavior of students assigned to the program, stronger measures of discipline may be imposed.

FELONY CHARGES AND CONVICTIONS

1. A student who is formally charged with a felony involving any area of the Wakulla County School System is subject to disciplinary action outlined in the Student Code of Conduct, including, but not limited to suspension, expulsion, and/or assignment to the Second Chance School.
2. A student who is formally charged with a felony for an incident which allegedly occurred on property other than school property may be assigned to alternative education at the Second Chance School if the principal deems the incident may have an adverse impact on the educational program, discipline, or welfare in the school in which the student is enrolled.
3. A student convicted of, or found to have committed, a felony or a delinquent act which would have been a felony if committed by an adult, regardless of whether adjudication is withheld, shall be assigned to the Second Chance School for a minimum period of one year from the date of conviction, provided there are no serious violations requiring further discipline, or there is no formal expulsion as result of the felony conviction. For the application of this policy, the term "conviction" is defined as a finding of guilt, a plea of guilty, a plea of nolo contendere or a verdict of guilty. The withholding of adjudication or entry of an order sealing or expunging a record based upon intervention, diversion or completion of probation shall not be considered an exception to this definition. A student assigned to the Second Chance School may not participate in any activities extracurricular, co-curricular or otherwise, in any of the Wakulla County Schools for the duration of his/her placement.

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 in the original container with the following information on the label:

1. Student's name
2. Name of medication
3. Date of prescription and pharmacy
4. Specific instructions on the administration of the medication
5. Approximate duration of medication

A permission form letter signed by the student's parent/guardian shall be required. Verbal permission cannot be accepted. The permission form shall be updated every ninety (90) days.

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 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 should be on time at the school bus stops. They should stand off the roadway while waiting for the bus. While on the bus, students should 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 behavior.

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 if necessary to promote order on the bus.
5. Do not eat, drink or smoke 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 after telephone verification from parent/guardian.

DRESS CODE

According to the Wakulla County School Board Code of Student Conduct, a student's mode of dress and grooming in 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. At Sopchoppy Education Center the following rules are observed:

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

1. Student dress and grooming shall be neat and clean. Ripped clothes are not permitted.
2. 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.
3. Students may not wear midriff shirts or blouses, see-throughs, halters, backless dresses or tops, crop tops, off-the-shoulder or strapless tops, muscle shirts, tube-tops, low-cut

shirts, spaghetti straps, or clothing that reveals undergarments. Undergarments must be worn at all times.

4. 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.
5. Sunglasses are not permitted except with doctor's recommendation.
6. Students must wear appropriate clothing when leaving the gym and boarding the bus.
7. No shorts, skorts, dresses or skirts shorter than knee length may be worn at school.
8. Shirts, blouses or dresses must entirely cover the shoulder. This clothing must not be revealing and must be long enough to be tucked in.
9. Pants with belt loops are to be worn at the waist with a belt and not hanging on the hips. Pants worn below the waist revealing the undergarments are prohibited. Shirts should be tucked in.
10. Spandex-style bicycle shorts, sweat pants, short shorts, running shorts, see-through boxer-type shorts or pajama tops and/or bottoms are prohibited
11. No blankets/pillows are to be brought to school
12. No hats, caps, or headbands
13. ABSOLUTELY NO GANG ATTIRE

CAFETERIA

All students are offered the opportunity to eat lunch in the cafeteria. Lunches are served between 11:00 a.m. and 12:00 p.m. No Ala Carte' lunches are provided. No credit.

TELEPHONE CALLS

Students are **NOT** allowed to make personal telephone calls. In case of an emergency, the office will make the phone call.

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

ELECTRONIC GAMES, TRADING CARDS, CAMERAS, RADIOS, TAPES/CD's, RECORDED MUSIC, HEADPHONES, TELEPHONE PAGERS, MUSICAL INSTRUMENTS AND OTHER SIMILAR ITEMS ARE NOT TO BE BROUGHT TO SCHOOL. NO BOOKBAGS OR OTHER CONTAINERS THAT COULD CONCEAL EITHER A WEAPON OR DRUGS.

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 Goodwill or discarded.

BREAKAGE OR DAMAGES

Sopchoppy Education Center 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.

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 class room 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 bomb-threat, each class room 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!**

SMOKING/TOBACCO PRODUCTS

Smoking or other use of tobacco products by students on campus at any time is prohibited. Possession of these products is also prohibited. Any student caught smoking or in

possession of tobacco products on school campus or within 1,000 feet of school grounds will be charged and subject to a $25.00 fine by State Law.

PARENT/TEACHER CONFERENCES

Parents who wish to have a conference with a teacher should call and arrange this through the office at 962-2151.

SEARCH OF VEHICLES

By entering this area, the person in charge of any vehicle consents to search of the vehicle, with our 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.

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 main office. The Sopchoppy Education Center 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 Sopchoppy Education Center 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.

HARRASSMENT

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, Karen J. Wells. The grievance procedure timeline will be followed for resolution of issues. (WCSB Policy 2.70)

STATEMENT OF NON-DISCRIMINATION

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 or any other reason prohibited by law. The Equity Officer responsible for compliance is ***Karen J. Wells***, Human Resource~~s~~ Executive Director/Equity Officer, and she may be contacted at the Wakulla County School District Office, 69 Arran Road, Crawfordville, FL, 850-926-0065 ext. 256 or wellsk@wakulla.k12.fl.us.

DRUG FREE WORK PLACE

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)

REASONABLE 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 accommodation.

Wakulla County School Board
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