

**WAKULLA HIGH SCHOOL**  
**THE MIGHTY WAR EAGLES**



**STUDENT HANDBOOK**  
**2024 - 2025**

# **WAKULLA HIGH SCHOOL**

**3237 Coastal Highway  
Crawfordville, Florida 32327**

**850-926-7125**

**Guidance 850-926-2221**

**Attendance 850-926-7128**

Website: [www.wakullaschooldistrict.org/whs/](http://www.wakullaschooldistrict.org/whs/)  
(Handbook available on website)

**Michele Falk – Principal**

**Jessica Mapes– Assistant Principal of Student Services**

**Kerry Prosser – Assistant Principal of Instruction**

**Tolar Griffin – Assistant Principal of Discipline**

**Coleman Wells – Assistant Principal of Discipline**

**Mike Smith – Athletic Director**

## **Principal's Message**

Dear Wakulla High School Students:

We are all privileged to be a part of one of the finest school families in the State of Florida. We must treasure the opportunity to work together in maintaining the great traditions which this institution has established for us. Each of us is responsible for doing our part to continually strive for excellence in all that we attempt. This 2024-2025 school year will be filled with challenges and with rewards. Remember that your possibilities for success are limitless if you will give it your best efforts.

There are classes and activities available to you which can truly prepare you for the future: take advantage of them by becoming actively involved. Be a participant. If you need help, ask me or any other faculty or staff member for assistance. We are here to support you in the best way possible. My fondest wish is that you will remember this school year as one of the most wonderful times of your life. It is an honor for me to be your principal. My pledge to our community is that I will work very hard to be worthy of the trust given to me. I hope that you will approach this year with the same attitude.

Go War Eagles!  
Sincerely,

Michele Falk  
Principal

**REGULAR BELL SCHEDULE**

**TAP / 1<sup>st</sup> Period: 7:25—8:15**

**2<sup>nd</sup> Period: 8:20—9:10**

**3<sup>rd</sup> Period: 9:15—10:05**

**4<sup>th</sup> Period: 10:10—11:00**

**1<sup>st</sup> Lunch**

**1<sup>st</sup> Lunch: 11:00—11:30**

**5<sup>th</sup> Period: 11:35—12:25**

**2<sup>nd</sup> Lunch**

**2<sup>nd</sup> Lunch: 11:55—12:25**

**5<sup>th</sup> Period: 11:05—11:55**

**6<sup>th</sup> Period**

**12:30—1:20**

**7<sup>th</sup> Period**

**1:25—2:15**

**SEE SOMETHING. SAY SOMETHING.  
DO SOMETHING.**



**FORTIFYFL**

- INSTANTLY ALERT LAW ENFORCEMENT ABOUT SUSPICIOUS ACTIVITY & THREATS
- INCLUDE PHOTOS AND VIDEOS EASILY
- REMAIN ANONYMOUS

**Download the app today!**



# ACADEMIC INFORMATION

## PROMOTION REQUIREMENTS

**9<sup>TH</sup> Grade to 10<sup>th</sup> Grade:** A minimum of four (4) credits earned in 9<sup>th</sup> grade and 1.0 GPA.

**10<sup>th</sup> Grade to 11<sup>th</sup> Grade:** A minimum of eleven (11) total credits earned in grades 9 and 10 including at least one (1) English, one (1) mathematics, one (1) science and one (1) social studies credit and a 1.5 GPA.

**11<sup>th</sup> Grade to 12<sup>th</sup> Grade:** A minimum of seventeen (17) total credits earned in grades 9 through 11 of which at least nine (9) fulfill course requirements. AT least two (2) credits must be earned in English, two (2) mathematics, two (2) science, one (1) required social studies and a 2.0 GPA.

**Second-Year Seniors:** When a student, after completing one full year with classification as a senior, lacks the 24 credits of the 2.0 GPA required for graduation, he/she may return to Wakulla High School as a second-year senior on a part-time basis to complete the requirements for graduation.

## GRADING SYSTEM

A = 90-100	Outstanding
B = 80-89	Above Average
C = 70-79	Average
D = 60-69	Below Average
F = 0-59	Failing
I	Incomplete

## REPORT CARDS

Report cards will be uploaded for parents to view in the Parent Portal account on the dates indicated on the school calendar. Any parent who does not receive an emailed report card can call the school and request a copy to be mailed home.

## PROGRESS REPORTS

Progress reports will be uploaded to view in the Parent Portal account at the midpoint of each grading period.

## SCHEDULE CHANGE PROCEDURES

Please be aware of the schedule change procedure when course selections are made. Schedule change requests must take place during our August Open House and no later than the first week of school. "Schedule Change Request" forms are available through homeroom teachers and Student Services. All requests will be reviewed during the first five days of school. Students must complete the request form, submit the request form to Student Services, and wait for notification.

