

**ISLAND COAST HIGH SCHOOL
STUDENT HANDBOOK**

2017-2018

**ISLAND COAST HIGH SCHOOL
2125 DE NAVARRA PARKWAY
CAPE CORAL, FL 33909
239-458-0362*FAX 239-772-8405**

WELCOME

Welcome to all new and returning students at Island Coast High. This handbook will help you by providing important information, not only to get started, but to keep you informed throughout the year. Many people are working behind the scenes to support you in your journey though ICHS: parents, teachers, staff, and the community. Let this year be your year to build both your dreams and memories.

ATTENDANCE

A written note signed by the parent/guardian on the day of a student's return to school should specify the date(s) and the reason(s) for the absences(s). The following absence will be considered **excused** for the following reasons: illness, serious illness or death in the immediate family, religious holiday, participation in an academic class or program, prearranged absences pre-approved by the school administration, or court date. When a student returns to school from an absence, the student must have proper documentation for the absence.

- **Makeup Work:**

All students shall be given the opportunity to makeup work per School Board Policy. **A student has the number of days he/she was excused plus one extra day to complete makeup work.** It is the student's responsibility to request work from the teacher and to arrange to make-up tests/quizzes.

- **Loss of Driver's License Due to Excessive Absence:**

If a student accrues 5 or more unexcused absences in a 15 day period, or 15 unexcused within a 30 day period, that student will have his/her driver's license suspended or revoked. If a student does not have a license, they will be unable to obtain a driver's license until their attendance situation is remedied. **Once revoked, a student must attend school for 30 consecutive days without an absence to have the license re-established.**

- Any student that accrues 3 or more unexcused tardies will be given a referral by the teacher. Initial referrals will be for detentions to be served during lunch, after school, or before school.

- **Habitual Truant:**

Habitual Truants are defined as students who have accrued 15 unexcused absences within 90 calendar days, with or without the knowledge or consent of the student's parent or legal guardian as defined by law. **All students who are identified as habitual truants will be referred to the School Social Worker and the State of Florida, per law.**

BELL SCHEDULE

1 st & 2 nd Period	7:05 AM-8:30 AM
3 rd & 4 th Period	8:35 AM-10:00 AM
5 th & 6 th Period	10:05 AM-12:05 PM
7 th & 8 th Period	12:10 PM-1:35 PM
Lunch 1	10:05 AM-10:30 AM
Lunch 2	10:50 AM-11:15 AM
Lunch 3	11:40 AM-12:05 PM

BICYCLES

Students who ride bicycles to school should walk their bicycles in a safe and cautious manner while on school grounds. Bikes must be parked and locked in the area provided. The school is not responsible for any bicycle that is not properly locked or parked in the correct area.

CAFETERIA RULES

ICHS has a cafeteria that prepares quality lunches at a nominal fee. Families may apply for the free and reduced lunch program at any time during the year. Forms must be filled out completely, in black ink, and signed prior to returning them to the school. Online applications are also available at http://nutrition.leeschools.net/lunch_menu.htm. Only one form is required for all children in a family, but each child must be listed on the form. Students may prepay for their lunches of the first Monday of each month. Students are encouraged to eat a balanced lunch.

The following cafeteria rules must be adhered to at all times:

- No glass bottles are permitted at any time.
- Students must either be in line or seated at a table.
- All students must obtain permission to leave the cafeteria for any reason.
- All students are responsible for disposing of their own trash immediately after finishing their lunch.
- No food or drink may be removed from the cafeteria.
- No food or drinks, with the exception of water, are allowed in classrooms.

CELL PHONES/ELECTRONIC DEVICES

LCSD CODE OF CONDUCT

Electronics/Telecommunication Devices (ETD)-Display or use of a personal electronic or telecommunication device during school hours.

Students may possess cell phones and other personal electronic devices while on school grounds during the regular school hours, however they must be turned off at all times unless utilized for an approved activity. Cell phone usage in high schools is only allowed during non-instructional time. Possession of all personal electronic devices, including cell phones, is done at the student's own risk and the school assumes no responsibility, legal or otherwise, with regard to these items.

Cell phones must be put away and out of sight from 7:05am until 1:35 pm. Cell phones may only be used in the cafeteria during a student's specific lunch period.

