

Seacoast Collegiate High School Student Handbook

2023 -2024



SCHOOL MISSION

We seek to sustain an educational community where an emphasis on academic excellence is complemented by our concern for each learner’s personal growth and intellectual, aesthetic, and psychological development. The curriculum is developmentally responsive – actively engaging students in learning skills in context, integrative – directing students to connect learning to daily lives, and exploratory – enabling students to discover their abilities, interests, learning styles, and ways that they can make contributions to society.

Main Office 850-200-4170

www.seasideschool.com

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School Governance

The Seaside School, Inc. Board of Directors strives to create safe, high quality educational environments where students can gain the skills and knowledge necessary to achieve family and personal goals at each of the school locations. To ensure the safety of our students during the 2023-2024 school year, information provided in all school handbooks may change as needed to comply with all health and safety measures required to prevent the spread of and ensure fairness and equity for our students.

School Board

Seaside Neighborhood School is governed by the Seaside School, Inc board. Board meetings are open to the public. The Seaside School, Inc. board meetings are held at the Seaside or Seacoast campus and are generally scheduled for the third Thursday of the month at 5:30 pm.

The dates and times of board meetings are posted on the school's website, www.seasideschools.net, and are physically posted at both campuses.

Individuals who desire to address the Seaside School Board must submit a written letter stating their concerns at least one week prior to the date of the upcoming meeting to the chairperson.

School Choice Statement from the Board of Directors

You have elected to attend The Seaside School, Inc. which is not your zoned school in Walton County. Seaside Neighborhood School and Seacoast Collegiate High School are proud of our tradition of academic excellence and community involvement. **As a school of choice you are expected to adhere to certain grade, attendance, discipline, and civility standards as outlined in the Student Performance Contract. If a student/family fails to comply with any one of the above standards, enrollment in The Seaside School, Inc. may be revoked, and the student will return to their zoned district school.**

School Operations

School Transportation

Walton County School Bus

Students who ride Walton County School District buses will follow rules based on the **Walton County Student Code of Conduct** (<https://www.walton.k12.fl.us/code-of-conduct>). Because of the safety issues involved with school buses, no student misbehavior or violation of school bus rules will be tolerated. When a student is suspended from the school bus, it is the parent or guardian's responsibility to provide transportation to and from school.

Bus routes: <https://www.walton.k12.fl.us/transportation-department>

If a new stop is needed, this request must be submitted to the Walton County School District. Their phone number is 850-892-1100.

NWFSC – A Seacoast Shuttle will depart the SCHS campus promptly at **7:00 a.m.** and will depart the Niceville campus at **1:30 p.m.**, returning to the SCHS campus between 3:00-3:15 p.m.

Seacoast Collegiate Campus Parking and Student Driving

Driving and parking on campus is a **privilege**. If a student is driving, then the student must present the following to school administration:

- Valid Driver's license
- Proof of insurance
- Proof of registration

Access to a private vehicle can only occur before or after school. The vehicle **cannot be used** as a locker. Vehicle passes must be obtained in the office in the case of an emergency. All vehicles must park on the northern side of the parking lot. Student drivers will be dismissed by school staff at the end of the school day.

Other Transportation Policies

All parents dropping off their students will need to enter Seacoast through the main entrance. Once students have been dropped off on campus, they may not leave without permission from a staff member.

School Hours

Students should arrive at school no later than 7:30 a.m. so that they have time to get to class and in their seats by 7:45. If your child arrives late, they are required to sign in at the front office. Please note, on the third tardy in a nine week period, your child will be assigned a detention, either before or after school.

Students are to be picked up from school by 2:45 p.m. each day, unless they are participating in a school sponsored activity or serving detention.

- Adult supervision is **not available** before 7:15 a.m. or after 3:15 p.m.
- Students will **not be permitted** inside the building before 7:15 a.m.