Request for changes will be made *only* for the following reasons:

1. A student needs to drop a course for which he/she has previously earned credit.
2. A Senior needs to add a course required for graduation.
3. Administrative discretion (to balance, delete, or add classes.)

All students who register for a full credit course are expected to remain in the course for *both semesters* as scheduling is done annually. According to the Wakulla County Student Profession Plan, if a student is enrolled in an Honors or AP course, the student **may not** drop the course until the end of the first semester and **ONLY** if **ALL** the following conditions exist:

- Student has a grade of D or F,
- Completion of a parent conference during each grading period,
- Demonstration of the student seeking consistent academic assistance, AND
- Space available in a comparable class.

## ATTENDANCE

### EXCUSED AND UNEXCUSED ABSENCES

Determination of when an absence is excused or unexcused is the responsibility of the principal or his/her designee. Parents/Guardians are required to complete an [All-Day Absentee Form](#) to submit to the attendance office within five (5) days of the student's return to school for the absence to be considered excused. The All-Day Absentee Form may also be emailed to our attendance office ([whs.attendance@wcsb.us](mailto:whs.attendance@wcsb.us)) or uploaded directly into FOCUS through the parent portal. Parent notes will be accepted for up to four (4) absences in a grading period. If a student has five (5) or more unexcused absences their driving privileges may be revoked until either the end of the nine-week grading period or they have

resolved their unexcused absences with proper documentation. After four (4) parent notes have been used, official third-party documentation is required. A student with four (4) or more unexcused absences per nine (9) weeks grading period will have an automatic failing grade of 59, or lower if earned, for that class unless a successful appeal has been made. Students who miss more than 10 minutes of a class will be considered absent from that class. **THE ATTENDANCE POLICY WILL BE IN EFFECT FOR THE ENTIRE SCHOOL YEAR.**

For more information concerning the appeal process, consult the *WCSB Code of Student Conduct and Attendance Policy* on the Wakulla County School District website.

**EXCUSED ABSENCES ARE ABSENCES RESULTING FROM:** The student and/or parent must contact each teacher by the end of the 2<sup>nd</sup> day after returning to school to obtain make-up work. The teacher will determine the time frame for handing in the work.

1. Illness or injury of the student.
2. Death in the family.
3. Legal reasons.
4. Religious holidays/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 principal or the principal's designee.

**UNEXCUSED ABSENCES:** Any student who misses a class with an unexcused absence is required to contact each teacher by the end of the 2<sup>nd</sup> day after returning to school to obtain make-up work for half credit. Failure to obtain make-up work within the 2 days will result in the student's loss of the right to make up the work for half credit (at teacher discretion how much less than half to count work.)

1. Truancy.
2. Missing the bus.
3. Trips not pre-approved
4. Car Troubles
5. Hunting, fishing, or attendance at games.
6. Birthdays or other celebrations.
7. Gainful employment.

See the *WCSB Code of Student Conduct and Attendance Policy* located on the Wakulla County School District website for more information concerning a student's absence from school. An excused absence will be given only for the reasons listed in the student handbook. Students who miss more than 10 minutes of a class will be considered absent from that class and may immediately be required to serve detention. Lunch is considered part of all students' 5<sup>th</sup> period class. If students sign out or leave without permission for lunch, they



will be considered absent for their 5<sup>th</sup> period class. These absences are counted towards students' attendance. Receiving more than four (4) unexcused absences could result in them receiving a 59% failing grade, or lower if earned, for that grading period.

## TARDIES

Students arriving during the first period should report directly to class if they arrive before 7:35 AM. Students arriving after 7:35 AM should report to the Attendance Office. Students are considered tardy to class if they are not in the room when the bell rings. Students arriving to any class (without permission) 5 minutes after the bell rings are considered skipping, and students arriving to class (without permission) 10 minutes after the bell rings are considered absent for that period. Oversleeping, car breakdowns and missing the bus are examples of unexcused tardies. Upon accumulating excessive tardies, 15 or more, the student will be referred to the Student Affairs office and/or subject to disciplinary action. Consequences for excessive unexcused tardies, beyond 15, will be at the discretion of school administration. Subsequently, five (5) unexcused tardies in a period, during a grading period, will result in 1 unexcused absence. After a student has accumulated 4 unexcused tardies in class, the teacher should make an attempt to contact the student's parent/guardian and the teacher can, as an intervention, give the student a disciplinary consequence for each additional tardy offense.

Students who receive more than 25 tardies in a nine-week grading period will not be allowed to participate in any after-school activities until the beginning of the next grading period (i.e. practice, games, concerts, clubs...).

