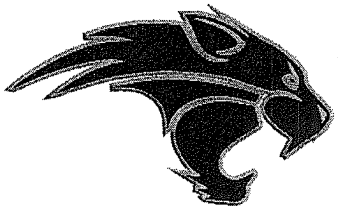

Western High School
Code of Student Conduct/Media Release/Back-to-School Forms
2025 – 2026

Parents,

Please review the Code of Student Conduct Handbook and complete the required forms by accessing the Back-to-School forms information on the Broward County Public Schools website. You may access the online forms through the Focus Parent Portal. To facilitate this process in a timely manner, parents are asked to:

1. Complete all online forms no later than Friday, August 22, 2025.
2. Return the attached 2025-2026 Acknowledgement Form, Media Release Form, Tardy Policy, Early Sign-Out Policy, and Student Emergency Contact Card (these documents need to be updated each school year) to students' first period teacher with all signatures by Friday, August 22, 2025.

***Students must have all their forms signed and online forms on file at the school to participate in extracurricular activities, i.e., field trips, clubs, sports, and activities in general.**

_____ I have signed the attached Acknowledgement and Media Release forms (front & back), Tardy Policy, Sign-Out Policy and filled out the attached Emergency Contact Card.

_____ I have completed ALL online Back-to-School forms and Emergency Contact information and have provided my confirmation receipt.

_____ I understand that not having these forms on file will exclude my student from all extracurricular activities.

_____	_____	_____
Parent Signature	Print Name	Date
_____	_____	_____
Student Signature	Print Name	Date

2025-26 Broward County Public Schools Student Emergency Contact Card

This form shall be updated every year

Office Use Only				
	Student #	Grade Level:	☐ Court Order	☐ Medical
	Date Enrolled:		☐ Special Needs	☐ Other

In the case of an emergency, it is imperative that the school be able to reach the student's parents (as defined below). Please fill in the information on both sides of this card carefully and accurately. Please use ink and print clearly. The names of both parents of a student (as defined in the Section 1000.21(6), Florida Statutes), the parent(s)/guardian(s) shall be listed on the emergency contact card as persons authorized to pick up the child from school except where a court order has revoked the parental rights, and a certified copy of such court order has been provided to the school office. Both parents shall designate on the Emergency Contact Card those persons authorized to pick up their child from school. No parents shall delete or in any way alter the names provided by the other parent on the Emergency Contact Card.

Student Information

Last Name:	**First:**	**Middle:**
Date of Birth: / /	**Teacher (elementary school only):**	
Home Address:		
Mailing Address (if different from above):		
Check any that apply to student residents: ☐ Medical ☐ Court Order ☐ Special needs ☐ Other		
Has student changed address since last registration? ☐ Yes ☐ No		
Is there a court order on file that prevents a parent from having contact with the student? ☐ No ☐ Yes, contact school		
Preferred Name(s)/Nickname(s):		
All staff may refer to my child by the preferred name(s) or nickname(s) listed above on all unofficial documents and during school/district events.		
Signature:	**Date:**	**Relationship:**

Parent

Last Name:	**First:**	**Cell Phone:**
Home Address (if different from student):	**City, State, Zip:**	**Home Phone:**
Employer:	**Work Phone:**	**Parent Email:**

Other Parent

Last Name:	**First:**	**Cell Phone:**
Home Address (if different from student):	**City, State, Zip:**	**Home Phone:**
Employer:	**Work Phone:**	**Parent Email:**

Authorized Release/Contact

Please list the names of persons to whom we may release your child or whom we may contact if we cannot reach you. NO STUDENT WILL BE RELEASED TO ANYONE OTHER THAN THE PERSONS LISTED BELOW. Both parents may designate on the Emergency Contact Card those persons authorized to pick up their child from school. In selecting someone to whom you authorize the release of your child, consider whether this person is prepared to handle any special medical needs required by your child. I/We hereby authorize contact with release of emergency related information, or release of the student to the following persons in the event of illness, evacuation, or other emergency that may occur while the student is in school.

Name:	Relationship:	Phone:

I declare that the information on this card is true and correct. I will notify the school office immediately of any changes:

Signature: **Date:** **Relationship:**

The personal information you provide on this form will be kept confidential (in a protected area) and only used and disclosed by school staff on a need-to-know basis.

