

Viera High School



Student Handbook 2017-18

Viera High School
6103 Stadium Pkwy.
Viera, FL 32940
321-632-1770
Fax 321-433-4338

| | |
|---------------------|-----------------------------|
| Mr. Mike Alba | Principal |
| Mrs. Sarah Robinson | Assistant Principal |
| Mr. Tim Rooney | Assistant Principal |
| Ms. Tanza Conneely | Assistant Principal/Dean |
| Dr. Paloma Ferreira | Assistant Principal/Dean |
| Mrs. Heather Smith | Assistant Principal/Dean |
| Mr. Chris Gallagher | Athletic/Student Activities |

This handbook contains a condensed version of Viera High School's rules and regulations. Each student is responsible for knowing its contents. Failure to read this agenda or the Student Code of Conduct Handbook is an unacceptable reason for not following the rules. If you have any questions, please discuss them with an administrator, teacher, parent, or counselor.

This agenda belongs to:

Name: _____

Phone: _____

Student No.: _____

BELL SCHEDULE

| Period | Monday, Tuesday, Wednesday, Thursday | Friday (early release) |
|-----------------------|---|-----------------------------------|
| 1 | 8:45-9:33 | 8:45-9:21 |
| 2 | 9:38-10:26 | 9:26-10:02 |
| 3 | 10:31-11:19 | 10:07-10:43 |
| 4 | 11:24-12:12 | 10:48-11:25 |
| 5 | 12:17-1:42 | 11:30-12:55 |
| 1 st lunch | 12:12-12:42 | 11:25-11:55 |
| 2 nd lunch | 12:42-1:12 | 11:55-12:25 |
| 3 rd lunch | 1:12-1:42 | 12:25-12:55 |
| 6 | 1:47-2:35 | 1:00-1:35 |
| 7 | 2:40-3:30 | 1:40-2:15 |

SCHOOL MISSION STATEMENT

Support, Inspire, Motivate

SCHOOL VISION STATEMENT

Opening doors to sculpt our future

SCHOOL CALENDAR AT A GLANCE

| | |
|-----------------------|---|
| August 10 | First day of school for students |
| September 3 | Labor Day/Holiday for All |
| October 15 | Teacher work day/Student Holiday+ |
| November 12 | Veteran’s Day/Holiday for All |
| November 21-23 | Thanksgiving Vacation(11/21+) |
| December 19-21 | Early dismissal exam days |
| December 21 | End of 1 st semester |
| December 22-January 4 | Winter Vacation |
| January 9 | Teacher Workday/Student Holiday |
| January 10 | Second Semester Begins |
| January 21 | MLK, Jr. Day/Holiday for All |
| February 15 | President’s Day/District Inservice/Student Holiday+ |
| March 15 | Teacher Workday/Student Holiday |
| March 18-22 | Spring Vacation |
| April 19 | Teacher/student holiday |
| May 28-30 | Early dismissal exam days |
| May 30 | Last Day for Students |

+ Make Up Day for Students if Needed

**Open House, Parent Conferences and Report Card
Dates TBA. Please check our website for updates
throughout the school year:**

<http://www.edline.net/pages/VieraHS>

GUIDANCE COUNSELORS

Students and/or parents who have questions and require assistance regarding educational issues or personal concerns should contact their designated assigned guidance counselor.

- Mrs. Julie Flajole.....Director of Guidance
- Mr. Joseph Capalbo.....Guidance Counselor
- Mrs. Heidi FinkGuidance Counselor
- Mrs. Barbara Jones.....Guidance Counselor
- Mrs. Kim MurawskiGuidance Counselor
- Mrs. Sandra SpenceGuidance Counselor

PROGRAMS OF STUDY

VHS offers a wide variety of academic and vocational instructional programs. Our academic course offerings include Advanced Placement courses, Pre-Advanced Placement courses, Honors level courses, Dual Enrollment courses (off campus), and a wide variety of academic classes. In addition, VHS will offer vocational programs leading to earning the Vocational Gold Seal Scholarship: Academy for Digital Arts and Media, Finance Academy, Interior Design, Visual Design, Broadcast Television, Early Childhood Education, Dental Aide, Administrative Specialist and Marketing. These programs will allow students the opportunity to structure their schedules according to career academic goals, giving them the best possible preparation with which to pursue their post-secondary aspirations. Additionally, it is recommended that all students take the PSAT, SAT and the ACT tests for college entrance. Scholarships will be announced via the schools' website. Whereas some scholarships will be available to juniors, most are reserved for seniors. Students are encouraged to see their counselor concerning their specific career or educational plan.