Students will also not be allowed to park on campus if they receive 25 or more tardies during a nine-week grading period or receive 2 or more skipping referrals, leaving campus without permission, or not being in their assigned areas. The parking privileges will be reinstated at the beginning of the next nine weeks. If students receive these disciplinary consequences more than once in a school year, the privileges will be revoked until the end of the school year.

School administration may modify the progressive tardy discipline plan throughout the school year as deemed necessary.

## PROCEDURE TO LEAVE CAMPUS EARLY

Students desiring to leave campus early must check out through the Attendance Office. This means that once a student arrives on campus, leaving for any reason without following procedures will be considered skipping. If a student must leave for an appointment, a completed pre-arranged [Early Dismissal Form](#), or the parent must be present in the Attendance office to sign out the student, as stated in S.B.P. 5.35. The note should include the reason and time for leaving. Unexpected or emergency requirements to leave school early can be arranged through the Administration. **Parents should note that students will not be allowed to leave with anyone who is not listed in their FOCUS account.**

Emails (which do not include the Early Release Form), phone calls, and faxes will NOT be accepted to sign out early. An early dismissal form is REQUIRED when a student needs to drive off campus during school hours. The school will contact a parent/guardian before a student is allowed to drive off campus early. Please be available and include the best phone number to reach you in FOCUS. The Early Dismissal Form must be turned in before 10:00 AM or it will not be accepted.

Students will be allowed to leave at lunch **ONLY** with their parent, and **ONLY** if that parent comes in and signs out the student. Leaving campus without following these procedures will be considered unexcused/skipping. Signing out for lunch will be considered an absence for 5<sup>th</sup> period. If a student returns to school on the same day, he/she must also check back in through the Attendance Office.

## ATTENDANCE AND WITHDRAWAL

New student registration is initiated in Student Services. Before a student may be finally admitted, an official transcript of his/her schoolwork or other evidence of class or grade level must be presented. Before withdrawing from Wakulla High School, a clearance slip must be obtained from Student Services. Once the clearance slip has been properly signed, it should be given to the principal or the principal's designee for approval in order for the student to receive a release slip. Any student transferring to another school will need to furnish that school with a signed release so that they may request school records.

## PARENT VISITATION

An appointment will be made with the school principal to schedule a date and time to observe a class. The teacher of the class will be notified and the observation will take place at a time not considered instructional time. The visitation will be limited in time and have no more than one person at a time.

### Delegation of Responsibility

It is understood that the school administration reserves the right to refuse visitation to persons who are not parents, guardians, or to persons considered to be disruptive to the education process.

## **GENERAL STUDENT INFORMATION**

### **BREAKFAST and LUNCH**

Breakfast and lunch are served in the cafeteria. Students must remain in assigned areas at all times. No food or drinks are to be removed from the cafeteria or patio. All trash is to be placed in garbage receptacles. Students are prohibited from leaving school for the purpose of eating lunch off campus or ordering food through a delivery service (e.g., Door Dash, Uber Eats, Grub Hub, pizza delivery). Any food being delivered by a delivery service for a student will be turned away at the front office at no cost to the school. Students may also receive a disciplinary referral for being in violation of this procedure. Students may only have food delivered to them by individuals listed in their FOCUS account.

### **LOCKERS**

All lockers will be assigned at the discretion of school administration for safety reasons. The use and care of the locker will be the responsibility of each student. Periodic inspections of lockers will be made by the administration. All lockers must have a school lock on the locker. A lock may be purchased from the Student Affairs office. School locks from previous years will be acceptable if they are of the V54 or V63 series master lock. Locker security is the responsibility of the individual student. Any locks which are not issued by WHS may be cut off and discarded.

### **PASSES**

Students must have a pass to leave the classroom for any reason. Students may not have cellular devices in the hallway while out of class with a pass.

## STUDENT USE OF CELL PHONES/WIRELESS COMMUNICATION DEVICES/COMPUTERS

1. Personal cell phones may be brought to school with the following conditions applying:
  - Phones must be turned off and kept out of sight during school hours and while riding on school buses or using school transportation at any time.
  - If emergency calls to or from students are necessary, they should be placed through the school office and not to or from the student's cell phone.
  - Phones should be kept secure to prevent theft (vehicles, purses, backpacks, lockers, etc.). The school is not responsible for lost or stolen phones.
2. Violation of these provisions shall result in the confiscation of the personal cell phone and its return only to the parent or guardian and/or other disciplinary action. Subsequent or severe violations may result in further disciplinary action, including but not limited to suspension.
3. Use of cell phones for the purpose of cheating will result in disciplinary and academic consequences.
4. Use of cell phones or computers for inappropriate photographs, inappropriate internet use, or threats may result in disciplinary consequences including but not limited to suspension, expulsion, referral to the long-term disciplinary program, and possible criminal penalties. This includes inappropriate or disruptive use of any social media.
5. Using a wireless communication device to commit any criminal act may result in disciplinary action and/or criminal penalties.
6. Any form of investigated and confirmed misrepresentation or bullying/harassment used through any form cyber social networking may result in disciplinary consequences including, but not limited to suspension, expulsion, referral to the long-term disciplinary program, and/or possible criminal penalties.
7. Use of electronic devices for educational purposes must be approved by the principal or designee. See individual school handbooks for more details.

