JAGUAR HANDBOOK
2026-2027

WEST FLORIDA HIGH SCHOOL
OF ADVANCED TECHNOLOGY

QUICK START GUIDE

THE WEST FLORIDA WAY

West Florida High School of Advanced Technology is an "A" school, where accountability makes the difference. WFHS blends required core academics with technical education, developing students' skills in communications, mathematics, science, and technology. Experienced, expert instructors merge leading-edge technology with challenging curriculum to ensure confident graduates with a vast array of options and opportunities for successful futures.

In 2001, a group of forward-thinking community leaders and educators established West Florida High school of Advanced Technology (WFHS). WFHS was originally, as it is today, a traditional high school offering the same opportunities to students as other high schools in the Escambia County Public Schools. However, in addition to the traditional high school experience, WFHS is a wall-to-wall Career Academy school. Students have the added benefit of belonging to a career academy that further develops their skills and knowledge in a career area of interest.

West Florida High School of Advanced Technology is an innovative high school focused on providing a unique, comprehensive, useful education that will lead to lifelong personal, career, and professional accomplishments. Our mission is to prepare students for entry into chosen career fields or higher educational pursuits through incorporation of quality learning experienced by integration of academic and technical skills.

Because learning is a valuable and lifelong process, the administration, faculty, staff, and students of West Florida High School believe the following:

- Students should be provided a challenging, comprehensive curriculum and a variety of extracurricular activities.
- Students should be provided competent and professional instructors who are committed to excellence.
- Students should be provided learning experiences that prepare them to be polite, mature, and responsible citizens who make positive contributions to society.
- Students, administrators, faculty, and staff are entitled to mutual respect. Family and community should be involved in the educational process.

ALMA MATER

JAGUARS ROARING BY AND BY
OF RED, BLACK AND WHITE
ARDOR, COURAGE, TRUTH ABIDE
FOREVER SWELLING, UNRELENTING PRIDE
IN HONOR OF OUR MIGHT OUR CRIES ARISE
WHERE WE DID UNITE
WEST FLORIDA HIGH

WE PLEDGE OUR ALLEGIANCE TO
SHE WHO LED US THROUGH
LESSONS WITH RELATION TO
THE FIELDS WHICH WE'D PURSUE
THE THRESHOLD OF OUR LIVES IS BREACHING
NIGH THE MEMOIRS OF OUR TIME
WEST FLORIDA HIGH

OUR AMBITIONS REALIZED
TO WHICH WE HAD ASPIRED
JAGUAR SPIRIT IS RECOGNIZED
ESTABLISHED AND ADMIRED
AMIDST THE LOFTY PINES TRADITION LIES
FOR AS THE YEARS GO BY
WEST FLORIDA HIGH

WORDS AND MUSIC BY
ROBERT HANNA AND ANNETTE REMITERA
CLASS OF 2007

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WFHS RESERVES THE RIGHT TO IMPLEMENT NEW PROCEDURES AND POLICIES NOT CURRENTLY INCLUDED IN THIS DOCUMENT. THE SCHOOL WILL MAKE A REASONABLE ATTEMPT TO INFORM STUDENTS OF CHANGES IN PROCEDURES OR POLICIES.

GRADES AND EXAMS

The school year is divided into two semesters, each semester into two quarters. Academic performance is evaluated throughout the quarter and is based on assignments such as, but not limited to the following: written papers, class participation, projects, quizzes, and examinations. Report cards are accessed via the Focus Portal.

The following grading scale is used for Escambia County Public Schools:

A 90-100%
B 80-89%
C 70-79%
D 60-69%
F Below 60%

There will be a midterm and final exam given for each course. Exam grades are required for class credit. Exams are not given early per district policy. If a student misses their exam, it is the student's responsibility to arrange a make-up appointment with the teacher. Assignments are expected to be turned in on time or could face penalty.

Each week, parents will be notified via call-out if a student has a D or F in any course. A tutoring schedule will be available on the school website to help any student needing to improve their grades in core academic courses. Additionally, other opportunities for grade recovery could be mandated for students as needed.

DISCIPLINE

Students in the United States are afforded rights to a free, appropriate education and the Escambia County School Board provides services and opportunities for a varied and comprehensive education.

The specific rights for students, and their corresponding responsibilities, are listed in the Student Code of Conduct Handbook issued annually from the Escambia County Public Schools. Additionally, a Parent Handbook is also issued.

West Florida High School follows these guidelines and has an Administrative Dean who will assist all faculty and staff with the implementation of the Rights and Responsibilities in accordance with the proper adjudication guidelines for any level of disciplinary infractions.

