Booker High School

2025 – 2026 STUDENT HANDBOOK

Booker High School
3201 N. ORANGE AVE. SARASOTA, FL 34234

Dear Booker Tornado,

Welcome to Booker High School! We hope that you will begin this school year with a spirit of cooperation and renewed focus on learning and school pride. Although the faculty and administration are eager to work with you in furthering your education, you must realize that you have some specific responsibilities in this process. Therefore, this student handbook has been prepared to help you acquaint yourself with our school's policies, procedures, and practices for the 2024-2025 school year. We firmly believe that with your cooperation, along with the support of your parents/guardians, you will enjoy the feeling of success in a safe, supportive, and positive learning environment.

The information in this document has been derived from legal requirements and sound educational practices. Your education, safety, and welfare are the staff's utmost concerns. Accordingly, our school will operate in a manner that ensures an orderly learning environment, so you may achieve a high- quality education.

The goal of high school is to ensure all students graduate "college and career ready". College and career "readiness" not only refers to the content, knowledge, and skills high school graduates must have in literacy, science, humanities, and mathematics, but the acquisition of essential skills and experiences that are necessary to be successful in life. Booker High School's goal is simple – "ALL Booker High graduates will be prepared for postsecondary education and/or training and will have the skills needed to pursue options and opportunities in the job market.

Booker High School is YOUR high school, and it is our fervent hope that you will learn to respect its ideals and take pride in calling it your school. By acquainting yourself with this Student Handbook, we trust you will have taken the first step toward this goal. The faculty, staff, assistant principals and I look forward to working with you this school year.

We are going to have a fantastic year!

Sincerely,
Dr. Rachel Shelley, Proud Principal

ASSISTANT PRINCIPALS

Tricia Allen – Curriculum

Joshua Leinweber – 12th Grade

Greg Rumph –11th Grade; Facilities & Athletics

Dr. Quernande Wells – 9th & 10th Grade

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ABOUT BOOKER HIGH SCHOOL

ALMA MATTER

BOOKER HIGH, THE SCHOOL WE LOVE SO DEARLY,
TRULY OUR HEARTS BEAT FOR THEE.
CAN'T YOU HEAR THE GOLD AND PURPLE CALLING, CALLING, CALLING TO THEE.
BOOKER HIGH, THE SCHOOL WE'LL EVER CHERISH, FIGHTING EVER FOR THEE!
WE'LL NEVER FADE.
IT IS FOR THEE WE'LL FIGHT, BOOKER HIGH!

OUR VISION

100% of Booker High School students will graduate college and career ready and become productive members of society.

OUR MISSION

Booker High school will establish an environment, including unique programs offering opportunities to a diverse population, which enables all students to become critical thinkers, and to develop skills and values for maximizing their potential.

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ACADEMICS

ACADEMIC DISHONESTY

Students should aspire to learn and to achieve honestly. Their work and achievement should be the result of their own efforts. Cheating or attempted cheating will not be tolerated in any form: copying homework from another student or allowing another student to copy one's work; looking at another person's paper during a test or quiz, plagiarism (i.e. copying directly, using partial wording, or using another person's original ideas without documentation); providing another student with test answers, providing another student with written work; and gaining an unfair advantage in any dishonest manner. Strict consequences will apply if students are found to be cheating or attempting to cheat.

Original Work and Prohibition of Artificial Intelligence (AI)/Large Language Model (LLM) Use

Booker High School upholds the values of academic integrity and fosters an environment where students are encouraged to develop their critical thinking and problem-solving skills independently. To ensure fairness, accuracy, and authenticity in the assessment process, the following policy outlines the expectations regarding original work submission and the use of Artificial Intelligence (AI) or Large Language Model services:

Original Work Submission:

a. All assignments, projects, essays, reports, and any other academic tasks submitted for grading must be the original work of the student. This means that the ideas, research, writing, and any accompanying materials must be the product of the student's own efforts, creativity, and knowledge, and not having used, accessed, or generated or used the product of Artificial Intelligence (AI) or a Large Language Model (LLM).

b. The use of unauthorized aids, such as copying from another student, using pre-written materials not specifically allowed by the teacher, or presenting someone else's work as one's own, is strictly prohibited and will be considered a violation of academic integrity/academic honesty policy.

Prohibition of AI/Large Language Model Use:

a. The use of Artificial Intelligence (AI) or Large Language Model (LLM) services, including but not limited to text generators, essay writers, or any technology that generates content automatically, is not permitted for any academic tasks.

b. Students are expected to rely on their own abilities, research, and understanding of the subject matter to complete assignments and assessments.

Preventing Plagiarism and Encouraging Originality:

To foster a culture of academic honesty and originality, teachers will:

Clearly communicate the expectations for original work and the consequences of academic dishonesty to their students at the beginning of each course (semester or year-long).

Provide guidance on proper citation and referencing techniques to acknowledge the sources used in research.

May use plagiarism detection tools to help identify any instances of academic dishonesty and inform students that a referral maybe submitted to an administrator for disciplinary investigation.

Appeals and Support:

Students have the right to appeal any decision related to academic integrity/honesty violations. They are encouraged to seek guidance from teachers if they need help with any aspect of their assignments to prevent inadvertent violations prior to submitting any assignment or work.
At Booker High School, we believe in the power of individual growth and learning. By adhering to this policy, students will develop essential skills that will serve them well throughout their academic and professional journeys- in elementary, middle, high school, and beyond. Let us work together to create an environment that values authenticity, integrity, and personal growth.

This policy is effective from the date of publication and will be reviewed annually to ensure its relevance and effectiveness.

ACADEMIC PROGRAMS

AICE

Booker High School is proud to offer the Cambridge AICE (Advanced International Certificate of Education) classes. AICE courses provide students with rigorous, internationally recognized pre-university curriculum which emphasizes the value of broad and balanced study. Students who complete AICE courses and receive a passing score on the exam offered at the end of the course can earn college credits from more than 450 colleges in the US and around the world.

AP Courses

Advanced placement courses require students to successfully perform college-level academic work, including extensive reading and writing assignments. Higher order thinking skills such as evaluating, analyzing and problem solving will be emphasized within the context of these courses. At the end of the course, students will be assessed on a nationally standardized subject area examination. Students who attain a score of 3 or higher (on a scale of 1-5) are deemed to have mastered the college counterpart of the high school course. Examinees may be awarded college credit based on their scores on the AP exam by the institution they will attend after graduation. Students must stay enrolled in the class all year.