Seacoast Collegiate High School Schedule

1st Period	7:45 - 8:35
2nd Period	8:40 - 9:30
3rd Period	9:35 - 10:25
4th Period	10:30 - 11:20
Lunch	11:20 - 11:55
5th Period	12:05 - 12:55
6th Period	1:00 - 1:50
7th Period	1:55 - 2:45

**The school day will begin promptly at 7:45 a.m. with the Pledge of Allegiance and a moment of silence*

Student Life

Service Clubs

At Seacoast Collegiate High School, students are given the opportunity to be part of service clubs and organizations. Each service club is driven by student participation and sponsored by SCHS staff. Students need to be aware of the responsibility involved in a service club and realize that service above self is an important function of a SCHS student.

Athletic Programs

Requirements for participation in high school athletics will be in coordination through the Athletic Director, Randy Moore. Students will need all paperwork completed and turned in to the school prior to participation.

Academic Policies

Grading Policies and Assessment

TeacherEase

Each student and parent has a TeacherEase account. The parent/guardian login will be the email you provide to the school on the enrollment paperwork. Your student's login will be his/her school email address. You may check your child's grades on assignments online at <https://www.teacherease.com/>.

Although **graded assignments** will be posted in TeacherEase, the **student is responsible for writing assignments in their planner**, as teachers also make use of additional websites such as Google Classroom to assign work. The student's planner should be **the first resource** for assignments and homework. Assignments and due dates may be adjusted depending on the schedule and rate of learning for each class.

Plagiarism and Academic Dishonesty

SCHS has **zero tolerance** for plagiarism or other forms of academic dishonesty. A student found guilty for such action will receive a zero on the assignment/assessment and parents/guardians will be contacted for a conference.

Required Assessments

All students are required to take the following assessments at Seacoast Collegiate High School:

Assessment/Grading (nine weeks, semester, and end of course)

Students in grades 9-10 are subject to quarterly comprehensive examinations.

- Quarter 1 and Quarter 3 examinations are called Nine Weeks Exams and are worth 20% of the quarter grade in each course.
- Quarter 2 and Quarter 4 examinations mark the end of Semester 1 and Semester 2 and are called Semester Exams. These exams are comprehensive for their respective semesters and are worth 20% of the semester grade.
 - EOC courses do not have a Semester 2 Exam. The EOC is their last comprehensive exam.

EOC courses such as Algebra 1, Geometry, Biology, and U.S. History have **mandatory** End of Course Examinations that must account for 30% of the Final Year Grade for the course. Students must pass the Algebra I EOC and 10th grade ELA to graduate high school. EOC Exams are scored on a scale of 1-5, where scores of 3, 4, and 5 are passing. Scores are converted as follows by the district:

5→100 A 4→89 B 3→79 C 2→69 D 1→59 F

- Students in all courses will participate in a comprehensive exam worth 20% of the first quarter.

- Dual-enrolled students do not take EOC's but will take finals for their dual enrolled class.
- All students enrolled in an AP[®] course must sit for the AP[®] exam.
 - AP United States History students will also participate in the U.S. History EOC, but it will not count as 30% of their final grade.

Grading Policy

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

GPA and Forgiveness Policy

Grades 9 and 10

The GPA earned for high school credit courses in middle school are transferred when middle school students enter high school. Students who made a “D” or “F” in a REQUIRED course may retake the same or comparable course and replace the “D” or “F” with a “C” or higher. For an ELECTIVE course, students who made a “D” or “F” may replace the “D” or “F” with a “C” or higher in the same or another course of the same level.

For those students who received high school credit in *middle school*, courses for forgiveness may be taken if a student made a “C” or below in the original course.

Please note that the *original* course grade is still listed on the official transcript, but not calculated into the GPA.