ACADEMIC SCHEDULE CHANGES

Student schedules are based on student and parent course selections during the pre-registration process. After pre-registration, a counselor or administrator **MUST** approve any changes. **Schedule changes will only be considered in the following two (2) instances:**

1. The student has already earned a passing grade and credit in the course.
2. The student has been placed in the incorrect sequence.

Schedule changes will be made ONLY during the first 2 days of the beginning of each TERM.

If a student develops a problem during the term, up-phasing/down-phasing will be considered **ONLY** if (must be within first 6 weeks of semester):

1. The student has proven that he/she has completed all class work/homework assignments, quizzes, and tests.
2. The student has attended before/after school "help sessions."
3. The student, parent, teacher, and counselor have discussed reassigning the student.

PROGRESS/INTERIM REPORTS

Progress Report Cards are issued 4 times during the year at the end of each quarter. After the 4th week of each nine weeks, each teacher will issue a Nine Week Interim Report (4 times a year).

GRADING SCALE

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

*** Subject to change per State Legislation**

**** Dual Enrollment scale may differ**

Graduation Honors and Distinctions

Principal's Scholars criteria will be as follows: 1) Students must have attended Viera High School for a minimum of **6 semesters**. 2) Students must have a 4.0 unweighted grade point average (GPA) at the end of the **seventh semester of the senior year**. 3) Every student with an unweighted 4.0 GPA will be recognized.

Honor Graduate distinctions will be based on the cumulative weighted grade point average of 3.5 earned at the conclusion of the seventh semester (first semester of the senior year) provided that the student maintains a comparable level of performance during the second semester. Other graduation honors such as academy cords, ribbons and medals will be awarded based on the rules and regulations of the various organizations.

STUDENT ACTIVITIES

Viera High School sponsors an assortment of student organizations and activities, including sports teams, music organizations, and numerous service, academic, and honor organizations. Students are encouraged to broaden their high school experience by choosing an area of involvement.

SCHOOL DANCES

The administration reserves the right to regulate the attendance and dress code of students and their guests to all dances sponsored by Viera High School. Information regarding policies for individual dances will be available prior to each dance.

INTERSCHOLASTIC EXTRACURRICULAR ACTIVITIES

Scholastic Requirements

9th Grade

- Maintain 2.0 cumulative unweighted GPA. 9th graders regularly promoted from 8th grade are eligible to participate the first semester of the 9th grade, regardless of entry GPA.
- Eligibility determined for each semester.

10th Grade

- Maintain 2.0 cumulative unweighted GPA.
- Eligibility determined for each semester.

*****Students must have a current EL 2 form, EL 3 form, and transportation waiver on file with the Athletic Director in order to be eligible in Interscholastic Activities.**

- EL 2 forms are valid June 1st-May 31st of each school year.

INTERSCHOLASTIC EXTRACURRICULAR ACTIVITIES cont'd

Conduct Requirements

- Must maintain satisfactory conduct.
- Must be in regular attendance.
- If convicted or found to have committed a felony or delinquent act that would be a felony if committed by an adult, will be required to go through an appeals process in order to determine eligibility.

Note: Other FHSAA by-laws may affect eligibility. Please consult your Athletic Director, i.e. transfers/years of eligibility.