Offense

Island Coast HS

First	Administration takes phone/Parent Pick Up
Second	Admin takes phone/Parent & Principal meet
Repeated	Admin takes phone/Parent Pick Up & Sat School

- ❖ Unauthorized use of an electronic device or camera to record school activities

Offense

Island Coast HS

First	Level II (Plan 2 Interventions/ATS/OSS)
Repeated	Level II (Plan 2 Interventions/ATS/OSS/SARC Review)

- ❖ Unauthorized taping or photographing of a disruption on campus that can be used to degrade, threaten, intimidate, or dehumanize the student(s) involved. (Fighting/Peer Conflicts, etc.)

Offense

Island Coast HS

Offense

Level II (Plan 2 interventions/ATS/OSS)

Repeated

Level II (Plan 2 interventions/ATS/OSS/SARC Review)

- ❖ Sexting or display of pornographic or inappropriate messages, pictures or images on one's cellular phone.

Offense

Island Coast HS

First

Level III (Plan 3) *Consult with Law Enforcement

- ❖ All will be in addition to loss of phone usage and Parent Pick Up.

CHANGE OF ADDRESS

If there is a change of address or phone number, it is the parents' responsibility to complete the Change of Address Form located in the front office. If a new bus stop is required, it cannot be assigned until the district's automated records have been updated. Proof of the move is required (electric bill, mortgage payment, etc.) to change the district's student record.

DISCIPLINE

Students are expected to observe the rules of the Code of Conduct during the school day as well as at all school activities and athletic events. Failure to comply will result in disciplinary action. Any student who is charged with an offense has the right to appeal.

DISMISSAL PROCEDURES

Student dismissal will be orderly and timely. The following dismissal plan will be observed:

- Students who walk, ride a bike, or are picked up by parents should move to their designated areas immediately. Parent pick-up is directed by teachers and the SRO to insure student safety.
- Students who ride a bus should move quickly to the bus loop and immediately board the bus.
- Students who remain for an after school activity must report immediately to their designated area.

DRESS CODE

The purpose of the Dress Code is to encourage students to focus on the learning process without distractions of unsuitable dress or grooming. Students shall maintain a clean, orderly appearance at all times. The responsibility for the personal appearance of the students rests with the parent/guardian and the student. Personal appearance must avoid being a distraction from the educational process. The following establishes the minimum acceptable standards for student dress at Island Coast High School.

- Apparel must be adequate in both length and coverage of the student. Pants must touch the knee or longer and be securely fastened at the waist. PE (basketball, sports) shorts are acceptable but must at least touch the knees. Pajamas and sagging pants are unacceptable.
- Dresses and skirts must be at the knee or longer.
- Shirts or blouses shall be appropriately fastened in accord with the design of that shirt or blouse. Sleeveless blouses must cover the shoulder. Shirts or blouses must extend below the waist covering the midriff. Halters, backless dresses, tank tops, muscle shirts, transparent clothing, tube tops or low cut clothing are prohibited.
- Articles of clothing or jewelry that could cause injury, such as belts, chains, bracelets, rings or chokers with or without spikes or studs are prohibited.
- Apparel that displays or promotes obscenity, profanity, and the use of drugs, alcohol, tobacco, and/or controversial subjects is not permitted. Gang-related or cult-related apparel or symbols are prohibited.
- Headgear, i.e. hats, caps, headbands, doo-rags, scarves, bandanas, visors, etc., are prohibited. There may be exceptions to the wearing of hats, caps, or sunglasses if medical documentation is provided to the principal or outside physical education and outside activities warrant the exceptions.
- Prohibited adornments include, but are not limited to, hoops or rings attached to the nose, eyebrow, cheeks or lip.
- Torn, ripped, tight or transparent clothing is prohibited.
- Shoes are to be worn at all times. Bedroom slippers are prohibited.
- Violations of dress code will be handled in accordance with the High School Discipline Code.

DRUG AND ALCOHOL USE

Any student, who sells, possess, uses and/or is under the influence of illicit drugs, narcotics or alcohol in or on school property including buses and at school-sponsored activities will be subject to Level II or III disciplinary action as mandated by the School Board of Lee County.

ELEVATOR

The elevator is for injured or handicapped students only. Students must provide a doctor's note to the Student Affairs office to acquire a pass for permission to ride the elevator. Students who ride the elevator without a pass will be issued a referral for insubordination.