Grades 11 and 12

The forgiveness policy for required courses shall be limited to replacing a grade of “D” or “F” with a grade of “C” or higher earned subsequently in the same or comparable course. The forgiveness policy includes repeating a class a student withdraws from, earning a “W”. In all cases of grade forgiveness, only the new grade shall be used in the calculation of the student’s grade point average. Any course grade not replaced according to the Seacoast Collegiate High School forgiveness policy shall be included in the calculation of the cumulative grade point average required for graduation.

These considerations are specific to grade forgiveness affecting both college and high school grades. This special consideration can only be utilized for a *maximum of two* college classes. Please note that the *original* course grade is still listed on the official transcript, but not figured into the GPA.

SCHS Late Work Policy

Punctuality is a habit students must learn in order to be successful in school and future life experiences. Our late work policies are not designed to be harsh; rather, they are designed to teach students to be organized and responsible. It is up to each teacher to determine his/her course’s late work policy and up to the student to be familiar with said policy.

All students are encouraged to maintain a planner in which they record homework and class assignments.

Students are expected to turn in work on time and at an acceptable level of quality. “On time” means when the teacher asks for the assignment, and not by the end of the period or day.

Make-up Work Due to Excused Absence

In the event of an excused absence, students have one day for each day they are absent to complete make-up work.

Work that was due on the day of an absence is due the day the student returns to school. Since all tests are announced at least four days in advance, students who are absent the day before a scheduled test are expected to be ready for the test when they return.

If a student is absent, it is their responsibility to contact their teacher via email, if needed, after checking Google Classroom or TeacherEase to get missed assignments. Teachers must have 24 hours notice to gather assignments for students who are absent.

Parent/Teacher Conferences

Parents are encouraged to confer with teachers on a regular basis. Teachers and administrators may request student and parent conferences, **by appointment**, in cases where students are experiencing academic or behavioral problems.

Classroom teachers are assigned the primary authority and responsibility to assess classroom performance for each student enrolled in his/her class.

Any review, requested modification, or appeal of teacher evaluations and assessments by the student’s parent(s) or guardian(s) shall be conducted pursuant to the following:

1. A parent or guardian shall arrange a conference with the individual teacher whose assessment or evaluation is in question at a proper place and time for the parent(s)/guardian(s) to discuss the teacher’s findings
2. When a parent/guardian of the student is not satisfied with the outcome of the conference, the parent/guardian may appeal to the Principal for a second review of the teacher’s assessment and evaluation of the student. The Principal shall, upon request, arrange for the conference at a proper time and place with the following parties: the Principal, the teacher, and the parent(s)/guardian(s). The findings of the Principal following such a conference shall be final.

Parent(s)/Guardian(s) who wish to schedule such a conference with the teacher should email the teacher directly or call the school at (850) 200-4170. Conferences are to be scheduled at least one day in advance. Impromptu meetings before or after school are not allowed.

School Policies

Student Dress Code

All visible garments including layered garments must be in accordance with the dress code. Shoes will be worn at all times. Sunglasses, hats and other sun-protective wear will be allowed to be worn outside only.

The student's parent/guardian will be contacted by the school and asked to bring appropriate attire for the student. The student will not be allowed to return to the classroom until properly attired.

The following are **NOT** appropriate for the school environment and are **NOT** acceptable:

- Shorts with an inseam of **less than 4 inches** or have slits on the sides are **not permitted**
- Pants that drop below the waist
- Holes in garments above the 4 inch inseam for pants or anywhere on the garment for shirts
- Heelies (shoes with wheels), shoes with cleats or house shoes
- Hats or sunglasses in the school building
- Items indicative of gang membership
- Garments containing a message that is obscene, racist, or promotes illegal activities, drugs, alcohol, or tobacco products
- Pajamas (pants or tops)
- Leggings, spandex, yoga pants, or tights are **not permitted** unless they are worn with an outer garment that is of **appropriate length** (*must completely cover the torso*)
- The wearing of any clothing that exposes underwear or body parts in an indecent or vulgar manner or that disrupts the orderly learning environment.