Additionally, a School Resource Officer is present in relation to all law enforcement matters.

It is required that all students, and advised that parents, read the Code of Conduct Handbook.

GENERAL SCHOOL POLICIES

CAR LINE

The drop-off and pick-up line is located at the front of the school only.

ARRIVAL Upon drop-off, students will walk through the side gate near the student parking lot and remain in the courtyard until time to go to class.

PICKUP For parents entering the car line, the line begins in the Faculty parking lot and will wrap through the driver's ed range until you reach the front of the school. For the safety of all our students, we ask that students load the car from the sidewalk located in the front of the school.

STUDENT DRIVERS

Qualified students are extended the privilege to park on school grounds if they meet the following criteria: 1) Should have credits equivalent to current grade status. 2) Should have a minimum 2.0 GPA. 3) Should not owe textbooks, library books, and/or have other monetary obligations to WFHS. 4) Meet the requirements for obtaining a parking decal as detailed below.
APPLICATION PROCEDURE: During the two weeks before school begins, students may obtain a parking application packet from the school's website or on campus. New drivers throughout the school term must obtain a parking decal in order to park on campus. Please come with a COPY of the following items: **driver's license, proof of insurance (current insurance card), current registration for vehicle along with the regulations agreement and completed application.** At this time, you must also complete the "Annual Consent to Student Drug Screening" form found on WFHS.NET. The Annual Consent form may also be completed online at athleticclearance.com. You may only register a vehicle that is the property of you or someone in your immediate family/household.

Students may not park on campus until they receive and display a valid permit or the vehicle is subject to towing at the owner's expense.

PARKING FEES: All eligible students will be issued a yearly parking pass for a small fee. There is no refund if a permit is removed for disciplinary reasons. Replacements will not be given for misplaced, lost, or stolen parking permits – no exceptions.

In an effort to help streamline traffic flow into WFHS student parking lot, student drivers are expected to have their vehicles parked by 8:20 A.M. in an appropriate student parking space located on the west side of campus. **This is the ONLY designated parking location**

Students are required to vacate vehicles upon arrival. Students must wait in the courtyard, **NOT THE PARKING LOT**, until the bell sounds.

Repeated violations can result in loss of driving privileges and a disciplinary referral. In order to protect property, students are not authorized to access the parking lot during the school day. Students found in the parking lot during school hours will be subject to disciplinary action, including loss of driving privileges.

Parking in non-permitted areas such as teacher parking or on the grass can also result in disciplinary action and potential loss of driving privileges. Students who fail to comply with the terms of the parking agreement will lose all on-campus driving and parking privileges. Enrollment in a school program does not guarantee a parking permit for the school year.

Decals must hang from the rear-view mirror while parked on campus and be visible at all times. All students parking on campus will be subject to Escambia County Public School's drug screening policy. Therefore, a signed, notarized “Annual Consent to Drug Screening” form must be submitted before a parking pass is issued. Please familiarize yourself with this policy.

DISCIPLINARY ACTIONS: Students are expected to arrive on time for the school day. All vehicles must be parked by 8:20 A.M. Those arriving after that time could be stopped by the School Resource Officer or faculty member. Repeated late arrivals will result in the following: **Warnings, Discipline Referral, and Possible suspension of driving privileges.** Disciplinary actions during the school day can result in loss of parking privileges as follows: **Temporary or permanent removal of parking privileges with no refund.** Any false statements or pretenses will result in immediate suspension of parking privileges.

BUS RIDERS

The School District offers Center-to-Center bus transportation for West Florida High School students on a space available basis. Transportation is the responsibility of the parent or guardian and must be requested by them. If the student plans to ride the bus (morning or afternoon), the online application **“Request a Courtesy Magnet Transportation Accommodation,”** located at www.escambiayellow.com, must be completed and submitted. You can find the this application under the Parent & Family Resources tab and the "Request An Accommodation" link.

Upon arriving to campus via bus, students are to exit the bus ramp and enter the courtyard until it is time to move to class for the beginning of the day.

For dismissal, students are to immediately leave their classroom after the final bell and report to the bus ramp. For all students: unless under the direct supervision of an adult beginning at 3:15 P.M., all students must exit all buildings and move towards their pickup location.