EMERGENCY CARDS

Emergency cards will be issued at the beginning of the school year. It is extremely important to fill them out correctly and return them promptly. There must be a phone number listed, so we can contact the parent, guardian, or designated person in case of an emergency. **All Island Coast High School students must have a current emergency contact card on file no later than 2 weeks after school begins. If any of the information changes, the parent must notify the office immediately and a new card must be filled out. Any person not listed on the emergency card will be denied access to the student, as well as student information, or early release of the student.**

EMERGENCY DRILLS

Emergency/evacuation/safety drills will be held monthly during the school year. An evacuation plan is posted in each room and students should become familiar with it. Teachers will give detailed instructions on the proper evacuation procedures. All students and visitors shall leave the building during a fire drill and remain with their assigned teacher at all times.

EQUITY GUIDELINES

It is the policy of the School Board to avoid discrimination on the basis of gender, race, color, age, religion, national origin, material origin, marital status or handicap. Inquiries regarding these regulations may be directed to the equity coordinator. Everyone who works and learns in the School

District of Lee County has a right to feel respected and safe. The definition of harassment is using unwelcome gestures, words, or written statements to annoy, demean, denigrate, defame, malign, or ridicule another person, or create an intimidating, hostile or offensive school environment. If any words or actions make a student feel uncomfortable or fearful, the student needs to tell a teacher, a counselor, the principal, or call the Director of Equity at 337-8330. Or, the student may call the School District's Director of Student Services at 337-8342 or the Director of Personnel at 337-8509. The student may also make a written report. It should be given to a teacher, a counselor, or the principal. Or, write to the Director of Equity at 2855 Colonial Blvd., Fort Myers, FL 33966.

FIGHTING

Student safety is of the utmost importance at Island Coast High School. Any student who is involved in a fight will be externally suspended from school. Any student who fails to stop fighting when told to do so will be suspended for an extended period of time and runs the risk of expulsion.

GRADING SCALE

A 90%-100% (4.0) B 80%-89% (3.0) C 70%-79% (2.0) D 60%-69% (1.0) F 0%-59% (0.0)

SCHOOL COUNSELORS

School counselors are available to address all students' academic, career and personal/social development needs. If a student needs to meet with their counselor, they should complete the Counselor Appointment Request Form on the School Counseling page of the Island Coast High School website. The school counseling department reviews appointment requests at the end of each day. The grade level counselor then meets with their students when it is best for both of their schedules (if possible, during an elective period). A counselor is always available in the cafeteria during lunch.

HALL PASS

Students are required to be in the classroom on time in order to benefit from instructional activities. Students are permitted to use a hall pass during appropriate times.

All staff are responsible for reporting the names of students who are outside of class without a valid pass to the Student Affairs Office.

TIMES TO SIGN OUT

Every effort must be made to minimize interruption of instructional time; however, in the event it is necessary for a student to leave the classroom, the Hall Pass Policy must be enforced. Students may not ask to leave the classroom during instructional time while the teacher is addressing the class. Students must choose a time that will not disrupt any other student's learning or the teacher's instruction to sign out on the hall pass system.

In addition to the hall pass procedures, students are not permitted to leave class for any reason during the first and last fifteen minutes of class unless deemed an emergency by the teacher. Any emergencies must be sent to the clinic.

Teacher Note: (Please do not share this information with students; it is for teacher use only.) There is no specified amount of time a student can be out of class. Teachers will need to use his/her best judgment based on time signed out/returned to determine a consequence or discipline. Students should be directed to go as quickly as possible to the restroom. For discipline purposes, the time allotment for the restroom should not exceed 15 minutes. For example, utilize a detention for the first occurrence after 15 minutes at the restroom and then a referral for all subsequent occurrences.

HALL PASS LIMITATIONS

Students will be given a pass that will allow them to leave the class twenty-four times in a nine week period to include: Restroom, Clinic, Main Office, Media Center, etc. Students will not be permitted to leave the classroom without a hall pass. Once all of the lines have been used in the pass and the student believes he/she will need more passes to finish the quarter, the student must go to Student Affairs during a non-instructional time and request to make a phone call home to a parent or guardian to determine if there are any medical concerns or other unusual circumstances requiring the student to leave the

classroom on more than three occasions per quarter. Administration will provide the student with a new pass if such circumstances are warranted. Students may not request that a pass from a different period be used instead.

HALL PASS PROCESS

At the start of the 2017-18 school year, each student will be given his/her own hall pass to carry during the school day. The hall pass is the students' responsibility. Students will be given a new hall pass at the beginning of each quarter. Each new hall pass for every nine weeks will be different.