College Dual Enrollment

Students who meet the prerequisites may earn high school and college credit simultaneously by taking specified dual enrollment courses. Student eligibility requirements include a 3.0 unweighted grade point average and satisfactory scores on an approved placement exam (PERT, SAT, ACT). Upon completion of a course with a C or better, State College of Florida (SCF) will award semester credit hours, which will be accepted by public universities and colleges in Florida and, in many instances, colleges outside of Florida. Full time enrollment at SCF as an early admission student is an option for qualified seniors.

Qualifying Test Scores as of May 2025:

Reading / Writing	
PERT Reading	106
PERT Writing	103
SAT Reading	24
SAT Writing & Language	25
ACT Reading	19
ACT English	17
CLT – Sum of Verbal Reasoning & Grammar	38
Algebra I EOC Assessment Requirement	
PERT Mathematics	114
SAT Mathematics	24
ACT Mathematics	19
CLT – Quantitative Reasoning	16

Career Dual Enrollment

Students who meet the prerequisites may earn high school and college credit simultaneously by taking specified dual enrollment courses. Student eligibility requirements include a 2.0 unweighted GPA and acceptable score on the TABE test taken within 6 weeks of enrollment in the CTE program, and satisfactory scores on an approved placement exam (PERT, SAT, ACT). Upon completion of a course with a C or better, SCF will award semester credit hours, which will be accepted by universities and colleges in Florida and in many instances outside of Florida.

Honors Courses

Honors courses require students to meet more rigorous standards through a multidisciplinary approach to content. Higher order thinking skills such as evaluating, analyzing and problem solving will be emphasized within the content of the courses.

Suncoast Technical College Co-Enrollment

Students who meet the prerequisites may earn technical skills, high school credits, Dual Enrollment credits and technical certification in a variety of technical areas by attending STC for a part of their day during their junior and senior year of high school.

Career & Technical Student Organization (CTSO)

Students may earn 1 elective credit for participation in a CTSO: FBLA, FFA, FFEA, HOSA, SkillsUSA, and TSA. Students must earn 135 documented, approved hours occurring outside of the school day. Hours can be cumulative and can be earned in grades 6-12. This credit will not impact a student's GPA.

TESTING

Tests are administered periodically to determine progress. No semester exams may be given early per district policy without prior administrative approval. Semester exams are required of all students. If a student is absent for a 9 week or semester exam test, he/she will receive a grade of "F" until the test is made up adhering to make-up guidelines. If a student fails to make up the test, the grade remains an "F" on the report card.

- All students will be required to sit for the Benchmarks for Excellent Student Thinking (BEST) Algebra 1 end-of-course (EOC) assessment for the required credit. This EOC counts for 30% of your final grade and is a graduation requirement.
- The Standard and Merit diplomas require the EOC to count as 30% of the final grade for Geometry, Biology and US History.
- The student must pass the Grade 10 Reading Florida Assessment of Student Thinking (FAST)
- The Scholar diploma requires passing the Geometry EOC, Biology EOC, grade 10 Reading FAST, and US History EOC.

PSAT (NMSQT) – Preliminary Scholastic Aptitude Test

Website: http://wwww.collegeboard.com

The PSAT measures verbal and mathematical reasoning skills. All 10th grade students take the PSAT in October. Students in 11th grade may take this test for an opportunity to qualify for the National Merit Scholarship. The assessment of verbal and mathematic skills on the PSAT is effective practice in the preparation for the SAT.

SAT – Scholastic Aptitude Test

Website: http://www.collegeboard.com

The SAT is an objective test designed to measure how well students have developed their verbal, mathematics, grammar, and writing skills. It is recommended that 11th grade students take this test in the spring of their junior year or fall of their senior year. SAT scores may be used to meet testing graduation requirements. An excellent resource: Khan Academy https://www.khanacademy.org.

ACT – American College Test

Website: http://www.act.org

The ACT is designed to assess high school students' general educational development and their ability to complete college-level work. The tests cover four skill areas: English, Mathematics, Reading, and Science reasoning. ACT scores may be used to meet testing graduation requirements. An excellent resource: Khan Academy https:// www.khanacademy.org.

CLT – Classic Learning Test

Website: cltexam.com

Classic Learning Test (CLT) provides academic assessments for Grades 3-12 that evaluate reading, grammar, writing, and mathematics. CLT scores may be used to meet testing graduation requirements.

*BHS offers test taking strategies for SAT/ACT provided by a Princeton-trained instructor. Services are provided on campus, free of charge. Contact assigned counselor for additional information.

PERT –The Postsecondary Education Readiness Test | College Placement Test

PERT is Florida's customized common placement test. The purpose of the PERT is accurate course placement based on the student's skills and abilities. The PERT is aligned with the Postsecondary Readiness Competencies identified by Florida faculty as necessary for success in entry-level college credit coursework. The assessment system includes Placement and Diagnostic tests in mathematics, reading and writing.

ASVAB – Armed Services Vocational Aptitude Battery

The ASVAB measures mechanical, clerical, verbal, and mathematic skills. This test is administered to juniors and seniors to help identify suitable careers and occupations.

FAST Assessments

Beginning with the 2022-23 school year, Florida's statewide, standardized assessments in Reading, Writing, and Mathematics will be aligned with the Benchmarks for Excellent Student Thinking (B.E.S.T.). The Florida Assessment of Student Thinking (FAST), which includes 9th and 10th grade Reading will be administered as a progress monitoring assessment, which students will participate in three times per year. B.E.S.T. assessments that are not part of the FAST progress monitoring program include 10th grade Writing and end-of-course (EOC) assessments in Algebra I and Geometry.

EOC – End of Course Assessments

The Florida EOC Assessments are designed to measure student achievement of the NGSSS for specific courses, as outlined in their course descriptions (http://www.floridastandards.org/Courses/CourseDescriptuonSearch.aspx) these assessments are part of Florida's Next Generation Strategic Plan for increasing student achievement and improving college and career readiness and include EOC assessments in the following subject areas: Biology 1, Geometry, U.S. History and Civics. The Florida EOC Assessments are administered on the computer as part of Florida's commitment to moving to computer-based testing for statewide assessments.

Students will take the EOC assessments toward the completion of their coursework. Typically, each EOC assessment will be administered in the last three weeks of a course. All test dates are set by the Florida Department of Education.