ATTENDANCE

- A student who is absent more than nine (9) days within a semester will not receive a passing grade for the semester. Absences NOT counted in the nine (9) days attendance policy are: court dates, religious holidays, and illness with an original doctor's note as documentation.
- **Students/parents will have a maximum of 5 SCHOOL DAYS to submit an original doctor's note upon return from an absence. No photocopied notes will be accepted.**
- A. Regular school attendance shall be the responsibility of parents and students. In addition, the parent/guardian shall be required to justify each absence of the child by providing the reasons and explanations for the child's absence to the school in writing. A parental note does not mean to imply a non-approved School Board absence such as off campus lunch or personal entertainment (beach, amusement park, taking the day off, etc.
- B. Teachers shall record absentees each period of the school day and report absences as required by the school. Parents/guardians should be notified each time their child is absent insofar as possible.
- C. A student must be present in class for at least half of the class period in order to count as one day in attendance for the class.
- D. Any student who fails to attend any regularly scheduled class and has no excuse for an absence shall be referred to the appropriate Dean. The final authority for determining acceptability of the reason for the absence(s) shall rest with the Principal or his designee.
- E. District Policy- Failure Due to Excessive Absences:
An FA (Failure Due to Excessive Absences) is the semester grade assigned for each class when a student has exceeded 9 days absent in that class. Doctor's notes, religious holidays, and court dates do not count toward the 9 days. Students who have an earned grade of an F will not be assigned an FA grade. An FA means that the student will NOT earn credit for the course. This can have a devastating impact on a student's progress toward meeting graduation requirements.

Failure Due to Excessive Absences Cont'd: It is imperative that all students attend class each day and carefully document any absences. Each student may appeal his or her FA status. An Attendance Appeal Committee will be established to implement the appeals process. Appeal packets will be available during the final weeks of each semester. The appeal will result in either the waiver being granted, denied or denied but on contract.

Chronic truancy, deliberate non-attendance, or students with at least seven (7) unexcused absences shall result in a referral to the Child Study Team.

Attendance and Make-Up Work

Since attendance is very important from 1st period to 7th period, students must request make-up work immediately upon return. A parent may also request make-up work while a student is out of school by giving the teacher a 24 hour notice. The student shall have a reasonable amount of time, left up to the discretion of the teacher, to complete make-up work. Principals may grant extensions for extenuating circumstances.

TARDY POLICY

A student must be inside the classroom when the bell rings or he/she will be marked tardy. The following will be followed for tardies to class: **First Tardy – Teacher Warning; Second Tardy – Morning Detention (8:05-8:35) and Parent Contact; Third Tardy – Teacher Referral to administrator; Subsequent Tardies – Referral to administrator.** Tardy policy starts new at the beginning of each semester.

CHECK-IN/CHECK-OUT PROCEDURES

Late Check-In

- Students arriving after **8:45** a.m. (or returning to school after checking-out earlier) must obtain a check-in pass from the attendance office before reporting to class.
- Tardy arrivals can only be excused by the attendance office for the same reasons that absences may be excused.

Early Check-Out

- Students will only be excused to check out early for the same reasons that an absence may be excused. **Checking out for lunch is a violation of School Board policy!**
- Immediately after checking out a student **must** leave school grounds. Walking around or visiting classes is prohibited.
- No student may leave the campus during the school day unless officially checked-out through the attendance office.

Early Checkout continued...

- Before coming to the attendance office, the student must get a pass to the office from the last class attended.
- Check-out procedures apply to **all** students.
- In order to leave campus, unless a parent is present, the student must provide the attendance office clerk with one of the following prior to 9:00 am on day of check out: an official document from a doctor, dentist, or court; or a parent note explaining the reason for checking-out, destination, time of departure, and phone number for verification.
- A parent must be present for school check out during testing, exams, FSA, and activity schedule days. This preserves the school environment from mass exodus and keeps our classroom environment conducive to learning.
- NO Checkouts will be processed after 3:15p.m. Please keep this in mind when scheduling appointments.

*** No student will be permitted to check out during class time (even on school business) or before dismissal unless permission is granted by the parent/guardian. Parents who need to pick up a student checking out can do so in the attendance office. ID is required when picking up a student for early checkout. Please make sure to update contact information to help us keep our records accurate.**

DRIVERS LICENSE

Pursuant to Section 322.091, F.S., the 1997 Florida Legislature enacted requirements that schools report to the Department of Highway Safety and Motor Vehicles (DHSMV) the name, birth date, sex and social security number of any minor who attains the age of fourteen (14) and accumulates fifteen (15) unexcused absences in a period of ninety (90) calendar days. The legislation further provides that those minors who thus fail to satisfy attendance requirements will be ineligible for the driving privilege.