A student who leaves the classroom **MUST**:

- Sign out of class by legibly writing his/her first and last name and the correct time on the classroom log.
- Have the hall pass filled out before leaving the classroom.
- NOT use electronic devices (cell phones, iPods, headphones, games, etc.) at any time.

A student who returns to the classroom **MUST**:

- Sign back in to class with the correct time on the classroom log.
- Must have a signed pass with the date and time if returning from the Clinic, Main Office, Media Center, or another teacher.*

*If a student requests to go to the Clinic, the student's individual pass will be completed, and the teacher must provide a signed pass with the date and time to the student before he/she leaves the classroom. The only exception is for students with a permanent Clinic pass for medical needs where the student will receive the written pass from the teacher with no punch to the hall pass card.

LOST PASS REPLACEMENT

Students who misplace or lose his/her individual hall pass must replace the hall pass at his/her own cost of \$5. A replacement hall pass can be purchased in Student Affairs.

Students may not use another student's hall pass under any circumstances.

STUDENT INCENTIVES

Teachers may incentivize students still having unused passes at the end of the quarter at his/her discretion. Below are a few suggestions:

- Extra credit
- Drop lowest quiz/test
- Homework pass
- Teacher generated incentive

The school will encourage students to not use hall passes through a school-wide initiative. At the end of each quarter, any student who has a completely unused hall pass will be asked to enter his/her hall pass card into a drawing for a fabulous prize. The hall pass cards can be dropped off at the Student Affairs office.

Students will not be permitted to "bank" any unused passes from quarter to quarter.

ILLNESS/INJURY AT SCHOOL

A student who is injured or becomes ill at school must immediately obtain a pass from the teacher and report to the clinic. Parents will be contacted in cases of a serious nature. An injury sustained at home or away from school is not the responsibility of the school nurse. It is important that the clinic know who to contact in case of an emergency at school. If a student has a chronic illness, such as asthma or diabetes, it is the parents' responsibility to give this information to the school by completing an emergency data form during the first days of school. Please remember to notify the school should this

information change.

LOCKERS

Students are provided with lockers for a fee of \$5.00. If the lock is lost, the student is assessed \$5.00 to replace it. Private locks are prohibited. The school can take no responsibility for lost and/or stolen articles. Students are not allowed to share lockers.

LOST AND FOUND

Articles found in and around the school are given to the Front Office. The lost/misplaced articles stored in the office will be removed at the end of each quarter. Lost books are turned in to the Media Center.

MEDIA CENTER

The Media Center is open the entire school day and all students are encouraged to use it. The Media Center has print (books, magazines, and pamphlets) available for assigned study and recreational reading. The Media Specialist will give assistance with the location of information and help with the development of special projects. The following rules pertain to the Media Center

- Food and drinks are prohibited
- Students must have a pass and sign in as they enter.
- Students are to sign out and have their pass signed by a staff member before leaving The Media Center.

MEDICATION

If a student must take medication, arrangements should be made with the attending physician so that the medication may be taken at home before or after school hours. If this is not possible, the medication may be given at school. The Parent Permission for Medication Form (MIS 398), available from the school, must be filled out by the student's parent. Medication must be brought to school fully labeled, in the original container from the pharmacist. If a doctor orders a non-prescription medication, such as aspirin or cough medicine, it will be necessary for the doctor to give the parents a written note to send to school. The container of the non-prescription medication must be labeled with the student's name and directions concerning dosage. No over-the-counter medications (non-prescription) will be given without a written statement from the doctor. If the medication is needed for more than a two-week period, the Doctor's Permission for Medication (Form 401) must also be completed. If a student must carry emergency medication (e.g., asthma inhaler), an Authorization to Carry and Self-administer medications (Form 503) must be completed.

MESSAGES/DELIVERIES

Telephone messages will be delivered by administration in case of extreme emergency. Any gift deliveries (i.e. flowers, balloons, etc.) will be discouraged and the delivery will remain in the front office until the end of the day. Students will be prohibited from taking items on the bus.

PHYSICAL EDUCATION

Students in physical education are expected to "dress out" for class. Acceptable attire for all Physical Education classes is the school uniform that will be issued through the PE classes. Physical Education uniforms are available for purchase through the Physical Education Department. All students are encouraged to use sunscreen, hats and sunglasses while participating in outdoor activities, but hats and sunglasses may not be worn during other times at school.