AFTER SCHOOL EXPECTATIONS

- At 2:15 PM bus riders are expected to proceed directly to the buses. Buses will leave promptly at 2:20 PM.
- Students may not ride a bus other than the bus they are assigned.
- Doors lock at 2:45 PM.
- Students remaining on campus must be in a supervised activity.
- Students waiting for a ride must do so in front of Building One.
- Supper Club/small meal provided between 2:15 and 2:30.

BULLYING AND HARASSMENT

School Board of Sarasota County Policy 2.70 states that all of its students and school employees will have an education setting that is safe, secure, and free from harassment and bullying of any kind. The District will not tolerate bullying and harassment of any type.

Conduct that constitutes bullying and harassment, as defined in policy 2.70, is prohibited and disciplinary action will be taken. Any reference to "bullying" includes cyberbullying whether or not specifically stated. Please refer to the School Board Policy 2.70 for information on bullying

and harassment definitions, behavior standards, consequences, reporting, investigating, notifications, and counseling.

We, the students, faculty, parents, staff, and supporters of Booker High School are committed to providing a compassionate, receptive and non-threatening atmosphere for each and every one of our students to learn and succeed in. If harassment occurs, students should be assured that all incidents will be addressed quickly, thoroughly and effectively. We also expect that anyone - whether student, educator, family member or other school party - who witnesses or has other knowledge of an incident of harassment will report the incident to the principal, assistant principal, or to the counseling office immediately and with the promise of confidentiality if desired. Harassment can be generally defined as the use of aggression, intimidation and/or cruelty with the deliberate intent of hurting another person verbally, physically, or emotionally. Harassment carries the ramification of causing pain and stress to the victim. Harassment is never justified and is not excusable as "kids being kids", "just teasing" or any other rationalization. The victim is never "responsible" for being a target of harassment.

Specific types of harassment may include, but are not limited to: emotional, homophobic, physical, ethnic/ racist intolerance, sexual, and verbal.

BULLYING

Bullying is defined by SESIR Reporting Guidelines: Systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. Bullying may include, but is not limited to, repetitive instances of teasing, social exclusion, threats, intimidation, stalking, physical violence, theft, harassment, public or private humiliation, or destruction of property.

SESIR Bullying must include 3 elements: It must be (1) repeated; (2) intentional; and (3) involve a power imbalance. An easy way to remember the components that comprise bullying is using the acronym RIP. It is **R**epeated, there is an **I**mbalance of power and conduct is **P**urposeful.

HARASSMENT

Harassment is defined by SESIR Reporting Guidelines: Any threatening, insulting or dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct that places a student or school employee in reasonable fear of harm to his or her person of damage to his or her property; has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or has the effect of substantially disrupting the orderly operation of a school, including any course of conduct directed at a specific person that causes substantial emotional distress in such a person and serves no legitimate purpose. Instance of Harassment that are chronic or repeated in nature will be evaluated for Bullying or Bullying-related. Harassment involves one-time insulting behaviors.

ATHLETICS

At Booker High School, good sportsmanship is just as important as winning and is something in which every student can take pride. Winning is only cheapened by poor sportsmanship. All athletic programs at BHS stress physical and character development, as well as good sportsmanship.

BHS athletes not only represent themselves, but also the student body, faculty, their families and the communities at large. Participation in athletics is a privilege. School attendance is mandatory for a minimum of five periods on the date of scheduled events. Student athletes may not be in ISR for more than four periods on the date of the scheduled event.

Every student is encouraged to get involved in the athletic program. All athletes must comply with the eligibility rules set forth by the Florida High School Athletic Association. If a student is arrested and charged with a misdemeanor or felony, he or she will immediately be suspended from extracurricular activities while the matter is investigated. In substantiated cases, the student may be suspended from participating in all extracurricular activities, including practices/meetings, for an entire school year (from the beginning date of his or her suspension). If a student is convicted of a felony or delinquent act, the student's participation in interscholastic extracurricular activities will be suspended for the remainder of the school year. (Florida Statutes 1001.41 and 1001.42)

FHSAA ACADEMIC ELIGIBILITY REQUIREMENTS

To be eligible for athletics and interscholastic activities, a student must maintain a cumulative grade point average of 2.0 in all courses taken which are required for graduation. A student's eligibility is determined after each semester (not a nine-week grading period).

ATHLETIC PARTICIPATION

Prior to participating in athletics, the Florida High School Athletic Association requires that a student must provide completed Athletic packet. Packets may be obtained from and returned to Ms. Etienne (Ms. Magda), Building 4, first floor office.

Important Notice: Participation in two seasons of an interscholastic sport at the JV or Varsity level with a C or higher on the Personal Fitness Competency test will waive participation in the HOPE class.

ATTENDANCE

EXCUSED ABSENCES

Excused absences are defined as: (1) Documented illness of the student; (2) Documented major illness in the immediate family, (3) Death in the immediate family, (4) Duration of a religious holiday of the specific faith of the student, (5) Special and unique situations approved by the principal.

Parent/guardians need to provide a written explanation within three days upon the student's return to school. Written notes should be uploaded to the FOCUS portal or may be turned in to the attendance clerk in Building 1.

The principal or designee has the authority, within the guidelines of the law, to determine if an absence is excused. In the case of excessive excused absences for illness, a parent/guardian may be asked to provide documentation from a physician.

The school shall provide opportunities for the student to make-up assigned work and not receive an academic penalty unless the work is not made-up within a reasonable time (one day per absence). It is the student's responsibility to request and complete make-up work. In the case of unexcused absence, other than for suspension, a teacher may deduct up to 30% from the earned grade for work made-up.

UNEXCUSED ABSENCES

Unexcused absences are defined as: (1) Inadequate or unacceptable reason for the absence; i.e. car trouble, oversleeping, alarm and power failures, unexplained family issues are all unexcused (2) Results from school disciplinary action (3) Truancy.

Parents will be notified of unexcused or unexplained absences through the district wide communication system. If a pattern of non- attendance develops, parents will be asked to conference with school staff and participate in efforts to remediate the situation. If unexcused absences continue, truancy procedures will be initiated.

PLANNED ABSENCES

Absences for vacation or other anticipated reasons must be given prior approval from an administrator and the student must make arrangements for completion of work prior to the absence. Paperwork for these absences can be obtained from the attendance clerk in Building 1.

EXCESSIVE ABSENCES

Any student who has 15 unexcused absences, excluding suspensions, within 90 calendar days, with or without the knowledge or justifiable consent of the child's parent or legal guardian is considered a habitual truant.

Twelfth grade students who demonstrate excessive absences may forfeit their rights to attend Grad Bash, Prom or other extracurricular activities.