CHECK OUTS

It is important that students attend school all day, every day, in order to get the most out of the educational opportunities provided at West Florida High School. When a student checks out of school, the student is marked absent in the class periods for which the student does not attend. Each absence must be explained (even when checking in and out). If a student becomes injured or ill while at school, the student will receive a pass from a teacher to report to the clinic. Our clinic staff will communicate with parents/guardians regarding check-out. In order to avoid disciplinary referrals for not following the above procedure, students are required to visit the clinic before the student can check out to receive an excused absence.

Parents/guardians are responsible for providing notification within **three (3)** school days of the student's return to school or the absence will result in an unexcused absence. Notification of a student's absences should be completed on an **Absence Verification Form** that is available on the district's website, the WFHS website, and in the Attendance Office at WFHS.

Parents and students are encouraged to routinely monitor attendance in Focus and to report concerns immediately to the Attendance Clerk. Students who check in or out of school for a medical/dental appointment must provide documentation from the medical professional upon returning to school for the absence to be excused. In preparation for the dismissal, student check-outs end at 2:35 each day. Please refer to the ECPS Student's Code of Conduct for more information related to student attendance. Our check-out policy requires a parent, guardian, or designee, **authorized on the blue card**, to sign-out a student from the main office before a student is dismissed. *This applies to all West Florida High School students, regardless of age*. We recognize that emergencies do occur, and at the high school level students drive to school. To help with these situations we will attempt to accommodate parents with the check-out process. However, failure to comply with procedures can result in the loss of pre-approved, student-initiated check-outs and participation in special events during school hours.

To arrange for a pre-approved check-out (24 hours advance notice), or in the event of an emergency, the student or parent/guardian will provide documentation to the Attendance Office. This documentation should be a handwritten note by the parent/guardian to include the following: 1) Student's name, Date & Time for check-out, 2) Reason for check-out (must meet District criteria for an excused absence), 3) Parent contact number AND SIGNATURE, 4) A copy of the requesting parent's driver's license (These are not kept on file).

Failure to provide the necessary documentation to excuse a check-out may result in a loss of privileges for future student-initiated check-outs. Documentation can be submitted in person, via email to RBarth@ecsdfl.us or via fax to (850) 471-6019. Mrs. Barth may follow up each request with a confirmation phone call to the requesting parent. **Please be advised that we request 24 hours' notice to allow for approval and the confirmation communication.** In the event of an emergency, the Clinic staff will be the first to notify Mrs. Barth.

ATTENDANCE

Attendance is defined by being present from the first bell (8:30 A.M.) of the day to the dismissal bell (3:10 PM). At the secondary level, to be counted present in class, the student must be in attendance at least half the class period. Students in attendance for any part of the school day are counted present for the day, but counted absent for any classes unattended. Students who wish to participate in athletics/extracurricular activities must be present at school at least half the day of the event. If a student has two or more unexcused absences in any class during a grading period he/she will require PRIOR administrative approval to miss school for any school sponsored activity (i.e. field trip, athletic travel, competitions, etc.).

Students with excused absences will be allowed to make up all missed work for full credit (including field trips, competitions, and athletic travel). It is the responsibility of the student/parent/guardian to request the make-up either during an excused absence or on the day the student returns to school. Excusable absences require documentation and include:

- Illness of student -- serious illness or documented death in family
- That which has the PRIOR sanction of both principal and parents/guardians
- That which the principal deems excusable because of unusual circumstances or a religious holiday

Prior administrative approval of absence is required for the following:

- That which results from a visit to the parent/guardian/immediate family member who is being deployed or who is returning from a tour of duty in the military.

Please remember, each absence must be explained in writing and submitted to the principal.

Students with unexcused absences will be allowed to make up missed work for partial credit. It is the responsibility of the student/parent/guardian to request the make-up work either during the unexcused absence or on the day the student returns to school. Any student who accumulates five (5) unexcused absences in a thirty (30) day period or ten (10) days in a period of ninety (90) calendar days will be referred to an attendance child study team. The student's unresolved or chronic attendance problems, which include excessive tardies and/or early checkouts, will involve ECPS social workers and a possible referral to the court system. The student's parent/guardian shall be notified, and a meeting will be scheduled to identify potential remedies. This policy applies to absences from individual class periods, as well as to absences from the entire school day. Attending West Florida High School is both a privilege and a choice.

Students should maintain acceptable attendance to remain eligible for continued enrollment at West Florida High School.

TARDY POLICY

Each nine weeks grading period, every student will be issued four (4) tardy tickets through their homeroom teacher.

- The student's name will be affixed to each ticket.
- Students will present a tardy ticket to their teacher each time they are tardy (up to 5 minutes late)
- When a student does not have a ticket to give, the teacher to whose class they are tardy will submit a referral in FOCUS.