Notice that use of a wireless communications device includes the possibility of the imposition of disciplinary action by the school or criminal penalties if the device is used in a criminal act. A student may possess a wireless communications device while the student is on school property or in attendance at a school function; however, a student may not use a wireless communication device during instructional time, except when expressly directed by

a teacher solely for educational purposes. A teacher shall designate an area for wireless communications devices during instructional time FS 1006.07.

8. Students who use their cellular device to record or take pictures of other students, faculty, staff, or administration can receive consequences for up to two days of Out-of-School suspension. This includes but is not limited to any recording used to bully/harass/harm, classroom disruptions, or altercations.

### **TELEPHONE CALLS**

Messages to students will be delivered at the end of the day. Students will be called to the office from class only in the case of an emergency.

### **LOST AND FOUND**

The lost and found department is located in the Student Affairs office. At the end of the school year, items not claimed will be discarded.

### **RESTROOMS**

1. Help keep restrooms clean and safe. Report any damages or problems to the office.
2. No more than one person in a restroom stall at a time. Violation of this policy will result in disciplinary action.

### **STUDENT SUPERVISION**

The school is responsible for student supervision only one-half hour before and after the scheduled student day and when the student is on school premises participating with authorization in a school sponsored activity.

## **STUDENT SERVICES**

### **GUIDANCE**

Recognizing the uniqueness of each student, Wakulla High School offers a comprehensive guidance program to aid students and parents.

Professional personnel such as guidance counselors, school psychologist, attendance officer and school resource officer provide the following services: high school educational planning, testing and evaluation, exceptional education coordination, credit checks for graduation,

career guidance, personal counseling, college admissions counseling, financial aid information and scholarships.

Students with academic or personal concerns may make an appointment to see a counselor. Appointment slips are available in the Guidance Office. For more Guidance information, click "Guidance" under "Departments" on the WHS website at [www.wakullaschooldistrict.org/whs/](http://www.wakullaschooldistrict.org/whs/).

### DRUG FREE WORKPLACE

The School Board maintains a drug-free workplace. Drug abusers will be prosecuted as prescribed in the Drug Free Workplace Act of 1988. WCSB Policy 3.42 and 6.33.

### REASONABLE ACCOMMODATION 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.

### MEDIA CENTER

The Media Center supports the instructional program of the school. The Media Center is open every day. Students entering the Media Center from class must have a pass signed by their teacher. Passes are needed during lunch. Books can be borrowed from the Media Center for two weeks. Students are financially responsible for all materials checked out.

### PARENT/TEACHER CONFERENCES

Parents who wish to have a conference with a teacher or teachers should call and arrange this through the teacher or guidance counselor. Parent/Teacher conferences are usually held after school at 2:15 pm. Individual counselors may be contacted by phone at 850-926-2221.

### STUDENT RECORDS

The school maintains a cumulative folder on each student. Student records are confidential and are protected by law. Only qualified persons have access to records without the consent

of parents. Parents, guardians, or students 18 or older may examine records by making an appointment through the Guidance Office (850-926-2221.)

## **INTERSCHOLASTIC SPORTS**

1. In order to be eligible to participate in interscholastic athletics a student must maintain a cumulative unweighted grade point average of 2.0 or above. A 9<sup>th</sup> or 10<sup>th</sup> grader who does not meet this requirement may use their previous semester to qualify.
2. Students participating in an activity must be present at school for at least one half of the day. Exceptions by principal's approval only.
3. All participating students traveling to and from school-sponsored events or any extra-curricular activities must use the transportation provided by the school going both ways. An exception to this rule may be made only if a student is to ride with his/her own parent/guardian and this exception has been arranged, in writing, with the principal.

## **STUDENT BEHAVIOR**

### **SCHOOL GOAL**

Our goal is to provide guidelines which define your responsibilities as students. All students are expected to behave in a manner appropriate to high school. You share responsibility to keep Wakulla High School a place of which we are all proud. Proper student behavior is expected in the hall, on campus, in classrooms, and while attending extracurricular activities. Please refer to the *Secondary Code of Student Conduct* for detailed explanation.

### **GENERAL RULES**

No skateboards, roller blades, or roller skates are allowed on campus at any time. No student is to use, sell or be in possession of alcohol, drugs, or drug paraphernalia on school grounds or during school sponsored activities. The first violation of this rule will result in the suspension, expulsion, or placement in the Long-Term Discipline Program. The student is also subject to prosecution by the Sheriff's Department.