CAFETERIA

The school cafeteria is operated to serve well-balanced lunches at cost. Snacks are also available. The same rules apply whether a student eats outside in the commons area or inside the cafeteria. Students must:

- Clean areas using provided trash containers.
- Maintain order and display good manners.
- Eat in designated areas, i.e. cafeteria, commons area and stay within perimeters.
- **NO food or drinks** in any building except the cafeteria

CLINIC/MEDICATIONS

- Students must have a pass from a teacher or administrator to enter the clinic.
- All medication must be turned in to the school clinic and/or the administration immediately upon arrival for proper locked storage in the prescription's original container. **No** medication (including any over the counter medication, i.e. Tylenol, aspirin, etc.) can be possessed, distributed, or used on the school campus and/or at school functions by any student without authorization or approval by the school administration.
- **Failure to comply is a violation of school board policy and possible recommendation for expulsion.**
- In order for medication to be administered by school personnel, **it must be prescribed by a physician and parental permission and directions must be given to the school.**
- If a student needs to check out from the clinic, he/she will do so from the attendance office following check out procedures.

NOTICE OF PRIVACY PRACTICES

The school nurse will distribute a copy of the Privacy Practices to each student who is seen in the clinic.

STUDENT INFORMATION RECORDS

The "Armed Forces Recruiter Access to Students and Student Recruiting Information" Act requires that schools make student names, addresses, and telephone numbers available to military recruiters and institutions of higher education. If a parent notifies the school in writing that they do not want this information released, it will be withheld.

Viera High School is committed to a learning environment free of harassment on the basis of race, religion, color, sex, ethnic origin, marital status, disability or handicap. For details about Grievance Procedures or discipline, see the booklet provided at Registration, "Secondary Students Code of Conduct."

TELEPHONE USE

Telephone usage by students should be for the specific purpose regarding educational/medical issues only. Students will report to the front office for the use of a telephone. Classroom phones are not to be used by students.

CELLULAR PHONES & ELECTRONIC DEVICES

Cellular phones and electronic devices are to be turned **OFF** during instructional/class time.

****Cellular phones and electronics are considered disruptive items. Therefore, cellular phones and electronic devices may not be utilized or visually observed during instructional/class time. Failure to comply will result in a referral to administration.**

Students may utilize their cellular phones during their lunch period. Students are expected to use their devices appropriately. Students may not video or take pictures without prior approval from administration. At no time during cell phone/electronic device use should another individual be able to hear noise from the device including but not limited to conversations, music, ringing, etc.

****The school is not responsible for the loss or damage of electronic devices such as iPods, cell phones, MP3 players, pagers, etc.**

DISCIPLINE

It is the responsibility of the students to become knowledgeable of and to abide by the school conduct policies. Please refer to the **Secondary Discipline Plan** on the school website for specific behaviors and corrective strategies. These policies shall be used to govern student conduct at all school-sponsored activities and at any time the student is under school jurisdiction.

Brevard County School Board's Non – Negotiables

Not permitted any time at school, on school property, at school bus stops, on school sponsored transportation, or during school sponsored activities

| OFFENSE | CONSEQUENCE |
|----------------------------------|---|
| Weapons | Expulsion and referral to law enforcement |
| Drugs/Alcohol | Expulsion and referral to law enforcement |
| Homicide | Expulsion and referral to law enforcement |
| Threats on School Board Employee | Expulsion and referral to law enforcement |
| Explosive / Arson | Expulsion and referral to law enforcement |
| Sexual Battery | Expulsion and referral to law enforcement |
| Felony | Expulsion and referral to law enforcement |
| Aggravated Battery | Expulsion and referral to law enforcement |
| Kidnapping / Abduction | Expulsion and referral to law enforcement |
| Extortion | Suspension and/or Expulsion and referral to law enforcement |