Consequences as follows:

Tardies 1-4: tardy ticket taken (per quarter)

Tardy 5: Discipline Referral

Tardy Referrals Discipline Progression is as follows:

1st Tardy Referral- After school detention

2nd Tardy Referral- Friday Work detail

3rd Tardy Referral- Parent conference and ISS

4th Tardy Referral - Additional Days ISS.

PLEASE NOTE:

IF A STUDENT MISPLACES HIS/HER TICKETS, THERE IS AN EXPECTATON THAT THE STUDENT MUST ALWAYS BE ON TIME. IF A STUDENT IS MORE THAN 5 MINUTES LATE FOR CLASS, THE TEACHER WILL SUBMIT A REFERRAL FOR TARDY REFERRAL. IF A STUDENT IS MORE THAN 5 MINUTES LATE TO THE FIRST CLASS OF THE DAY, THE STUDENT MUST CHECK-IN AT THE ATTENDANCE DESK. THE ATTENDANCE CLERK WILL SUBMIT REFERRALS FOR WHEN THE STUDENT HAS EXCESSIVE (5 OR MORE) CHECK-INS. ALTHOUGH TARDY TICKETS ARE GIVEN OUT EACH QUARTER, TARDY REFERRAL CONSEQUENCES CONTINUOUSLY PROGRESS THROUGHOUT THE ENTIRE SCHOOL YEAR. PLEASE REFER TO THE DISCIPLINE PROGRESSION PROCESS ABOVE.

CELL PHONES AND LISTENING DEVICES

West Florida High School of Advanced Technology has devised the following policy in regards to devices and earphones:

- For the safety of students, it is never permissible to use headphones/earbuds at ANY time in the common areas or hallways during the school day. This includes break and lunch. Headphones and earbuds should also **NOT be visible** at any time during the school day.
- If directed by a teacher, students may use listening devices in the classroom for instructional purposes.
- All cell phones must be powered off OR silenced and stored in a non-visible location upon entry into any and all classrooms.
- If directed by a teacher, cell phones may be used.
- Cell phones may not be used to take photographs, video recordings, or audio recordings of other students, staff (teacher, clerical, custodial, cafeteria, administration, etc.) or of educational content WITHOUT consent.
- To ensure the safety of all students and staff, students are not allowed to use cell phones during fire drills, severe weather drills, lockdown drills, or any other situation which may require the school to go into a drill procedure, whether inside or outside school buildings.
- In the event that a student becomes ill, the student should report to the clinic with a pass from the teacher. **The clinic will contact the parent**. Cell phones should not be used to contact parents for pick-up of students unless authorized by the clinic or administration.

Cell phone violations in the classroom may result in a disciplinary referral for "Defiance."

BELL SCHEDULE

BLOCK SCHEDULING

West Florida High School operates on an even/odd block scheduling. Periods 1/3/5 will meet on odd number calendar days for 90 minutes. Periods 2/4/6 will meet on even number calendar days for 90 minutes. 7th period will meet for 60 minutes EVERY day. Students have five (5) minutes in between classes to arrive at the next scheduled class.

The bell to begin the day will ring at 8:30. Dismissal is at 3:10. Lunch times are determined by a student's 3rd block (5th or 6th period) class location.

There may be times that the schedule could flip from an even to odd, or odd to even, in an effort to balance instructional time. Students and families will be given notice.

It is important to arrive to each class prepared with the assignment for that class and a charged chromebook.

BREAK TIME AND LUNCH

When permitted, a break will be scheduled in between 1st block (1st/2nd period) and 2nd block (3rd/4th period). This is a ten (10) minute time period for students to eat a snack, socialize with friends, and meet with teachers when there is a prior appointment made.

All students must remain in their authorized area during this time. Unless under the supervision of a teacher, all students shall report to the courtyard.

For lunch, all students must remain in their permitted areas for the duration of lunch. Only seniors are allowed access to the picnic tables. All students have access to the cafeteria.

Students are not permitted to leave the cafeteria at any time without a pass or prior consent. This includes visiting vending machines or going to a classroom.

ATHLETICS AND EXTRA-CURRICULAR POLICIES

ELIGIBILITY

Eligibility to play sports is determined by the following:

• Must have an unweighted GPA of 2.0 or above.
• All necessary paperwork – ECG Screening (EL1-**NEW**), a Physical (EL2), and Consent and Release Form (EL3) valid for the current school year and all other online forms must be uploaded to individual student's Athletic Clearance Account: https://athleticclearance.fhsaahome.org
• View ALL three required videos (EACH YEAR) and upload certificates of completion (see below) to Athletic Clearance Account

FHSAA Requirement: ALL student athletes must watch the following videos:

• Concussion in Sports
• Sudden Cardiac Arrest
• Heat Illness Prevention

All Jaguar athletes are expected to abide by the WFHS Athletic Code of Conduct provided annually by the Athletic Director. Failure to comply could result in restricted participation during the season.