Florida Department of Highway Safety and Motor Vehicles

The Florida Department of Highway Safety and Motor Vehicles is automatically notified via computer when a student has 15 unexcused absences from school within 90 calendar days. ONE CLASS PERIOD OF UNEXCUSED ABSENCE WILL COUNT TOWARD THE 15 UNEXCUSED ABSENCES. The student's driver's license is then suspended or the privilege to obtain a permit or license is revoked until the student attends school for 30 consecutive school days, without missing any class periods.

EARLY DISMISSAL POLICY

We encourage students to arrange for medical and dental appointments after 2:30 p.m. When a student must leave during the school day:

•No Dismissals after 1:45pm will be granted without prior written request from Parent or Guardian. He/she should bring a parental note stating the time needed to leave school and a phone number where the parent can be reached.

•The note should be dropped off at the Attendance Office BEFORE school starts. The parental note will be verified and a pass to leave campus will be made ready for the student.

•The student will pick up the pass and sign out at the Attendance Office when it is time for him/her to leave school.

•Any student leaving campus for ANY REASON without first signing out through the Attendance Clerk will be considered truant and subject to disciplinary action.

•If a student reaches the age of maturity (18) a notarized letter from a parent or guardian is required to be on file before a student can sign out and leave campus.

•If students return before end of day, they are required to sign back in through the Attendance Clerk.

•Parental pick-up is required for student release for appointments. A written excuse is needed for drivers and walkers.

TARDY POLICY

Booker High School is responsible for students developing a sense of self-management. Tardies are disruptive to the learning environment and have a negative impact on student achievement. Students are expected to be on time for all classes and scheduled activities during the school day.

Students tardy to school should report to the attendance clerk in building one to receive a tardy pass, unless they have an excuse note. Those with an excuse note must also report to the Attendance Office in building 1.

For a tardy to be EXCUSED a parent must provide written documentation. (Inadequate or unacceptable reason for tardies: car trouble, oversleeping, alarm and power failures or unexplained family situations are all unexcused)

Students without a pass or note, who are not in their classrooms as the second bell begins to ring, shall be considered tardy, and must obtain a tardy pass in order to be admitted to class.

Consequences will be assigned for excessive tardiness.

Note of caution – A student can be tardy 7 times in a single day!

Booker High School follows the Sarasota County Code of Student Conduct for consequences.

CAMPUS PRIDE

Our custodians work every day to keep our campus clean and neat. This is an impossible task without the students' help and support. Waste receptacles are located in all areas and everyone should make a special effort to see that these receptacles are used. All trash should be put into these receptacles and not thrown on campus. This is your campus, so be proud of it. Booker High School can only be as clean and neat as you make it. This is your school, OWN IT, RESPECT IT, AND HAVE PRIDE IN IT.

CARE OF SCHOOL PROPERTY

Each student is responsible for the proper care of all books, supplies and furniture supplied by the school. A student who vandalizes or does damage to school property or equipment will be required to pay for the damage done or replace the item. There will be strict consequences for vandalism, graffiti and any other damage to Booker High School

CHANGE OF ADDRESS

It is important that the school office records be up to date. Please inform the Registrar of any change of address, phone number(s) or significant information.

CLINIC

The clinic is open from 7:00 a.m. to 3:00 p.m. to assist with health and hygiene concerns. The health room aide may not dispense aspirin or other medications but may provide first aid treatment and supplies. If students become ill or are injured, they should request a pass to the clinic from a teacher. If a student needs to go home, the student's parents will be contacted.

Parents must sign a student out with the attendance clerk or give permission over the phone to release those students who can drive themselves.

All injuries must be reported immediately to school personnel and an incident report filed with the clinic.

COLLEGE PREPARATION

COLLEGE, CAREER, AND YOU

All 9th grade students are expected and entitled to take the College, Career, and YOU course.

This readiness program will be grounded in college and career readiness standards. Our vision for this course includes six priorities which are as follows:

1. Academic Alignment ~ By the end of the high school experience, students will take at least one rigorous course or CTE course AND freshman will take a 9th Grade Career and Decision-Making Semester course.
2. College and Career Counselor ~Advisement. motivation, exposure, following-up and more.~ Mrs. Knight / Mrs. Dawkins
3. Testing Taking Strategies ~ ACT/SAT Preparation ~ Mr. Bobby
4. Customized Scholarship Options ~ Kantel Scholarship Program
5. Florida's Post-Secondary Readiness Test ~ PERT ~ determined placement into appropriate course at college

COLLEGE FINANCIAL AID INFORMATION

College-bound students needing financial aid information should consult with their school counselor. Financial aid information is available in the College & Career Room.

Financial aid seminars are conducted at least once a year to help students and parents with their college financial planning.

COLLEGE RESOURCE ROOM

The resource room located in building 1, offers information about possible careers, colleges and scholarship information

COLLEGE VISITATION PRODEDURE

Juniors and seniors are strongly urged to plan their visitations to prospective colleges on vacation days and teacher workdays. Any visitation during school time requires prior written approval. The attendance office should be notified of the desired visitation no later than FIVE SCHOOL DAYS PRIOR to the requested absence for proper consideration. Notices of college representatives visiting Booker High School will be posted on the bulletin board located outside the College/Scholarship Resource Room. Students who wish to attend a presentation must sign-up at least one day in advance.

PREPARING FOR COLLEGE - The College Application Process

The application process begins in NINTH grade. Your grades and coursework will directly impact your admittance to college.

Fill your schedule with a variety of subjects and difficulty. Colleges are looking for well-rounded students who are highly motivated. Do your best in each class. Do not let a class slip because it does not interest you. Colleges look for consistent performance in all subjects.

Take the SAT or ACT in the spring of your junior year. If you feel the score does not reflect your ability, take the exam again during your senior year.

Look at as many potential colleges as possible. Do not limit your options.

Visit as many campuses as possible and talk to students, staff, and the office of admissions while at the college.

Send applications to the prospective colleges beginning in early fall of your senior year.

Fill out any potential scholarship forms and send them to the appropriate personnel.

Allow at least two weeks for your counselor to process your applications.

Many schools will respond to your application within four to six weeks.