STUDENT DRESS CODE

The responsibility for the dress and appearance of students enrolled at Viera High School primarily rests with parents/guardians and the students themselves. Viera High School students are expected to dress in a manner that is supportive of a positive learning environment that is free of distractions, disruptions, and is not hazardous to the student, others, or school property. Any clothing or accessories that are viewed as distracting because of extremes in style, fit, color, pattern, material, design, message etc., shall not be permitted. There is a direct correlation between student dress and student behavior. Students will be expected to observe modes of dress, styles of hair, and personal grooming, which support the learning environment. The purpose of this dress code is to assure that consistency and interpretation is implemented school-wide, thus providing equitable treatment for all students. If there is any question on the dress code, students should ask their grade level administrator before wearing the article of clothing to school.

The School Administrators have the final authority for interpreting whether a student's apparel is in compliance with the school dress code.

When it is determined a student is in violation of the VHS Dress Code Policy:

- Parent/guardian may be asked to bring an appropriate change of clothes to school.
- The student may, with parental permission, be sent home in order to change clothes.
- The student may also receive a disciplinary consequence for violating the school's dress code policy.

Head

- All head garments are prohibited on campus. No hats, caps, bandanas, sunglasses, combs, picks, etc.

Upper Garments

- Shirts/blouses must be worn at all times.
- Garments must not expose undergarments, including sports/fashion bras.
- Garments that are strapless, see through, or exposing excessive cleavage, bare midriff, off the shoulder, or bare back are prohibited.
- In summary, garments must be of appropriate length, cut and/or fit: Meeting an appropriate length while sitting, bending, utilizing stairs, and/or raising arms above the head.

DRESS CODE Continued...

Lower Garments

- Undergarments must not be visible.
- Pants/shorts are to be worn at the waist, and shall not extend below the heel of the shoe in length.
- Shorts and skirts must be of modest length and not be of a revealing nature when sitting, bending, and/or utilizing stairs.

Footwear

- Footwear must be worn at all times.
- Bedroom slippers are prohibited.

Accessories

- Clothing, jewelry, and accessories shall not convey or display messages that are: disruptive (rebel flags, Playboy, bomb squad, security emblems), crude, vulgar/profane, violence/death-oriented, gang related, sexually suggestive, promoting alcohol, drugs, or tobacco.
- Dog collars, wallet chains, large hair picks, chains that connect one part of a body to another, or other jewelry accessories that pose a safety concern for the student or others are prohibited.

Physical Education Dress Code

- To promote personal hygiene and safety during Physical Education classes, a standard dress requirement will be enforced.

EMERGENCY EVACUATIONS

Emergency evacuations are held periodically throughout the school year. Students should become familiar with the evacuation routes and exit the building in an orderly fashion. Students should take personal belongings and report directly to respective designated areas.

LOCKERS

Florida Statute 232.256 (3): Students lockers or storage areas (includes vehicles on campus / school function site) are subject to search upon reasonable suspicion for prohibited or illegally possessed substances or objects.

- Students will be required to rent a school lock.
- Students are responsible for contents of their lockers.
- Leaving personal items in lockers may invite theft.
- No switching or sharing of lockers will be permitted.

Student use of non-assigned lockers will result in the lock being cut/removed.

MEDIA CENTER

Students are encouraged to use the media center for educational needs during the normal operating hours (before, during and after school). Students will need to have a pass from their teacher or an administrator (during school hours) and their student I.D. card when entering the media center. The student I.D. card is needed for material check-out and Internet access.

Check-out

Books can be checked out for 3 weeks and may be renewed as long as the title is not on hold. You may check out up to five (5) titles. Overdue books will cost you ten cents per school day. If you have outstanding charges, you will not be allowed to check out materials until you take care of your obligations.

VISITORS/MESSAGES/DELIVERIES

- Visitors must register in the main office for approval **before** visiting.
- Visitors are not allowed in classrooms/hallways without prior Administrative approval. (**Visitor passes are required.**)
- Due to security/supervision issues, visits during lunch hours will be restricted to parents of the respective student on an emergency/pre-approved basis only.
- Classes will not be interrupted for messages or deliveries except in the case of emergencies. **Only parents, guardians, or persons listed on the student's approved contact list** may leave messages, deliveries, or food/lunch.
- Students are not allowed to possess or carry balloons on campus.