### **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 required to give

their names if asked for them by any staff member. Failure to comply with the directions of school personnel acting in the performance of their duties will be considered insubordination and the students will be subject to immediate disciplinary action.

## DRESS CODE

**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 school. Students who are in violation of the dress code will be disciplined.

Shirts, tops, blouses, and jackets must cover all aspects of the bosom, chest, back, and sides with straps at least 3 inches wide on each shoulder. **Cleavage should not be visible. Tank tops, tube tops, halters, or spaghetti straps are not permitted as a primary top.** If a jacket or other covering is worn over the top, the shirt, blouse, or dress underneath must meet the dress code. Students may not wear trench coats or other long coats that resemble the style of a trench coat to school. Oversized clothing, including oversized jackets, are not permitted. Students may not wear blankets, capes, or cloaks to school. All coats must be properly worn.

Skirts, dresses and/or shorts, must be approximately (no more than 3 inches above the knee) knee length when in a standing position. All dresses must have straps at least 3 inches wide. No revealing short-shorts and mini-skirts. Undergarments should not be visible at any time. **Tights, yoga pants, leotards and/or leggings should be covered by clothing that is approximately mid-thigh length when in a standing position.**

**Holes in pants or shorts shall show no skin or underwear from 3 inches above the knee or higher.**

**Hoodies may not be worn over the head in any part of school buildings.**

Pants should fit appropriately, without sagging, and hide all undergarments, (ballers, underwear, boxers, shorts, etc.) 'Florida's Sagging Pants Law' requires school boards to adopt dress codes barring clothes that "expose underwear or body parts in an indecent or vulgar manner." Holes in pants above the knee must be covered.

Underwear (boxers, briefs, bra, and bra straps, etc.) must not be exposed at any time.



Shoes are required and must be safe for school activities.

Hats may be worn in the hallways, inside the buildings and cafeteria. Hats are not allowed in the classrooms or offices, unless approved by that classroom instructor. Costume hats, or hats that draw unnecessary attention or distractions will not be allowed without prior approval from the principal. Bandanas of any color will not be allowed and if visible will be confiscated.

Attire and jewelry must not be sexually suggestive or feature crude or vulgar commercial lettering, printing or drawings which would be offensive or insensitive to those on the Wakulla High School campus. They may not depict drugs, tobacco, weapons, alcohol, or be indicative of gang membership.

**The 1<sup>st</sup> and 2<sup>nd</sup> offenses will be documented in FOCUS and the student will be given a copy of the dress code. The 3<sup>rd</sup> offense may result in an office referral and /or parent contact. Any offense thereafter may result in more serious disciplinary action, including but not limited to lunch detention, in-school suspension/detention, PASS (Positive Alternative to Student Suspension) and/or out of school suspension.**

### SMOKING/TOBACCO PRODUCTS

In accordance with the most current School Board Policy 2.90, all use of tobacco/electronic smoking device products in any form, are prohibited in any District owned facility, vehicle, and property.

### 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](http://www.wakullaschooldistrict.org) under School Board Policies. Consequences for investigated and confirmed incidents of bullying and/or harassment may range from positive behavior interventions up to and including, but not limited to, suspension, expulsion, or criminal charges is warranted.

Felony Charges and Convictions:

1. A student who if formally charged with a felony involving any area of the Wakulla 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 that 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 of the school in which the student is enrolled.
3. A student is convicted of, or found to have committed, a felony or a delinquent act that 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 a 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.

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 policy or a specific act or situation should be brought to the attention of the Equity Coordinator. The grievance procedure timeline will be followed for resolution of issues.

### DISCIPLINE GRID

Disruptive behavior at Wakulla High School may result in a student receiving a form of disciplinary action. Disruptive behaviors have been grouped into major and minor classifications. Each classification is followed by a disciplinary procedure. This will be implemented by the administrator. This grid is a guideline. The consequences for these offenses and other inappropriate behaviors will be at the discretion of the administrator. Continued violations of the same or similar offense could result in increased consequences.

### OFFENSE – CONSEQUENCE/INTERVENTION

1. Defacing School Property – OSS (Out of School Suspension)
2. Fighting – OSS and Possible Placement
3. Fireworks – OSS and Possible Placement
4. Forging Signature – ISS (In-school Suspension)
5. Insubordination at Staff – ISS
6. Drugs – OSS, Possible Placement and/or Expulsion

7. Alcohol/Paraphernalia – OSS and Possible Placement
8. Tobacco/Paraphernalia/Electronic Cigarettes (e.g. vapes) – ISS and/or OSS
9. Weapon – OSS, Possible Placement and/or Expulsion
10. Profanity – ISS and/or OSS
11. Profanity at Staff – OSS
12. Inappropriate Affection Displayed – ISS
13. Sex Offenses – OSS, Possible Placement and/or Expulsion
14. Skipping – ISS and/or Loss of Driving Privilege
15. Stealing – OSS
16. Threatening School Staff – OSS, Possible Placement and/or Expulsion
17. Electronic Devices – ISS
18. Falsifying a Document – OSS
19. Under the Influence – OSS

Excessive referrals may result in OSS and/or placement at Second Chance/Pathways.