Shirts that expose the midriff are **not allowed**. Spaghetti straps, and open back shirts are **not permitted**. (All shirt sleeves/straps must be three finger tip width and cover the midriff at all times. All shirts must reach the waistband in front and back when sitting, bending over, and standing.)

Student Behavior

Seaside Neighborhood School is a public school in the Walton County School District and follows the Walton County School District Code of Conduct. A copy will be issued to each student during the first week of school. Parents and students are required to sign the compliance agreement and return it to the main office of the Seaside Neighborhood School each school year. Additionally, Seaside School, Inc. students and their parents/guardians will sign a Student Performance Contract at the beginning of each year outlining the expectations of our tradition of academic excellence and community involvement. **Failure to comply with any one of the standards, may impact your enrollment in The Seaside School, Inc.**

Discipline Matrix

The Seaside School, Inc. uses a discipline matrix for discipline offenses/infractions. The matrix can be found on the school website.

Bullying and Harassment

The Seaside School, Inc. follows the bullying and harassment policy of the WCSD. Please refer to the WCSD Code of Conduct.

Detention Policy

Detention is issued as a result of inappropriate behavior. Parent contact will be made and a detention form will be sent home for parent/guardian signature.

Detention will be held before/after school.

- Students must serve the full detention.
- If a student misses their assigned detention without notifying the administration, they will serve two detentions. One to make up for the original detention they missed and a second for missing the first without notification.
- Students will receive a form when detention is assigned. It is the student's responsibility to have the form signed and returned the following day to the teacher/administrator who assigned the detention.
- Students must serve detention on the assigned date. Exceptions for illness or doctor's appointment.
- The student must serve his/her detention even if they have athletic practice or games on the days of detention.
- Students are not permitted to talk, read, or complete homework during detention.

Lunch

SCHS does not have a cafeteria. Students should bring a healthy lunch with a cold pack, and beverage. **Students are not permitted to leave campus to purchase a lunch.**

A free/reduced lunch application must be completed and accepted before students can qualify for a lunch program. Contact the school administration for a free/reduced lunch application.

Lunch Rules

- Lunch is outside or in rooms 119 or 120.
- Students are to sit within the designated area.
- Students must ask permission to leave the designated lunch area.
- Students are not to throw food. Disciplinary action will be taken when this occurs.
- Students are expected to clean-up after themselves.
- If students forget their lunch, a parent or guardian must bring their child's lunch.
- No commercial deliveries are allowed.

Health and Safety

Emergency Illness

In case of emergency or illness, students will report to the office and the school administration will phone the parent/guardian. Students who are ill will wait for parents in the office reception area.

Medication

If your child needs medication administered on a regular basis due to a medical condition, please see school administration in the main office for proper documentation (Request to Administer Medication) to be filled out by parent or guardian. A parent or guardian must bring the medication to the school and hand it to the proper school personnel. Students are not permitted to transport medication to or from school.

Medication Authorization: Medication authorizations shall be received on a standardized authorization form (this form can be obtained from the school administration office). By WCSD Policy, only medications provided by the parents, with accompanying documentation, shall be administered to a student. Any change in the original medication authorization requires a new written authorization and a corresponding change in the prescription label. If a parent calls indicating that a student did not take a dose at home and the school has authorization to administer that medication at that dosage, then the medication can be administered with proper documentation.

A parent or guardian must bring the medication to school in its original container where it will be received, counted, and verified by school administration.

The pharmacist can divide the medication into two containers--one for home and one for school. The original container should be labeled with the student's name, name of the medication, directions for dosage, frequency to be administered, the physician's name, and the date the prescription was filled. Medications in plastic bags or other non-original containers are not acceptable. A parent or guardian must bring the medication to school in its original container where it will be received, counted, and verified by school administration.

Students are not permitted to have nonprescription or prescription medication in their possession on the bus, at school, or on any school sponsored activity.