BUS TRANSPORTATION

According to Florida Law, bus transportation is provided to those living more than two (2) miles from school. Students may arrange for bus transportation at Fall Registration or in the dean's office. Students must be registered to ride a bus. Bus stops and assignments cannot be changed without proof of a change in residency.

Bus Regulations

- A student will conduct him/herself in an orderly manner on the bus.
- A student may not leave the bus except at a regularly scheduled stop.
- A student is not permitted to ride a bus other than one to which he/she has been assigned except in an emergency approved by an administrator.

BUS DISCIPLINE LADDER

The following consequences pertain to general offenses. Any Viera High School Non-Negotiable offenses will be disciplined accordingly.

This bus discipline ladder is to be used at the start of each semester:

- 1ST Offense: 1 day bus suspension and parent notification.
2nd Offense: 3 day bus suspension and parent notification.
3rd Offense: 5 day bus suspension and parent notification.

STUDENT PARKING

We welcome all students who are eligible, to be able to drive to school and park their cars here at Viera High School. Please understand that being able to park your car at school is a privilege, and can be suspended or revoked at any time if the guidelines on the application and in this book are not followed. Please review the regulations both on the application and on this page. Parking eligibility shall include but not be limited to the following guidelines:

Eligibility Requirements

- Be a student in good standing at Viera High School.
- Have a valid driver's license, insurance, and no outstanding obligations.
- Completed application form with parent/guardian signature.
- Underclassmen will be charged a fee of \$20 that must be paid at the time of turning in an application.
- Upon turning in the application and payment, you will receive a numbered car tag to hang on your rear view mirror. If you lose this tag you will be charged \$10 for a replacement. You may not park on campus without this tag displayed on your rear view mirror.

Parking Lot Regulations

- Operate your vehicle in a safe manner consistent with all of the state of Florida traffic laws.
- Obey the strict speed limit of no more than 5 mph.
- Driving on any sidewalk, grassy area or pathway is prohibited.
- Yield to all pedestrians.
- Park only in the designated student parking lot in front of the school. See Viera High School website for specific parking guidelines.
- **Seniors will have their own parking section and will have special parking tags. Spots are limited and are on a first come first serve basis for a fee of \$20. No other cars are allowed to park in the senior section.**
- Display your parking permit from your rear view mirror facing out at all times on campus.

Parking Lot Regulations Continued...

- Leaving campus after your vehicle is parked is prohibited without prior authorization.
- This permit is for parking in the Viera High School front parking lot only. Student cars are not allowed in the school board parking lots.
- Viera High School maintains the right to search all vehicles parked in our school parking lot upon reasonable suspicion.
- If you arrive late to school you must check in at the attendance office. **Multiple tardies will result in your driving privileges suspended.**
- Parking tags issued to students are not transferrable to other students. Lost tags should be reported immediately.
- Failure to follow parking rules can result in parking fines, disciplinary action and/or revoking of parking permit.

****Administrators reserve the right to approve or deny parking privileges at Viera High School.**

VIOLATION OF PARKING RULES WILL RESULT IN

(Parking fine will result in loss of parking privileges until fine is paid.)

| <u>Offense/Ticket</u> | <u>Consequence</u> |
|--------------------------------|---------------------------|
| 1 st Offense/Ticket | Dean's referral |
| 2 nd Offense/Ticket | \$5.00 fine |
| 3 rd Offense/Ticket | \$10.00 fine |
| 4 th Offense/Ticket | Parking Permit Revoked |

Golf Carts

Golf carts are permitted to be driven to and from school providing the student is at least 14 years of age and can show liability insurance specifically for golf cart use. There is also a \$20.00 fee per year. There is a special area that has been designated for golf cart parking and use. **AT NOT TIME DURING THE HOURS OF 8:00AM – 4:00PM MAY STUDENTS DRIVE GOLF CARTS IN THE CAR PARKING LOT IN THE FRONT OF THE SCHOOL.** Students wishing to drive golf carts and park them on campus must fill out an application form. This form is at the front desk at Viera High School.