## DEFINITIONS

**WEAPON** – Knives or guns (real or look alike) or other objects readily capable of causing bodily harm.

**DRUGS** – Alcohol or legal and/or illegal control substance or imitation of substances.

**FIGHTING** – Actions involving serious physical contact where injury may occur (e.g., hitting, pushing, hitting with an object, kicking, hair pulling, scratching, etc.)

**STEALING** – Possession of, having passed on, or being responsible for removing someone's property.

**PROFANITY** – Verbal or written messages that include swearing, name calling, or use of words in an inappropriate way.

**FIREWORKS** – Possession or igniting any type of flammable or explosive device.

**THREATENING** – Placing a person in fear of harm (emotional or physical) with or without the use of a weapon.

**TOBACCO** – Possession of or using cigarettes/electronic cigarettes or other tobacco products.

**SEXUAL OFFENSES** – Any sexual act that may be offensive to someone else whether written, spoken or physical contact.

**DEFACING/VANDALIZING PROPERTY** – Damaging, defacement, or destruction of someone else’s property.

**FORGERY** – Signing or participating in the act of signing a person’s name without their permission or generating false documentation.

**SKIPPING** – Leaving class/school without permission or staying out of class/school without permission.

**INSUBORDINATION** – Refusal to follow directions, talking back and/or socially rude interaction.

**CELLULAR DEVICE** - a telecommunication device that uses radio waves over a networked area (cells) and is served through a cell site or base station at a fixed location, enabling calls to transmit wirelessly over a wide range, to a fixed landline or via the Internet.

### PLAGIARISM

The use of media (e.g., video, images, sound), data, information, evidence, or program code created by someone else or with generative AI tools in the creation of a program and/or a program code segment(s), without appropriate acknowledgment (i.e., through citation, through attribution, and/or by reference), is considered **plagiarism**. Any assignment turned in that has been plagiarized does not have to be accepted by the teacher. The teacher will document the first infraction with a parent contact and an academic consequence. The teacher will document any additional consequences with parent contact, academic advisor contact, and academic, and disciplinary consequences. To the best of their ability, teachers will ensure that students understand how to ethically use and acknowledge the ideas and work of others, as well as the consequences of plagiarism.

### CORPORAL PUNISHMENT

Corporal punishment may be used as a form of discipline to be administered only by the principal or his/her designee.

### IN-SCHOOL SUSPENSION

1. Students may be assigned to ISS as a consequence for not following school rules, regulations, and procedures.
2. Students will be allowed restroom and lunchtime privileges, under supervision at a time not scheduled for other students.
3. ISS is a corrective action assigned **in lieu** of OSS. Abuse of ISS **may result** in OSS.
4. Refusal to serve ISS or dismissal from ISS will result in OSS and upon returning to school, the student must serve the initial days of ISS.
5. Students must turn in electronic devices/cell phones to teacher upon entering ISS until the end of school day.

### ALTERNATIVE TO OUT-OF-SCHOOL SUSPENSION

Students may be assigned to Positive Alternative to OSS (PASS) within the school district by the principal or designee for behaviors that would warrant an out of school suspension. Placement at PASS will not exceed 10 days. Students placed in PASS program must complete the assigned days before being allowed to return to Wakulla High School.

### RULES FOR ISS/PASS

1. Students will report on time and on the assigned day(s.)
2. Students will be prepared to be productive the entire time. Generally, work will be prepared in advance for a student who is assigned ISS.
3. Any student who fails to report on his/her assigned day by 7:35 a.m. may receive an additional disciplinary consequence that could include but is not limited to, lunch detention, ISS, or OSS.
4. Students will not talk or otherwise disrupt the orderly climate of the setting.
5. Students will not be out of their assigned seats. (Absolutely no passes will be issued to lockers, restrooms, etc.) Students will comply with all ISS rules established by the discipline office, including but not limited to, those listed above. Failure to do so will result in further disciplinary action.

### INVOLUNTARY TRANSFER/LTDP

When a student's behavior becomes unacceptable for normal activities at Wakulla High School, that student can be referred to the Discipline Program Committee for placement in an alternative program.

# **TRANSPORTATION**

## **TRANSPORTATION RULES**

Students shall obey the listed Transportation rules while riding on a school bus/van or at a school designated bus stop.