PARTICIPATION AND ABSENCES

Students who wish to participate in extra-curricular or co-curricular activities must be present for at least half the school day to be eligible. A reminder: students are responsible for inquiring, completing, and otherwise tending to all their missed assignments while on a school-sanctioned field trip.

JAGUAR DRESS CODE

DRESS AND GROOMING REGULATIONS

Students have the right: to dress as they choose as long as their dress meets the approved dress and grooming regulations, does not disrupt school activities, is not obscene or defamatory, and does not endanger the physical health or safety of themselves or others.
Students have the responsibility: to dress and groom in such a manner so as to reflect cleanliness, modesty, safety, good taste, and to become familiar with and adhere to the approved dress and grooming regulations of the Escambia County School District.

1. Shoes shall be worn at all times. Shoes with wheels or bedroom slippers are not allowed.
2. Tube tops, spaghetti straps, muscle shirts, crop tops or tops exposing midriff (either front or back) sides, shoulders, or chest shall not be worn.
3. Sleepwear/Pajamas shall not be worn. Costumes for special activities would require prior permission.
4. Clothing/jeans with tears above the hemline or fingertips must be worn with an article of clothing underneath.
5. All pants and shorts shall be secured at the waist.
6. Hemlines/skirts/shorts/dresses shall be no shorter than fingertip length
7. Head coverings/hoodies/hats shall not be worn inside unless required for religious observances.
8. Hair shall be cleaned and neatly groomed.
9. No articles of clothing displaying or suggesting sexual, vulgar, drug, gang, violence, or alcohol-related wording or graphics; or that may provoke or disrupt school. Wallet chains shall not be worn.
10. Tights/Leggings/Flared Leggings shall not be worn without a top/blouse that shall be no shorter than mid-thigh length.

Consequences as follows (Per School Year):

1. Verbal Warning/Minor Infraction/Call Home
2. Inelgible to participate in any extracurricular activity for a period not to exceed five (5) days, and meeting with parent/guardians will be scheduled
3. Referral - ISS: not to exceed three (3) days, student is inelgible to participate in extracurricular activities for a period of time not to exceed thirty (30) days, and a phone call home with written letter explaining ISS and inelgibility to participate in extracurricular activities

SPECIAL EVENT DRESS EXPECTATIONS

In line with our emphasis of preparing WFHS students for employment in the workforce, students invited to attend special ceremonies/events are asked to dress in appropriate business attire. This may include a WFHS academy uniform, dress pants with a polo-style or button down shirt (tie and jacket are optional), or a business appropriate dress/skirt and blouse. Dresses and skirts should meet all school district guidelines for length and coverage of the mid-chest area, torso, and midriff. Additionally, dress shoes (flats, pumps, loafers, etc.) should be worn to the ceremony/ event.

IMPORTANT DATES

AUGUST

7- FRESHMEN ORIENTATION
12- FIRST DAY OF SCHOOL
TBD- FRESHMAN FAMILY BINGO NIGHT

SEPTEMBER

7- LABOR DAY HOLIDAY

OCTOBER

9- LAST DAY OF QUARTER 1

12- NON-STUDENT DAY

13- QUARTER 2 BEGINS

NOVEMBER

11- VETERAN'S DAY

23-27- FALL BREAK

DECEMBER

15-18- EXAM WEEK*

18- LAST DAY OF QUARTER 2 // EARLY RELEASE

Dec. 21 - JAN 4- WINTER BREAK

JANUARY

5- QUARTER 3 BEGINS
18- MLK DAY

FEBRUARY

15- NON-STUDENT DAY

MARCH

12- LAST DAY OF QUARTER 3

15- QUARTER 4 BEGINS

22-26- SPRING BREAK

APRIL

16- NON-STUDENT DAY

MAY

20-25- UNDERCLASSMEN FINAL EXAMS*

25- LAST DAY OF SCHOOL // EARLY RELEASE

***EXAMS CANNOT BE GIVEN EARLY AND ARE REQUIRED FOR COURSE CREDIT.**

CALENDARS ARE SUBJECT TO REVISIONS DUE TO STATUTORY CHANGES