Steps for Juniors

- Talk to your counselor about filling your junior-year class schedule with coursework in English, Foreign Language, Social Studies, Science, and Mathematics. It is recommended that students take as many Mathematics courses as possible.
- Colleges are looking for well-rounded students in the Arts, Business, Drama, and Speech.
- Find out when potential universities are visiting your school or when your school is going on visitations to potential colleges.
- It is best to visit campuses when classes are in session (not spring break, Christmas, or any major holiday).
- Take a course that prepares you for the SAT or ACT.
- At the end of your junior year, take the PSAT exam to practice and gauge yourself for the SAT.
- Start applying for any scholarships for which you feel you are qualified.
- If you know your intended field of study in college, schedule your senior year with an emphasis in that area and seek job shadowing opportunities.
- Plan to visit as many colleges during the summer as possible.

Steps for Seniors

- Check credits with counselor by September 30th of senior year.
- Get measured for cap and gown (and meet deadline for fee).
- Make written requests to the Registrar for college transcripts (must give 10 school days' notice).
- Fill out resume for counselors and teachers at least two weeks prior for requested

letter of recommendation.

- College applications to selective schools requiring letters of recommendation and secondary school reports should be submitted 10 school days before deadline.
- It is recommended that all college applications are submitted before Thanksgiving break.
- Check for possible financial aid in the College & Career Room with Mrs. Khea Knight.
- Make sure all obligations have been fulfilled.

COMMUNITY SERVICE

Students can earn community service by volunteering at a "not for profit" business or organization. Students may not earn high school credit nor receive compensation for their volunteer work.

COMMUNICATIONS

The school uses an automated system to contact students and parents via a phone, text message and email. This system will be used to communicate important school-related special events and/or emergencies.

We also encourage families to engage with Booker High School on the internet and through various social media accounts:

- Instagram - @bookerhighschool
- Facebook - @bookerhighschool
- Website - https://www.sarasotacountyschools.net/schools/bookerhigh
- District Website - https://www.sarasotacountyschools.net/

DELIVERIES

Deliveries of flowers, balloons, and birthday gifts, may be acceptable provided the delivery does not cause undue disruption or disturbance on campus. The BHS administration reserves the right to refuse any delivery it deems to be disruptive or distracting to the learning environment.

Food delivery, including but not limited to Door Dash, Uber Eats, Post Mates or any other food delivery service is prohibited.

DISCRIMINATION POLICY

It is the policy of Sarasota County School Board that no person shall, on the basis of race, color, national origin, religion, sex, marital status, disability if otherwise qualified, or on the basis of the use of a language other than English by Limited English Proficiency (LEP) students, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity, or in any employment conditions or practices conducted by the School District, except as provided by law. Please visit the district website to view 2.71 & 2.73.

DRESS CODE

Booker High School takes pride in the appearance of its students. Students should come to school ready to learn and participate in the instructional program. Booker High's policy on student dress and appearance is based upon the premise that the school is a student's place of business. Modesty, decency, and professionalism should be reflected in all students' clothing.

Any student wearing inappropriate clothing, as outlined below, will be asked to change clothes. If no other clothing is available, parents will be contacted to bring a change of clothes. A student who continually wears inappropriate clothing to school will be subject to more strict consequences.

1. Student IDs must be worn and visible at all times.
2. Students may NOT wear excessively low-cut tops OR excessively short skirts, shorts, or dresses that at any time expose underwear or body parts in an indecent or vulgar manner.
3. Shoes must be worn at all times.
4. No bedroom slippers or pajamas.
5. Sleeveless shirts must have straps with a minimum width of one inch (about two fingers) and the gap below the armpit cannot be more than three inches (about four fingers)
6. Clothing must cover the mid-riff when standing naturally
7. Jeans, shorts, skirts, dresses or pants must be worn at or above the hips; cannot have rips above the mid-thigh; must be as long as, or longer than, mid-thigh
8. See through clothing (including mesh material mid-thigh and above) is prohibited
9. Clothing or jewelry which promotes the use of drugs, tobacco, alcohol, racism, violence, intolerance, or that is sexually suggestive may not be worn
10. Students are not permitted to wear any dress style, grooming or appearance that reflects membership in any group which advocates drug use, violence, suicide or gang affiliation or support discrimination on account of race, color, religion, ethnic or national origin, age, disability, veteran or military status, pregnancy, sex, gender, gender identity or expression, sexual orientation, or any other characteristic protected by federal or state law or School Board policy

11. Sunglasses may not be worn indoors and are subject to confiscation.
12. Brimmed hats (baseball caps) and hoodies may not be worn in-doors and are subject to confiscation.
13. Chains of any length are NOT permitted on campus. This is to include wallet or chain belts. Wrist bands, rings, and/or chokers and pointed studs are prohibited

FIGHTING POLICY

The penalty for being involved in a fight, defined as an exchange of physical blows, (hitting, slapping, pushing, shoving), will be an out-of-school suspension. Students who do not fight back will not be subject to consequences. Those students should report the incident immediately to an administrator or teacher. Students should not take matters into their own hands but should allow an administrator to handle the situation.

If an altercation/fight occurs, students are advised to move away from the area of the disturbance. Students must remain clear of the area, as staff members/ administrators attend to the situation. Students who do not comply will receive a consequence for their actions.

Students who instigate fights but are not actively involved (that is, students who spread rumors, videotape/or post fights on the internet, put others up to fighting, carry information back and forth between other individuals who subsequently fight) submit themselves to the same penalties as those who are involved in the fight.

Students who are intimidated or harassed by another student should report all information immediately to a staff member or administrator.

Fighting will not be tolerated on this campus, on the school bus, or at a school- sanctioned event and may lead to an automatic 10-day suspension from school and a Second Chance Agreement.

FLAGS

To provide safe schools and prevent potential disruption, the following flags are the ONLY ones that will be displayed and worn on Sarasota County Public School campuses and an off-campus school related activity:

- United States and POW/MIA flags
- State of Florida flag

The wearing of Confederate flags (Stars and Bars) and or symbols as well as the wearing of flags from other nations may create a potentially unsafe and hostile learning environment for our

students and are not permitted on campus. Administration reserves the right to ban wearing of such insignia as warranted.

FIELD TRIPS

School field trips are a privilege for students. All required forms and emergency information must be submitted prior to the field trip. Field trip participation for students may be curtailed for students who have poor grades, poor attendance, or for disciplinary reasons.

FINANCIAL OBLIGATIONS

Students are expected to meet financial obligations to the school for such items as lost textbooks, uniforms, fundraiser items, etc.

Students must meet their current obligations before they will be allowed to purchase parking permits, yearbooks, tickets to special events, participate in graduation ceremonies, check books out of the media center, participate in sports or extra-curricular activities, etc. Obligations are to be paid to the bookkeeper.