1. Students should be at the designated school bus stop 5 minutes prior to the scheduled time.
2. Students should stand off the roadway while waiting for the bus/van. It is the parents' responsibility to provide supervision to and from school and home when the students are not under the custody and control of the school district. Pursuant to 6A-3.0121.
3. Wait for the driver's signal before crossing the road.
4. Students will cross the road immediately in front of the bus so that the driver can observe the student at all times.
5. The driver is in full charge at all times and his/her directions shall be obeyed.
6. While on the bus/van, students should keep hands and head inside of the bus/van at all times.
7. No loud talking or distracting the driver.
8. Horseplay is not permitted around or on the bus/van.
9. Stay seated at all times in your assigned seat.
10. No Eating, drinking, or smoking/vaping allowed on the bus.
11. No drugs allowed on the bus.
12. No electronic devices to be seen or heard on the bus.

**Students may be suspended/expelled from the bus for repeated misbehavior after following the progressive discipline steps. If the misbehavior is severe enough that it endangers the safety of the other students, this may warrant bypassing progressive discipline. FL Stature 1006.07 (2)**

## **BUS PASSES**

Notes from parents or guardians concerning a student riding a bus other than his/her assigned bus must be approved by an administrator.

## **STUDENT VEHICLES ON CAMPUS**

For safety reasons, school staff and law enforcement are permitted to periodically and/or randomly conduct plain-view searches of all vehicles on school grounds. Students are

responsible and accountable for all items in their vehicle. If a search is conducted and unauthorized items that are in violation of school rules are located in the vehicle, the registered driver (WHS Vehicle Registration Form) of the vehicle is held as the responsible party. A parking area is provided for students who have been granted permission to drive to school. It is expected that students who are given this privilege will follow the rules listed below. Failure to comply with these rules will result in loss of driving privileges on campus and/or suspension.

1. All vehicles **MUST** be registered in the front office and have a WHS parking sticker to be allowed on campus. Stickers can be purchased when the vehicle is registered.
2. Student vehicles are to be parked only in the designated parking spaces.
3. Students are **NOT** allowed in the parking lot until the close of the school day, unless permission has been obtained from an administrator.
4. The speed limit on campus is ten (10) miles per hour.
5. Once students arrive on campus, they are not permitted to leave without permission.
6. Leaving campus without permission may result in the loss of driving privileges.
7. Students must maintain a 2.0 GPA per grading period to keep driving privileges.
8. Parking rule violations will result in the loss of driving privileges for 10 school days.
9. Failure to return schoolbooks or payment of damaged/lost books.
10. Failure to meet expectations for student conduct or other inappropriate behavior.
11. Failure to meet the Tardy/Attendance Policy may result in the driving privileges being revoked/suspended.
12. Receive less than five (5) Unexcused Absences in a nine-week grading period.
13. Receive less than 25 tardies in a nine-week grading period.
14. Do not receive 2 or more skipping/leaving campus without permission/out of area referrals in a nine-week grading period.

### STUDENT DROP OFF

Students who are brought to school should be dropped off and picked up in the front of school only. The front of the school is the **only** designated area for student drop-off and pick-up.

## 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, 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 and other designated youth groups. 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 in advance to notify the administrator at the school/center at which the event or service is offered to request a reasonable accommodation. The lack of English language skills will not be a barrier to any opportunity or event associated with Wakulla County Schools.

The designated Equity Coordinator, Title IX and Section 504 Compliance Coordinator as required by 34 C.F.R. 100.6(d) is Lori Sandgren, Executive Director of Human Resources, 69 Arran Road, Crawfordville, Florida 32327; (850)926-0065; [lori.sandgren@wcsb.us](mailto:lori.sandgren@wcsb.us).

### CTE Nondiscrimination Statement

Wakulla County School District offers the following career and technical programs, including career academies wherein students may earn industry certification:

1. Aerospace Technology
  - a. Admission Criteria: 2.0 Unweighted GPA and Attendance and Discipline in good standing.
  - b. Certifications:
    - i. Small Unmanned Aircraft
    - ii. VSO
    - iii. FAA Part 107 License
2. Automotive Service Technology
  - a. Admission Criteria: 16 years old OR have completed 9<sup>th</sup> grade, Attendance and Discipline in good standing, 2.5 GPA, and TABE Test.
  - b. Certifications:
    - i. ASE Entry-Level - AUTO: AUTOMATIC TRANSMISSION/TRANSAXLE
    - ii. ASE Entry-Level - AUTO: BRAKES
    - iii. ASE Entry-Level - AUTO: ELECTRICAL/ELECTRONIC SYSTEMS
    - iv. ASE Entry-Level - AUTO: ENGINE PERFORMANCE
    - v. ASE Entry-Level - AUTO: HEAT PUMP
    - vi. ASE Entry-Level - AUTO: MANUAL DRIVE TRAIN AND AXELS