Parents should:

1. Provide the school with a written authorization that includes the following information:
 - ✓ Student's name
 - ✓ Name and purpose of the medication
 - ✓ Reason for administering during the school day
 - ✓ Dosage
 - ✓ Hours to be given
 - ✓ Method by which it is to be given
 - ✓ Name of the physician
 - ✓ Date of the prescription
 - ✓ Expected duration of administration of the medication
 - ✓ Possible toxic effects and side effects.
2. Provide the medication in a container labeled as required.
3. Administer the first dose of any new medication at home.
4. Parents are responsible for transporting medication to the school. Unused medication must be picked up by parents within one week of the expiration date. After one week, the school administration

shall destroy the medication. Medication given on a daily basis throughout the year will be destroyed if it is not picked up after the last day of school.

Textbook Policy

Lost or Damaged Textbooks: Pursuant to Florida Statute 1006.28(3)(b), The school principal shall collect from each student or student's parent the purchase price of any instructional material the student has lost, destroyed, or unnecessarily damaged. The failure to collect such sum upon reasonable effort by the school principal may result in the suspension of the student from participation in extracurricular activities or satisfaction of the debt by the student through community service activities at the school site as determined by the school principal, pursuant to policies adopted by district school board rule.

TECHNOLOGY AND CELL PHONE POLICIES

Seacoast Collegiate High School is a Walton County Public School and follows the **Walton County Student Code of Conduct** (<https://www.walton.k12.fl.us/code-of-conduct>), which states: "The school administration reserves the right to search seized electronic devices if there is reasonable suspicion that the student was using the device in violation of school policy or law."

Parents and students are required to sign a compliance agreement.

- Cell phones are not permitted to be used in class unless for academic purposes, directed by the instructor.
- Emergency calls will be made from the school administrative office.
- Parents will phone the school administrative office for emergencies.
- Students will have access to computers in each classroom.
- Personal computers may be used with permission of the instructor.
- Personal video or game streaming is not permitted at any time.

BARK and Go Guardian are used to monitor student accounts for security and protection.

ATTENDANCE

All students are expected to attend all classes each day that school is in session. Unexcused absences will result in a disciplinary consequence and will negatively affect a student's grade. The student will receive no higher than a grade of 70% for assignments missed during the unexcused absence, unless he/she successfully completes strategies to remediate truant behavior. Determination of whether an absence is excused or unexcused is the responsibility of the school administration. Attendance at SCHS will be strictly enforced.

Per the Walton County Student Code of Conduct, any time a student is absent from school, a written, dated statement explaining the absence should be signed by the parent/guardian and filed at the school within 3 days of the absence. The note must indicate the date(s) and reason(s) for their absence. **Notes are to be given to the school administration when the student returns to school. Your child's absence will be marked unexcused without a note.** After the 15th unexcused absence within 90 calendar days, the student will be classified as a habitual truant, the truancy petition will be filed and the Department of Highway Safety and Motor Vehicles will be notified.

Students may not participate in any after school activities on days they are absent from school.

✚ The following absences **may be excused** with the proper submission of required **documentation, within 3 days after the student returns:**

Excused Absence

- Brief student illness/injury
- **Illness or medical care - a principal shall require a physician's statement before excusing student absences in excess of ten (10) days in a school year.**
- ***Any attendance excuses are subject to verification.***
- Medical/dental appointments
- Death of an immediate family member
- Religious holiday of the specific faith of the student (principal approved)
- Compelled absence (e.g. judicial)
- Natural/major disaster that would justify absence (principal approved)
- School-sponsored/related activity (principal approved)
- Financial or other insurmountable conditions (principal approved)
- Other advanced notice absences (principal approved)

Unexcused Absence

- Missing school bus/oversleeping
- Shopping/pleasure/festivals
- Excessive illness (without physician verification that medical condition justifies pattern)
- Failure to communicate the reason for absence(s)
- Voluntary travel that exceeds three (3) days without prior administrative approval

Students aged six (6) to eighteen (18) are subject to **mandatory** school attendance unless those students aged sixteen (16) to eighteen (18) have filed with the district a formal statement of intent to withdraw from school which includes acknowledgements that terminating school enrollment is likely to reduce a student's earning potential and that driving privileges may be withheld or terminated. This statement must be signed by the student, parent or guardian and school representative.