FREEDOM OF EXPRESSION

The School Board recognizes that one of the most important missions of the school is to provide effective avenues through which students may express their opinions, views, and ideas on a wide range of subjects. To that end, students have the right to express their viewpoints in an orderly and appropriate manner. Students also have the responsibility to recognize the rights of others by expressing themselves in a manner which does not interfere with the process of education, violate school rules, or infringe on the rights of others. The BHS Administration reserves the right to prohibit any items deemed to be disruptive to the learning environment.

FUNDRAISING

Individuals may not solicit funds at schools, nor may individuals sell or distribute items on campus, unless approved by the student activities administrator.

Officially recognized organizations may seek fund-raising approval for items to be sold before school, at lunch and after school, as well as in the community. Edible items cannot be sold during the school day.

GRADING

Students will receive a report card every nine weeks during the school year. A progress report will be provided at the mid-point of each grading period. Advanced and honors classes are given weighted value. This is a district policy. The value used in computing grade point average is as follows:

Unweighted (typical classes)

A=4 B=3 C=2 D=1 F=0

Weighted .5 (Pre-AICE classes)
A=4.5 B=3.5 C=2.5 D=1 F=0

Weighted (AP, DE, AICE classes)
A=5 B=4 C=3 D=1 F=0

State of Florida Grading Scale

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

Students and parents are encouraged to monitor grades via Gradebook - https://parentportal.sarasotacountyschools.net/ Contact Kim Davis or Eva Santiago, school registrars, for username & password.

EMPLOYABILITY SKILLS

In keeping with the School Board rule regarding employability skills, twenty percent (20%) of the grade for each course will be based on the development of the following positive work habits: attendance, punctuality, bringing required materials, maintenance

of an assignment notebook, completion of homework, appropriate dress for class, attitude of cooperation with staff and students, and time in class devoted to the appropriate task. These skills will be clearly outlined in the course expectations developed by each teacher.

PROMOTION POLICY

The following requirements must be met in order to be promoted to the indicated grade level:

	Credits	Courses
Sophomores (10th grade)	5	
Juniors (11th grade)	11	+1 English / 1 Math
Seniors (12th grade)	17	+2 English / 2 Math

RENAISSANCE

Renaissance is a recognition program that celebrates students' achievement, honors teacher efforts, and encourages the community to get involved in education. It aims to improve the learning environment by helping students gain the most from their education. At BHS we recognize, reinforce, and reward success in a variety of ways all year long!

The designation of "Renaissance Student" is earned as follows:

- Gold Level 4.0 and higher
- Silver Level 3.5 – 3.99
- Bronze Level 3.0 – 3.49

GRADUATION

GRADUATION CEREMONY

Students who have met all requirements for graduation as specified in the Student Progression Plan may participate in the graduation exercise.

- Students are expected to meet all graduation requirements as outlined in this handbook.
- The Principal is authorized to exclude, prior to or during graduation exercises, any student for misconduct or refusing to follow established rules and/ or procedures for graduation exercises.
- Students who wish to speak at graduation will submit a speech and audition to be reviewed by the Principal, School Counselors and other staff as determined by the Principal.
- Graduating classes will not have a valedictorian or salutatorian.
- Tickets for guests to attend the ceremony is determined annually based on venue and number of graduates.

GRADUATION REQUIREMENTS

A student must earn the following 26 credits and successfully complete all required courses (or equivalent)

American Government	0.50	Economics	0.50
United States History	1.00	Elective	10.00
English	4.00	World History	1.00
Performing Arts	1.00	Science (must include Biology)	1.00
Math (must include Alg. 1 & Geo.)	4.00	HOPE*^	1.00
Personal Financial Literacy (2026+)	0.50		

*Completion of two full years of the JROTC program will waive participation in the HOPE class.

^Participation in two seasons of an interscholastic sport at the JV or Varsity level with a “C” or higher on the Personal Fitness Competency test will waive participation in the HOPE class.

Students must achieve a cumulative grade point average of 2.0 on a 4.0 scale on all courses except for those courses forgiven according to the district forgiveness procedures.

Beginning with the class of 2017 the State of Florida has identified various diploma options including (1) the traditional four-year plan – 26 credits, (2) ACCEL Diploma Option – 18 credits, (3) Early Graduation Standard Diploma – 24 credits, (4) State Standard Diploma – 24 credits, (5) Career and Technical Education Graduation Pathway – 18 credits. Please speak with a school counselor for more information.

SCHOOL COUNSELORS

Counselor services are available to all students at Booker High School. Students are encouraged to visit their counselor as often as necessary. A student who wishes to see his/her counselor may do so by signing up in the counselor office in Building 1. The student will be given a pass to return at the appointment time. All counselors are available for parent consultation.

In a crisis situation, a student may see a counselor immediately. Students may make appointments in counseling office before school, at lunch or after school to see their counselor. It is the student's responsibility to report to the counselor at the assigned time. Parents may call the appropriate counselor at 941-355-2967 to request an appointment.

COUNSELORS / Student Success Coach

AICE / VPA / LAW All Students Dr. Stein Bldg. 8 Fishbowl	9th Last Name A- L 11th Grade Mrs. Gambrah Bldg. 1	9th Last Name M-Z 10th Grade Mr. Sussman Bldg. 1	12th Grade All Students Mrs. Castaneda Bldg. 1

SCHEDULE CHANGES

Schedule changes are handled by the Counseling Department and requests for changes are not guaranteed. Only changes to correct errors, meet graduation requirements, balance class sizes, or other administrative reasons will be made.

LOST AND FOUND

The Lost and Found is located in the clinic. Students are requested to bring articles found on campus to the clinic. Textbooks and library books will be returned to the media center.

LUNCH (Closed Campus)

The lunches served daily in Booker High School's cafeteria are prepared on site and are nutritionally sound. The prices for school lunch is $3.00. Breakfast is available between 7:00 and 7:25 for $1.50.

Apply for Free and Reduced meal benefits for the 2024-2025 school year online at https://www.sarasotacountyschools.net/page/free-reduced-benefits/ and click on “Free & Reduced Meal Benefit Application” button

A few basic rules keep lunch time running smoothly and safely:

- No one will be allowed to leave campus during lunch.
- No one will be allowed in the parking lots during lunch.
- Remember to use the trash cans on campus.
- To keep our campus clean, students may not eat in classrooms.
- Students are to eat in the cafeteria, courtyard or pavilion.
- Students are not free to wander around the campus or to order food from outside food vendors.
- Students are not allowed to have food delivered during lunch from services including, but not limited to, Uber Eats, Postmates, DoorDash or individual restaurant delivery services
- The Media Center is open during lunch periods for students. Food and drink may not be brought into the Media Center.