- vii. ASE Entry-Level - AUTO: SUSPENSION AND STEERING
- 3. Building Trades and Construction:
  - a. Admission Criteria: 16 years old OR have completed 9<sup>th</sup> grade, Attendance and Discipline in good standing, and 2.0 GPA.
  - b. Certifications:
    - i. PACT, BUILDING CONSTRUCTION TECHNOLOGY
    - ii. HBI PACT, CARPENTRY
    - iii. HBI PACT, CORE
- 4. Cosmetology
  - a. Certifications:
    - i. DBPR Board of Cosmetology Facial Specialist License
- 5. Digital Design
  - a. Certifications:
    - i. Adobe Certified Professional in Visual Design
    - ii. Adobe Certified Professional in Video Design
- 6. Diesel Maintenance Tech
  - a. Admission Criteria: 16 years old OR have completed 9<sup>th</sup> grade, Attendance and Discipline in good standing, and 2.0 GPA
  - b. Certifications:
    - i. ASE Entry-Level Preventative Maintenance Airbrakes
- 7. Engineering Academy
  - a. Admission Criteria:
    - i. Complete Application and Grade Criteria
  - b. Certifications:
    - i. Autodesk Certified User-Inventor
    - ii. Autodesk Certified User-Fusion
- 8. Forestry
  - a. Certifications:
    - i. Ducks Unlimited
    - ii. Forestry Specialist
    - iii. Natural Resources Specialist
- 9. Hospitality and Tourism (Fundamental Food Service Skills)
  - a. Admission Criteria: 16 years old OR have completed 9<sup>th</sup> grade, Attendance and Discipline in good standing, and 2.0 GPA.
  - b. Certifications:
    - i. Certified Food Protection Manager (Servsafe)
    - ii. Certified Food Safety Manager
- 10. HVAC Technology
  - a. Admission Criteria: 16 years old OR have completed 9<sup>th</sup> grade, Attendance and Discipline in good standing, and 2.0 GPA.
  - b. Certifications:
    - i. HVAC Excellence Employment Ready – Air Conditioning

- ii. HVAC Excellence Employment Ready – Heat Pump
- 11. Medical Academy
  - a. Admission Criteria: Complete the Medical Academy and Human Body applications for approval.
  - b. Certifications:
    - i. Emergency Medical Responder
    - ii. Certified Nursing Assistant
    - iii. Certified Personal Trainer
- 12. Phlebotomy and Nursing Assistant
  - a. Admission Criteria: 16 years old OR have completed 9<sup>th</sup> grade, Attendance and Discipline in good standing, and 2.0 GPA.
  - b. Certifications:
    - i. Certified Phlebotomy Technician
    - ii. Certified Nursing Assistant
- 13. Web Development
  - a. Certifications:
    - i. Devices and Configuration
    - ii. HTML and CSS
    - iii. JavaScript
- 14. Welding Technology Fundamentals
  - a. Admission Criteria: 16 years old OR have completed 9<sup>th</sup> grade, Attendance and Discipline in good standing, 2.5 GPA, and TABE Test.
  - b. Certifications:
    - i. AWS Certified Welder – FCAW PLATE
    - ii. AWS Certified Welder – SMAW PLATE

The district prohibits discrimination in the terms and conditions of employment, and in access to educational programs and activities, and prohibits harassment of any individual or group on the basis of race, color, national origin, religion, sex, age, disability, marital status, sexual orientation or genetic information (and other protected classes included in the district's nondiscrimination policies).

Lack of English language skills will not be a barrier to admission and participation. The district may assess each student's ability to benefit from specific programs through placement tests and counseling, and, if necessary, will provide services or referrals to better prepare students for successful participation.

## EQUITY COORDINATOR

The district appoints an Equity Coordinator to coordinate compliance with Federal and State laws prohibiting discrimination. If you have any questions, concerns, complaints, or suggestions about policies and/or procedures affecting employment or educational opportunities in the district please contact: Lori Sandgren, Equity Coordinator (850) 926-0065.

Wakulla County School Board  
69 Arran Road  
Crawfordville, FL 32327

## STUDENT INFORMATION

During the year we receive requests for student information, including addresses and telephone numbers, from the Armed Services, Colleges, Universities, and academically oriented organizations. If you do not wish your name, address, etc. to be shared, a written request should be sent to the Guidance Office.

## PLEDGE OF ALLEGIANCE

1003.44 Patriotic programs; rules-

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 similar publication pursuant to s. 1006.07(2) that the student has the right no 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 work 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. 1074m approved December 22, 1942. A required Moment of Silence will be observed for 60-120 seconds, HB 529.

### 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.