Pledge of Allegiance

Current law requires each school to post a notice in a prominent place to inform students they have the right to *not* participate in the morning pledge. The bill clarifies that the student's right to not participate includes not standing or placing the right hand over his or her heart. The bill also requires the notice be published in the student handbook rather than posted at each school.

REPORT CARDS AND INTERIM PROGRESS REPORTS

Report cards are mailed to parents every nine weeks. The report card indicates an academic grade for each of the student's subjects. Attendance is also reported. Parents can view student schedules, grades, attendance and cafeteria balances at <http://parentlink.leeschools.net/>.

SCHOOL INSURANCE

School insurance is available to all students. A packet will be handed out to each student on the first day of classes. Purchase of this insurance is optional and is either primary or supplemental insurance based on family coverage. Students participating in athletics must show proof of accident/health insurance or purchase mandatory accident insurance through the school athletic/activities secretary. The cost of this type of insurance coverage will vary depending on the sport.

SEARCH AND SEIZURE

If at any time, there is a reason to believe that a student is concealing stolen or illegal property, alcoholic beverages, illegal drugs, weapons, or any tobacco products, a member of the administrative staff may detain and search the student and his or her locker and /or vehicle. If a student is found guilty of any of the before-mentioned infractions, serious disciplinary actions including expulsion and/or legal actions will be administered. Trained dogs, accompanied by local law enforcement, will be used conducting periodic searches of the campus (including parking lots and lockers).

SIGNING OUT

Students may be signed out of school for emergencies and dentist/doctor appointments. Students must sign out in the front office. Students may not go home without permission from a parent or guardian. Only people who are listed on the emergency card will be allowed to sign out a student, per state statute. Proper photo identification must be presented when signing a student out. A student older than 18 years

of age may sign himself/herself out for a dentist or doctor appointment after presenting the appointment slip from the doctor and a signed note granting permission from the parent or guardian.

STUDENT PARKING

Parking on campus is a privilege. All student drivers are expected to drive in a safe and responsible manner. Parking in areas other than those designated for students is prohibited. Violations of these rules will result in the loss of driving privileges and/or other disciplinary actions. Parking decals must be purchased at a cost of \$15.00, and must be registered with the Assistant Principal for Student Affairs. A valid driver's license, registration, and proof of insurance must be presented at the time of purchase. The school is not responsible for any damage or loss to a vehicle or its contents.

TARDINESS TO SCHOOL

If a student arrives to school before 7:20 A.M. the student should report to their 1st/2nd period class. If a student arrives after 7:20 A.M. the student must sign in at the attendance office. A note may be brought in to excuse any tardy. Reasons for excusing a tardy include illness, medical, family emergency, or a district transportation problem.

TARDINESS TO CLASS

When the bell rings to begin periods 3rd -8th, teachers will close and lock their doors. The AP or Security Specialist will fill out a detention slip for students who are late to class. When a student arrives at the classroom door, the student may be admitted to the class provided they have a completed detention slip in hand. Students have 24 school hours to serve a Detention.

TEXTBOOKS

All basic texts are loaned to students for their use during the school year. Textbooks are to be kept clean and handled carefully. Students are required to pay for lost or damaged books.

TRANSPORTATION INFORMATION

Riding the bus is a privilege. Improper conduct on the bus will result in disciplinary action. Only regularly scheduled bus riders are allowed to ride the school bus. Any request to ride a bus other than the one assigned or to get off at a different stop on the student's regular bus must be signed by the parent/guardian and approved by an authorized school administrator. Permission to ride a bus other than the one assigned, or to get off a stop other than the one assigned, will only be approved in cases of an emergency. Requests to ride another bus for the purpose of going home with friends, to work, to non-school meetings and clubs, to private lessons, or for other personal convenience will be denied.

TRESPASSING

Only those who are employed by the School District, students at Island Coast High School, parents or guardians of students, and those who have legitimate business on campus are permitted on school grounds. Visitors are to report to the office (228.091 Florida Statutes). A student who is suspended from school attendance shall be prohibited from being on school property. This includes after-school activities or games. If suspended students are seen on campus, they shall be reported to school administrators and potentially law enforcement.

VALUABLES

It is not wise to bring valuables to school. The school is not responsible for lost or stolen personal property. Large sums of money or valuables should not be brought to school.