MEDIA CENTER

Every student enrolled in Booker High School has the privilege of checking out library materials. Books may be kept for three weeks and renewed unless there is a demand for the book. Every student is encouraged to use the Media Center at his/her convenience for serious reading, study, or research. Any student who does not adhere to these policies will lose those privileges. Fines are charged for materials overdue at an established rate. Any student who owes fines for previous financial obligations, i.e. lost books, cafeteria charges, other school materials, may not check books out of the media center. Students entering the Media Center must have a pass from their teacher. No food or drink is permitted. The Media Center is open from 7 AM to 3 PM.

PARKING

The State of Florida is a “No Fault” State and injuries sustained by your child while on a school bus are covered under your Personal Injury Protection (PIP) coverage provided by your personal automobile insurance policy. Please make sure you contact your automobile insurance carrier to report all injury claims.

All vehicles driven to school must have a valid parking permit. Parking permits may be purchased for $35 (including tax) from Mrs. Shivers found in the Bldg 4 2nd floor fishbowl. There will be no student parking allowed in the reserved faculty and staff parking lots. Any violation of school, parking and/or driving regulations may result in a $10 parking ticket, a tow at the owner’s expense or loss of parking privilege and non- refundable decal. Unauthorized cars will

be towed at the owner's expense. All student debts must be cleared through the bookkeeper's office before students may purchase a parking pass.

The following documentation is needed to purchase a decal:

- Proof of Insurance
- Valid Driver's License
- Current Vehicle Registration

PARKING LOT EXPECTATIONS

- Student parking is restricted to designated student parking areas and assigned parking spaces.
- Once students arrive in the parking lot, they are to depart to class.
- Students are not to use their cars as lockers.
- Loitering in the parking lots is prohibited.
- Any vehicles parked on campus are subject to search at any time by school officials.
- This shall serve as notice that Booker High School and the School Board of Sarasota County are not liable for any vandalism to, or theft of or from, vehicles parked on school property.
- Those students riding bikes should park and lock them at the bike rack located at the South side of the campus. Bikes are to be walked on and off campus.

STUDENT SEARCH & SEIZURE

School personnel may search students reasonably suspected of being in possession of contraband or other prohibited items while on school district property or wherever students are under the official supervision of district employees, such as on field trips, at extracurricular activities, or while being transported to and from such places either by school bus, by approved drivers, or by other means of conveyance. Refer to F.S. 1006.09 (9) for additional information.

PERSONAL PROPERTY

While students are permitted to bring personal items to school, including cell phones and all other electronic devices, the school and its staff do not assume responsibility for loss of, or damage to, personal possessions, including motor vehicles and bicycles.

PUBLIC DISPLAY OF AFFECTION

Students shall refrain from public displays of affection. Any student in violation can face disciplinary action at the discretion of the teacher and administration.

SAFETY AND SECURITY

ANONYMOUS REPORTING

These safe school hotlines are provided as a way for students or others to inform officials of inappropriate or suspected inappropriate behavior. All calls are anonymous, and all calls are investigated. The phone number to report criminal behavior is 941-366-TIPS (8477).

Fortify FL is a suspicious activity reporting tool that allows you to instantly relay information to appropriate law enforcement agencies and school officials *https://getFortifyFL.com*

Crisis Text Line: HERE4U to 741741.

CLOSED CAMPUS

With an emphasis and concern for student safety, Booker High School operates a closed campus, as do all Sarasota County public schools. Students are prohibited from visiting other school campuses during their school hours. Unauthorized visits constitute trespassing. Students are NOT permitted to bring visitors to school. Students are NOT permitted to leave for lunch nor have lunch delivered.

Students must NOT ever open school gates during school hours.

Students are not permitted to leave campus unless school staff has verified parental authorization. This may be done only through the attendance clerk.

Access to our students during the school day is allowed by immediate family members who can verify relationship with proper identification. Parents are always welcome but must check into the main office immediately upon arrival at the school.

CRITICAL INCIDENT RESPONSE

DO NOT exit the classroom if the fire alarm sounds, unless verbally evacuated via public address system - this could be a ploy to get you out and into harm's way.

Should you physically see fire or smoke, and are convinced the building is not safe, only then would you evacuate your classroom.

- Lock the door.
- Be out of view/cover windows.
- Be away from doors and windows.
- Be silent.
- Report to your designated Safe Corner
- Remain calm.
- If you are caught outside a classroom/office, flee the campus.

RESTRICTED AREAS

Restricted areas are those locations that are considered off-limits to all students during the school day because of student safety concerns. Violations of restricted area policies and procedures will result in disciplinary action. The following areas are designated as restricted areas at Booker High School:

1. Parking Lots: Administrative permission is required to enter any parking lot during the school day.
2. Gymnasium & Athletic Fields: Only students scheduled for physical education are permitted in these areas during the school day.
3. Cafeteria & Lunch Area: Students are only permitted in the cafeteria or pavilion before the start of school and during their scheduled lunch time.

SUPERVISION

- Students must leave campus or make arrangements to leave campus promptly after school hours and after an activity concludes.
- Students waiting for a ride must do so in front of Building 1.

SURVEILLANCE CAMERAS

For security and safety purposes, video cameras are used to record events at this facility.

TOBACCO/SMOKING / VAPING

In compliance with the Florida State Law, which prohibits the sale of tobacco products to anyone less than 18 years of age, smoking or the use of other tobacco products, including e-cigarettes, by any student (regardless of age) is prohibited on school grounds. Students who disregard this policy will be referred to an administrator for disciplinary action. Students who are found smoking or in possession of tobacco products are subject to monetary fines ranging from $25 to $500.

OPENGATE DETECTION SYSTEM

To enhance the safety and security of our schools, Booker High School uses the OpenGate® Weapons Detection Systems at all entrances. These walk-through metal and weapons detection systems are designed to rapidly scan people for dangerous and prohibited items as they pass through the gate. The goal is to provide a quick, unobtrusive way to bring an additional layer of safety and security to our schools.

STUDENT ACTIVITIES

Booker High School offers students various opportunities to become involved with on campus clubs and organizations. Students are encouraged to become involved in one of our existing clubs, or even starting their own club.