For each unexcused absence, or absence for which the reason is unknown, the school shall attempt to

contact the parent or guardian to determine the reason for the absence.

Tardiness

*All tardies are **unexcused** except for a doctor's excuse. **Parents may not excuse a tardy.***

Students who arrive at school late must report to the office for an admittance slip. Students may also be marked tardy if they arrive late between classes. Your child is missing important information at the beginning of the day when they are tardy. The administration will assign detention at the 3rd tardy in a nine-week period, as this constitutes a minor infraction. Refer to **Walton County Student Code of Conduct** (<https://www.walton.k12.fl.us/code-of-conduct>).

Early Dismissal

A student leaving school early is to be checked out in the office only by individuals identified on a student's emergency card. Identification is required. Students must have a written excuse from parents for the classes missed during an early dismissal. Please see sections for excused and unexcused attendance.

VOLUNTEERS (STUDENT, PARENT, COMMUNITY)

The Seaside School, Inc. is requesting that families of students complete twenty (20) volunteer hours each school year. All parents or extended family members of Seacoast students wishing to volunteer must complete the Volunteer/Mentor Application and be cleared through Walton County School District before permission to volunteer is granted. This mandate includes clearance for volunteers in school events such as assistance with special school projects, coaching, fundraising activities, etc. Fingerprinting is required when chaperoning students on field trips and mentoring. Volunteer forms may be picked up in the school administration office.

ALL SEACOAST STUDENTS ARE EXPECTED TO VOLUNTEER FOR THE SEASIDE RACE! Please mark your calendars for **February 16-18, 2024**. All students will be assigned a duty station and are expected to be present. Parents are strongly encouraged to volunteer as well. This race is a vital function in the funding of our school and requires a team effort each year.



Student Performance Contract 2023-2024 School Year

You have elected to attend The Seaside School, Inc. which is not your zoned school in Walton County. Seaside Neighborhood School and Seacoast Collegiate High School are proud of our tradition of academic excellence and community involvement. Students who elect to attend the Seaside Schools will be expected to adhere to the following standards.

By acknowledging receipt and signing this document, we (student and parent) agree to abide by the following:

- **Grades:** I understand that I must have a passing score in all core academic areas (report card), a minimum 2.0 cumulative GPA (in grades 5 - 9) or a minimum of 3.0 cumulative GPA in grades (10-12) and a score indicating proficiency in each area on state mandated assessments.
- **Attendance:** I understand that I must not have more than 5 absences or 5 tardies in a 30 day period or 10 absences or 10 tardies in a 90 day period.
- **Discipline:** I understand that I must not have any repeated discipline referrals or acts in violation of the Code of Student Conduct. (No suspensions or expulsions within the past calendar year.)
- **Civility:** I understand that if I violate the Walton County School District's Civility in Schools Policy, my child will be returned to his/her zoned district school.
- **Transportation:** I understand that transportation difficulties cannot interfere with my child's attendance and/or timely pick-up after school. If transportation issues become a barrier for my child's regular attendance or prompt pick-up, my child will be returned to his/her zoned district school.
- **Volunteer Hours:** I understand that as a family we are required to volunteer at least 20 hours with Seaside School, Inc.

I understand that if I fail to comply with any one of the above standards, my enrollment in The Seaside School, Inc. may be revoked, and I will return to my zoned district school. **This performance contract is valid for the current school year only.**

Parent Signature X _____ **Student Signature X** _____