Established 1915
BROWARD County Public Schools

Acknowledgement

SBBC Policy 5090, Code of Student Conduct, lists the District's rules for students in Broward County Public Schools. The rules apply to all activities occurring on school grounds, on other sites being used for school activities, and on any vehicles authorized to transport students. Your signature below does not indicate that you agree or disagree with the rules, **but rather that you have reviewed the electronic copy of these rules** (http://www.browardschools.com/codeofconduct). Return this form to school within 3 days from the first day of school or from the date of enrollment.If you would prefer to complete all required forms electronically, please access the Back to School Toolkit from the Focus Parent Portal.

Parents need to be involved in the education of their children and have the responsibility to:

- Know that for school safety, schools are not required to provide supervision more than 30 minutes prior to the official starting time, nor are they required to provide supervision for more than 30 minutes after the official closing time (F.S. §1003.31 (2)).
- Know that for school safety, for students who ride a school bus, drivers are NOT permitted to let students off the bus except at the designated stop.
- Provide the school with the names of current emergency contact person(s) and/or telephone numbers on an annual basis and when there are changes.
- Notify the school of anything that may affect their child's ability to learn, to attend school regularly, or to take part in school activities.
- Be aware that medicine must be administered in accordance with SBBC Policies 6305 and 6305.1, as may be amended, and that consequences for transmittal and/or sale or attempted sale of over-the-counter medications and possession and/or use of unauthorized medications can be found in SBBC Policy 5100. SBBC Policy 6305 outlines the rules regarding over-the-counter and prescription drugs and SBBC Policy 5100 outlines the consequences for violating those rules. You may view the complete health and suspension and/or expulsion policies, as well as all School Board policies, on the Web at: https://www.browardschools.com/school-board/school-board-policies
- Be aware that parents have rights with regard to the privacy and confidentiality of student records that are maintained by schools as defined in Section XI of this booklet.
- Neither the School Board of Broward County nor its employees will be held liable for items that are prohibited and are lost, stolen, or confiscated; or for wireless communication devices or other personal technology that are lost, stolen, or confiscated.
- Be aware that confiscated items not claimed by the end of the school year will be donated to local charities.
- Recognize that they are responsible for their student's behavior on the way to and from school and at the bus stop. A safe and respectful learning environment is key to academic achievement; therefore any student's off campus actions that seriously affect a student's ability to learn or a staff member's ability to teach may be handled as a disciplinary infraction. For serious incidents that occur at bus stops and/or that are not on School Board property, parents should contact law enforcement directly. For bullying incidents (see bullying definition, Section V), school officials should be notified and will investigate and/or provide assistance and intervention, as the principal/designee deems appropriate, which may include the use of the School Resource Officer.
- Ensure their child demonstrates legal, ethical and responsible use of technology including networks, digital tools, the Internet, and software, as defined in Section VII of this booklet.
- Parents will continue to maintain responsibility for students who reach the age of majority, (18 years or older), for all educational and discipline purposes, with exceptions as provided by statute.

Note: Parental selection for each form within the Code of Student Conduct will be effective until a new form is submitted.

Student Name (PRINT)	Student Signature
Parent/Guardian Name (PRINT)	Parent/Guardian Signature
Date	

WESTERN HIGH SCHOOL

Western High School Tardy Policy 2025-2026

Tardy Rule: All students are required to be in school and in class on time.

Part I: Round up/ Lock Out Component

1. All classroom doors will be locked when the tardy bell rings, and students not in class will be late.
2. Students that are late will be issued a printed ticket from the IS room with a time stamp before being allowed back to class.
3. If a student does not have a printed ticket with a time stamp, they are not allowed into class.
4. If a student is coming late from another teacher, a call to the next teacher must be made to inform them of
5. the excused tardy.

Part II: Disciplinary Consequence Plan

1. **First Offense**: Warning
2. **Second Offense**: Warning
3. **Third Offense**: Parent Contact
4. **Fourth Offense**: Student/Admin Conference
5. **Fifth Offense**: Parent Contact, After School Detention
6. **Sixth Offense**: Disciplinary referral & Parent/Admin Conference, Detention, Attendance Contract
7. **Seventh Offense**: Detention & Suspension of Privileges

Any additional occurrences- Progressive Discipline

WESTERN HIGH SCHOOL
Est. 1981

Parents/Guardians will be emailed of student's tardiness, warnings, and notices of progressive discipline. Repeated tardiness or behavioral issues may result in further consequences, including parent conferences, detention, or referral to administration.

Tardy Policy Acknowledgement Form

Student's Printed Name: _____ **Date:** _____

First Period Teacher: _____

I acknowledge that I received and reviewed a copy of the Tardy Policy 2025-2026.

Parent/Guardian Signature: _____

Student Signature: _____

Please sign and return it to your child's FIRST period teacher.