EVENT CRITERIA FOR LEADERSHIP POSITION

These criteria apply to any leadership position at Booker High School and any student nominated for Homecoming Court, Prom Court, Mr. Booker, Lady Tornado or any such position. To be eligible for these positions the following criteria, in addition to any criteria for the specific position, must be met:

1. Student may not have any suspension
2. Student may not have any unexcused absences
3. Student must have at least an overall 2.0 GPA
4. Student must be in attendance to all classes the day of the event
5. Student must positively represent Booker High School

POSTERS AND SIGNS

An assistant principal must approve all posters and signs advertising extracurricular activities/ events. Posters may only be placed in the cafeteria or bulletin board areas. No poster may be placed on interior/exterior walls, glass, or doors without prior approval.

STUDENT GOVERNMENT ASSOCIATION

When considering an extracurricular organization to become involved with, why not consider the Student Government Association?

Either serve on the executive board or as a general member for your grade level. The executive board for each class includes: President, Vice President, Secretary, and Treasurer. All students interested in serving on the executive board must fill out an application. Please see Ms. Ladd, the Student Government Advisor for an application. Elections for the freshman class officers and any upper-classmen positions not filled will take place at the beginning of the school year. All students will attend weekly executive board and class meetings facilitated by the Student Government.

TECHNOLOGY

ELECTRONIC DEVICES

Students may possess an electronic device at schools. Tablets, smartphones, smart devices, laptops or other devices or technology that receive, send or store digital data are acceptable, **provided that the students are using the devices for educational purposes, in conformance with Florida House Bill 379, and have permission from a staff member at the school**. The School Board is not responsible for preventing theft, loss, damage, or vandalism to electronic devices or technology brought onto its property or vehicles or used during or for a school-related purpose. Refer to Sarasota County School Board Policy 5.38. The regulation of electronic devices and other technology shall at all times be consistent with state and federal law.

Students will have devices silenced, put away, and not used except during transitions and lunch periods, and when under the supervision of a staff member for use during specific class instruction. At no time can students have devices blocking their ability to hear instructions.

Students may not use any electronic devices or other technology during school, on school vehicles or property or at a school-sponsored activity to access and/or view websites that are otherwise blocked to students at the school. Students may never use School Board devices or technology to do so, regardless of location. In special circumstances, with permission from a supervising school district employee, a student may use an electronic device or technology for communication.

Students may not possess any electronic device or other technology during testing, unless explicit authorization is given, regardless of the student's location during the testing or who owns the device, even if the device or technology is turned off or the student does not use it. Violation of this rule will result in the student's test being invalidated.

If an electronic device or technology disrupts a class or students, for example by ringing, flashing, or vibrating, the student possessing the device or technology will be subject to disciplinary action. Any student who uses an electronic device or technology in a manner that materially disrupts classwork or involves substantial disorder or the invasion of the rights of others, including by threatening, bullying, harassing, discriminating against, or intimidating another student or district staff member through email, social network posting, or other electronic messages or technology, also will be subject to disciplinary action as determined by the school administration.

Personally-owned electronic devices and technology used in violation of school rules will be confiscated and returned to the student's parent or guardian.

HEADPHONES

Students may not wear 2 earbuds while on campus. When it is permissible to listen to your device, you should only have 1 earbud or headphone in.

INTERNET USAGE POLICY

The Sarasota County School District allows schools to use online social media to improve communication among the District, families, students, staff and other members of the Sarasota County Schools community.

Please refer to Sarasota County School Board policy 5.381 – Student Social Media Guidelines. These student guidelines ensure that participants in social media communications understand and follow procedures that will make the use of online social media a positive and productive experience for everyone involved.

Students are expected to avoid sites that are not related to a specific academic subject area. Tampering with teacher protected files is a serious offense and may result in serious consequences including expulsion.

TRANSCRIPTS

Requests for transcripts are made to the counselor or registrar. Counselors should be given at least three weeks' notice when asked to write letters of recommendation for colleges and jobs.

TRANSPORTATION

Pre-registration is required for students to ride the bus. Registration is completed through the FOCUS platform. Additional transportation information is available online



Bus transportation will be provided to all students living more than two (2) miles from Booker High School.

Students may not ride a bus other than the one they are assigned.

The State of Florida is a "No Fault" state and injuries sustained by students while on a school bus are covered under the parent's Personal Injury Protection (PIP) coverage provided by personal automobile policies. Parents should contact their automobile insurance carrier to report all injury claims.

WITHDRAWAL/TRANSFER FROM SCHOOL

A student who wishes to withdraw from school must report to the Registrar, confirm parental approval for withdrawal and receive a clearance form. This form must be signed by all of the student's teachers and others, as indicated. These signatures indicate that the student is clear with references to fees, fines, textbooks, library books and other school equipment that might have been in his'/her possession.

WHERE TO GO FOR INFORMATION

Announcements	Mr. Rumph	Bldg. 8-101
Athletic Information	Mr. Woods	Bldg. 4-101
Bus Schedule	Dr. Wells https://buses.sarasotacountyschools.net/	Bldg. 4-101
Change of Address	Mrs. Durrstein, Mrs. Hickey	Bldg. 1-108
Club / Student Activities	Ms. Ladd	Bldg. 2
College Center	Mrs. Knight / Mrs. Dawkins	Bldg. 1-118
School Counselor	Counselor Office	Bldg. 1
Driver's License	Ms. Su, Attendance Clerk	Bldg. 1-101
Illness	Clinic	Bldg. 1-104
Insurance Claims	Clinic	Bldg. 1-104
Lockers	Mrs. Shivers	Bldg. 4-201
Lost & Found	Clinic	Bldg. 1-104
Lost Book Payment	Media Center	Bldg. 2-110
Lunch	Cafeteria	Bldg. 3
Media Services	Mrs. Ladd	Bldg. 2-110
Parking Decals	Mrs. Shivers	Bldg 4-201
Report Cards / Grades	Counselors	Bldg. 1
Schedules	Counselors	Bldg. 1
Student Government	Ms. Ladd	Bldg. 2-110
Test Information	Ms. McCaleb	Bldg. 2-204
Theft, Vandalism	SRO	Bldg. 1-117
Tickets (Sporting Events)	Ms. Etienne (Ms. Magda)	Bldg. 4-101
Tickets (VPA Events)	Ms. Hahn	Bldg. 9
Transcripts	Mrs. Durrstein, Mrs. Hickey	Bldg. 1
Tutoring	RISE – before school	
Withdrawal From School	Mrs. Durrstein, Mrs. Hickey	Bldg. 1-108
Yearbook/School Pics	Ms. Williams / Mr. Johnson	4-106

